



Board Meeting
Tuesday, January 28, 2014 ♦ 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 receive a presentation on the Holy Family School Ground Greening and Earth Week tree planting initiatives from Chuck Beach of the Earth Week Event Committee

3. Delegations

The Board will receive a presentation on the Smart Brant initiative from Chris Friel, Mayor of Brantford.

4. Consent Agenda

- 4.1 Approval of Board Meeting Minutes - December 10, 2013 Pages 3-8

5. Committee and Staff Reports

- 5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – January 21, 2014 Pages 9-15
Presenter: Rick Petrella, Vice Chair of the Board



- Revised Budget Estimates 2013-14 (pgs. 16-34)
- Budget Planning (pgs. 35-47)
- Goals for 2014-15 Budget (pg. 48)
- Special Education Funding – High Needs Amount (pg. 12)
- Tri-Party Agreement for Notre Dame School, Branlyn Community School and the City of Brantford (pgs. 49-80)
- Excursion – New York City, New York (pg. 81)
- Walking distance review by STSBHN (pg. 14)

5.2 Financial Report - November 2013 Pages 82-87
Presenter: Tom Grice, Superintendent of Business & Treasurer

5.3 Student Trustee Update Page 88
Presenter: Georgia Athanasiou, Student Trustee

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 89-90

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, December 10, 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 Casey.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Chair Szeman advised that she would be giving her inaugural address during Presentations, and that the order of reports 5.3 and 5.4 would be reversed.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the December 10, 2013 meeting, as amended.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Newly-elected Chair Szeman gave her inaugural address to the Board. She commented that “our schools are places where our students can grow in their faith life as they grow in their academic and physical attributes in an accepting yet challenging environment that aims to maximize the potential of each.” She noted that the Board continues to nurture its Catholicity objectives in all aspects of school and administrative life, is moving ahead on achieving its Student Achievement objectives, and has maintained a balanced budget despite Ministry short-funding and declining enrolment. Chair Szeman added that the Board does not take lightly its decisions to amalgamate or close schools, but that these decisions are always made for the betterment of all pupils across our system. She expressed the Board’s pride in the new St. Pius School building, the growing Continuing Education program now housed at St. Mary Catholic Learning Centre, as well as the ambitious growth and overhaul in the area of information technology. In closing, Chair Szeman commented that she looks forward to working with all Trustees and Senior Administration in achieving the goals of the Board and expressed appreciation to Director Roehrig for his support and leadership, as well as to senior staff for their tireless efforts in the areas of academic and business excellence, and spiritual formation.



In introducing the native carvings presentation, Chair Szeman explained that seven students from Assumption College School and Jean Vanier Catholic Elementary School worked with Chris Green, a Native Carver from Ohsweken, spending one evening per week over a period of four months to learn the art of native stone carving and to discover more about native culture. She welcomed Mr. Green to the meeting and thanked him for the gift of his time and guidance to the students during this initiative. Chair Szeman introduced Dante Dalia, Co-Operative Education and OYAP Co-Ordinator, who gave a pictorial presentation of the students as they progressed on their works of art. Mr. Green responded to several trustee inquiries and Mr. Dalia commented that Native Art could potentially be offered as a credit course in the future.

Chair Szeman extended the Board's congratulations to three students whose art works were selected for the 2013 Board Christmas cards. She explained that over 300 cards are sent out across the province annually and that the winning students would receive a supply of their card design for their own personal use. Trustee Dignard extended the Board's congratulations to Sondra Emery, a Grade 7 student at St. Leo School, while Trustee Blake congratulated Taylor Cooper, a Grade 12 at St. John's College for her accomplishment. Cait Banfield, a Grade 12 student at Holy Trinity Catholic High School was unable to be present.

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.
- 4.2** THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the Annual Meeting of the Board of December 3, 2013.
- 4.3** THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Special Education Advisory Committee meeting of November 13, 2013.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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 Policy Committee Meeting of November 26, 2013

Trustee Blake reviewed the business of the November 26, 2013 Policy Committee meeting and brought forward the following recommendations for approval:

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



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

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

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

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

Moved by: Dennis Blake

Seconded by: Rick Petrella

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

Carried

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

Carried

5.2 Financial Statements – Year Ended August 31, 2013

Vice Chair Petrella, Chair of the Audit Committee, reported that Cameron Johnston of Millard, Rouse and Rosebrugh had reviewed the financial statements for the year ended August 31, 2013 with the Audit Committee and that the Committee recommends approval of the Statements. He reported that the Board had a successful 2012-13 year resulting in an operating surplus of approximately 1.5% of budget, and explained the various factors that contributed to the surplus. Vice Chair Petrella noted that Board Auditors found no accounting issues or internal control problems and thanked the auditing staff, as well as the staff of the Finance Department, for their hard work in completing the financial statements. Discussion ensued and questions were addressed by Superintendent Grice. The surplus will be discussed at an upcoming Budget Committee meeting.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

5.3 Early French Immersion Program Update

Superintendent Telfer reported that as a result of the limited response to the Board's online survey to ascertain the interest level in the community for a potential Early French Immersion Program at St. Leo's School, staff recommends that the Board does not proceed with offering this programming at this time. An amendment to the proposed motion indicating that the Board accepts staff's recommendation was proposed by Trustee Blake, seconded by Trustee Casey and was carried.



Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Early French Immersion Update report and accepts staff's recommendation.

Carried

5.4 Audit Committee Fiscal Year Report – 2012-13

Vice Chair Petrella, Chair of the Audit Committee, reviewed the highlights of the Committee's work during 2012-13 and advised that under Regulation 351/10, the Audit Committee's Fiscal Year Report would be submitted to the Ministry of Education.

Moved by: Rick Petrella
Seconded by: Cliff Casey

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

Carried

5.5 Financial Literacy in the Ontario Curriculum Update

Superintendent Telfer provided an overview of the responses to the Financial Literacy online survey, which all Grades 4-12 teachers were encouraged to participate in. As a result of the feedback, a Financial Literacy Focus Group has been formed to respond to requests for additional support and resources, i.e., sample lesson plans and activities, to assist teachers in better integrating financial literacy in their daily instruction.

Moved by: Cliff Casey
Seconded by: Bonnie McKinnon

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

Carried

5.6 St. Mary Catholic Learning Centre – Site Utilization

In response to an earlier request by trustees, Superintendent McKinnon provided a schematic overview of the utilization of the St. Mary Catholic Learning Centre site, which houses Alternative Education, Supervised Alternative Learning, Home Instruction, the gifted and international languages programs, as well as behavioural and special education staff, a principal and the OYAP/Co-Op Coordinator. Vice Chair Petrella commended staff on the excellent usage of the building, as well as the success of the Continuing Education programs and support services located at the St. Mary site.

Moved by: Rick Petrella
Seconded by: Bonnie McKinnon

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

Carried



5.7 Integration Committee Update – Blessed Sacrament and St. Anthony Daniel Schools

Superintendent Chopp, Chair of the newly-formed Integration Committee, reported on the membership of the Committee and the business that will be discussed at the Committee's initial meeting scheduled for January 7, 2014. The Committee's goals are to ensure the smooth transfer to St. Anthony Daniel students to Blessed Sacrament School in September 2014 and to assist with the positive integration of the two schools communities.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

6. Information and Correspondence

Director Roehrig advised that the Board had received a note of appreciation from the Canadian Catholic School Trustees' Association for the \$1,440 donation they received in support of their Toonies for Tuition Endowment Fund. The monies were collected at the Hamilton Diocesan Mass in Celebration of Catholic Education hosted by our Board in October.

Director Roehrig distributed an information flyer which summarizes the key components of the Grades 1-12 Religious Education Programs.

Chair Szeman advised that the Registrar from the Ontario College of Teachers will make a presentation to trustees in April 2014 regarding the role of the College.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Trustee Dignard commented on the re-energized push for a one-school system in Ontario. Director Roehrig provided an update on possible strategies and actions that are being considered in support of the Catholic education system. Trustee Casey commented that parents need to be able to vocalize the importance of Catholic education.

9. Business In-Camera

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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: Bonnie McKinnon

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

Carried

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Principal Pool Appointments report.

Carried

11. Future Meetings

A listing of upcoming meetings and events was reviewed. Trustee Blake invited all trustees to attend the Joint SEAC meeting being held with the Grand Erie District School Board scheduled for December 11, 2013 at 7:00 pm. Barry Finlay from the Ministry of Education will be presenting.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of December 10, 2013.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

January 21, 2014

AGENDA ITEM	MOTION
5.2	<p>THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.</p>
5.3	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2014-15 Budget.
5.4	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Special Education Funding – High Needs Amount report and directs the Chair of the Board to write a letter to the Minister of Education requesting redistribution of the High Needs Amount funding more equitably between all boards across the province.
5.6	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Tri-Party Operating Agreement for Branlyn/Notre Dame School Community Centre.
5.7	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, New York from Thursday, May 15 to Monday, May 19, 2014.
8	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board requests that the Student Transportation Services Brant Haldimand Norfolk Consortium re-examines the walking distance for primary students with an eye to reducing the walking distance from the current 1.6 km.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of January 21, 2014.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of January 21, 2014.



Committee of the Whole
Tuesday, January 21, 2014 ♦ 7:00 pm
Boardroom

Trustees:

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

Absent: June Szeman (Chair)

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the January 21, 2014 meeting.

