



Board Meeting
Tuesday, December 10, 2013 ♦ 7:00 p.m.
Boardroom

Members:

Trustees:

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

Senior Administration:

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

1. Opening Business

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

2. Presentations

The Board will view student-crafted Native stone carvings and receive information regarding this unique carving program from Dante Dalia, Co-Operative Education and OYAP Co-Ordinator, and Chris Green, Native Carver from Ohsweken.

The Board will recognize Sondra Emery, Grade 7 student at St. Leo's School, for her Christmas card design that will be used as one of the 2013 Brant Haldimand Norfolk Catholic District School Board Christmas cards.

The Board will recognize Taylor Cooper, Grade 12 student at St. John's College, for her Christmas card design that will be used as one of the 2013 Brant Haldimand Norfolk Catholic District School Board Christmas cards.

The Board will recognize Cait Banfield, Grade 12 student at Holy Trinity Catholic High School, for her Christmas card design that will be used as one of the 2013 Brant Haldimand Norfolk Catholic District School Board Christmas cards.

3. Delegations - Nil



4. Consent Agenda

- 4.1 Approval of Minutes from the Board Meeting of November 26, 2013 Pages 4-7
- 4.2 Approval of Minutes from the Annual Board Meeting of December 3, 2013 Pages 8-9
- 4.3 Unapproved Minutes from the Special Education Advisory Committee meeting of November 13, 2013 Pages 10-12

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting - November 26, 2013 Pages 13-16
Presenter: Dennis Blake, Chair, Policy Committee
- Home Instruction 200.17 (revised) (pgs. 17-29)
 - Universal Accessibility Design 400.12 (rescind) (pgs. 30-33)
 - Communication on Behalf of the Board 100.08 (revised) (pgs. 34-38)
 - Access to Legal Counsel 100.09 (revised) (pgs. 39-42)
 - Trustee Conflict of Interest 100.05 (revised) (pgs. 43-45)
- 5.2 Financial Statements – Year Ended August 31, 2013 Pages 46-70
Presenter: Rick Petrella, Chair, Audit Committee
- 5.3 Early French Immersion Program Update Page 71
Presenter: Leslie Telfer, Superintendent of Education
- 5.4 Audit Committee Fiscal Year Report – 2012-13 Page 72
Presenter: Rick Petrella, Chair, Audit Committee
- 5.5 Financial Literacy in the Ontario Curriculum Update Page 73
Presenter: Leslie Telfer, Superintendent of Education
- 5.6 St. Mary Catholic Learning Centre – Site Utilization Pages 74-75
Presenter: Jamie McKinnon, Superintendent of Education
- 5.7 Integration Committee Update – Blessed Sacrament and St. Anthony Daniel Schools Pages 76-77
Presenter: Bill Chopp, Superintendent of Education

6. Information and Correspondence

7. Notices of Motion

8. Trustee Inquiries



9. Business In-camera

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

10. Report on the In-Camera Session

11. Future Meetings and Events

Pages 78-79

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, November 26, 2013 ♦ 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with a prayer led by Trustee Blake.

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 November 26, 2013 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Chair Szeman extended the Board's congratulations to John Silvestri, Information Technology System Education Resource Teacher, recipient of the 2013 Champion of Inclusion Award. This award is presented annually to an educator who "lives, breathes and implements" inclusive education.

Chair Szeman welcomed Rob Campbell, Principal of St. John's College, who explained the work done by teachers of the Mathematics Department over the past several years that has led to significantly improved results in the Grade 9 Mathematics EQAO assessments. Through collaborative teaching, use of innovative technology and modelling of new pedagogy, the dedication and hard work of the staff was recently recognized by EQAO when St. John's College was awarded the Dr. Bette M. Stephenson Recognition of Achievement Award. Chair Szeman extended the Board's congratulations and presented certificates of achievement to the individual teachers and to Principal Campbell.



Superintendent McKinnon introduced Peter Svec, Student Achievement Consultant: Pathways and Specialist High Skills Major Lead and presented him with the Institute of Public Administration of Canada (IPAC) Innovative Management Award for his leadership in the Specialist High Skills Major program since the program began in 2008. He added that the program, available in all three secondary schools, currently has over 500 students enrolled in 21 programs that span nine different sectors.

Trustee Dignard commented that these types of awards are testimony to the success of our programs and the caliber of our staff, and applauded senior administration for planting the seeds of innovation and for their ongoing leadership.

3. Delegations – Nil

4. Consent Agenda

4.1 THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the October 22, 2013 meeting.

Moved by: Bonnie McKinnon

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 November 19, 2013

Trustee Petrella reviewed the business of the November 22, 2013 Committee of the Whole meeting and brought forward the following recommendations for approval:

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

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

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

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



Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes of the Committee of the Whole meeting of November 19, 2013.

Carried

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

Carried

5.2 Student Trustee Report

Student Trustee Athanasiou reported that Student Senators are preparing for the February retreat for student leaders, which will focus on love for self, love for others, and love for the world. School chaplains will organize various seminars. She reported that it is semi-formal season at all secondary schools. In addition, Assumption College and St. John's students have been busy fundraising to support local area families during the Christmas season, while Holy Trinity students are purchasing gifts for children at Sick Kids Hospital in London.

Moved by: Rick Petrella

Seconded by: Dennis Blake

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

Carried

6. Information and Correspondence

Chair Szeman distributed a copy of a letter from the Ontario College of Teachers and requested feedback from trustees.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

That 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: Rick Petrella

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

Carried



10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Dennis Blake

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: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 26, 2013.

Carried



**Annual Board Meeting
Tuesday, December 3, 2013 ♦ 7:00 p.m.
Norfolk Room**

Members: Trustees:

Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella, June Szeman,
Georgia Athanasiou (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. Call to Order

1.1 Opening Prayer

The meeting opened with prayer, led by Trustee Blake.

1.2 Attendance and Welcome

Director Roehrig welcomed trustees, senior administrators and special guest, Bishop Daniel Miehm.

2. Routine Matters

2.1 Approval of Agenda

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the
Annual Meeting of the Board of December 3, 2013.

Carried

2.2 Declaration of Interest - Nil

3. Appointment of Scrutineers

Director Roehrig appointed Superintendents of Education Bill Chopp and Jamie McKinnon as Scrutineers
for the nomination and election of the Chair and Vice Chair of the Board.

4. Nomination and Election of Chair

Director Roehrig requested that ballots for the nomination of the Chair of the Board be distributed.

Trustees Blake, Petrella and Szeman were nominated; Trustee Petrella respectfully declined the
nomination. Both remaining candidates were given the opportunity to speak in support of their nomination.
Trustee Blake gave a brief presentation with respect to his leadership experiences and desire to lead with
a fresh perspective. A vote took place and Trustee Szeman was elected Chair of the Board

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination
and election of Chair of the Board.

Carried



5. Nomination and Election of Vice Chair

Newly elected Chair Szeman assumed the Chair and requested that ballots for the nomination of the Vice Chair be distributed. Trustee Petrella was nominated and agreed to let his name stand. Chair Szeman declared Trustee Petrella acclaimed to the position of Vice Chair of the Board.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of Vice Chair of the Board.

Carried

6. Appointment of Board Auditor

Chair Szeman presented staff's recommendation that the Board continue to use the services of Millard, Rouse & Rosebrugh, Chartered Accountants LLP, as auditors. Trustee Casey inquired as to the annual fees that are paid to Millard, Rouse & Rosebrugh and suggested a possible future tender process. This will be discussed at a future Board meeting.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Millard, Rouse & Rosebrugh, Chartered Accountants, as auditors for the year ending August 31, 2014.

Carried

7. Address by the Chair of the Board

Chair Szeman voiced her appreciation to trustees for their ongoing trust and support and congratulated Vice Chair Petrella on his appointment. She expressed her commitment to continuing to work with Vice Chair Petrella and all trustees in moving the Board forward. She also extended her appreciation to senior administration for all their work and ongoing support. She advised that she would present her official address at the next Board meeting.

8. Adjournment

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Annual meeting of December 3, 2013.

Carried



SPECIAL EDUCATION ADVISORY COMMITTEE
Wednesday, November 13, 2013 – 7:00 p.m.
Boardroom

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

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

1. Opening Prayer

Carmen McDermid opened the meeting with a prayer.

2. Welcome and Opening Comments

Lisa Stockmans welcomed members as her first meeting as SEAC Chair.

3. Approval of Agenda

Moved by: Catherine Custodio

Seconded by: Jill Esposto

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

Carried

4. Approval of Minutes – October 9, 2013

Moved by: Jill Esposto

Seconded by: Catherine Custodio

THAT the SEAC Committee approves the minutes of the October 9, 2013 meeting.

Carried

5. Correspondence

Leslie Telfer, Superintendent of Education, spoke to the letter to the Minister of Education from Trillium Lakelands District School Board. The letter dealt with the fact that the Special Education Per Pupil Amount (SEPPA), the High Needs Amount (HNA) and the Measures Of Variability (MOV) do not sufficiently meet fiscal amounts and that the funding formulas are outdated. Leslie referred to the number of previous letters to the Minister of Education with the same message, indicating it is a challenge many Boards are having. The smaller Boards are not receiving equal funds from the Ministry, and the larger Boards are not receptive at changing. Leslie attended a conference in Grand Bend where Barry Finlay, Director of Special Education for the Ministry, spoke to the fact that the Ministry recognizes the inequity.



6. Community Agency Updates

Krista Emmerson, Parent Representative (Brantford), updated the committee on “Parents for Children’s Mental Health”, the support group she continues to run. She is looking for a co-facilitator as she will be attending Mohawk College full time as of January 2014.

Jill Esposto, Director of Services for Children’s Aid Society Brant, described the changes in how requests for disclosure for employment purposes will be handled. Rather than releasing the information to the employer, it will be released directly to the individual. The information will include a coded template, the date the case file was opened and closed, and it will be up to the individual to share with the employer. Jill also talked about the issues with the youth in the CAS transitioning to the adult system. Tension is resulting from protocol clearly stating to wean them out of services, which proves challenging for the high need clients. It has become easier for clients to get the Ontario Disability Support Program (ODSP), however the amount has decreased.

Catherine Custodio of Haldimand-Norfolk CAS continued to speak on the issues with transitioning the youth to adult services. Starting in the new year, there are plans to focus more on early planning. Currently they wait until the last minute for the adult pieces to fall in place. Both adult and children tables are trying to work together.

Christine Pearce of Woodview Mental Health and Autism Services spoke on trying to meet the needs of clients and being creative with group settings in order to reduce the wait list. On December 5, 2013, Woodview will be hosting a Christmas party for clients at Assumption College School, which will include a full Christmas Dinner. Woodview is hoping fundraising efforts will also allow them to include a gift for each child.

