



Board Meeting
Tuesday, May 28, 2013 ♦ 7:00 p.m.
Boardroom

Members:

Trustees:

June Szeman (Chair), Rick Petrella (Vice Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Ryan Cattrysse (Student Trustee)

Senior Administration:

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

1. Opening Business

- 1.1 Opening Prayer – June Szeman
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations

- 2.1 The Board will recognize Sarah Wu, Grade 11 student at Assumption College School, award winner at the Intel International Science and Engineering Fair in Phoenix, Arizona.
- 2.2 The Board will view highlights of Catholic Education Week activities.

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Board Meeting Minutes – April 23, 2013 Pages 3-7

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendation from the Committee of the Whole Meeting – May 21, 2013 Pages 8-12
Presenter: Rick Petrella, Vice Chair of the Board
 - Budget Planning (pgs. 13-24)
 - Excursion – Lansing, MI (pg. 25)



- 5.2 Student Trustee Report**
Presenter: Ryan Cattrysse, Student Trustee

Page 26

6. Information and Correspondence

7. Notices of Motion

8. Trustee Inquiries

9. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- a. The security of the property of the board;
- b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- c. The acquisition or disposal of a school site;
- d. Decisions in respect of negotiations with employees of the board; or
- e. Litigation affecting the board.

10. Report on the In-Camera Session

11. Future Meetings and Events

Page 27

12. Closing Prayer

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

13. Adjournment



Board Meeting
Tuesday, April 23, 2013 ♦ 7:00 pm
Boardroom

Trustees:

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

Absent: Bonnie McKinnon, Ryan Cattrysse (Student Trustee)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer led by June Szeman. Chair Szeman declared her intention to vote on all motions of the April 23, 2013 Board meeting.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the April 23, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Six student members of the 20-member Holy Trinity Eco Team gave an informative presentation on the many activities and initiatives that are taking place at Holy Trinity as the school strives to achieve gold level in the Ontario Eco School Certification program. The presenters reviewed the findings of their Team's garbage and energy audits and the steps they have taken to address areas of concern identified in the audits. Some notable accomplishments to date include the purchase of two water stations, which has significantly increased the use of reusable water bottles, a graduating class tree planting program, increased indoor "greening", energy consumption stickers, and the first annual community clean-up day. Through various fundraising drives, the Eco Team are working towards funding future proposed projects such as establishing a school vegetable garden or greenhouse to support the Foods program, purchasing benches for an outdoor classroom, and possibly purchasing solar panels. After responding to several questions from trustees, the presenters were congratulated on their efforts, accomplishments and enthusiasm.



3. Delegations – Nil

4. Consent Agenda

- 4.1** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 26, 2013 meeting.

Moved by: Cliff Casey

Seconded by: Dan Dignard

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting of April 16, 2013

Vice Chair Petrella provided a brief overview of the business of the April 16, 2013 Committee of the Whole meeting and brought forward the following recommendations for approval:

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

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

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

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

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

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

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



Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes of the Committee of the Whole meeting of April 16, 2013.

Carried

THAT the Brant Haldimand Norfolk Catholic District School approves the recommendations of the Committee of the Whole meeting of April 16, 2013.

Carried

5.2 School Accommodation Report – Accommodation Review Committee – Brant County School

Superintendent Chopp, Chair of the Accommodation Review Committee (ARC) for the Accommodation Review of Blessed Sacrament, Holy Family, Sacred Heart, St. Anthony Daniel and St. Theresa schools in Brant County, provided a review of the ARC process which began in November 2012. He introduced Melodie Spencer, parent member on the ARC representing Holy Family School and Chair of the ARC Writing Sub-Committee, who reviewed the highlights of the ARC's School Accommodation Report, as submitted to Director Roehrig on February 26, 2013. Mrs. Spencer provided insight into the many factors and discussions that ultimately led to the Committee's final recommendations to close St. Anthony Daniel School as of June 30, 2014 and transfer all St. Anthony Daniel students to Blessed Sacrament School beginning September 1, 2014. Several trustee inquiries with respect to transportation, proximity to parishes, boundaries, and triple grades were responded to by Mrs. Spencer, Trustee Dignard and Superintendents Chopp and Grice who were all members of the ARC. Mrs. Spencer commented that the process was extremely fair, that Board staff provided all required information and supported the Committee throughout the process, that the school communities were kept well informed and that parents and community members were encouraged to provide input throughout the ARC process.