Carried

1.4 Declaration of Interest – A discussion took place regarding potential conflicts of interest in relation to the Revised Budget (Item 5.2).

2. Presentations - Nil

3. Delegations – Nil

4. Consent Agenda

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

4.2 THAT the Committee of the Whole refers the unapproved minutes of the Joint Special Education Advisory Committee Meeting of December 11, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of January 8, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Dan Dignard

Seconded by: Cliff Casey

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

Carried

5. Committee and Staff Reports

5.1 Reading Upgrade Program

Superintendent Telfer introduced Reading Upgrade, a web-based reading intervention program that the Board has been using for the past seven years to assist Grade 2 and 3 students who are struggling with reading. She explained how students are selected, and how the program is delivered and progress monitored by the school Special Education Resource Teacher. She introduced John Silvestri, Information Technology SERT, and Dave Szuty, eLearning Consultant who provided a demonstration of the Program and responded to trustee inquiries.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Reading Upgrade Program report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Unapproved Budget Committee Meeting Minutes and Recommendations – January 14, 2014

Acting Chair Petrella, Chair of the Budget Committee, reviewed the more significant revisions made to the 2013-14 preliminary budget. These revisions reflect changes to revenue and expenses since the June 2013 projections, including the effect of higher than projected student enrolment and the ongoing impact of the Memorandum of Understanding (MOU). He commented that budget has been allocated for hiring additional staff, supporting the new Advanced Placement programs at secondary schools, and to support enhancements in the area of Information Technology. Acting Chair Petrella also drew attention to the proposed 2014-15 Budget Procedures Manual and presented the Committee's recommendations for consideration.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of January 14, 2014 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



Moved by: Dan Dignard
Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Dennis Blake
Seconded by: Dan Dignard

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.

Carried

5.3 Goals for 2014-15 Budget

Director Roehrig briefly reviewed the key goals of the 2012-2015 Strategic Plan, which reflects the Board's commitment to providing the highest quality Catholic education to students. He commented that during the process of developing the 2014-15 Budget, adequate allocation of budget resources will be required in order to meet the goals of the Strategic Plan.

Moved by: Bonnie McKinnon
Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2014-15 Budget.

Carried

5.4 Special Education Funding – High Needs Amount

Superintendent Telfer provided a brief overview of the areas supported by the Special Education Grant, with special attention to the High Needs Amount (HNA) allocation which helps defray the cost of providing intensive staff support (i.e., Educational Assistants) required by a small number of students with high needs. The HNA calculation is determined by the Ministry, based on outdated data (currently 2006 Statistics Canada census data). This has resulted in a significantly inequitable distribution of funds across the province, with the Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) currently in the bottom 10 of the 72 boards in Ontario. Over the past 10 years, the BHNCDSB has been underfunded by approximately \$1 million in the area of Special Education; as enrolment continues to decline, it will become increasingly difficult to absorb this cost. Discussion ensued and trustee questions were addressed. Trustee Blake proposed the following motion:

Moved by: Dennis Blake
Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Special Education Funding – High Needs Amount report and directs the Chair of the Board to write a letter to the Minister of Education requesting redistribution of the High Needs Amount funding more equitably between all boards across the province.

Carried



5.5 Strategic Plan 2012-2015 – Leadership Update

Superintendent McKinnon provided a snapshot of the work in the area of leadership development that has been spearheaded by himself, Debbie Fullerton, the Board Leadership Development Lead, and members of the Leadership and Succession Planning Steering Committee. He commented that components of the Leadership pillar of the Board's Strategic Plan have been showcased provincially, with particular emphasis on how well this Plan is integrated and aligned with School Improvement Plans. Key program offerings, including the upcoming Student Achievement Leadership Training sessions, Cognitive Coaching training for Administrators, the Principal Leadership in Human Resources Certificate Program, mentorship for newly-appointed administrators, and ongoing professional dialogue at Principal meetings were reviewed and discussed. Trustees Casey and Dignard expressed their appreciation of the quality of work that has been done in this area, which is evident by the progression of the professionalism of staff across the system.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Committee of the Whole refers the Strategic Plan 2012–2015 Leadership Update to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.6 Tri-Party Agreement for Notre Dame School, Branlyn Community School and the City of Brantford

Superintendent Grice presented an updated Tri-Party Agreement for the complex that encompasses Notre Dame School, Branlyn Community School and a City of Brantford Community Centre. The revised Agreement is more detailed/technical from the current one that was signed in 2000, and reflects a more equitable and accurate distribution of costs based on each partner's share of ownership and usage of the building.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Tri-Party Operating Agreement for Branlyn/Notre Dame School Community Centre.

Carried

5.7 Excursion – New York City, New York

Superintendent Chopp presented a request from St. John's College for approximately 50 students to travel to New York City as part of their Arts program, directing trustee attention to the sites that the students will visit, as well as the activities that they will participate in.

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, New York from Thursday, May 15 to Monday, May 19, 2014.

Carried



6. Information and Correspondence

Vice Chair Petrella circulated several Christmas cards that the Board received, as well as copies of two letters: a) a response from Minister Sandals to the Board's letter dated November 19, 2013 with respect to Diagnostic Assessment; and b) a letter from OCSTA President, Marino Gazzola dated January 8, 2014 regarding the disposition of Resolution 8-13 that the Board submitted to the 2013 OCSTA Annual General Meeting. Director Roehrig also made available copies of the 2014 Kindergarten Registration packages for trustee review.

Moved by: Dennis Blake

Seconded by: Bonnie McKinnon

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

Carried

7. Notices of Motion – Nil

8. Trustee Inquiries

Trustee Blake commented on the Board's website not being accessible during a recent inclement weather day due to it being overloaded. Superintendent Grice responded that the additional funding in the area of Information Technology will help address these types of issues.

With respect to the correspondence received from a concerned parent group in Norfolk regarding buses running during the recent inclement weather, Director Roehrig understands that the group has requested to make a presentation at the February STSBHN Consortium Board of Directors' meeting. Trustee Blake expressed his concern regarding four- and five-year old children having to walk 1.6 km to school on cold days. He added that he is aware of some boards that have shorter walking distances for their younger students. Superintendent Grice commented that although this is true, they make offsetting adjustments in other areas, i.e., they may not have courtesy riders, like we do. The following motion was proposed:

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board requests that the Student Transportation Services Brant Haldimand Norfolk Consortium re-examines the walking distance for primary students with an eye to reducing the walking distance from the current 1.6 km.

Carried

In response to Trustee Blake's inquiry if there is a staff directive addressing the use of personal electronic devices such as cell phones in the classroom, Director Roehrig advised that there is no formal directive, but if trustees are aware of specific incidents of inappropriate use of technology during instructional time, to please advise a superintendent.

9. Business In-Camera

Moved by: Dan Dignard

Seconded by: Dennis Blake

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

Carried



10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

11. Future Meetings

Attention was drawn to the revised listing of 2013-14 meetings and events for trustees.

12. Closing Prayer

A closing prayer was led by Trustee Blake.

13. Adjournment

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of January 21, 2014.

Carried

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: January 14, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

REVISED BUDGET ESTIMATES – 2013-14

Public Session

BACKGROUND INFORMATION:

Each year, the Ministry requires that school boards make available their revised budgeted revenue and expenditures for the school year. The original estimates are normally approved by the Board and submitted to the Ministry by June 30. Prior to the 2012-13 school year, the Ministry did not require that Revised Estimates be approved by school boards; however, our practice has been to recommend approval by the Board. In the 2012-13 year, the Ministry requested that all school boards seek approval from their Board of Trustees for Revised Estimates in the event that complications arose as a result of government and OECTA negotiations. Since Board staff has always sought Board of Trustee approval for Revised Estimates, this development does not require a change to our practices.

DEVELOPMENTS:

The 2013-14 Revised Budget is attached for your information as Appendix A. The actual Full-Time Equivalent (FTE) enrolment on October 31, 2013 was 79.0 students higher in the elementary panel and 11.5 students higher in the secondary panel than preliminary projections, which translated into a net increase in General Operating grants based on enrolment.

Although the Memorandum of Understanding (MOU) was negotiated between the Ministry and OECTA, the impact has been felt in all bargaining units and non-teaching staff areas as well. Many areas have been impacted by the MOU including sick leave plans, maternity benefits and Workplace Safety and Insurance Board (WSIB) plans. As this agreement is only in its second year of implementation and clarification statements continue to be released by the Ministry, it has been challenging to establish accurate estimates in the impacted areas as data collection has been limited. Until such time that staff have been able to collect a few years of actual usage data for comparison, past practice data will be used to determine financial implications.

A number of changes have been made to the Revised Budget as a result of revenue adjustments since preliminary estimates. The most significant impact is the net increase of student enrolment, which has increased pupil and foundation grants. Offsetting this revenue is the decrease in the Teacher Compensation Allocation of approximately \$380,000, as a result of teacher qualifications and experience adjustments resulting from restating the Teacher Salary budget to reflect actual staff at October 31, 2013. There has also been a reduction of approximately \$90,000 in Native Tuition since preliminary estimates. Of note in the revenue statement is the reduction of approximately \$1,000,000 in the School-Within-a-College (SWAC) program area. This has been offset by a corresponding decrease in expenditure as the Grand Erie District School Board now oversees the financial management of this program.