7. Business Arising from the October 9, 2013 Meeting

7.1 SEAC Membership

Committee members agreed that more parent representation is needed. Krista Emmerson noted that not a lot of people know the purpose of SEAC and it would be useful to distribute to schools a summary outlining what membership entails and how member contributions would be beneficial. Superintendent Telfer suggested that staff produce a draft information flyer that the Committee could review, and then it could be sent to schools to encourage interested parties to submit their names for consideration of sitting on SEAC.

8. Reports

8.1 Special Education System Lead, Carmen McDermid, described the various workshops and training that will be available to Education Assistants at the November 15 Professional Activity Day, including Non Violent Crisis Intervention re-certification and First Aid training. Carmen suggested that if any of the agencies were interested in doing a session for any upcoming PA days, to please approach herself or Leslie.

Carmen shared the news about John Silvestri receiving the Coaching to Inclusion Award. She described the passion and dedication John puts into the training of not only the identified students, but the entire class, including the classroom teacher.



The Canadian Cognitive Abilities Testing (CCAT) is scheduled for November 18-22, 2013 for Grade 3 students. Carmen is pleased that the companies that provide the testing have been able to accommodate the Special Needs students, allowing accommodations and modifications to the test.

Carmen also gave a staffing update, having filled the Speech and Language Pathologist positions with Stephanie Dudych and Meaghan Courneyea. They will continue on a mentoring system with the outgoing Speech Pathologists until June.

- 8.2** Leslie Telfer and Carmen McDermid attended RSEC for the London Region last week and attended several presentations on self-regulation, which would be a good topic to present to the Committee.

Leslie also met with Rita Marie Hadley, Executive Director of Lansdowne Children's Centre, and found speaking with the three program supervisors informative and helpful. Leslie would like to visit other agencies including Woodview, CCAC and the Family Council Centre.

In regards to the December 11 joint SEAC meeting with the Grand Erie District School Board, Leslie suggested inviting Barry Finlay to come and speak. All SEAC members present were in agreement.

9. Business for Next Meeting

Joint SEAC Meeting

- 10.** The meeting adjourned at 8:30 p.m.

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE

November 26, 2013

AGENDA ITEM	MOTION
2.1	THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Home Instruction policy.
2.2	THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Universal Design for Accessibility Policy 400.12.
2.3	THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Communication on Behalf of the Board policy.
2.4	THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Access to Legal Counsel policy.
2.5	THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Conflict of Interest policy.

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Policy Committee Meeting of November 26, 2013.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Policy Committee Meeting of November 26, 2013.



Policy Committee
Tuesday, November 26, 2013 ♦ 3:30 p.m.
Boardroom

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

1.2 Attendance

As noted above.

1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda of the November 26, 2013 meeting.

Carried

1.4 Approval of the Policy Committee Meeting Minutes – October 9, 2013

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the minutes of the October 9, 2013 meeting.

Carried

2. Committee and Staff Reports

2.1 Home Instruction 200.17 (revised)

Superintendent Chopp explained that although there are no revisions to the Policy, there are now two different ways of delivering home instruction: at the student's home or alternative location (i.e., local library), or on-school site at St. Mary Catholic Learning Centre.

Consequently, a new Administrative Procedure has been developed to provide direction regarding on-school site instruction. Trustees made minor revisions to the Administrative Procedures.



Moved by: Dan Dignard
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Home Instruction policy.

Carried

2.2 Universal Design for Accessibility 400.12 (rescind)

Superintendent Chopp explained that several new policies and administrative procedures have been developed recently that incorporate the legislative requirements for universal design for accessibility. The original policy 400.12 is no longer required.

Moved by: Dan Dignard
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Universal Design for Accessibility policy 400.12.

Carried

2.3 Communication on Behalf of the Board 100.08 (revised)

Director Roehrig noted that the policy has merely been revised to adhere to standardized formatting. The only change is the addition of the General Guidelines document that was shared with trustees in April 2013. This reference provides suggested best practices with respect to trustee communications and will be added as Appendix A, but will not be specifically referenced in the policy statement.

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Communication on Behalf of the Board policy.

Carried

2.4 Access to Legal Counsel 100.09 (revised)

Director Roehrig explained that this policy and administrative procedures have been revised to adhere to standardized formatting and to update the title for the Superintendent of Business. Trustee Casey requested a couple of revisions with respect to the Board (not just the Chair of the Board) approving the use of legal counsel regarding matters that involve the interests of trustees or miscellaneous issues. Trustee Casey also requested that a report be brought to Board bi-annually summarizing legal matters and costs; this will be added to the Administrative Procedure.

Moved by: Rick Petrella
Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Access to Legal Counsel policy.

Carried



2.5 Trustee Conflict of Interest 100.05 (revised)

Director Roehrig advised that this policy has been revised to adhere to standardized formatting and that no other changes have been made.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Conflict of Interest policy.

Carried

3. Discussion Items

3.1 Pupil Accommodation Policy – secret ballots

Trustee Blake questioned the practice of secret ballot votes by members of Accommodation Review Committees when making their final ARC recommendation. Superintendent Grice explained that this is not a Ministry policy, but rather a decision made by the ARC members. Discussion ensued and it was noted that secret ballots is the basis of our demographic society and that it is also a way of protecting the members of the ARC. Trustee Casey noted that Accommodation Reviews do not have to be for a group of schools, they can also be for an individual school, as noted in the Administrative Procedures. This decision would be part of the Board's initial discussion when considering the establishment of an ARC study.

4. Adjournment

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee adjourns the meeting of November 26, 2013.

Carried

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: November 26, 2013
Submitted by: Chris Roehrig, Director of Education

HOME INSTRUCTION POLICY

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board recognizes the need to provide support for students absent from school for a prolonged period of time. A revised Home Instruction policy 200.17 was approved by the Board in January, 2012.

DEVELOPMENTS:

Since January 2012, there has been a recognized need to provide support for students who are being home schooled and are preparing to return to their regular classroom. In order to assist these students, a short-term on school site home instruction program is now being offered at St. Mary Catholic Education Centre and at Holy Trinity Catholic High School. Administrative Procedure 200.17(B) has been added to provide direction regarding on school site home instruction. Minor revisions have been made to the existing Administrative Procedure to differentiate between the two home instruction programs. No changes have been made to the Policy itself.

The revised policy/administrative procedures have been vetted by principals and senior administration.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the revised Home Instruction policy.



Policy: Home Instruction

	Policy Number:	200.17	
Adopted:	April 24, 2001	Former Policy Number:	n/a
Revised:	January 24, 2012, December 10, 2013	Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board recognizes the need for all students to succeed. The Board, in cases where a student registered in the district will be absent from school for a prolonged period of time, will provide home instruction to ensure continuity of programming.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board will ensure that home instruction is provided for student(s) who cannot attend regular day school classes. The appropriate Superintendent of Education will arrange for home instruction to be provided for a student when:

- § Medical evidence that the pupil cannot attend school is provided to the Principal; and
- § A Principal of a school becomes aware that a student will be absent for an extended period of time (more than three (3) weeks). It should be noted that a pupil with an infectious disease is not eligible for home instruction during the contagious stages of the disease, but school work and/or assignments can be provided for the student by the classroom teacher upon request from the parent. Such work/assignments will only be provided if it is deemed by school personnel that the student is willing and able to complete the work/assignments given. Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. This "waiting period" can be waived if the Principal is made aware of the need for home instruction well in advance of the first day of the anticipated absence of the student. It is understood that the home instruction arrangement is a temporary measure to assist the student in making the transition back to regular school attendance.

Glossary of Key Policy Terms:

Home Instructors

Home Instructors are Board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors shall be qualified teachers and hired through the Home Instructor application process as designed by the Human Resources department. They may be the student's teacher or another teacher from the staff of the student's school. If the student's teacher or another teacher from the staff of the student's school is willing to provide home instruction, this instruction will occur outside the regular hours of the school day.

References:

Regulation 298 Subsection 11 (11) – School Attendance
Education Act – Section 21 (2)(b)



Home Instruction: Student's Home or Alternative Location AP 200.17(A)

Procedure for:	Principals	Adopted:	April 24, 2001
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	December 10, 2013
Category:	Students		

Purpose

To provide direction for school principals/vice-principals regarding students requiring home instruction.

Responsibilities

Superintendent of Education:

The Superintendent of Education will coordinate the implementation of the home instruction procedures.

Principal:

The School Principal will complete the application for home instruction and monitor the home instruction.

Parents/Students (over 18):

Parents/Students will provide necessary documentations to apply for home instruction.

Home Instruction Teacher:

The Home Instruction Teacher will provide instruction as per school direction.

Procedures

1.0 Superintendent of Education

The Superintendent of Education will:

§ compile a list of qualified candidates willing to be employed as Home Instruction Teachers within various subject/grade levels and within specific geographic areas of the Board. It is understood that for students in Grades 11 and 12, every attempt will be made to employ a subject specialist for the student.

§ cancel home instruction if:

- § the student cannot or does not make himself/herself available;
- § the student is opposed to Home Instruction; or
- § the Home Instructor's safety is in question

2.0 Principal

The Principal will:

§ on becoming aware that a student will be absent for an extended period of time (more than 3 weeks), inquire of the parent/guardian whether the student is able to take instruction and receive an estimate of length of time instruction will be needed;

§ have the family obtain and present to the school a completed Home Instruction Application (Form A), indicating the nature of the medical condition, the fact that the student is unable to attend school but is able to receive instruction and complete school work/assignments, and the expected date of return to school;

§ ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at a location other than the school. Some subjects require emphasis on practical experience and do not lend themselves to effective instruction outside the school setting;

§ take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs;



- § determine the optimum number of instruction hours per week (normally three hours per week); and
- § complete Form A and send it to the appropriate Superintendent for approval.

3.0 Classroom Teacher

The Classroom Teacher will:

- § prepare appropriate materials to be given to the Home Instruction Teacher; including syllabus, course outlines, marking scheme, text, novel, course documents, etc.;
- § provide assessments and evaluations for the Home Instruction Teacher, i.e. tests, quizzes, final exams, written assignments; and
- § work cooperatively with the Home Instruction Teacher.

4.0 Home Instruction Teacher

The Home Instruction Teacher will:

- § contact/visit the school to obtain relevant information regarding the pupil's educational needs;
- § contact the home to arrange a schedule of up to three hours per week of instruction; the instruction may take place in the home, hospital or another mutually-agreed upon location;
- § prior to designated reporting periods, provide the classroom teacher with all relevant assessment, evaluation and reporting information collected on behalf of the student, including comments for the report card;
- § complete the appropriate payroll sheet (Form C) monthly and attach a report (Form B) of the instruction given and progress made by the student - Form C must be sent to the home school Principal who will sign and forward to the appropriate Superintendent.
- § be paid at the Continuing Education pay rate as per the elementary and secondary teachers' collective agreements.
- § contact the Principal if:
 - § there is concern of personal safety;
 - § the student cannot or will not make himself/herself available; or
 - § the student is opposed to Home Instruction.