Moved by: Dennis Blake
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives the School Accommodation - Accommodation Review Committee - Brant County Schools report.

Carried

5.3 St. Anthony Daniel School Closure – Brant County Schools Accommodation Review

In response to the School Accommodation Report presented in item 5.2, Director Roehrig expressed the Board's appreciation to all members of the ARC for their time, energy, and dedication to the ARC process which included four public meetings, three working committee meetings, as well as a meeting with St. Anthony Daniel parents that was held in January. He commended the level of detail that was provided in the ARC Report, which reflects the extensive information and data that was analyzed and reviewed leading up to the ARC's recommendations. Director Roehrig advised that staff support the recommendations of the ARC. Implementing both recommendations will improve the utilization rate for Blessed Sacrament School, will lower costs over the long term and help ensure sustainable staffing levels that will lead to better programming for students. As part of the ARC process, the Board will seek further public input on Tuesday, May 28 at 6:00 p.m. prior to a final decision being made.



Moved by: Rick Petrella
Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the St. Anthony Daniel School Closure - Brant County Schools Accommodation Review report.

Carried

5.4 2013-14 School Year Calendar

Superintendent Chopp reviewed the proposed 2013-14 school year calendars that are in keeping with the amendments made to Ontario Regulation 304. He noted that there will be 194 school days, six of which will be designated Professional Activity days.

Moved by: Dennis Blake
Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the proposed 2013-14 School Year Calendars for Elementary schools, Secondary schools and St. Cecilia's school, as presented..

Carried

5.5 Excursion – Mission Trip to Staten Island, NY

Superintendent Chopp presented a revised report regarding a proposed mission trip to Staten Island New York, whereby approximately 20 secondary students will assist the Mennonite Disaster Service with small construction and clean-up projects in the aftermath of last fall's Hurricane Sandy. He provided additional information regarding the student application process, the criteria used to evaluate applications and recommend potential participants, and the approval process for both student participants and chaperones.

Moved by: Cliff Casey
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion mission trip to Staten Island, NY from Saturday, June 15 to Friday, June 21, 2013.

Carried

6. Information and Correspondence

Director Roehrig made available information on three upcoming system events: 1) the Special Education Department April 26 PA Day program; 2) invitation to the Board Art Exhibits from May 1-3; and 3) invitation to the Celebration of the Arts performances on May 7.

Moved by: Dan Dignard
Seconded by: Rick Petrella

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

Carried

7. Notices of Motion

Trustee Casey presented the Notice of Motion that he made at the April 16, 2013 Committee of the Whole meeting, as follows:

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



Discussion ensued. Trustees Casey and Blake pursued the possibility of conducting an interest survey in Haldimand and Norfolk counties to determine if this type of programming would be supported by families in those areas. Director Roehrig maintained that staff does not recommend proceeding with an investigation at this time as current French Immersion programming in the public system are under-utilized, and because additional information regarding potential sites, etc., would need to be determined prior to doing a survey. Staff recommends that the current focus be on studying and potentially implementing an early French Immersion program in the North end of Brantford.

Moved by: Cliff Casey
Seconded by: Dennis Blake
Defeated

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Cliff Casey
Seconded by: Dan Dignard

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

10. Report on the In-Camera Session

Moved by: Rick Petrella
Seconded by: Cliff Casey

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

11. Future Meetings

A listing of upcoming meetings and events was reviewed.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dan Dignard
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of April 23, 2013.
Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

May 21, 2013

AGENDA ITEM	MOTION
5.1	THAT the Committee of the Whole refers the 2013-14 Budget Procedures Manual to the Brant Haldimand Norfolk Catholic District School Board for approval.
5.5	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Lansing, Michigan from Friday, October 18 to Saturday, October 19, 2013.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of May 21, 2013.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of May 21, 2013.



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

Trustees:

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

Absent: Bonnie McKinnon

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by June Szeman. Chair Szeman declared her intention to vote on all motions of the May 21, 2013 Committee of the Whole meeting.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the May 21, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations - Nil

3. Delegations – Nil

4. Consent Agenda

4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the April 16, 2013 meeting.