A number of changes have been made to the expenditure budget:

- Three Early Childhood Educator (ECE) positions have been added into the system in support of the Early Learning Kindergarten Program (ELKP).
- Two Educational Assistant (EA) positions have been added in support of the Special Education Program.
- One 0.5 FTE secretarial position has been restored at Holy Trinity Catholic High School.

One position has been proposed in the Human Resources Area. This position will be funded from a reallocation of funding within two areas of the *existing* budget. The July 2012 MOU, established between the Government and OECTA, contained a provision for third-party adjudication with respect to a Short-Term Leave and Disability Program administered through Manulife. The Board allocated funding to support the program. In June 2013, the Ministry withdrew the need to utilize the services of Manulife and OECTA elected to utilize a service provided by the Board. This new position is in support of the identified need within the Board and is bundled with another key responsibility, which includes Health and Safety activities of the Board. The key responsibilities of the proposed Disability Management & Safety Coordinator follow:

- Coordinate the Short-Term Leave and Disability Plan for all staff including requesting and reviewing medical documentation to confirm eligibility for sick leave pay and / or early and safe return to work opportunities.
- Manage the Board's WSIB program including accident investigation and reporting procedures, establishing and monitoring claims, coordinating modified work programs and making recommendations regarding WSIB appeals.
- Ensure compliance with legislation, collective agreements and Board policies / procedures.
- Coordinate the Board's Long-Term Disability (LTD) and Employee Assistance Programs (EAP).
- Build system-wide capacity related to health and safety, attendance support, disability management and wellness through training, mentoring and guidance.
- Maintain records, track, analyze and report on the usage, costs, benefits and outcomes of the attendance support, disability management and safety programs.
- Track changes in relevant legislation, collective agreements, employment contracts, benefit programs and arbitral / judicial jurisprudence to ensure that these changes are reflected in program practices.
- Coordinate the development and implementation of the Board's Health and Safety Program including policies and procedures, training and compliance with the *Occupational Health and Safety Act*.

- Develop policies and procedures relating to attendance support, disability management and wellness in accordance with requirements of the *Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act* and other applicable legislation.

Fifty thousand dollars (\$50,000) has been allocated in support of Advanced Placement programs, which would allow secondary schools to offer university-level courses and exams at the Grade 12 level. When enrolled in these courses, students can earn both high school and university level credits that are recognized at many Canadian and international universities and colleges. Advanced Placement programs are offered at over 270 secondary schools in Ontario. These allocated funds will allow for teacher and school preparation and training. The largest portion of the funds has been allocated to one-time funding to provide textbooks and equipment, which are required for Advanced Placement programs. These textbooks and equipment can also be used by regular stream programs.

The last significant item that was added to the Revised Budget is the inclusion of \$130,000 for one-time Information Technology funding and resources. This funding will be utilized in support of the Communications Pillar within the Board Strategic Plan. Specifically, the funding will be utilized over a two-year period to:

- Improve the user interface of the current portal (SharePoint).
- Redesign and restructure school websites.
- Redesign the Board website and provide continuity between the Board's main site and school-based sites.
- Improve inter-operability of the portal, school websites and the Board website so data can easily flow between all three areas.
- Support Board compliance with the Accessibility for Ontarians with Disabilities Act (AODA) now and planning for the future.
- Develop social networking and community engagement features within the Board portal.
- Optimize mobile device accessibility.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Revised Budget Estimates, in the amount of \$118,154,110, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Brant Haldimand Norfolk Catholic District School Board
REVENUE ESTIMATES 2013-2014

	Revised 2013-14	Preliminary 2013-14	Incr (Decr)
GENERAL LEGISLATIVE GRANTS			
Foundation Allocation - Base Amount - Elementary	28,278,002	27,998,399	279,603
Foundation Allocation - Base Amount - Secondary	18,445,529	18,377,838	67,691
Total: Foundation Allocation (includes Primary Class size)	46,723,531	46,376,237	347,294
School Foundation	8,020,679	7,964,313	56,366
Special Education Allocation	10,592,604	10,525,859	66,745
Language Allocation	1,290,679	1,290,809	(130)
Distant Schools/Small Schools Allocation	72,817	72,402	415
Remote & Rural Allocation	1,335,632	1,338,146	(2,514)
Learning Opportunity Allocation	1,593,489	1,570,956	22,533
Adult & Continuing Education & Summer School	219,418	117,594	101,824
Teacher Compensation Allocation	8,761,888	9,145,606	(383,718)
New Teacher Induction Program (NTIP)	74,046	74,046	-
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	4,845,016	4,825,301	19,715
Administration & Governance Allocation	3,300,613	3,286,834	13,779
School Operations Allocations	9,564,605	9,447,214	117,391
Community Use of Schools	137,229	137,229	-
Declining Enrolment Adjustment	908,087	889,744	18,343
Program Enhancement	-	-	-
First Nation Supplemental Allocation	122,123	121,349	774
Safe Schools	187,469	186,324	1,145
Permanent Financing of NPF	146,395	146,395	-
Total: OPERATING	97,828,965	97,449,003	379,962
Deduct MTCA Allocation	(2,445,724)	(2,436,225)	(9,499)
Temporary Accommodation	-	-	-
TOTAL LEGISLATIVE GRANT-OPERATING	95,383,241	95,012,778	370,463
Capital Allocation			
School Renewal Allocation	1,407,918	1,393,677	14,241
Short Term Financing	13,600	32,000	(18,400)
Debt Charges Allocation -Interest	3,148,587	3,148,587	-
TOTAL LEGISLATIVE GRANT-OPERATING	99,953,346	99,587,042	366,304
Amortization of DCC	3,412,712	3,412,712	-
Allocate to Deferred Revenue DCC(re MTA)	2,418,724	2,409,225	9,499
SEA Formula based Funding ((to) fr Deferred)	-	-	-
SEA Formula based Funding ((to) fr Deferred)	-	-	-
Deferred Revenue: Green Schools	-	-	-
	105,784,782	105,408,979	375,803
OTHER REVENUE			
Tuition fees	1,201,842	1,287,262	(85,420)
Rental Revenue	89,184	89,184	-
Interest Earned	60,000	20,000	40,000
Sinking fund Interest	-	-	-
Miscellaneous Revenue	84,369	89,592	(5,223)
Shared Facilities	204,276	204,276	-
EDC Fund Revenue (re: Debenture Payment)	65,868	65,868	-
<i>Miscellaneous Gov't Grants</i>			
Early Learning Program	4,618,453	4,618,453	-
Misc Grants	1,721,008	1,396,085	324,923
Deferred Revenue	259,116	-	259,116
French Monitor Program	18,000	18,000	-
SCWI / SWAC	-	1,020,003	(1,020,003)
Ontario Youth Apprenticeship Program	90,748	90,748	-
Total Other Revenue	8,412,864	8,899,471	(486,607)
TOTAL REVENUE	114,197,646	114,308,450	(110,804)
School Generated Funds	4,000,000	4,000,000	-
Prior Period Adjustment	-	-	-
NET REVENUE	118,197,646	118,308,450	(110,804)
EXPENDITURE (including School funds)	118,154,110	118,264,928	(110,818)
Surplus(deficit) PSAB	43,536	43,522	14
Reverse Brnt Plan Curtailment			
Reverse School Funds Surplus(Deficit) for Compliance	-	-	-
Adjustment(for Compliance Purposes)	(43,536)	(43,536)	-
50% Vacation Accrual (for Compliance Purposes)			
Surplus(deficit) For Compliance	(0)	(14)	14