5.0 Parent/Guardian

The Parent/Guardian will:

- § create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur;
- § notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled;
- § ensure a quiet working area conducive for learning where the Home Instruction can take place; and
- § be present in the home or alternative location while the instruction is taking place.

6.0 Student

The Student will:

- § complete as much work as possible independently and use the Home Instruction time to ask questions/seek clarification;
- § complete assignments by the deadline(s) provided; and
- § be prepared to work with the Home Instruction Teacher during the arranged time.



Definitions

Home Instructors

Home Instructors are Board employees, thereby subject to the requirements of criminal reference checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors will be hired through the Home Instructor application process as designed by the Human Resources Department. They may be the student's own teacher or another teacher from the staff of the student's school. If the student's own teacher or another teacher from the staff of the student's school are willing to provide home instruction, this instruction will occur outside the regular hours of the school day.

References

Regulation 298 Subsection 11 (11) – School Attendance
Education Act – Section 21 (2)(b)



Student's Name: _____ OEN: _____ School: _____
Address: _____ City: _____ Postal Code: _____
Tel: _____ Birth Date: _____ Grade: _____ Male Female
Name of Parent/Guardian: _____ Tel: _____
Nature of Student's Inability to Attend School: _____

Medical Certificate Attached: To Follow:
Date Last Attended School: _____ Date Home Instruction to Commence: _____
Anticipated Date of Return: _____

Signature of Principal or Vice-Principal: _____ Date: _____

Grade/Level:
Subject:
Date to Begin:

Approval: _____ hours per week

Name of Home Instruction Teacher

Date: _____
yy mm dd

Superintendent of Education

Home Instruction is now complete:
Last day of instruction: _____
yy mm dd

Principal

- Copy to:
- Superintendent of Education
 - Attendance Secretary
 - OSR
 - Student Info System
 - Student Services
 - Social Worker



Student Name: _____

School: _____

Date of Instruction: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Forwarded to School Principal



Home Instruction: On School Site AP 200.17 (B)

Procedure for:	Principals	Adopted:	December 10, 2013
Submitted by:	Bill Chopp, Superintendent of Education	Revised:	N/A
Category:	Students		

Purpose

To provide direction to school principals/vice-principals regarding students requiring on school site home instruction in Brant and Haldimand/Norfolk. In order to support a successful return to full-time attendance at a student's home school, a short term transfer program at St. Mary Catholic Learning Centre or Holy Trinity Catholic High School may be necessary.

Responsibilities

Superintendent of Education:

The Superintendent of Education will coordinate the implementation of the on school site home instruction procedure and approve the application.

Principal:

The school principal will complete the application for the home instruction.

Parents/Students (over 18):

Parents/students will provide the necessary documentation for home instruction.

Home Instruction Site Administrator:

The administrator will oversee the home instruction.

Social Worker:

The Social Worker will provide student support and/or assist the transition back to his/her home school.

Procedures

1.0 The Superintendents of Education will:

- hire a qualified home instruction teacher;
- review, approve or deny home instruction applications;
- if the application is approved, forward the application directly to the Home Instruction Site Administrator at St. Mary Catholic Learning Centre and copy the Home Instruction School Principal; and
- upon receipt of the Home Instructors Timesheet (Form C), approve the timesheet and submit it to payroll.

2.0 The Home School Principal will:

- have the family obtain and present to the school a completed Home Instruction Application, indicating the nature of the medical condition, the fact that the student is unable to attend his/her school but is able to receive instruction and complete school work/assignments;
- ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at an on school site location; some subjects require emphasis on practical experience and do not lend themselves to effective instruction at an on-site location;
- take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs;
- complete Form A and send it to the appropriate Superintendent for approval;



- upon approval of home instruction from the Superintendent, a referral is to be immediately made to the school social worker requesting support for counseling, transition back to home school or with community agencies; and
- ensure the student remains registered at his/her home school.

3.0 Home Instruction Site Administrator (On-Site, St. Mary Catholic Learning Centre) will:

- staff the on school site home instruction teacher;
- upon receipt of the approved Home Instruction application, the Home School Site Administrator will:
 - contact the family/student to set up an initial visit to determine academic program, subject, time and start date;
 - inform the on school site home instruction teacher of the academic plan;
 - sign the Home Instruction Time Report Form (B); and
 - meet with family/student to discuss attendance concerns

4.0 The On School Site Home Instruction Teacher will:

For Secondary Students:

- contact the home school for all tests, instructional modules and course assignments for student registered in courses;
- submit the home school exams and tests as required to be evaluated by the home school;
- be responsible for assessing an Independent Learning Credit and providing the final mark to the guidance department at the home school;
- provide up to two credits simultaneously; and
- complete daily attendance records

For Elementary students:

- contact the home school for texts, instructional materials and course assignments;
- provide the home school with the completed work; and
- complete the Home Instruction Time Report (Form B) and have it signed by the On-Site Administrator and submit the timesheet to the Superintendent responsible for Home School Instruction for processing.

5.0 Parent/Guardian/Student will:

- begin at the Home Instruction site as per the academic plan; and
- be prepared to work with the board social worker community agency to prepare for a return to home school.

Definitions – N/A

References

Regulation 298 Subsection 11 (11) – School Attendance
Education Act – Section 21 (2)(b)



Student's Name: _____ OEN: _____ School: _____

Address: _____ City: _____ Postal Code: _____

Tel: _____ Birth Date: _____ Grade: _____ Male Female

Name of Parent/Guardian: _____ Tel: _____

Nature of Student's Inability to Attend School: _____

Medical Certificate Attached: To Follow:

Date Last Attended School: _____ Date Home Instruction to Commence: _____

Anticipated Date of Return: _____

Signature of Principal or Vice-Principal: _____ Date: _____

Grade/Level:
Subject:
Date to Begin:

Approval: _____ hours per week

Name of Home Instruction Teacher

Superintendent of Education

Date: ____ yy ____ mm ____ dd

On School Site Home Instruction is now complete:

Last day of instruction: ____ yy ____ mm ____ dd

Principal

~~When instruction is complete, please return this form to the Superintendent of Education~~

- Copy to:
- Superintendent of Education
 - Attendance Secretary
 - OSR
 - SAS Secretary
 - Student Services
 - Social Worker



Student Name: _____

School: _____

Date of Instruction: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Summary/Comment

DATE: _____

Forwarded to On School Site Administrator

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Policy Committee
Submitted on: November 26, 2013
Submitted by: Chris Roehrig, Director of Education

UNIVERSAL DESIGN FOR ACCESSIBILITY

Public Session

BACKGROUND INFORMATION:

The Brant Haldimand Norfolk Catholic District School Board, in keeping with the Ontario Accessibilities Act 2001, developed the Universal Design for Accessibility policy. This policy was approved at the Board meeting of March 29, 2005. The purpose of the policy was to obtain a universally accessible school for all students, parents, staff and community.

DEVELOPMENTS:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to provide an environment in all of its facilities that fosters independence, dignity and respect for our students, parents/guardians, the public and our staff. In the Board's commitment to meet the accessibility needs of people with disabilities in the provision of services related to customer service, information and communication, employment, and transportation, the following has been developed and approved by the Board of Trustees:

Integrated Accessibility Plan 2013-2017	Policy 200.32
Accessibility Standards	Policy 200.33
Integrated Accessibility Standards – Customer Service	AP 200.34
Integrated Accessibility Standards – Employment	AP 200.35
Integrated Accessibility Standards – Information and Technology	AP 200.36
Integrated Accessibility Standards – Transportation	AP 200.37

The original Universal Design for Accessibility policy 400.12 is no longer required.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board rescinds the Universal Design for Accessibility Policy 400.12.



Brant Haldimand Norfolk Catholic District School Board

POLICY: UNIVERSAL DESIGN FOR ACCESSIBILITY

Adopted:	03/29/05	Policy No:	400.12
Revised:	mm/dd/yy	Policy Category:	Operations

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall, in keeping with the Ontarians with Disabilities Act, 2001, continually strive toward the attainment of a universally accessible school community for all.

Policy Criteria:

The Brant Haldimand Norfolk Catholic District School Board will respond to the needs of all people to the *greatest extent possible*, without the need for adaptation or specialized design, in the development and review of policies and procedures, in the construction of new buildings, in renovating existing buildings and in the accessibility of the Board's website. The Board will utilize universal design principles in recognition of various individual needs. The following principles and associated definitions will be taken into consideration:

Equitable Use

The design is useful and marketable to people with diverse abilities.

- All buildings/structures will provide the same access for all users to the greatest extent possible.
- The design will provide for privacy, security and safety for all users.
- The design will be made appealing to all users.

Flexible Use

The design accommodates a wide range of individual preferences and abilities.

- Right- or left-handed access and use.
- Adaptable to the user's space.
- Design buildings so that the mechanisms in place to make the building accessible to all are not obvious (i.e., doors that automatically open) giving consideration to health and safety issues.

Simple and Intuitive

Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills or current concentration level.

- Act in the most straightforward manner as the first course of action.
- Be consistent with the user expectations and intuition.
- Accommodate a wide range of literacy and language skills.
- Arrange information in order of importance.
- Keep it simple.

Perceptible Information

The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

- Use different modes (pictorial, verbal, tactile) for redundant presentation of essential information.
- Provide adequate contrast between essential information and its surroundings.
- Maximize "legibility" of essential information.
- Simplify instructions or directions.
- Use brochures, web sites, etc, not just in written format.

Tolerance for Error

The design minimizes hazards and the adverse consequences of accidental or unintended actions, recognizing that optimal design cannot be achieved.

- Arrange elements to minimize hazards and errors.
- Provide warning of hazards or errors.
- Provide fail safe features.

Low Physical Effort

The design can be used efficiently and comfortably with a minimum of fatigue.

- Allows the user to maintain a neutral body position.
- Uses reasonable operating forces.
- Minimizes repetitive actions.
- Minimizes sustained physical effort.
- Easy access for individuals.

Sufficient Size and Space

Appropriate size and space is provided for approach, reach, manipulation and use regardless of the user's body size, posture and mobility.

- Provide a clear line of sight to important elements for any seated or standing user.
- Ensure that all components are in comfortable reach for any seated or standing user.
- Accommodate variations in hand and grip size.
- Provide adequate space for the use of assistive devices or personal assistance.
- Consider a wide variety of designs which are not restricted to Provincial or Municipal standards.

- Be creative.

Principles must then be categorized based on the following:

Policies

- Policies and procedures must be developed around the principles the Board feels are a priority.

Buildings

- All physical structures must be included.

Exterior Environments

- Exterior surrounds must be taken into consideration, i.e., from the bus stop to the building entrance.

Products

- Products should be ordered with a longer shelf life for longer sustainability, i.e., adjustable chairs, desks, etc.

Services and Programs

- Everything done in the area of program delivery must be examined, i.e., how will you modify a spelling test for a child who cannot write?

Budget Screening

- Budgets must be examined for future short- and long-term budgetary planning based on Board priorities for universal accessibility.