4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of April 10, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of April 23, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Cliff Casey

Seconded by: Dennis Blake

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Budget Committee Meetings of April 25, 2013 and May 15, 2013

Vice Chair Petrella, Chair of the Budget Committee, reviewed the business of the April 25 and May 15, 2013 Budget Committee meetings, which focused on reviewing the Budget Procedures Manual for 2013-14, as well as the draft departmental expenditure budgets. He presented the following recommendation for approval:

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

Moved by: Cliff Casey

Seconded by: Dan Dignard

Carried

Chair Szeman presented the following motion for approval:

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

Moved by: Dennis Blake

Seconded by: Rick Petrela

Carried

5.2 Early Years Program Update

Superintendent Telfer provided an overview of current and future early years programs and services offered to children and families in the District, including Full-Day Kindergarten Programs, Before and After Care Programs, Parenting and Family Literacy Centres, and planned School-First Child Care Capital Retrofit projects. There was discussion as to how the allocated funding to retrofit 96 school-age child care spaces to 0-3 years infant spaces by August 31, 2015 will be spent and a recommendation by Trustee Dignard that required accessibility renovations be addressed during the retrofit process, where applicable.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

Carried



5.3 Mental Health and Addiction Nurses in School Program

With funding from the Ministry of Health and Long Term Care, Superintendent Chopp informed trustees that four dedicated Mental Health and Addictions Nurses (MHANs) have been hired to provide direct service to Brant Haldimand Norfolk Catholic District School Board students. The nurses assist staff in recognizing and responding to student mental health and addiction issues through both internal and external referrals.

Superintendent Chopp introduced Leslie Gaffney, Client Services Manager with the Hamilton Niagara Haldimand Brant Community Care Access Centre, who provided an overview of the program and its priorities of providing access to high quality services, closing critical service gaps, and early identification and intervention. Ms. Gaffney introduced Annette Zammit, Pat Allen, Norm Kelly and Sandy Jamieson, the MHANs who have been assigned to support students and staff in our Board.

Moved by: Dennis Blake

Seconded by: Cliff Casey

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

Carried

5.4 Construction Update – St. Pius X Catholic Elementary School

Superintendent Grice reported that construction of the new St. Pius X Catholic Elementary School is progressing well. He advised that plans are still on track for a September 2013 opening.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

5.5 Excursion – Lansing, MI

Superintendent Chopp presented a request from Assumption College School for approximately 40 members of the Senior Football Team to participate in an exhibition game against Lansing Catholic School in Lansing, Michigan. This excursion will provide an excellent opportunity for team building and for competing in a different venue.

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Lansing, Michigan from Friday, October 18 to Saturday, October 19, 2013.

Carried

6. Information and Correspondence

Chair Szeman circulated two letters: the first from Minister Sandals in response to the Board's best wishes on her appointment as Minister of Education, and the second from the Brant Particular Council in appreciation of contributions received from the Board's annual Souper Bowl fundraiser. Chair Szeman also reviewed trustee involvement in the upcoming secondary school graduations.



Moved by: Dennis Blake

Seconded by: Cliff Casey

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

Carried

7. Notices of Motion – Nil

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried

10. Report on the In-Camera Session

Chair Szeman and Trustees Casey and Dignard declared a conflict of interest in item 3.1 of the in-camera session and left the room. They did not take part in the consideration or discussion of, or vote on any question with relation to this item.

Moved by: Dennis Blake

Seconded by: Rick Petrella

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

Carried

11. Future Meetings

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

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 21, 2013.

Carried

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: April 25, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

BUDGET PLANNING
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

RECOMMENDATION:

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

**Brant Haldimand Norfolk Catholic
District School Board**



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

INDEX

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

ACTION PLAN AND TIME LINE

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

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

BUDGET PROCESS

The purpose of a budget process is to provide, in a consolidated form, the necessary guidelines for its preparation. The prime objective of a set of budget guidelines is to serve as a guide to those involved in the budgetary process by providing instructions that are clear, concise and easy to understand.

The Superintendent of Business & Treasurer has the responsibility of coordinating the overall budget material into a consistent and readable format. The Superintendents have the responsibility for developing and coordinating the budgets within their areas of responsibility. Principals and department managers have similar responsibilities with respect to their individual school and department.

Expenditure Estimates

A set of expenditure estimates will be established for each department (a school is considered to be an operating department). Each department will submit a complete set of expenditure estimates on the prescribed forms.

Departments should carefully consider all expenses when developing the 2013-14 Budget. Assume staffing levels in each department cannot increase over the 2012-13 year level, without acceptable explanations. All supplies and services must be reviewed and justified in the budget submission. It may be necessary to amend the projected expenditures in the light of any changes in revenue, however, this will not be known until later. Departments should consider the 2012-13 year budget as a MAXIMUM limit for 2013-14.