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
INSTRUCTION							
	Total Salaries & Wages	50,044,329	-131,217	49,913,112	51,151,836	51,272,707	-1,238,724
	Total Employee Benefits	5,848,312	17,300	5,865,612	5,913,741	6,747,968	-48,129
10	315 Professional Development - Academic & S.O.'s	128,802	2,055	130,857	230,471	135,787	-99,614
10	316 Professional Memberships - Academic	0		0	0		0
10	317 Professional Development - Non Teaching	1,000	1,000	2,000			2,000
10	319 Religion Course	5,000		5,000	5,000	1,500	0
	Total Staff Development	134,802	3,055	137,857	235,471	137,287	-97,614
10	320 Textbooks & Learning Materials	65,000	-2,322	62,678	65,000	204,931	-2,322
10	324 School Initiatives	0		0		27,166	0
10	325 Program Supplies	1,526,133	-840,936	685,197	1,414,659	1,217,896	-729,462
10	330 Instructional Supplies	874,741		874,741	874,741	425,509	0
10	331 Application Software	0		0	0	1,123	0
10	333 New Classroom Set-Up	0		0	0		0
10	335 Printing & Photocopying - Instructional	200,000		200,000	200,000	182,479	0
10	336 Printing & Photocopying - Non-instructional	2,000		2,000	9,000	3,916	-7,000
10	339 First Aid Supplies	7,500		7,500	7,500	5,227	0
10	361 Automobile Reimbursement	82,818	7,428	90,246	104,900	75,949	-14,654
10	362 Travel - Contingent Rate Increase	0		0	13,300		-13,300
10	401 Repairs - Furniture & Equipment	5,000		5,000	5,000	2,701	0
10	402 Repairs - Computer Technology	0		0	0		0
10	404 Telephone - Cellular	2,000	-800	1,200	2,000	747	-800
10	406 Telephone - Data Communications Services	340,000		340,000	270,000	241,920	70,000
10	414 Student Senate	10,000		10,000	10,000	9,437	0
10	540 School Trips - Transportation	42,970	31,524	74,494	42,970	88,286	31,524
	Total Supplies & Services	3,158,162	-805,106	2,353,056	3,019,070	2,487,286	-666,014
10	501 Replacement of Furniture & Equipment - General	60,000	55,816	115,816	60,000	62,863	55,816
10	502 Replacement of Furniture & Equipment - Computer Technology	340,600		340,600	484,296	451,010	-143,696
10	503 Replacement of Furniture & Equipment - Network Connectivity	50,250		50,250	60,250	58,190	-10,000
	Total Replacement of F&E	450,850	55,816	506,666	604,546	572,063	-97,880
10	602 Rental/Lease - Furniture & Equipment - Computer Technology	0		0	0		0
10	603 Rental/Lease - Furniture & Equipment - Network Connectivity	0		0	0		0
	Total Rental Expenditures	0		0	0		0
10	640 Instructional Advertising	15,000		15,000	15,000	18,943	0
10	653 Other Professional Fees	60,000	-60,000	0	30,000	12,540	-30,000
10	654 Other Contractual Services	96,000		96,000	171,601	108,874	-75,601
10	661 Software Fees & Licenses	31,680		31,680	124,038	106,068	-92,358
10	662 Maintenance Fees - Computer Technology	140,900	130,000	270,900	172,000	90,638	98,900
10	702 Association & Membership Fees - Individuals	1,000		1,000	1,000	595	0
	Total Fees & Contractual Services	344,580	70,000	414,580	513,639	337,659	-99,059
10	705 Student Bursaries/Awards	0	1,800	1,800	0	2,695	1,800
	Total Other	0	1,800	1,800	0	2,695	1,800
10	790 Amortization	432,005		432,005	432,005	401,611	0
	Total Amortization	432,005		432,005	432,005	401,611	0
	Total INSTRUCTION	60,413,040	-788,352	59,624,688	61,870,308	61,959,275	-2,245,621

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
SPECIAL EDUCATION								
	Total Salaries & Wages		11,041,030	-1,182	11,039,848	10,940,138	10,925,010	99,710
	Total Employee Benefits		2,151,824	16,371	2,168,194	2,160,144	2,048,083	8,050
12	315	Professional Development - Academic & S.O.'s	27,500	-3,300	24,200	23,357	8,756	843
12	317	Professional Development - Non Teaching	17,100	2,900	20,000	17,400	22,750	2,600
	Total Staff Development		44,600	-400	44,200	40,757	31,506	3,443
12	320	Textbooks & Learning Materials	17,000		17,000	17,000	2,756	0
12	325	Program Supplies	89,727	35,934	125,661	99,056	112,674	26,605
12	330	Instructional Supplies	11,000	-500	10,500	11,000	27,461	-500
12	335	Printing & Photocopying - Instructional	0		0	0	930	0
12	336	Printing & Photocopying - Non-instructional	8,000		8,000	10,800	6,606	-2,800
12	361	Automobile Reimbursement	74,220	6,750	80,970	76,804	39,888	4,166
12	402	Repairs - Computer Technology	3,000		3,000	3,000	2,212	0
12	404	Telephone - Cellular	2,950	1,500	4,450	2,950	1,212	1,500
12	405	Telephone - Voice	3,000		3,000	3,000	1,169	0
12	407	Postage	200	35	235	200	54	35
12	410	Office Supplies & Services	4,500		4,500	4,500	2,962	0
12	416	SEAC	500		500	500	0	0
12	540	School Trips - Transportation	1,800	200	2,000	1,800	2,481	200
	Total Supplies & Services		215,897	43,919	259,816	230,610	200,407	29,206
12	501	Replacement of Furniture & Equipment - General	109,000		109,000	114,500	151,683	-5,500
12	502	Replacement of Furniture & Equipment - Computer Technology	430,508	60,000	490,508	540,000	76,927	-49,492
	Total Replacement of F&E		539,508	60,000	599,508	654,500	228,610	-54,992
12	654	Other Contractual Services	49,300	18,500	67,800	49,300	24,162	18,500
12	702	Association & Membership Fees - Individuals	0		0	0	50	0
	Total Fees & Contractual Services		49,300	18,500	67,800	49,300	24,212	18,500
Total	SPECIAL EDUCATION		14,042,158	137,208	14,179,366	14,075,449	13,457,827	103,917

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
SCHOOL MANAGEMENT								
	Total	Salaries & Wages	6,892,043	142,861	7,034,904	6,948,725	6,879,640	86,179
	Total	Employee Benefits	1,014,488	11,337	1,025,825	1,035,688	962,620	-9,863
15	315	Professional Development - Academic & S.O.'s	22,000		22,000	23,500	45,213	-1,500
15	317	Professional Development - Non Teaching	14,150		14,150	44,150	9,378	-30,000
	Total	Staff Development	36,150		36,150	67,650	54,591	-31,500
15	320	Textbooks & Learning Materials	0		0	0		0
15	324	School Initiatives	0		0		11,897	0
15	325	Program Supplies	8,700	20,000	28,700	8,000	930	20,700
15	335	Printing & Photocopying - Instructional	0		0	0		0
15	336	Printing & Photocopying - Non-instructional	0		0	0	36,375	0
15	361	Automobile Reimbursement	17,000		17,000	17,000	14,270	0
15	401	Repairs - Furniture & Equipment	0		0	0		0
15	404	Telephone - Cellular	0		0	0	13,166	0
15	405	Telephone - Voice	75,405	500	75,905	75,405	71,596	500
15	406	Telephone - Data Communications Services	0		0	0	2,919	0
15	407	Postage	32,046		32,046	32,046	45,065	0
15	410	Office Supplies & Services	130,954		130,954	130,954	143,554	0
15	415	School Council Supplies	26,800	-800	26,000	39,260	33,814	-13,260
	Total	Supplies & Services	290,905	19,700	310,605	302,665	373,586	7,940
15	501	Replacement of Furniture & Equipment - General	10,000		10,000	10,000	40,891	0
15	502	Replacement of Furniture & Equipment - Computer Technology	0		0	80,000	72,753	-80,000
15	503	Replacement of Furniture & Equipment - Network Connectivity	10,050		10,050	10,050	0	0
	Total	Replacement of F&E	20,050		20,050	100,050	113,644	-80,000
15	621	Rental/Lease - Photocopier	0		0	0		0
	Total	Rental Expenditures	0		0	0		0
15	661	Software Fees & Licenses	8,160		8,160	7,650	12,511	510
15	662	Maintenance Fees - Computer Technology	116,200		116,200	140,000	95,516	-23,800
15	701	Association & Membership Fees - Board	0	2,300	2,300			2,300
15	719	School Courier	20,000		20,000	20,000	20,693	0
	Total	Fees & Contractual Services	144,360	2,300	146,660	167,650	128,720	-20,990
	Total	SCHOOL MANAGEMENT	8,397,996	176,198	8,574,194	8,622,428	8,512,802	-48,234

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
STUDENT SUPPORT SERVICES							
	Total Salaries & Wages	433,597	46,564	480,161	419,044	383,351	61,117
	Total Employee Benefits	91,214	6,485	97,699	80,668	74,658	17,031
21	315 Professional Development - Academic & S.O.'s	0		0	24,000	114	-24,000
	Total Staff Development	0		0	24,000	114	-24,000
21	325 Program Supplies	0		0	0		0
21	361 Automobile Reimbursement	0		0	0		0
21	404 Telephone - Cellular	0		0	0	20	0
	Total Supplies & Services	0		0	0	20	0
	Total STUDENT SUPPORT SERVICES	524,811	53,049	577,860	523,712	458,143	54,148
COMPUTER SERVICES							
	Total Salaries & Wages	774,189		774,189	765,395	762,157	8,794
	Total Employee Benefits	197,215		197,215	194,702	188,313	2,513
22	317 Professional Development - Non Teaching	52,000		52,000	28,000	50,420	24,000
	Total Staff Development	52,000		52,000	28,000	50,420	24,000
22	325 Program Supplies	1,710		1,710	1,710	762	0
22	332 Books & Periodicals	450		450	450	0	0
22	336 Printing & Photocopying - Non-instructional	1,200		1,200	1,200	711	0
22	361 Automobile Reimbursement	29,000		29,000	28,000	17,105	1,000
22	402 Repairs - Computer Technology	20,000		20,000	20,000	6,100	0
22	404 Telephone - Cellular	8,500		8,500	8,500	7,479	0
22	405 Telephone - Voice	3,500		3,500	3,500	886	0
22	406 Telephone - Data Communications Services	39,000		39,000	39,000	33,744	0
22	407 Postage	800		800	800	174	0
22	410 Office Supplies & Services	1,500		1,500	1,500	2,470	0
	Total Supplies & Services	105,660		105,660	104,660	69,430	1,000
22	501 Replacement of Furniture & Equipment - General	0		0	270,000		-270,000
22	502 Replacement of Furniture & Equipment - Computer Technology	5,850		5,850	5,850	283,098	0
22	503 Replacement of Furniture & Equipment - Network Connectivity	0		0	0		0
	Total Replacement of F&E	5,850		5,850	275,850	283,098	-270,000
22	653 Other Professional Fees	38,438		38,438	0	22,680	38,438
22	654 Other Contractual Services	16,000		16,000	23,000	15,293	-7,000
22	661 Software Fees & Licenses	0		0	0		0
22	662 Maintenance Fees - Computer Technology	44,102		44,102	59,102	19,285	-15,000
22	702 Association & Membership Fees - Individuals	500		500	500	409	0
	Total Fees & Contractual Services	99,040		99,040	82,602	57,666	16,438
	Total COMPUTER SERVICES	1,233,954		1,233,954	1,451,209	1,411,084	-217,255