Contracting

- Contractors must abide by the Board's universal design principles and policies.
- Universal design are always above and beyond the Provincial and municipal standards.
- Building design must accommodate individuals to the greatest extent possible so that there will be less need to retro-fit in the future.

Glossary of Key Policy Terms:

Universal Design - Universal design is the design of products and environments to be usable by all people, without the need for adaptation or specialized design. The intent of universal design is to simplify life for everyone by making products, communications and the built environment more useable by as many people as possible at little or no extra cost. Universal design benefits people of all ages and abilities.

**Statutory / Regulatory / Related
Board Policy Linkages:**
Ontarians With Disabilities Act, 2001

RESCIND

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: November 26, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

COMMUNICATION ON BEHALF OF THE BOARD
Public Session

BACKGROUND INFORMATION:

The Board adopted a policy in relation to Communication on Behalf of the Board in 2002. The policy addresses the need to ensure that there is clarity regarding the role of the Chair and all Trustees in relation to speaking on behalf of the Board.

DEVELOPMENTS:

The Communication on Behalf of the Board policy was revised to ensure that the formatting of the policy is similar to new or newly revised policies and to draw reference to a document that was presented to the Policy Committee in May of 2013 that provided some guidelines that trustees may follow to help guide communication practices. The guidelines are presented as Appendix A of the policy and address general best practices, email, social media, media relations, and the process for dealing with concerns from parents/ratepayers.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Communication on Behalf of the Board policy.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Communication on Behalf of the Board

		Policy Number:	100.08
Adopted:	May 28, 2002	Former Policy Number:	n/a
Revised:	December 10, 2013	Policy Category:	Board Governance
Subsequent Review Dates:	n/a	Pages:	1

Policy Statement:

The Board believes that the Chair of the Board will issue statements to the public media and/or communicate with outside agencies on behalf of all trustees. Where there is doubt as to the interpretation of policy, or no established policy exists, the Chair of the Board shall seek directions from the Board regarding the substance and manner in which the matter is to be handled.

Although generally the Chair of the Board will speak and communicate on behalf of the Trustees, this shall not preclude Trustees from offering personal comments on Board actions.

References:

Board By-Laws
Trustee Code of Conduct Policy 100.04
General Guidelines (Appendix A)



Appendix A

General Guidelines

Trustees should consider sending any communication intended for staff, students, parents or the public to the Director of Education for review prior to sending. The purpose of the review will be to monitor the communication for consistency with system branding initiatives, spelling/grammar/syntax, compliance with Board policy, compliance with legal aspects related to privacy as well as factual accuracy. Trustees, as a courtesy to fellow trustees, should notify the Chair of the Board when communicating messages to groups of staff, students, parents or the public.

- Trustees should communicate as clearly, respectfully, professionally, ethically and accurately as possible. This includes communication with staff, students, parents, the public and other Board members.
- As a general rule, the Chair of the Board, or designate will speak for the Board. Individual Trustees shall refrain from speaking on behalf of the Board in areas where the Board has not yet taken a position, or where a resolution of the Board has not yet been passed.
- Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are not necessarily those of the Board.
- In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, Trustees shall not divulge personal information related to the Board's students or staff.
- Public statements should aim to promote Catholic Education, the Brant Haldimand Norfolk Catholic District School Board, and its schools.
- Public statements should avoid criticism of the intentions or actions of other Board members, of staff, of parents, or of students.
- Public statements should be consistent with the Board's Vision, its Mission Statement, and its governing values.

Email

- As a general rule, Trustees should not respond to emailed correspondence on which they have been copied (cc'd), and should only respond to emailed correspondence sent directly to their attention.
- When an email is addressed to all Trustees, the Chair of the Board should respond, and provide a courtesy copy (cc) of the response to the other Trustees.
- Recognizing that email is not a secure vehicle of communication, Trustees should never use email to communicate sensitive or confidential information.



Social Media

The use of social media, blogs, and websites is the preferred vehicle of communication not only for students, but also for many parents.

- Trustee posts, tweets, and comments must reflect the Vision, Mission, and Governing Values of the Board.
- Trustees should monitor personal sites to ensure accuracy and timeliness of posts.
- Trustee posts, tweet, and comments should never reflect negatively upon the Brant Haldimand Norfolk Catholic District School Board, its schools, its students, its staff, or fellow trustees.

Media Relations

From time to time, Trustees may contact or be contacted by media officials. The following should be kept in mind when responding to media requests and contacting the media:

- All media inquiries and Trustee communication with the media should be facilitated through the Director of Education to ensure that key messaging is appropriate and consistent with the position of the Board.
- Only the Chair of the Board or his/her designate will act as the spokesperson for all communications regarding matters under consideration by the Board, or for explanations of decisions and positions of the Board. This shall not preclude Trustees from offering trustee comments on Board actions insofar as Trustees should clearly identify that their trustee opinions or positions are not necessarily those of the Board.
- When speaking or corresponding with the media, individual Trustees shall uphold the decision of the Board and the implementation of any Board resolution once it has been passed by the Board.

Concerns from Parents and the Public

Trustees will often be contacted by parents with concerns about their child's education. Most issues can be resolved at the school level, and our teachers and school administrators value open communication with parents and the opportunity to address concerns at the school level.

- Parents who have concerns about their child's education should contact their child's school. Initially, the child's teacher should be approached.
- After speaking with the child's teacher, if the matter is not yet resolved, the parent should then contact the School Principal.
- After speaking with the School Principal, if the matter is not yet resolved, the parent should then contact the appropriate Superintendent of Education.
- After speaking with the Superintendent of Education, if the matter is not yet resolved, the parent should then contact the Director of Education.
- Trustees should convey issues brought to their attention by parents or members of the public to the Director of Education or the appropriate supervisory officer.

Some material borrowed (with permission) from the Halton Catholic DSB's Communication Policy for Trustees.

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: November 26, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

ACCESS TO LEGAL COUNSEL
Public Session

BACKGROUND INFORMATION:

The Board adopted a policy in relation to Access to Legal Counsel in 2004. The policy addressed the fact that the Board needs to seek legal counsel on a variety of matters from time to time. The policy addresses the process, permissions and reporting requirements with respect to accessing and using legal counsel.

DEVELOPMENTS:

Since 2008, the Board has been systematically reviewing and revising policies in an effort to ensure that they are consistent with statutory, regulatory and policy frameworks that evolve or emerge over time. The Access to Legal Counsel policy was revised to ensure that the formatting of the policy is similar to new or newly revised policies. Furthermore, the policy was revised to be consistent with changes to the senior administration structure that occurred in 2012. No other major changes were made to the existing policy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Access to Legal Counsel policy.



**Brant Haldimand Norfolk
Catholic District School Board**

Policy: Access to Legal Counsel

		Policy Number:	100.09
Adopted:	October 26, 2004	Former Policy Number:	n/a
Revised:	December 10, 2013	Policy Category:	Board Governance
Subsequent Review Dates:	n/a	Pages:	1

Policy Statement:

It is the policy of the Board to seek the advice of legal counsel from time to time on complex matters in a prudent and cost-efficient manner. Advice should be obtained from legal counsel on matters of probable litigation. Legal counsel must be consulted on all real estate transactions. Access to legal counsel must be approved by the Director of Education, the Superintendent of Business, the Chair of the Board, or the Board of Trustees. Matters involving litigation must be reported to the Board.

Glossary of Key Policy Terms: N/A

References: N/A



Access to Legal Counsel AP 100.09

Procedure for:	Director of Education, Superintendent of Business Chair of the Board, Board of Trustees	Adopted:	October 26, 2004
Submitted by:	Director of Education	Revised:	December 10, 2013
Category:	Board Governance		

Purpose

The purpose of this Administrative Procedure is to provide direction to the Director of Education, the Superintendent of Business, the Chair of the Board and the Board of Trustees in relation to accessing legal counsel.

Responsibilities

This Administrative Procedure applies to the Director of Education, the Superintendent of Business, the Chair of the Board and the Board of Trustees.

Procedures

- 1.0** Matters on which legal services should be sought include, but are not limited to:
- Probable or pending litigation
 - Labour relations or other human resources issues
 - Preparation of certain contracts and agreements
 - Real estate transactions
 - Other issues involving complex legislation.
- 2.0** The use of legal counsel is restricted to matters involving the corporate issues of the Board, or trustees and employees in the performance of their corporate duties. Approval to seek legal counsel is required as follows:
- Matters involving the interests of the Trustees must be approved by the Board of Trustees.
 - School issues, such as attendance, custody, possible litigation involving school personnel, or other matters involving students, must be approved by the Director of Education.
 - Real estate, construction, contracts, labour relations and human resources issues must be approved by the Superintendent of Business or by the Director of Education.
 - All other matters must be approved by the Director of Education or the Board of Trustees.
- 3.0** The Director of Education or the Chair of the Board will determine the appropriate legal counsel to consult depending on the matter(s) involved.
- 4.0** Invoices from law firms will be approved by the Director of Education, the Superintendent of Business, or the Chair of the Board, as appropriate.



- 5.0** Copies of invoices for legal services submitted to the Accounting Department for payment shall not contain personal or confidential information. Employee or labour relations information to support invoices shall be kept in a confidential file by the Manager of Human Resources. Confidential information regarding contracts, real estate transactions and other business issues shall be maintained by the Superintendent of Business. All other confidential information submitted to support invoices shall be maintained in a confidential file by the Director of Education.
- 6.0** The Board will not accept responsibility for legal services obtained by staff who have not obtained approval as required herein. The Superintendent of Business & Treasurer may advise law firms to refrain from undertaking legal services that have not been properly authorized.
- 7.0** The Board will be kept apprised of matters that require the Chair to seek legal advice. The Board will receive bi-annual updates on legal matters and related costs.

Definitions – N/A

References – N/A

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Policy Committee
Submitted on: November 26, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

TRUSTEE CONFLICT OF INTEREST
Public Session

BACKGROUND INFORMATION:

The Board adopted a policy to address Trustee Conflict of Interest in 2002. At that time, Board Policies and Administrative Procedures had a particular format that was used. The policy guides Trustee conduct in relation to conflict of interest and also describes the process and consequences associated with conflict of interest.

DEVELOPMENTS:

The Trustee Conflict of Interest policy was revised to ensure that the formatting of the policy is similar to new or newly revised. There are no significant changes to the current policy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Trustee Conflict of Interest policy.



Policy: Trustee Conflict of Interest

		Policy Number:	100.05
Adopted:	May 28, 2002	Former Policy Number:	n/a
Revised:	December 10, 2013	Policy Category:	Board Governance
Subsequent Review Dates:	n/a	Pages:	1

Belief Statement:

It is the expectation of the Brant Haldimand Norfolk Catholic District School Board that Trustees will, in accordance with the Municipal Conflict of Interest Act, declare their interest and also describe the general nature of the interest involved.