The following should be used to establish 2013-14 expenditure budgets:

Salaries and Benefits:

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

Expenses:

- Instructional: Budgeted on an as required basis, but not more than the 2012-13 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2012-13 year budget.

Major Maintenance/Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2013 to August 31, 2014. The total is not to exceed the 2012-13 year budget (and the estimated School Renewal Grant) or as provided in the Long-Term Capital Plan or Five-Year Facilities Renewal Plan.

Transportation:

- Fees should be budgeted on the basis of the contracts in place at September 1, 2013 times the number of routes required.

Other Expenses:

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2013 to August 31, 2014.

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

- That all 2013-14 year program and service levels in individual departments will have to be justified on an as needed basis.
- That the cost of any proposed new programs or changes in current programs or services, be offset by a reduction in other current programs or services or by specific revenues or grants and accompanied by documentation supporting the proposal.
- That the size of individual classrooms, elementary and secondary, be set at the levels allowable under existing collective agreements or legislation, as appropriate.
- That schools give priority to educational programs in developing school budget estimates. Co-curricular and extra-curricular activities shall be closely examined to ensure that priorities are appropriate.
- That each school reviews all expenditures under the school's control with its School Council.

Revenue Estimates

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

As previously indicated, the Ministry of Education has not yet released any technical documents which pertain to the 2013-14 budget year. Administration will use the 2012-13 technical information, amended as indicated, to calculate initial revenue estimates. The actual regulations, forms and computer files may not be available for several weeks, and ultimately, these will have to be completed and filed with the Ministry to determine the Board's revenue. It may be that when such official forms are completed, the initial estimates will have to be revised.

Role of Superintendents

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

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

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

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

Role of Administrative Council

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

Role of the Community

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

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

Role of the Budget Committee

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

Role of the Board of Trustees

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

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

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

No In-Year Deficit

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

1. Take the board's accumulated surplus for the preceding fiscal year. If the board does not have an accumulated surplus, the number determined under this paragraph is deemed to be zero.
2. Take 1 per cent of the board's operating revenue for the fiscal year.
3. Take the lesser of the amounts determined under paragraphs 1 and 2.

Exception

(2) Despite subsection (1), a board may have an in-year deficit that is greater than the amount determined under that subsection if the in-year deficit is permitted as part of a financial recovery plan under Division C.1 or if the board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

Estimates

232. (1) Every board, before the beginning of each fiscal year and in time to comply with the date set under clause (6) (c), shall prepare and adopt estimates of its revenues and expenses for the fiscal year.

Same

(2) Where final financial statements are not available, the calculation of any amount for the purposes of this Act or the regulations shall be based on the most recent data available.

Balanced budget

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

Exception

- (4) Despite subsection (3), a board may adopt estimates for a fiscal year that indicate the board would have an in-year deficit for the fiscal year if,
- (a) the estimated in-year deficit would be equal to or less than the amount determined under subsection 231 (1);
 - (b) the Minister grants his or her approval for the estimated in-year deficit to be greater than the amount determined under subsection 231 (1) by the amount specified by the Minister;
 - (c) an in-year deficit is permitted as part of a financial recovery plan under Division C.1; or
 - (d) the board is subject to an order under subsection 230.3 (2) or 257.31 (2) or (3).

The Board must balance its desire to provide the best possible education for its students with the resources available to it. While the Board will consult with local interest groups, it cannot abdicate the requirement to act as a responsible corporate body in fiscal matters. It must, by law, balance the annual budget and if expenditures exceed revenues, develop a plan to take corrective action.

The Board should finalize the 2013-14 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2013 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent/manager will prepare his/her department's 2013-14 expenditure estimates in the manner described above under the heading Expenditure Estimates. Forms will be provided for this purpose along with certain specific back-up information as deemed appropriate or necessary. These forms should be completed and forwarded to the Finance Department in accordance with the attached schedule.

School Staffing

Enrolment estimates for 2013-14 will be established in consultation with the Finance Department. These will be used in the application of formulas to determine staffing requirements. A Superintendent of Education will determine staffing requirements in conjunction with the elementary and secondary school principals. These results will be collated by the Superintendent of Education in consultation with the Manager of Human Resources so that a system-wide calculation of overall staffing needs can be determined. This overall summary will be presented to Administrative Council by the Superintendent of Education and submitted to the Finance Department in accordance with the attached schedule.