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
LIBRARY SERVICES							
	Total Salaries & Wages	710,126	-11,284	698,842	715,289	736,035	-16,447
	Total Employee Benefits	151,263		151,263	153,836	154,623	-2,573
23	317 Professional Development - Non Teaching	2,000		2,000	2,000	0	0
	Total Staff Development	2,000		2,000	2,000	0	0
23	320 Textbooks & Learning Materials	5,000		5,000	5,000	0	0
23	321 Library Books	19,000	-6,000	13,000	19,000	51,197	-6,000
23	325 Program Supplies	10,000	6,577	16,577	10,000	9,826	6,577
23	330 Instructional Supplies	0		0	0	1,731	0
23	335 Printing & Photocopying - Instructional	1,000	500	1,500	1,000	1,626	500
23	361 Automobile Reimbursement	4,000	-2,500	1,500	4,000	1,430	-2,500
23	404 Telephone - Cellular	0	200	200	0	172	200
	Total Supplies & Services	39,000	-1,223	37,777	39,000	65,981	-1,223
23	662 Maintenance Fees - Computer Technology	16,000	1,223	17,223	16,000	19,694	1,223
	Total Fees & Contractual Services	16,000	1,223	17,223	16,000	19,694	1,223
	Total LIBRARY SERVICES	918,389	-11,284	907,105	926,125	976,333	-19,020
GUIDANCE SERVICES							
	Total Salaries & Wages	896,049	-47,307	848,742	862,935	894,664	-14,193
	Total Employee Benefits	90,644		90,644	84,416	85,308	6,228
24	320 Textbooks & Learning Materials	0		0	0	713	0
24	330 Instructional Supplies	0		0	0	1,465	0
24	335 Printing & Photocopying - Instructional	0		0	0	1,759	0
	Total Supplies & Services	0		0	0	3,938	0
	Total GUIDANCE SERVICES	986,693	-47,307	939,386	947,351	983,909	-7,965

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
TEACHER SUPPORT SERVICES							
	Total Salaries & Wages	893,844	119,332	1,013,176	843,751	855,604	169,425
	Total Employee Benefits	103,862	15,305	119,167	113,482	94,208	5,685
25	315 Professional Development - Academic & S.O.'s	14,000		14,000	15,000	7,696	-1,000
	Total Staff Development	14,000		14,000	15,000	7,696	-1,000
25	325 Program Supplies	85,664	-43,757	41,907	82,302	101,837	-40,395
25	335 Printing & Photocopying - Instructional	23,500	-6,000	17,500	24,500	4,201	-7,000
25	336 Printing & Photocopying - Non-instructional	0		0	0		0
25	361 Automobile Reimbursement	27,500	-9,000	18,500	26,500	12,214	-8,000
25	404 Telephone - Cellular	2,700		2,700	2,300	1,093	400
25	405 Telephone - Voice	0		0	0		0
25	406 Telephone - Data Communications Services	0		0	0		0
25	407 Postage	0		0	0		0
25	410 Office Supplies & Services	0		0	0		0
	Total Supplies & Services	139,364	-58,757	80,607	135,602	119,344	-54,995
25	502 Replacement of Furniture & Equipment - Computer Technology	0		0	0	2,696	0
	Total Replacement of F&E	0		0	0	2,696	0
25	640 Instructional Advertising	0	9,500	9,500	0	6,192	9,500
25	653 Other Professional Fees	50,000	-50,000	0	50,000	50,000	-50,000
25	701 Association & Membership Fees - Board	10,000		10,000	10,000	9,407	0
25	702 Association & Membership Fees - Individuals	3,227	-100	3,127	2,550	146	577
	Total Fees & Contractual Services	63,227	-40,600	22,627	62,550	65,745	-39,923
Total	TEACHER SUPPORT SERVICES	1,214,297	35,280	1,249,577	1,170,385	1,145,292	79,192

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
GOVERNANCE/TRUSTEES							
	Total Salaries & Wages	64,700		64,700	64,700	68,814	0
	Total Employee Benefits	2,588		2,588	2,588	962	0
31	317 Professional Development - Non Teaching	23,000		23,000	23,000	16,739	0
	Total Staff Development	23,000		23,000	23,000	16,739	0
31	336 Printing & Photocopying - Non-instructional	3,500		3,500	3,500	646	0
31	359 Student Trustees	5,000		5,000	5,000	1,029	0
31	361 Automobile Reimbursement	10,000		10,000	10,000	7,705	0
31	404 Telephone - Cellular	3,000		3,000	3,000	4,341	0
31	406 Telephone - Data Communications Services	3,600		3,600	3,600	5,659	0
31	407 Postage	200		200	200	0	0
31	410 Office Supplies & Services	500		500	500	150	0
	Total Supplies & Services	25,800		25,800	25,800	19,530	0
31	501 Replacement of Furniture & Equipment - General	0		0	0		0
31	502 Replacement of Furniture & Equipment - Computer Technology	2,000		2,000	2,000	129	0
	Total Replacement of F&E	2,000		2,000	2,000	129	0
31	701 Association & Membership Fees - Board	49,000		49,000	49,000	45,708	0
31	702 Association & Membership Fees - Individuals	250		250	250	0	0
	Total Fees & Contractual Services	49,250		49,250	49,250	45,708	0
31	725 Miscellaneous	5,000		5,000	5,000	399	0
	Total Other	5,000		5,000	5,000	399	0
Total	GOVERNANCE/TRUSTEES	172,338		172,338	172,338	152,281	0

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
GENERAL ADMINISTRATION							
	Total Salaries & Wages	1,174,525	37,029	1,211,554	1,184,805	1,207,767	26,749
	Total Employee Benefits	165,289	11,206	176,495	164,653	185,907	11,842
32	315 Professional Development - Academic & S.O.'s	28,800	13,227	42,027	43,527	25,255	-1,500
32	316 Professional Memberships - Academic	1,000		1,000	1,000	225	0
32	317 Professional Development - Non Teaching	7,900		7,900	7,900	4,161	0
	Total Staff Development	37,700	13,227	50,927	52,427	29,641	-1,500
32	322 Books & Periodicals	3,250	500	3,750	2,250	3,910	1,500
32	325 Program Supplies	0		0	1,000	1,370	-1,000
32	336 Printing & Photocopying - Non-instructional	12,200		12,200	12,200	5,324	0
32	361 Automobile Reimbursement	11,400	1,500	12,900	11,400	6,678	1,500
32	404 Telephone - Cellular	12,200	0	12,200	12,200	9,096	0
32	405 Telephone - Voice	1,500		1,500	1,500	342	0
32	406 Telephone - Data Communications Services	1,000		1,000	1,000	868	0
32	410 Office Supplies & Services	8,100	0	8,100	8,100	5,597	0
	Total Supplies & Services	49,650	2,000	51,650	49,650	33,185	2,000
32	501 Replacement of Furniture & Equipment - General	1,800		1,800	1,800	1,822	0
32	502 Replacement of Furniture & Equipment - Computer Technology	1,350		1,350	1,350	1,105	0
	Total Replacement of F&E	3,150		3,150	3,150	2,927	0
32	640 Instructional Advertising	14,200		14,200	14,200	13,389	0
32	641 Community Relations	0		0	0	0	0
32	652 Legal Fees	15,000		15,000	15,000	15,752	0
32	653 Other Professional Fees	20,000		20,000	20,000	55,604	0
32	654 Other Contractual Services	2,500		2,500	2,500	2,350	0
32	661 Software Fees & Licenses	0		0	0	0	0
32	672 Liability Insurance	101,430	-15,430	86,000	101,430	73,022	-15,430
32	701 Association & Membership Fees - Board	200		200	200	0	0
32	702 Association & Membership Fees - Individuals	11,650	0	11,650	11,650	9,848	0
	Total Fees & Contractual Services	164,980	-15,430	149,550	164,980	169,965	-15,430
32	710 Interest	53,590		53,590	53,590	180	0
32	725 Miscellaneous	26,900	-2,250	24,650	26,900	18,949	-2,250
	Total Other	80,490	-2,250	78,240	80,490	19,129	-2,250
32	790 Amortization	47,124		47,124	47,124	47,123	0
	Total Amortization	47,124		47,124	47,124	47,123	0
	Total GENERAL ADMINISTRATION	1,722,908	45,782	1,768,690	1,747,279	1,695,644	21,411