Policy Statement:

It is the policy of the Brant Haldimand Norfolk Catholic District School Board that the failure of a trustee(s) to disclose a pecuniary interest, whether direct or indirect, in any matter under consideration at a meeting will render the trustee(s) liable, on application of an elector to a judge of the Ontario Court, to have their seat(s) declared vacant and being disqualified from being a member(s) of a school board for a period of up to seven (7) years and to make restitution.

Guidelines:

Where a conflict of interest is declared, the trustee shall act in accordance with Sections 5, 6 and 7 of the Municipal Conflict of Interest Act (Appendix A).

The trustee shall declare, at the meeting in which an item in which they have an interest is on the agenda, that they do, in fact, have an interest. If absent from the meeting where the agenda contained an item in which they had an interest, the trustee shall, at the following meeting, declare that had s/he been present, s/he would have declared an interest.

Trustees will declare conflicts at public and in-camera meetings.

Trustees who have declared an interest may be present at public meetings, but shall not take part in the discussion. They may not vote on the item in question and shall not attempt in any way, whether before, during or after the meeting, influence the voting on any such question. At an in-camera meeting, trustees shall depart the room for the duration of the discussion and subsequent vote.

References:

Municipal Conflict of Interest Act

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90m50_e.htm

Board By-Laws

Municipal Conflict of Interest Act**DUTY OF MEMBER**

5.(1) When present at meeting at which matter considered—Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member,

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

(2) Where member to leave closed meeting – Where the meeting referred to in subsection (1) is not open to the public, in addition to complying with the requirements of that subsection, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

(3) When absent from meeting at which matter considered – Where the interest of a member has not been disclosed as required by subsection (1) by reason of the member's absence from the meeting referred to therein, the member shall disclose the interest and otherwise comply with subsection (1) at the first meeting of the council or local board, as the case may be, attended by the member after the meeting referred to in subsection (1).

RECORD OF DISCLOSURE

6.(1) Disclosure to be recorded in minutes—Every declaration of interest and the general nature thereof made under section 5 shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the clerk of the municipality or secretary of the committee or local board, as the case may be.

(2) Every declaration of interest made under section 5, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the minutes of the next meeting that is open to the public.

REMEDY FOR LACK OF QUORUM

7.(1) Quorum deemed constituted – Where the number of members of who, by reason of the provision of this Act, are disable from participating in a meeting is such that at the meeting the remaining members are not sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number to members shall be deemed to constitute a quorum, provided such number is not less than two.

(2) Application to judge – Where in the circumstances mentioned in subsection (1), the remaining number of members who are not disabled from participating in the meeting is less than two, the council or local board may apply to a judge without notice for an order authorizing the council or local board, as the case may be, to give consideration to, discuss and vote on the matter out of which the interest arises.

(3) Power of judge to declare s.5 not to apply – The judge may, on an application brought under subsection (2), by order, declare that section 5 does not apply to the council or local board, as the case may be, in respect of the matter in relation to which the application is brought, and the council or local board thereupon may give consideration to, discuss and vote on the matter in the same manner as though none of the members had any interest therein, subject only to such conditions and directions as the judge may consider appropriate and so order.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented by: Rick Petrella, Chair, Audit Committee
Presented to: Board of Trustees
Submitted on: December 10, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

FINANCIAL STATEMENTS – YEAR ENDED AUGUST 31, 2013

Public Session

BACKGROUND INFORMATION:

Annually, the Board must report on the financial results for the year. With the creation of the Audit Committee, financial statements are first discussed at an Audit Committee meeting and the Committee makes a recommendation to the Board of Trustees.

For several years, the government has been implementing the standards set by the Public Sector Accounting Board (PSAB). These are standards for all public sector bodies and school boards whereby they are required to report based on full PSAB standards, which includes tangible asset reporting.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation identified how revenue received for the acquisition and development of depreciable tangible capital assets are recorded as deferred capital contributions and recognized as revenue in the same periods as the asset is in service and being amortized. Since this is a deviation of the Canadian Public Sector Accounting Board standards, the statements are referred to as being prepared in accordance with the accounting principles determined by the Ministry of Education for the Province of Ontario.

DEVELOPMENTS:

The Financial Statements for the year ended August 31, 2013, as well as the Audit Report by the Board's auditor, Millard, Rouse, Rosebrugh LLP, have been completed and are attached as Appendix A.

The operating results for the 2012-13 year reflect an excess of revenue over expenditures in the amount of \$1,863,292 and a cumulative surplus of \$ 11,571,573 as at August 31, 2013 as shown in the Consolidated Statement of Operations on page 4 of the financial statements. Of note is that at year end August 2012, the Board had a one-time liability adjustment in the financial statements for the elimination of Post-Employment Benefits / Compensated Absences and Retirement Health, Dental, Life Insurance Plans, etc. as a result of the Memorandum of Understanding (MOU) between OECTA and the Province dated July 5, 2012. This one-time liability adjustment totalled \$8,359,418.

The in-year surplus for compliance purposes for the year ended August 31, 2013 is \$2,034,944. In July 2012, the Ministry signed a Memorandum of Understanding (MOU) with the Ontario English Catholic Teachers Association (OECTA). However, budgets are established and submitted to the Ministry by June 30th of each school year. Clarity around the impact of negotiated terms on school board budgets moved school boards to budget and plan in a very conservative manner. Subsequently, throughout the 2012-13 school year, the Ministry had discussions with school boards with respect to budget implications and agreed to partially, or

fully, fund negotiated items, resulting in additional revenue to the Board. An in-year increase in revenue also resulted from higher than anticipated enrolment and through additional miscellaneous grants. Under-spending in many areas of the Board budget, specifically with respect to supplies and services, resulted in reduced expenditures. Reduced expenditures included utility costs and costs associated with information technology. Costs less than budget were realized in home-to-school transportation and within the transportation area; the Board received \$249,915 for its performance regarding the Efficiency and Effectiveness Transportation Audit that was realized at year end.

In August 2012, a new account referred to as *Deferred Capital Contribution (DCC)* appeared on page 3 of the Consolidated Statement of Financial Position. The DCC amount represents the balance of capital acquisitions, supported by the province, which are not yet fully utilized and, therefore, are shown as a liability payable to the province. As these assets are expended, the DCC liability will reduce.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Financial Statements – Year Ended August 31, 2013.

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

For the year ended August 31, 2013

INDEX

	Page
MANAGEMENT REPORT	1
INDEPENDENT AUDITORS' REPORT	2 - 3
FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	4
Consolidated Statement of Operations	5
Consolidated Statement of Changes in Net Debt	6
Consolidated Statement of Cash Flows	7
Notes to the Consolidated Financial Statements	8 - 20
Schedule of Tangible Capital Assets	21



MANAGEMENT REPORT

Financial Statements ended August 31, 2013

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Brant Haldimand Norfolk Catholic District School Board are the responsibility of Board management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants, except that school generated funds balances and activities have not been included in these financial statements. A summary of the significant accounting policies is described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board meets with management and the external auditors to review the financial statements and discuss any significant reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Millard, Rouse, Rosebrugh, Chartered Accountants, independent external auditors which have been appointed by the Board. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

A handwritten signature in blue ink, appearing to be 'C. Roehrig'.

Chris N. Roehrig
Director of Education & Secretary

A handwritten signature in blue ink, appearing to be 'T. Grice'.

Thomas R. Grice
Superintendent of Business & Treasurer

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brant Haldimand Norfolk Catholic District School Board

We have audited the accompanying consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2013, the consolidated statements of operations, changes in net debt and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation of these consolidated financial statements in accordance with the basis of accounting described in Note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

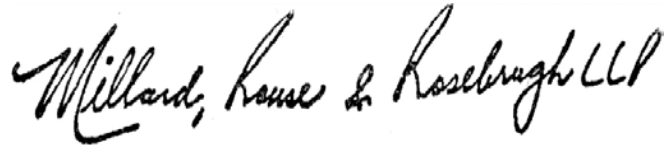
In common with many school boards, individual schools derive revenue from school fundraising activities held throughout the year. Adequate documentation and controls were not in place throughout the year to allow us to obtain satisfactory audit verification as to the completeness of these revenues. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the individual schools and we were not able to determine whether adjustments might be necessary to school fundraising revenue, annual surplus, and cash flows from operating activities for the year ended August 31, 2013, and financial assets as at August 31, 2013 and accumulated surplus as at August 31, 2013.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements as at and for the year ended August 31, 2013 are prepared, in all material respects, in accordance with the basis of accounting described in Note 1 to the financial statements.

Emphasis of Matter

Without modifying our opinion, we draw attention to Note 1 to the consolidated financial statements which describes the basis of accounting used in the preparation of these consolidated financial statements and the significant differences between such basis of accounting and Canadian public sector accounting standards.



December 2, 2013

CHARTERED ACCOUNTANTS
Licensed Public Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at August 31	2013	2012
FINANCIAL ASSETS		
Cash and bank	13,868,226	9,450,820
Accounts receivable		
Municipalities	2,123,228	2,163,374
Government of Ontario - Approved Capital (Note 2)	58,286,550	56,411,963
Other (Note 3)	3,278,369	3,231,008
	77,556,373	71,257,165
LIABILITIES		
Short term borrowings (Note 5)	-	7,886,000
Accounts payable and accrued liabilities	5,966,754	5,209,321
Accounts payable - other School Boards	80,271	6,307,767
Deferred revenue (Note 4)	3,414,830	2,361,325
Accrued vacation pay	441,834	386,290
Post employment/retirement benefits (Note 6)	1,323,395	435,356
Accrued interest on long term liabilities	1,113,737	983,537
Net long term liabilities (Note 10)	67,847,623	53,660,308
Deferred capital contributions (Note 7)	100,002,979	95,293,605
Total Financial Liabilities	180,191,423	172,523,509
Net Debt	(102,635,050)	(101,266,344)
NON-FINANCIAL ASSETS		
Tangible capital assets	114,206,624	110,974,625
NET ASSETS	11,571,574	9,708,281
ACCUMULATED SURPLUS (Note 12)	11,571,574	9,708,281

Approved on behalf of the Board

Chair of the Board

Director of Education

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended August 31	Budget 2013	Actual 2013	Actual 2012
	<i>(unaudited)</i>		
Revenues			
Local taxation	19,879,420	18,284,045	19,297,754
General legislative grants	84,399,785	86,581,496	88,915,401
Provincial grants - other	5,587,481	5,728,975	3,241,086
Federal grants and fees	1,228,438	1,236,708	1,222,988
Other fees and revenue	266,880	388,791	348,298
Investment income	20,000	170,956	115,375
School funded activities	4,000,000	3,585,200	3,834,439
Other revenue - school boards	185,588	214,483	157,248
	115,567,592	116,190,654	117,132,589
Expenses			
Instruction	88,542,690	87,906,343	80,852,871
Administration	4,080,051	3,864,512	3,798,358
Transportation	4,766,510	4,406,519	5,442,451
School operations and maintenance	13,873,091	14,139,784	13,209,947
Other	146,395	146,395	221,395
School funded activities	4,000,000	3,567,764	3,709,119
	115,408,737	114,031,317	107,234,141
Net Revenue Before Under-Noted Items	158,855	2,159,337	9,898,448
Amortization of tangible capital assets	(3,844,850)	(4,102,074)	(3,762,253)
Amortization of deferred capital contributions	3,844,850	3,806,030	3,412,712
	-	(296,044)	(349,541)
Annual Surplus	158,855	1,863,293	9,548,907
Accumulated Surplus - Beginning of Year	-	9,708,281	159,374
Accumulated Surplus - End of Year	-	11,571,574	9,708,281