School Supplies and Texts, Etc.

Elementary and secondary school supplies and texts, etc., will be reviewed by the Superintendents of Education and submissions will be based on assessed needs. This includes all areas, including texts, supplies, furniture and equipment, etc. For the purposes of determining the 2013-14 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2012-13, but based on projected enrolment. These amounts may be subject to revision when more precise information is known about the 2013-14 school year, including refined enrolment projections.

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

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

Building/Maintenance Requirements

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

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

Timetable for Estimates

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

2013-14 BUDGET TIMETABLE

Date	Responsibility	Procedure
May 15 th	Superintendent of Business	Present to Budget Committee Draft Budget (Staffing) Present Teaching Staff Calculation to Budget Committee
May 29 th	Superintendent of Business	Review Final Draft (Expenditure and Staffing) with Budget Committee
June 10 th	Superintendent of Business	Final Budget to Audit Committee
June 18 th	Superintendent of Business	Final Budget to Committee of the Whole
June 25th	Chair of Budget Committee	Final Budget to the 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: May 21, 2013
Submitted by: Chri Roehrig, Director of Education & Secretary

EXCURSION – LANSING, MI
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Lansing, Michigan from Friday, October 18 to Saturday, October 19, 2013.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Ryan Cattrysse, Student Trustee
Presented to: Board of Trustees
Submitted on: May 28, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

On April 30, 2013, elections for the position of student trustee for the 2013-14 school year were held. On May 23, 2013, the student senate held its annual Leadership Symposium for members of secondary students' councils.

DEVELOPMENTS:

Georgia Athanasiou of Assumption College School was elected as the Student Trustee of the Brant Haldimand Norfolk Catholic School Board for the 2013-14 school year. The Leadership Symposium was extremely successful. Our secondary Students' Councils came together for a day of learning, fellowship and leadership development organized by our student senate. Youth Ministry Specialist Dan Moynihan of the Diocese of London delivered keynote addresses and lead participants in activities to develop their own idea of leadership, their own sense of their self as a leader, as well as where faith comes to play in leadership. The annual "Spirit Cup" cheer competition was held, with St. John's College earning the honour this year.

SCHOOL NEWS:

Assumption College School held its Relay for Life on May 24-25, 2013. Their fundraising goal is \$77,777.77, and as of Tuesday, May 23, they had raised over \$60,000. Liam Putt of Assumption College won the Damon Allen Quarterback Challenge held in Toronto in December. He earned a \$10,000 scholarship to any Canadian university and the Lions hosted Damon Allen who spoke to the student body on topics such as leadership and bullying. The Lions also held a successful Prom on May 4.

St. John's College held its Inside (bike) Ride generating over \$7,000 towards cancer research. On Thursday, May 23, the Eagles Students' Council held their survivor night, a night of games like tug-of-war for students of all grades to increase school spirit. The school's Prom will be held on June 1.

Holy Trinity's leadership class held a "Walk for Water" on Thursday, May 23. The 10-kilometre walk raised \$600 in support of the Free the Children Foundation, to help build wells in third world countries. The Titans will host the Norfolk community's Relay for Life on May 30, 2013. Congratulations to Holy Trinity's Concert Band for placing second at Nationals in Toronto on May 16. Holy Trinity's Prom will be held on June 1, 2013.

RECOMMENDATION:

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



**2012-13
Trustee Meetings and Events**

Date	Time	Meeting/Event	New / Revised
May 28, 2013	6:00 pm	Public Meeting: Accommodation Review – Brant County Schools	
	7:00 pm	Board Meeting	
May 29, 2013	7:30 pm	Budget Committee Mtg.	
June 6-8, 2013		CCSTA Convention	
June 10, 2013	7:00 pm	Audit Committee Mtg.	
June 13, 2013	2:00 pm	Executive Council Mtg.	
June 12, 2013	<i>RESERVED</i>	<i>Generic Board Committees Meeting Day</i>	
June 12, 2013	7:00 pm	SEAC Meeting	
June 18, 2013	7:00 pm	Committee of the Whole	
June 19, 2013	7:00 pm	Official Closing Ceremony – St. Bernard (B)	
June 25, 2013	7:00 pm	Board Meeting	
June 27, 2013	3:45 pm	Assumption College Graduation	
June 27, 2013	6:30 pm	Holy Trinity Graduation	
June 27, 2013	7:00 pm	St. John's College Graduation	