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
BUSINESS ADMINISTRATION								
	Total	Salaries & Wages	555,292		555,292	590,140	533,979	-34,848
	Total	Employee Benefits	136,086		136,086	133,065	125,812	3,021
33	317	Professional Development - Non Teaching	6,000		6,000	6,000	3,050	0
33	318	Professional Memberships - Non Teaching	3,000		3,000	3,000	2,197	0
	Total	Staff Development	9,000		9,000	9,000	5,247	0
33	336	Printing & Photocopying - Non-instructional	4,000		4,000	4,000	3,775	0
33	361	Automobile Reimbursement	1,500		1,500	1,500	1,193	0
33	404	Telephone - Cellular	0		0	0	279	0
33	405	Telephone - Voice	12,000		12,000	12,000	12,762	0
33	406	Telephone - Data Communications Services	1,800		1,800	1,800	1,703	0
33	407	Postage	18,000		18,000	18,000	10,437	0
33	410	Office Supplies & Services	17,100		17,100	17,100	10,024	0
	Total	Supplies & Services	54,400		54,400	54,400	40,173	0
33	501	Replacement of Furniture & Equipment - General	9,000		9,000	9,000	2,837	0
33	502	Replacement of Furniture & Equipment - Computer Technology	4,500		4,500	4,500	346	0
	Total	Replacement of F&E	13,500		13,500	13,500	3,183	0
33	640	Instructional Advertising	2,655		2,655	2,655	0	0
33	651	Audit Fees	50,000	5,000	55,000	45,000	59,687	10,000
33	653	Other Professional Fees	2,600		2,600	2,600	5,108	0
33	654	Other Contractual Services	71,000		71,000	71,000	62,083	0
33	661	Software Fees & Licenses	8,000		8,000	8,000	7,117	0
33	662	Maintenance Fees - Computer Technology	104,200		104,200	103,200	88,964	1,000
33	702	Association & Membership Fees - Individuals	2,000		2,000	2,000	1,990	0
	Total	Fees & Contractual Services	240,455	5,000	245,455	234,455	224,948	11,000
33	729	Foreign Exchange Gain/Loss	0		0	0	2,925	0
	Total	Other	0		0	0	2,925	0
Total	BUSINESS ADMINISTRATION		1,008,733	5,000	1,013,733	1,034,560	936,268	-20,827

HUMAN RESOURCES ADMINISTRATION

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
Total Salaries & Wages		384,448	83,181	467,629	404,084	417,729	63,545
Total Employee Benefits		89,955	21,663	111,618	90,669	97,290	20,949
34 317	Professional Development - Non Teaching	4,550		4,550	4,550	3,053	0
34 318	Professional Memberships - Non Teaching	1,400		1,400	1,400	883	0
Total Staff Development		5,950		5,950	5,950	3,936	0
34 322	Books & Periodicals	1,500		1,500	1,500	1,936	0
34 325	Program Supplies	0		0	0		0
34 361	Automobile Reimbursement	2,000		2,000	2,000	1,985	0
34 410	Office Supplies & Services	3,150		3,150	3,150	2,564	0
34 421	Recruitment of Staff	20,000		20,000	20,000	24,613	0
Total Supplies & Services		26,650		26,650	26,650	31,098	0
34 650	Labour Relations	125,000		125,000	200,000	98,857	-75,000
34 653	Other Professional Fees	2,000	3,000	5,000	2,000	2,256	3,000
34 654	Other Contractual Services	29,000	-15,000	14,000	29,000	536	-15,000
34 661	Software Fees & Licenses	16,720	23,535	40,255	56,720	37,525	-16,465
34 662	Maintenance Fees - Computer Technology	0		0	0		0
34 702	Association & Membership Fees - Individuals	1,200		1,200	1,200	1,051	0
Total Fees & Contractual Services		173,920	11,535	185,455	288,920	140,225	-103,465
Total HUMAN RESOURCES ADMINISTRATION		680,923	116,379	797,302	816,273	690,278	-18,971
TECHNICAL ADMINISTRATION							
Total Salaries & Wages		56,365		56,365	56,365	58,113	0
Total Employee Benefits		15,275		15,275	14,737	14,925	538
35 503	Replacement of Furniture & Equipment - Network Connectivity	6,700		6,700	6,700	350	0
Total Replacement of F&E		6,700		6,700	6,700	350	0
35 661	Software Fees & Licenses	8,160		8,160	7,650	8,674	510
Total Fees & Contractual Services		8,160		8,160	7,650	8,674	510
Total TECHNICAL ADMINISTRATION		86,500		86,500	85,452	82,063	1,048

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
SCHOOL OPERATIONS							
	Total Salaries & Wages	3,890,230		3,890,230	3,917,463	4,011,929	-27,233
	Total Employee Benefits	1,057,090	5,550	1,062,640	1,030,848	975,834	31,792
40	317 Professional Development - Non Teaching	2,000		2,000	2,000		0
	Total Staff Development	2,000		2,000	2,000		0
40	340 Plant Operations Supplies	262,735		262,735	270,235	235,453	-7,500
40	341 Electricity	1,405,261		1,405,261	1,414,722	1,324,644	-9,461
40	343 Heating - Gas	332,854		332,854	359,245	229,551	-26,391
40	346 Water & Sewage	176,440		176,440	175,911	179,633	529
40	361 Automobile Reimbursement	15,000		15,000	15,000	4,349	0
40	404 Telephone - Cellular	2,000		2,000	2,000	622	0
40	430 Maintenance Supplies	50,000		50,000	50,000	10,406	0
40	431 Maintenance Services	0		0	0		0
40	435 Caretakers Supplies	3,500		3,500	3,500		0
	Total Supplies & Services	2,247,790		2,247,790	2,290,613	1,984,658	-42,823
40	501 Replacement of Furniture & Equipment - General	35,000		35,000	40,500	3,692	-5,500
40	502 Replacement of Furniture & Equipment - Computer Technology	1,800		1,800	1,800		0
	Total Replacement of F&E	36,800		36,800	42,300	3,692	-5,500
40	610 Rental/Lease - Instructional Accommodation	7,968		7,968	7,968	8,658	0
	Total Rental Expenditures	7,968		7,968	7,968	8,658	0
40	654 Other Contractual Services	700,000		700,000	700,000	755,945	0
40	661 Software Fees & Licenses	20,000		20,000	20,000	30,790	0
40	681 Moving of Portables	10,000		10,000	10,000	23,559	0
	Total Fees & Contractual Services	730,000		730,000	730,000	810,294	0
40	790 Amortization	3,283,125		3,283,125	3,283,125	3,653,340	0
	Total Amortization	3,283,125		3,283,125	3,283,125	3,653,340	0
	Total SCHOOL OPERATIONS	11,255,003	5,550	11,260,553	11,304,317	11,448,406	-43,764

SCHOOL MAINTENANCE

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
	Total Salaries & Wages		758,000		758,000	800,378	751,496	-42,378
	Total Employee Benefits		177,151		177,151	189,528	186,629	-12,377
41	317 Professional Development - Non Teaching		2,500		2,500	2,500		0
	Total Staff Development		2,500		2,500	2,500		0
41	340 Plant Operations Supplies		0		0	0		0
41	361 Automobile Reimbursement		15,000		15,000	15,000	47	0
41	370 Vehicle Fuel		30,000		30,000	30,000	39,064	0
41	401 Repairs - Furniture & Equipment		1,000		1,000	1,000		0
41	404 Telephone - Cellular		6,000		6,000	6,000	6,320	0
41	430 Maintenance Supplies		125,000		125,000	125,000	181,562	0
41	431 Maintenance Services		350,000	100,000	450,000	350,000	591,926	100,000
41	432 Landscaping		6,000		6,000	6,000	3,157	0
41	434 Building & Grounds (School Based)		61,368		61,368	61,368	15,800	0
41	438 Municipal Improvements		5,000		5,000	5,000	532	0
41	439 Local Improvement Supplies		10,000		10,000	10,000		0
41	440 Vehicle Maintenance & Supplies		10,000		10,000	10,000	11,036	0
41	449 Health & Safety		18,000		18,000	18,000	9,406	0
	Total Supplies & Services		637,368	100,000	737,368	637,368	858,850	100,000
41	501 Replacement of Furniture & Equipment - General		30,540		30,540	4,500	38,134	26,040
	Total Replacement of F&E		30,540		30,540	4,500	38,134	26,040
41	754 Debenture Interest - post May 15, 1998		82,192		82,192	85,600	85,600	-3,408
	Total Interest Charges on Long Term Debt		82,192		82,192	85,600	85,600	-3,408
41	625 Rental/Lease - Vehicles		0		0	0		0
	Total Rental Expenditures		0		0	0		0
41	653 Other Professional Fees		2,000		2,000	2,000	20,923	0
41	654 Other Contractual Services		8,000		8,000	8,000	1,753	0
41	661 Software Fees & Licenses		20,000		20,000	20,000	30,790	0
41	671 Property Insurance		120,793		120,793	120,793	116,466	0
41	673 Vehicle Insurance		11,000		11,000	11,000	6,330	0
41	702 Association & Membership Fees - Individuals		2,000		2,000	2,000	409	0
	Total Fees & Contractual Services		163,793		163,793	163,793	176,670	0
	Total SCHOOL MAINTENANCE		1,851,544	100,000	1,951,544	1,883,667	2,097,379	67,877