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

For the year ended August 31	2013	2012
Annual Surplus	1,863,293	9,548,907
Amortization of tangible capital assets	4,102,074	3,762,253
Acquisition of tangible capital assets (net of transferred CIP)	(7,348,873)	(7,391,565)
Proceeds on sale of tangible capital assets	412,128	-
Loss/(Gain) on sale of tangible capital assets	(397,328)	-
	(1,368,706)	5,919,595
Net Debt - Beginning of Year	(101,266,344)	(107,185,939)
Net Debt - End of Year	(102,635,050)	(101,266,344)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended August 31	2013	2012
Cash Flows From Operating Activities		
Annual surplus	1,863,293	9,548,907
Non-cash Charges to Operations		
Amortization of tangible capital assets	4,102,074	3,762,253
Loss/(Gain) on disposal of tangible capital assets	(397,328)	-
Amortization of deferred capital contributions	(3,806,030)	(3,412,712)
Deferred revenue transferred to deferred capital contributions	1,209,047	1,578,236
	2,971,056	11,476,684
Sources (Uses) of Cash:		
Accounts receivable - Municipalities	40,146	5,429
Accounts receivable - Government of Ontario, Approved capital	(1,874,587)	(3,190,558)
Accounts receivable - other	(47,361)	477,743
Accounts payable and accrued liabilities	757,433	(2,276,857)
Accounts payable - other School Boards	(6,227,496)	1,984,506
Deferred revenues	1,053,505	848,394
Short term borrowings	(7,886,000)	7,886,000
Accrued vacation pay	55,544	68,583
Accrued future paid sick leave	-	(7,868,762)
Post employment/retirement benefits	888,039	(406,892)
Accrued interest on long term liabilities	130,200	(122,241)
	(13,110,577)	(2,594,655)
Cash Flows From Capital Activities		
Acquisition of tangible capital assets (net of transferred CIP)	(7,348,873)	(7,391,565)
Proceeds on disposal of capital assets	412,128	-
	(6,936,745)	(7,391,565)
Cash Flows From Financing Activities		
Debt issued	16,156,020	-
Debenture and loan repayments	(1,968,705)	(2,384,047)
Capital grants received	7,306,357	5,269,955
	21,493,672	2,885,908
Net Increase in Cash and Cash Equivalents	4,417,406	4,376,372
Opening Cash and Cash Equivalents	9,450,820	5,074,448
Closing Cash and Cash Equivalents	13,868,226	9,450,820

See accompanying notes

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

a) Basis of Accounting

The consolidated financial statements have been prepared in accordance with the Financial Administration Act supplemented by Ontario Ministry of Education memorandum 2004:B2 and Ontario Regulation 395/11 of the Financial Administration Act.

The Financial Administration Act requires that the consolidated financial statements be prepared in accordance with the accounting principles determined by the relevant Ministry of the Province of Ontario. A directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Canadian public sector accounting standards commencing with their year ended August 31, 2004 and that changes may be required to the application of these standards as a result of regulation.

In 2011, the government passed Ontario Regulation 395/11 of the Financial Administration Act. The Regulation requires that contributions received or receivable for the acquisition or development of depreciable tangible capital assets and contributions of depreciable tangible capital assets for use in providing services, be recorded as deferred capital contributions and be recognized as revenue in the statement of operations over the periods during which the asset is used to provide service at the same rate that amortization is recognized in respect of the related asset. The regulation further requires that if the net book value of the depreciable tangible capital asset is reduced for any reason other than depreciation, a proportionate reduction of the deferred capital contribution along with a proportionate increase in the revenue be recognized. For Ontario school boards, these contributions include government transfers, externally restricted contributions and, historically, property tax revenue.

The accounting policy requirements under Regulation 395/11 are significantly different from the requirements of Canadian public sector accounting standards which require that

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410;
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100; and
- property taxation revenue be reported as revenue when received or receivable in accordance with public sector accounting standard PS3510.

As a result, revenue recognized in the statement of operations and certain related deferred revenues and deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

b) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

c) Trust Funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

d) Cash and Cash Equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

e) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

f) Deferred Capital Contributions

Contributions received or receivable for the purpose of acquiring or developing a depreciable tangible capital asset for use in providing services, or any contributions in the form of depreciable tangible assets received or receivable for use in providing services, shall be recognized as deferred capital contribution as defined in Ontario Regulation 395/11 of the Financial Administration Act. These amounts are recognized as revenue at the same rate as the related tangible capital asset is amortized. The following items fall under this category:

- Government transfers received or receivable for capital purpose
- Other restricted contributions received or receivable for capital purpose
- Property taxation revenues which were historically used to fund capital

g) Employee Future Benefits

The Board provides future benefits to specified employee groups. These benefits include non-vesting accumulated sick leave benefits and subsidized post-retirement health, dental and life insurance for certain retirees. In 2012, changes were made to the Board's non-vesting accumulating sick leave plan and retiree health, life and dental plan. The Board has adopted the following policies with respect to accounting for these employee benefits:

(i) For self insured non-vesting accumulating sick leave plans and the retiree health, life and dental plan, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. The changes to the plans resulted in a plan curtailment and any unamortized actuarial gains and losses associated with the employees impacted by the change are recognized as at August 31, 2013.

For those self insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

(ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;

(iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Tangible Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated Useful Life in Years
Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Other buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the consolidated statement of financial position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Government Transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

j) Investment Income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

k) Long-term Debt

Long-term debt is recorded net of related sinking fund asset balances.

l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. The budget figures are unaudited.

m) Use of Estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in Note 1a) requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Actual results could differ from these estimates.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

2. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

The Province of Ontario (Province) replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one time grant that recognized capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has accounts receivable from the Province of Ontario of \$58,286,550 as at August 31, 2013 (2012 - \$56,411,963) with respect to capital grants.

3. ACCOUNTS RECEIVABLE - OTHER	2013	2012
Other school boards	329,269	1,037,478
Government of Ontario	2,552,153	1,331,897
Government of Canada	156,930	562,498
Other	240,017	299,135
	3,278,369	3,231,008

4. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2013 is comprised of:

	Balance at August 31, 2012	Externally restricted revenue and interest	Revenue recognized	Transferred to DCC	Balance at August 31, 2013
Proceeds of disposition	81,864	397,328	-	-	479,192
Education development charge	980,813	260,204	112,279	-	1,128,738
Legislative grants		8,221,283	6,681,933	1,209,047	330,303
Special education	248,252	10,886,334	10,816,572	-	318,014
Other education grants	1,018,364	1,456,708	1,342,241	-	1,132,831
Other grants	32,032	25,750	32,030	-	25,752
	2,361,325	21,247,607	18,985,055	1,209,047	3,414,830

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

5. SHORT TERM BORROWINGS

The board has demand bridge loans of \$nil, (2012 - \$7,886,000) to finance the construction of new schools and school additions. Interest on the temporary loans is calculated at bank prime less 0.25%. These loans are due on demand.

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS

Plan Changes

In 2012, changes were made to the Board's sick leave plan. All accumulated non-vested sick days were eliminated as of September 1, 2012, and were replaced with a new short term leave and disability plan. In 2013, further changes were made to the short term leave and disability plan. Under the new short term leave and disability plan, 11 unused sick leave days may be carried forward into the following year only, to be used to top-up benefits received under the short term leave and disability in that year. A new provision was established as of August 31, 2013 representing the expected usage of sick days that have been carried forward for benefit top-up in the following year.

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2013 are based on the most recent actuarial valuations completed for accounting purposes as at August 31, 2013. These valuations take into account the plan changes outlined above.

The assumptions used in the current valuation are as follows:

- i) Health and dental rates are assumed to increase by 8.75% for 2013-14, reducing by 1/4% in each subsequent year to an ultimate rate of 4%.
- ii) Dental costs are assumed to increase by 4.75% for 2013-14, reducing by 1/4% in each subsequent year to an ultimate rate of 3%.
- iii) Participation rates are assumed to be 100% of early retirement employees.

Retirement Life Insurance and Health Care Benefits

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. Staff retired after August 2005 pay actual retiree rates, if they chose to stay in the plan. Staff retired prior to August 2005 are grandfathered and will continue to benefit from the reduced rates based on the entire benefit group. The benefit costs and liabilities related to the plan are provided through an unfunded defined benefit plan and are included in the Board's consolidated financial statements. The changes to the Board's retirement health, and dental plans resulted in a one-time reduction to the Board's obligation of \$211,144 and a corresponding curtailment gain was reported in the consolidated statement of operations and accumulated surplus as at August 31, 2012.

Sick Leave Benefits

As a result of the plan changes, the Board's liability related to compensated absences from sick leave accumulations was eliminated, resulting in a one-time reduction to the obligation of \$8,148,274 and a corresponding curtailment gain was reported in the consolidated statement of operations and accumulated surplus as at August 31, 2012.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

6. RETIREMENT AND ACCRUED FUTURE PAID SICK LEAVE BENEFITS (Continued)

Sick Leave Top-Up Benefits

As a result of new changes made in 2013 to the short term sick leave and disability plan, a maximum of 11 unused sick leave days from the current year may be carried forward into the following year only, to be used to top-up salary for illnesses paid through the short-term leave and disability plan in that year.

The accrued benefit obligation for the sick leave top-up is based on an actuarial valuation for accounting purposes as of August 31, 2013. This actuarial valuation is based on assumptions about future events.

Retirement and Other Employee Future Benefit Liabilities				2013	2012
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Accrued benefit at August 31	433,709	510,753	372,088	1,316,550	435,356
Unamortized actuarial gains/(losses) at August 31	5,866	979	-	6,845	-
	439,575	511,732	372,088	1,323,395	435,356

Retirement and Other Employee Future Benefit Expenses				2013	2012
	Retirement Benefits	Long term disability and compensated absences	Workers Compensation	Total Employee Future Benefits	Total Employee Future Benefits
Current year benefit cost	3,592	439,834	460,646	904,072	201,660
Interest on accrued benefit obligation	14,202	6,862	10,114	31,178	446,829
Recognized Actuarial gains (losses)	29,993			29,993	2,245,421
Cost of (gain on) plan amendments	116,115	136,202	(37,699)	214,618	(10,550,391)
Benefit payments	(159,683)	(71,166)	(60,973)	(291,822)	(1,047,276)
Employee Future Benefits Expenses	4,219	511,732	372,088	888,039	(8,703,757)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

7. DEFERRED CAPITAL CONTRIBUTIONS

	2013	2012
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Deferred capital contributions include grants and contributions received that are used for the acquisition of tangible capital assets in accordance with regulation 395/11 that have been expended by year end. The contributions are amortized into revenue over the life of the asset acquired.