SCHOOL RENEWAL

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
42	760	Local Improvements					
42	767	Green Schools Pilots					
		Total Supplies & Services					
		1,393,677	14,241	1,407,918	1,406,205	539,481	1,713
		1,393,677	14,241	1,407,918	1,406,205	539,481	1,713
		Total SCHOOL RENEWAL					
		1,393,677	14,241	1,407,918	1,406,205	539,481	1,713
		NEW PUPIL PLACES					
43	754	Debenture Interest - post May 15, 1998					
43	761	Capital Loan Interest					
		Total Interest Charges on Long Term Debt					
		2,867,122		2,867,122	2,336,426	2,722,274	530,696
		2,867,122		2,867,122	2,336,426	2,722,274	530,696
		Total NEW PUPIL PLACES					
		2,867,122		2,867,122	2,336,426	2,722,274	530,696
		OP & MAINT/CAPITAL-NON INSTRUCTIONAL					
		Total Salaries & Wages					
		47,216		47,216	35,412	47,216	11,804
		Total Employee Benefits					
		13,572		13,572	10,200	13,385	3,372
44	336	Printing & Photocopying - Non-instructional					
44	340	Plant Operations Supplies					
44	341	Electricity					
44	343	Heating - Gas					
44	346	Water & Sewage					
44	361	Automobile Reimbursement					
44	405	Telephone - Voice					
44	410	Office Supplies & Services					
44	430	Maintenance Supplies					
44	431	Maintenance Services					
44	432	Landscaping					
44	440	Vehicle Maintenance & Supplies					
44	449	Health & Safety					
		Total Supplies & Services					
		132,245		132,245	127,708	171,065	4,537
44	501	Replacement of Furniture & Equipment - General					
		Total Replacement of F&E					
		2,000		2,000	2,000	25,272	0
44	754	Debenture Interest - post May 15, 1998					
		Total Interest Charges on Long Term Debt					
		44,291		44,291	46,127	46,127	-1,836
44	611	Rental/Lease - Non-Instructional Accommodation					
		Total Rental Expenditures					
		49,500		49,500	49,500	23,375	0
44	653	Other Professional Fees					
44	654	Other Contractual Services					
		Total Fees & Contractual Services					
		30,000		30,000	30,000	28,662	0
		Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL					
		318,824		318,824	300,947	355,101	17,877

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
DIRECT CAPITAL & DEBT								
45	754	Debenture Interest - post May 15, 1998	353,113		353,113	363,729	363,729	-10,616
	Total	Interest Charges on Long Term Debt	353,113		353,113	363,729	363,729	-10,616
45	762	Other Capital	146,395		146,395	146,395	146,395	0
	Total	Other	146,395		146,395	146,395	146,395	0
Total	DIRECT CAPITAL & DEBT		499,508		499,508	510,124	510,124	-10,616
TRANSPORTATION - GENERAL								
	Total	Salaries & Wages	0		0	0		0
	Total	Employee Benefits	0		0	0		0
50	317	Professional Development - Non Teaching	0		0	0		0
	Total	Staff Development	0		0	0		0
50	361	Automobile Reimbursement	0		0	0		0
50	404	Telephone - Cellular	0		0	0	317	0
50	410	Office Supplies & Services	0		0	0		0
	Total	Supplies & Services	0		0	0	317	0
50	654	Other Contractual Services	206,190		206,190	206,190	184,690	0
50	661	Software Fees & Licenses	0		0	0		0
50	702	Association & Membership Fees - Individuals	0		0	0		0
	Total	Fees & Contractual Services	206,190		206,190	206,190	184,690	0
Total	TRANSPORTATION - GENERAL		206,190		206,190	206,190	185,008	0
TRANSPORTATION - HOME TO SCHOOL								
51	654	Other Contractual Services	4,470,320	-206,190	4,264,130	4,560,320	4,221,512	-296,190
51	720	Transfers to Other Boards	0		0	0		0
	Total	Fees & Contractual Services	4,470,320	-206,190	4,264,130	4,560,320	4,221,512	-296,190
Total	TRANSPORTATION - HOME TO SCHOOL		4,470,320	-206,190	4,264,130	4,560,320	4,221,512	-296,190
TRANSPORTATION - SCHOOL TO SCHOOL								
52	654	Other Contractual Services	0		0	0		0
52	725	Miscellaneous	0		0	0		0
	Total	Fees & Contractual Services	0		0	0		0
Total	TRANSPORTATION - SCHOOL TO SCHOOL		0		0	0		0
TRANSPORTATION - OTHER								
53	654	Other Contractual Services	0		0	0		0
	Total	Fees & Contractual Services	0		0	0		0
Total	TRANSPORTATION - OTHER		0		0	0		0

Brant Haldimand Norfolk Catholic District School Board

2013-2014 Revised Expenditure Estimates excluding TCA

	Prelim Budget	Revised Change	Revised Budget	Revised 2012-2013	Actual 2012-2013	Increase (Decrease)
CONTINUING EDUCATION						
Total Salaries & Wages	0	219,588	219,588	0	3,080	219,588
Total Employee Benefits	0	23,040	23,040	0	205	23,040
55 330 Instructional Supplies	0	7,700	7,700	0		7,700
55 335 Printing & Photocopying - Instructional	0	2,000	2,000	0		2,000
55 361 Automobile Reimbursement	0	1,300	1,300	0		1,300
Total Supplies & Services	0	11,000	11,000	0		11,000
Total CONTINUING EDUCATION	0	253,628	253,628	0	3,285	253,628
OTHER NON-OPERATING						
59 462 SGF Expense	4,000,000		4,000,000	4,000,000	3,567,764	0
59 722 Claims & Settlements	0		0	0		0
59 795 Loss on Disposal of TCA	0		0	0		0
Total Other	4,000,000		4,000,000	4,000,000	3,567,764	0
Total OTHER NON-OPERATING	4,000,000		4,000,000	4,000,000	3,567,764	0
TOTAL BUDGET	118,264,928	-110,818	118,154,110	119,951,065	118,111,534	-1,796,956

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: January 14, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

BUDGET PLANNING

Public Session

BACKGROUND INFORMATION:

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

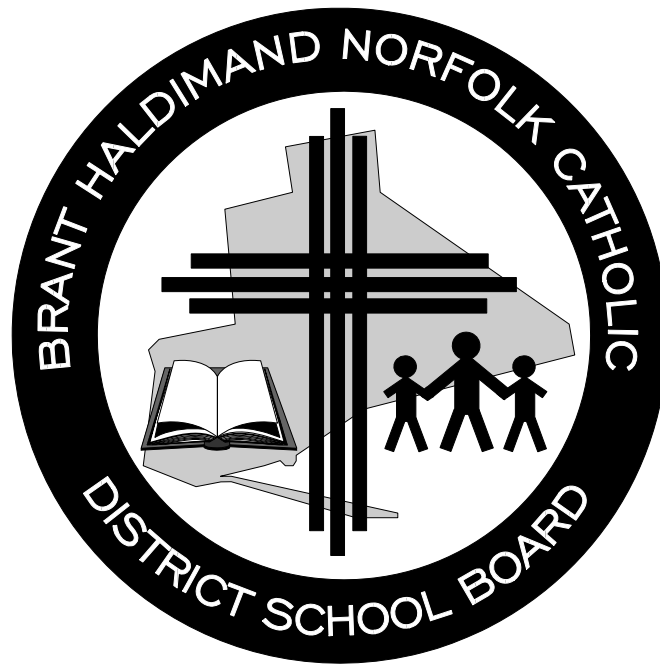
DEVELOPMENTS:

Attached is the proposed 2014-15 Budget Procedures Manual. As per last year, the community will have the opportunity to provide input regarding the budget through periodic reports regarding budget development that will be posted on the Board's website. Community members will have the opportunity to comment on the budget by e-mail or can request to make a presentation at one of the scheduled Budget Committee meetings.

RECOMMENDATION:

THAT the Budget Committee recommends the Committee of the Whole refers the Budget Planning report to the Brant Haldimand Norfolk Catholic District School Board for approval of the budget procedures as outlined in the 2014-15 Budget Procedures Manual.

**Brant Haldimand Norfolk Catholic
District School Board**



2014 - 15
BUDGET PROCEDURES MANUAL
(September 1, 2014 to August 31, 2015)

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ACTION PLAN AND TIME LINE

The following is an Action Plan with suggested time lines for the development of the 2014-15 Budget. This will identify the opportunity for input from the various groups and outline clear time lines.

ACTION	TIME LINE
Preliminary enrolment forecasting completed utilizing the Ministry's Five-Year Projection Template.	November 2013
Budget Procedures Manual to be prepared and distributed to all superintendents, principals and department managers.	December 2013 / January 2014
Senior Administration to prepare goals and priorities for the year.	December 2013 / January 2014
Departmental expenditure estimates to be prepared in consultation with all relevant persons, consolidated, prioritized and forwarded to the Finance Department.	March 2014 / April 2014
Finalize Enrolment Estimates utilizing Secondary Credit Counts.	April 2014
Finance Department to summarize, collate and consolidate all departmental submissions and prepare Preliminary Expenditure Estimates.	April 2014 / May 2014
Analysis of Preliminary Expenditures and Estimates by Senior Administration	May 2014
Budget Committee to receive and review the Preliminary Estimates.	May 2014 / June 2014
Board to approve the Final Budget.	June 2014

BUDGET PROCESS

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

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

Expenditure Estimates

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

Departments should carefully consider all expenses when developing the 2014-15 Budget. Assume staffing levels in each department cannot increase over the 2013-14 year level, without acceptable explanations. All supplies and services must be reviewed and justified in the budget submission. It may be necessary to amend the projected expenditures in the light of any changes in revenue; however, this will not be known until later. Departments should consider the 2013-14 year budget as a MAXIMUM limit for 2014-15 budget.