Beginning balance	95,293,605	91,858,126
Additions to capital contributions (net)	7,306,357	5,269,955
Revenue recognized in the period	(3,806,030)	(3,412,712)
Transfers from deferred revenue	1,209,047	1,578,236
<hr/>		
Ending balance	100,002,979	95,293,605

8. ONTARIO MUNICIPAL EMPLOYEES RETIREMENT SYSTEM

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2013, the Board contributed \$1,383,060 (2012 - \$1,288,465) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

9. TRUST FUNDS

Trust funds administered by the Board amounting to \$17,929 (2012 - \$20,551) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

10. LONG TERM LIABILITIES	2013	2012
4.9% debenture payable, semi-annual payments of \$58,141 including principal and interest, maturing March 2033.	1,462,923	1,505,936
6.5% debenture payable, semi-annual payments of \$772,885 including principal and interest, maturing October 2026.	13,713,251	14,330,325
3.799% debenture payable, semi-annual payments of \$505,291 including principal and interest, maturing March 2038.	16,156,020	-
2.425% debenture payable, semi-annual payments of \$160,409 including principal and interest, maturing November 2021.	2,450,914	2,707,620
4.867% debenture payable, semi-annual payments of \$375,851 including principal and interest, maturing March 2029.	8,289,378	8,625,324
4.56% OFA debenture payable, semi-annual payments of \$114,007 including principal and interest, maturing November 2031.	2,841,317	2,937,467
5.062% OFA debenture payable, semi-annual payments of \$85,137 including principal and interest, maturing March 2034.	2,175,964	2,233,882
5.384% OFA debenture payable, semi-annual payments of \$462,624 including principal and interest, maturing May 2034.	11,553,765	11,845,142
5.232% PCS Stage 1 loan payable, semi-annual payments of \$52,483 including principal and interest, maturing April 2035.	1,359,118	1,391,691
5.232% GPL Stage 4 loan payable, semi-annual payments of \$32,797 including principal and interest, maturing April 2035.	849,319	869,674
5.232% PTR Phase 2 loan payable, semi-annual payments of \$253,921 including principal and interest, maturing April 2035.	6,575,654	6,733,247
3% promissory note payable to the Roman Catholic Episcopal Corp. payable at \$40,000 per year plus interest, maturing May 2021.	280,000	320,000
Interest free note payable to the Roman Catholic Episcopal Corp., payable at \$20,000 per year, maturing May 2021.	140,000	160,000
	67,847,623	53,660,308

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

10. LONG TERM LIABILITIES (Continued)

Of the net long term liabilities outstanding of \$67,847,623, principal and interest payments are payable over the next five years as follows:

	Principal	Interest Payments	Total
2014	2,469,775	3,346,718	5,816,493
2015	2,591,249	3,224,044	5,815,293
2016	2,719,264	3,094,830	5,814,094
2017	2,854,188	2,958,706	5,812,894
2018	2,996,413	2,815,271	5,811,684
	<u>13,630,889</u>	<u>15,439,569</u>	<u>29,070,458</u>

Interest paid on long-term debt amounted to \$2,932,573 (2012 - 3,061,510).

As of August 31, 2013, the Board had \$nil in letters of credit outstanding related to ongoing construction projects.

11. EXPENDITURES BY OBJECT

	Budget 2013 <i>(unaudited)</i>	Actual 2013	Actual 2012
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The following is a summary of current expenditures reported on the Consolidated Statement of Operations by object:

Current expenditures:

Salary and wages	79,552,492	79,809,291	80,363,227
Employee benefits	11,475,798	11,378,589	3,139,168
Staff development	406,142	336,951	488,002
Supplies and services	13,664,563	12,440,134	12,236,988
Interest on long term debt	2,831,882	3,217,730	3,014,889
Rental expenditures	88,116	8,658	95,753
Fees and contract services	7,151,549	6,569,150	7,582,755
Other	238,195	270,814	313,359
	<u>115,408,737</u>	<u>114,031,317</u>	<u>107,234,141</u>

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

12. ACCUMULATED SURPLUS (DEFICIT)

Accumulated surplus (deficit) consists of the following:

	2013	2012
Surplus (Deficit):		
Invested in non-depreciable tangible capital assets	6,602,142	6,616,942
Employee future benefits to be covered in the future	(1,323,395)	(435,356)
School generated funds	1,344,755	1,327,317
Other	4,948,072	2,199,378
	11,571,574	9,708,281

13. TRANSPORTATION CONSORTIUM

On October 1, 2008, the Board entered into an agreement with Grand Erie District School Board and Conseil Scolaire de District Catholique Centre-Sud Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Brant Haldimand Norfolk are shared. No partner is in a position to exercise unilateral control.

On October 14, 2010, Student Transportation Services of Brant Haldimand Norfolk was incorporated.

Below provides condensed financial information for the consortium.

	2013		2012	
	Total	Board Portion	Total	Board Portion
Financial Position				
Financial Assets	88,562	85,507	95,325	88,077
Liabilities	88,562	85,507	95,325	88,077
Accumulated Surplus	-	-	-	-
Operations				
Revenues	15,298,663	4,416,592	17,352,100	5,419,061
Expenses	15,298,663	4,416,592	17,352,100	5,419,061
Annual Surplus	-	-	-	-

The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred and its pro-rata share of revenues and expenses.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2013

14. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$20 million per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2016.

15. WORKPLACE SAFETY INSURANCE BOARD

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements. Plan changes made in 2012 requires school boards to provide salary top-up to a maximum of 4 1/2 years for employees receiving payments from the Workplace Safety and Insurance Board, where the previously negotiated collective agreement included such provision.

16. CONTINGENCY

The Board has received a statement of claim regarding certain employment matters. The claim is being reviewed by legal counsel. The amount and nature of the possible outcome is not determinable at this time and as a result, no provision has been made in the financial statements.

17. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

On June 1, 2003, the Board received \$1,965,017 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position.

18. COMPARATIVE FIGURES

Certain prior year figures, provided for the purpose of comparison, have been reclassified to confirm with the current years presentation.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended August 31, 2013

	Land	Building (40 years)	Portable structures	Equipment (5 years)	Equipment (10 years)	Computer hardware	Computer software	Vehicles	Construction in progress	Total 2013	Total 2012
Cost											
Balance, beginning of year	6,616,942	131,225,244	3,277,200	35,453	2,778,076	4,070,731	568,314	193,714	2,354,915	151,120,589	143,729,024
Additions during the year	-	1,858,950	-	18,947	78,582	-	-	23,768	6,407,703	8,387,950	18,630,946
Disposals during the year	(14,800)	(1,566,953)	-	-	-	-	-	-	(1,039,077)	(2,620,830)	(11,239,381)
Balance, end of year	6,602,142	131,517,241	3,277,200	54,400	2,856,658	4,070,731	568,314	217,482	7,723,541	156,887,709	151,120,589
Accumulated Amortization											
Balance, beginning of year	-	31,683,106	2,652,135	3,940	1,674,170	3,555,367	496,623	80,623	-	40,145,964	36,383,711
Amortization during the year	-	3,534,404	105,830	2,712	191,017	200,832	28,536	38,743	-	4,102,074	3,762,253
Disposals, writeoffs and adjustments	-	(1,566,953)	-	-	-	-	-	-	-	(1,566,953)	-
Balance, end of year	-	33,650,557	2,757,965	6,652	1,865,187	3,756,199	525,159	119,366	-	42,681,085	40,145,964
Net book value of tangible capital assets	6,602,142	97,866,684	519,235	47,748	991,471	314,532	43,155	98,116	7,723,541	114,206,624	110,974,625

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 10, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EARLY FRENCH IMMERSION UPDATE

Public Session

BACKGROUND INFORMATION:

At the February 2013 Board Meeting, Trustees approved a process to investigate the viability of an Early French Immersion program in the north end of Brantford at St. Leo's School beginning in September 2014. The intended outcome was to provide more access for Catholic families to our schools and subsequently increase overall enrolment. The enrolment at École Fairview in Brantford is approximately 439 students. Currently, we have one Dual Track French Immersion Program operating at Jean Vanier Catholic Elementary School, which is located on the south side of Brantford. There are approximately 185 students enrolled in the French Immersion program at Jean Vanier.

DEVELOPMENTS:

An electronic survey was made available on the Board website during the months of October and November, which allowed parents to express their interest in enrolling their child(ren) in an Early French Immersion program at St. Leo's School.

Information directing parents to the interest survey was shared in several forms. A fact sheet was distributed to all kindergarten students in all Brant schools and a letter was mailed directly to all parents of students in Grades JK-2, whose children currently attend a Catholic school in the north end of Brantford. Those schools included St. Patrick, Resurrection, St. Leo, St. Pius X, Notre Dame, Our Lady of Providence, Christ the King, Holy Family and Sacred Heart. In late October, an advertisement asking for parent input was published in the Brant News and in the Expositor in the free weekly versions that are distributed to all Brantford addresses.

As of November 29, 2013, a total of 44 parents responded to the survey. The grade specific responses are included in the chart below.

Responses	Kindergarten 2014	Grade 1 2014	K / 1 Split	Grade 2 2014	1 / 2 Split	Grade 3 2014
Yes (24)	8	8	16	6	14	2
Maybe (7)	4	1	5	2	3	
No (13)						

In the original report presented in February 2012, a class of 20 students was identified as the viable number for proceeding with the plan to establish an Early French Immersion program at St. Leo's School. Based on survey results, staff recommends that the Board does not move forward with this program at this time.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Early French Immersion Update report.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented by: Rick Petrella, Chair, Audit Committee
Presented to: Board of Trustees
Submitted on: December 10, 2013
Submitted by: Chris Roehrig, Director of Education & Secretary

AUDIT COMMITTEE FISCAL YEAR REPORT – 2012-13

Public Session

BACKGROUND INFORMATION:

The primary role of the Audit Committee is to assist the Board of Trustees in fulfilling its duties related to governance and oversight. Specifically, the duties of the Audit Committee fall under the following key areas: the financial reporting process, internal control framework, risk management practices, performance and function of the Board's internal and external auditors and the Board's compliance with its obligations under legislation.

Under Regulation 351/10, there is a requirement for all school boards to report to the Ministry of Education in each fiscal year.

DEVELOPMENTS:

A Budget Planning and Control Audit took place on January 15, 2013 and a closing meeting will be scheduled in the near future. The Audit covered the period from September 1, 2011 to August 31, 2012.

A detailed review of planned audits for the five years, 2013-2018, was provided to the Audit Committee. It was decided that the Grant and Non-Grant Revenue Management Audit and Ministry Reporting Audit would be scheduled during the first quarter of the 2013-14 school year.

The current Term of Office for External Committee members expires on February 1, 2014 and External Committee Members are eligible for one additional three-year term. Joe McPherson has elected not to return as an External Committee member. The Board has advertised this volunteer position in local newspapers in Brant, Haldimand and Norfolk.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Audit Committee Fiscal Year Report – 2012-13.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Leslie Telfer, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 10, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

FINANCIAL LITERACY IN THE ONTARIO CURRICULUM UPDATE

Public Session

BACKGROUND INFORMATION:

On November 9, 2010, the Minister of Education announced that the government would move forward to better integrate financial literacy into the Ontario curriculum starting in the fall of 2011 for Grades 4-12. The government chose to enhance financial literacy education through seamless integration across Ontario, rather than a stand-alone course in order to increase all students' access to the concepts of money-handling. The Ministry published two Scope and Sequence documents detailing opportunities and topics related to financial literacy in the current Ontario elementary and secondary curriculum in order to assist teachers with planning their programs.

A Board memo directing teachers to the Scope and Sequence documents and supplemental resources was sent to all Principals and teachers in December 2012 providing information on how to integrate financial literacy across the curriculum.

DEVELOPMENTS:

System support staff developed and distributed an electronic survey to all Grades 4-8 teachers, which was complete at the end of October. There were 126 responses to the survey representing approximately fifty percent from each of the secondary and elementary panels.

A preliminary examination of the survey results indicates that the majority of teachers who are integrating financial literacy into their instructional program are doing so in the areas of mathematics and business. Results also indicate that most teachers require additional information and support to effectively integrate financial literacy into their instruction. A majority of teachers expressed a need for sample lesson plans and activities.

In response to these identified needs, a Financial Literacy Focus Group has been formed. The group is representative of Grades 4-8 teachers and includes the secondary Mathematics Student Achievement teacher, elementary program consultant and the Grades 7-10 Literacy Student Achievement teacher.

A half-day collaboration session has been scheduled for December 12, 2013 to address the gaps identified in the teacher survey and to further examine the ministry Financial Literacy Scope and Sequence documents. The focus group will establish goals to support student learning needs and teacher learning needs in the area of financial literacy.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Financial Literacy in the Ontario Curriculum update report.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Jamie McKinnon, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 10, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

ST. MARY CATHOLIC LEARNING CENTRE – SITE UTILIZATION

Public Session

BACKGROUND INFORMATION:

In the fall of 2012, the Board approved the naming of St. Mary Catholic Learning Centre. The long-term goal of the learning centre is to establish a continuing education service and presence for the Brant Halidmand Norfolk Catholic District School Board. Programs implemented through the learning centre are designed to align with Student Success initiatives, support effective transitions and engage the adult learners within the broader community.

DEVELOPMENTS:

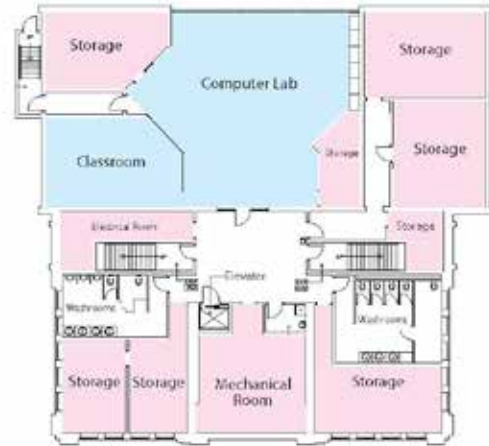
St. Mary Catholic Learning Centre currently serves as the primary location for:

- Alternative Education class - 1 teacher and 17 students
- Supervised Alternative Education (SAL) Program - .66 teacher and 21 students
- On-Site Home Instruction - teacher (two hours daily) and 15 students
- Site-Based Delivery Program for suspended and expelled pupils - as required
- Supplementary Elementary Gifted Program - Grade 4 to 8
- International Languages Program - 3 teachers and 60 students

In addition to student programs, the Centre provides designated office space for 11 system special education staff, as well as seven behaviour services staff. SEA equipment storage and recycling also takes place at the Learning Centre. The Principal of Continuing Education and the OYAP Co-ordinator also reside at the Centre. 1.3 secretary-receptionists support all staff and programs running at the Centre.

Available space at the Learning Centre is organized effectively for integrated use by student programs and system staff. The floor map below provides an overview of the use of the space on each of the three levels within the Learning Centre.

Lower Level



Main Level



Upper Level



St. Mary Catholic Learning Centre
Usage Map

Legend

-  Storage / Utility Rooms
-  Classroom / Meeting Room
-  Office Area

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the St. Mary Catholic Learning Centre – Site Utilization report.

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

Prepared by: Dan Dignard, Trustee
Presented to: Board of Trustees
Submitted on: December 10, 2013
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**INTEGRATION COMMITTEE UPDATE -
BLESSED SACRAMENT AND ST. ANTHONY DANIEL
SCHOOLS**
Public Session

BACKGROUND INFORMATION:

The Integration Committee for Blessed Sacrament and St. Anthony Daniel schools was established by the Superintendent of Education, William Chopp, following the final decision of the Board to close St. Anthony Daniel School, Scotland and to relocate all students to Blessed Sacrament School in Burford. The mandate of the Committee is to plan for and implement the positive integration of students and staff.

The Integration Committee will be comprised of the following members: Dan Dignard (Trustee), Bill Chopp (Superintendent), Mary Muir (Principal, St. Anthony Daniel School), Denise O'Brien (Principal, Blessed Sacrament School), Mindy Gulas and Christine Farkas (Blessed Sacrament School Advisory Council Co-Chairs), Karen Ornowka and Julie Vilaca (St. Anthony Daniel School Advisory Council Chair and designate).

DEVELOPMENTS:

The first meeting of the Integration Committee will take place on Tuesday, January 7, 2014. A report will be provided to school staffs following each meeting. All meeting agendas and minutes will also be posted on the Board's website.

The date for the official closing ceremony for St. Anthony Daniel School has been set for Wednesday, May 14, 2014 at 7:00 p.m.

The Integration Committee will support the integration process to ensure a positive transfer for students, parents and staff.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Integration Committee update report for Blessed Sacrament and St. Anthony Daniel schools.



Integration Committee
Tuesday, January 7, 2014 – 6:00 – 8:00 p.m.
Haldimand Meeting Room

Members: Bill Chopp (Chair), Dan Dignard, Christine Farkas, Mindy Gulas, Mary Muir, Denise O'Brien, Karen Ornawka, Julie Vilaca

1. **Opening Prayer**
2. **Approval of the Agenda**
3. **Director's Duties**
4. **Discussion Items**
 - 4.1 Staffing Jamie McKinnon
 - 4.2 Transportation Phil Kuckyt
 - 4.3 Amalgamation Process Bill Chopp
 - 4.4 Artifacts from St. Anthony Daniel Bill Chopp
 - 4.5 Special Events Denise O'Brien
 - 4.6 Amalgamation of School Councils Denise O'Brien
 - 4.7 School Times/Nutrition Breaks Denise O'Brien
 - 4.8 Meeting schedule
5. **Adjournment**

Next Meeting: TBD - Location/Room

2013-14
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
December 10, 2013	7:00 pm	Board Meeting	
December 11, 2013	7:00 pm	SEAC Meeting	
<i>December 23, 2013 - January 3, 2014</i>		<i>CHRISTMAS BREAK</i>	
January 8, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
January 8, 2014	7:00 pm	SEAC Meeting	
January 9, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
January 14, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
January 14, 2014	1:00 pm	Catholic Education Advisory Committee Mtg.	
January 17-18, 2014		OCSTA Professional Development Seminar	
January 21, 2014	7:00 pm	Committee of the Whole	
January 28, 2014	7:00 pm	Board Meeting	
February 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
February 5, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
February 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
February 12, 2014	7:00 pm	SEAC Meeting	
February 18, 2014	7:00 pm	Committee of the Whole	
February 24, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
February 25, 2014	1:00 pm	STSBHN Governance Mtg.	
February 25, 2014	7:00 pm	Board Meeting	
March 4, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
March 5, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
March 6, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
<i>March 10 – 14, 2014</i>		<i>MARCH BREAK</i>	
March 18, 2014	7:00 pm	Committee of the Whole	
March 19, 2014	7:00 pm	SEAC Meeting	
March 25, 2014	7:00 pm	Board Meeting	
April 2, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
April 4, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
April 8, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
April 9, 2014	7:00 pm	SEAC Meeting	
April 15, 2014	7:00 pm	Committee of the Whole	
April 22, 2014	7:00 pm	Board Meeting	
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 27, 2014	10:30 a.m.	Sacred Heart School (Langton) 75 th anniversary mass/open house	
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 a.m.	SAL Committee Mtg. (Brant)	
<i>May 4 – 9, 2014</i>		<i>Catholic Education Week</i>	
May 6, 2014	6:00 pm	Celebration of the Arts – art viewing	
	6:30 pm	Celebration of the Arts - performances	
May 7, 2014	9:00 a.m.	SAL Committee Mtg. (Norfolk)	
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 13, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
May 14, 2014	7:00 pm	St. Anthony Daniel School Closing Ceremony	
May 14, 2014	7:00 pm	SEAC Meeting	
May 15, 2014	5:00 pm	St. Mary's (Hagersville) 50 th Anniversary Mass/Open House	
May 20, 2014	7:00 pm	Committee of the Whole	
May 21, 2014	7:00 pm	St. Pius X Official School Opening/Blessing (Bishop Crosby)	
May 26, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Mtg.	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Mtg.	

Date	Time	Meeting/Event	New / Revised
May 27, 2014	1:00 pm	STSBHN Governance Mtg.	
May 27, 2014	7:00 pm	Board Meeting	
June 5-7, 2014		CCSTA AGM (Kingston)	
June 10, 2014	9:00 am	Executive Council Mtg. <i>(to be confirmed)</i>	
June 10, 2014	10:00 am	<i>Have a Go</i> track meet at Holy Trinity (secondary) <i>(rain date June 11)</i>	
June 11, 2014	7:00 pm	SEAC Meeting	
June 16, 2014	10:00 am	<i>Have a Go</i> track meet at Assumption College (elementary) <i>(rain date June 17)</i>	
June 17, 2014	7:00 pm	Committee of the Whole	
June 24, 2014	7:00 pm	Board Meeting	
June 25, 2014	4:45 pm	Assumption College Graduation	
June 26, 2014	6:30 pm	Holy Trinity Graduation	
June 26, 2014	7:00 pm	St. John's College Graduation	

Meetings scheduled at the Call of the Chair: Audit Committee, Budget Committee, Accommodations Committee, Policy Committee, Regional Catholic Parent Involvement Committee