The following should be used to establish 2014-15 expenditure budgets:

Salaries and Benefits:

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

Expenses:

- Instructional: Budgeted on an as required basis, but not more than the 2013-14 year budget unless there are acceptable explanations for an increase.
- Non-Instructional: Budgeted on an as required basis, but not more than the 2013-14 year budget.

Major Maintenance/Capital Expenditures:

- Estimated expenditures based on identified projects to be completed in the period September 1, 2014 to August 31, 2015. The total is not to exceed the 2013-14 year budget (and the estimated School Renewal Grant) or as provided in the Long-Term Capital Plan or Five-Year Facilities Renewal Plan.

Transportation:

- Fees should be budgeted on the basis of the contracts in place at September 1, 2014 times the number of routes required.

Other Expenses:

- All other expenses should be based on actual, identified needs in this period, i.e., September 1, 2014 to August 31, 2015.

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

- That all 2014-15 year program and service levels in individual departments will have to be justified on an as needed basis.
- That the cost of any proposed new programs or changes in current programs or services, be offset by a reduction in other current programs or services or by specific revenues or grants and accompanied by documentation supporting the proposal.
- That the size of individual classrooms, elementary and secondary, be set at the levels allowable under existing collective agreements or legislation, as appropriate.
- That schools give priority to educational programs in developing school budget estimates. Co-curricular and extra-curricular activities shall be closely examined to ensure that priorities are appropriate.
- That each school reviews all expenditures under the school's control with its School Council.

Revenue Estimates

On January 1, 1998, the Province established the mill rates to be levied and school boards do not have further access to property tax. Property taxes will continue to be collected for education purposes on residential and commercial / industrial properties.

As previously indicated, the Ministry of Education has not yet released any technical documents which pertain to the 2014-15 budget year. Administration will use the 2013-14 technical information, amended as indicated, to calculate initial revenue estimates. The actual regulations, forms and computer files may not be available for several weeks, and ultimately, these will have to be completed and filed with the Ministry to determine the Board's revenue. It may be that when such official forms are completed, the initial estimates will have to be revised.

Role of Superintendents

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

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Director of Education, Chris Roehrig	General Administration <ul style="list-style-type: none"> • Strategic Planning • Religion & Family Life • Faith Formation • Communications • Enrolment (Recruitment & Retention) • Policies & Procedures • Student Achievement • Succession Planning
Superintendent of Business & Treasurer Tom Grice	<ul style="list-style-type: none"> • Salaries & Benefits - All Areas • School Budgets • School Generated Funds • Procurement • Debt Servicing Costs • Capital Expenditures • Construction Projects • Maintenance & Plant Operations • Transportation & Planning • Other Non-Instructional Expenditures • Revenue - Provincial & Other • Administrative Technology • School Supplies • Instructional Operations Budgets • Community Use of Schools • Employee Hiring & Retirements • Employee Assistance Plan • Union Negotiations • Pay Equity • Health & Safety • Curriculum / Non-Curriculum Software Applications • Enrolment (Forecasting) • Staffing – ESS / PSS

SUPERVISORY OFFICER	AREA OF RESPONSIBILITY
Superintendent of Education, School Effectiveness Leslie Telfer	Programs – Elementary <ul style="list-style-type: none"> • Early Learning • Staff Professional Development – Academic • MISA • Information Technology (academic) / eLearning • Staffing - ECE / EAs / SERTS • School Achievement • ESL / ELL / FSL • Special Education • Curriculum Development • ELKP, PFLCs • Before & After School Care
Superintendent of Education, Field Services Bill Chopp	<ul style="list-style-type: none"> • Staffing – Behaviour Services • Equity & Inclusive Education • Lunch Monitors • Outdoor Education / Environmental Education • Safe Schools • Aboriginal Education • Library Services • Equity & Inclusion • Nutrition & Healthy Schools • School Councils / Parent Engagement • Home Instruction / Home Schooling • International Students • Mental Health & Behaviour Services
Superintendent of Education, Student Success Jamie McKinnon	Programs – Secondary <ul style="list-style-type: none"> • Programs & Curriculum • Technology in the Classroom / eLearning • Student Success • NTIP • Ontario Leadership Strategy • Heritage Education Staffing • Con Ed / Alt Ed / Adult Ed – Summer School, OYAP • Supervised Alternative Learning (SAL) • School College Work Initiative (SCWI) • SHSM & Pathways • SWAC – Dual Credits • Staffing – Academic • Staff Professional Development – Academic • Summer School • Leadership Development

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

Role of Senior Administration

In April 2014, based on submissions from all departments (including schools), Senior Administration will review and analyze the 2014-15 Preliminary Expenditures Estimates. Senior Administration will determine what action(s) might be necessary to comply with the Board's directions and guidelines as well as any legislative compliance that is necessary. Senior Administration will prepare a complete set of 2014-15 Preliminary Expenditure Estimates for presentation to the Budget Committee in May 2014, together with such recommendations as may be appropriate with respect to any additions, deletions or changes to such estimates. All recommendations will be prioritized by Senior Administration and will include information, as complete as is reasonably possible, regarding the recommendation's effect on schools and programs, where applicable. Senior Administration will prepare a complete 2014-15 Final Draft Budget for presentation to the Budget Committee in May 2014.

Role of the Community

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

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

Role of the Budget Committee

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

Role of the Board of Trustees

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

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

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

No In-Year Deficit

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

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

Exception

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

Estimates

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

Same

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

Balanced Budget

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

Exception

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

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

The Board should finalize the 2014-15 Budget (assuming final revenue information has been released in a timely fashion) not later than June 30, 2014 for submission to the Province at that time.

DETAILED INSTRUCTIONS

Department Budgets (Other Than School)

Each superintendent / manager will prepare his / her department's 2014-15 expenditure estimates in the manner described above under the heading Expenditure Estimates. Forms will be provided for this purpose along with certain specific back-up information as deemed appropriate or necessary. These forms should be completed and forwarded to the Finance Department in accordance with the Budget Timetable.

School Staffing

Enrolment estimates for 2014-15 will be established in consultation with the Finance Department. Enrolment estimates will be used in the application of formulas to determine staffing requirements. A Superintendent of Education will determine staffing requirements in conjunction with elementary and secondary school principals. These results will be collated by the Superintendent of Education in consultation with the Manager of Human Resources so that a system-wide calculation of overall staffing needs can be determined. This overall summary will be presented to Senior Administration by the Superintendent of Education and submitted to the Finance Department in accordance with the Budget Timetable.

School Supplies and Texts, Etc.

Elementary and secondary school supplies and texts, etc., will be reviewed by the Superintendents of Education and submissions will be based on assessed needs; including texts, supplies, furniture and equipment, etc. For the purposes of determining the 2014-15 Preliminary Estimates, the total amount for school budgets will be set at the same amount per pupil as 2013-14, but based on projected enrolment. These amounts may be subject to revision when more precise information is known regarding the 2014-15 school year, including refined enrolment projections.

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

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

Building / Maintenance Requirements

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

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

Timetable for Estimates

2014-15 BUDGET TIMETABLE			
Date	Responsibility	Procedure	Date Completed
Monday, December 16 th	Superintendent of Business & Treasurer	Review Draft Timetable at a Senior Administration Meeting	December 16 th
December 2013 / January 2014	Senior Administration	Finalize Goals and Priorities	
Monday, January 20 th	Senior Administration	Review Current Expenditures and Communication Plan re: Restraints in the System	
Tuesday, January 21 st 7:00 p.m.	Director of Education	Committee of the Whole – Budget Goal Setting	
Tuesday, February 18 th	Manager of Finance	Budget Templates to Superintendents and Managers	
Monday, March 3 rd	Manager of Human Resources	Benefit Rates	
Monday, March 3 rd	Superintendents of Education and Managers	Draft Expenditure Budgets to Superintendent of Business & Treasurer	
Friday, March 21 st	Manager of Finance	Base Salary and Benefits Costing	
Monday, March 24 th	Senior Administration	Budget Planning Meeting	
Tuesday, April 1 st	Superintendent of Education – Staffing	Preliminary Enrolment Projections	

2014-15 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Tuesday, April 1 st	Superintendent of Business & Treasurer and Superintendents of Education	Present Draft Expenditure Budgets to Senior Administration <ul style="list-style-type: none"> • Curriculum and Special Education Budgets • Staffing • Corporate Services Budget 	
Monday, April 8 th	Superintendent of Education – Staffing and Senior Administration	Update Enrolment Projections and Finalize School Allocations	
Tuesday, April 22 nd	Superintendent of Business & Treasurer and Senior Administration	Review Expenditure Estimates	
Wednesday, April 23 rd 4:00 p.m.	Superintendent of Business & Treasurer	Present Draft Budget (Department Expenditure Estimates) to Budget Committee for: <ul style="list-style-type: none"> • Special Education • Curriculum • Administration • Transportation • School Operations • Information Technology 	
Monday, April 28 th	Manager of Finance	Complete Revenue Estimates Complete Draft Expenditure Budget	
Monday, May 5 th	Superintendent of Business & Treasurer Superintendent of Education – Staffing	Present Draft Budget (Staffing) to Senior Administration Present Teaching Staff Calculation to Senior Administration	

2014-15 BUDGET TIMETABLE

Date	Responsibility	Procedure	Date Completed
Tuesday, May 13 th 4:00 pm	Superintendent of Business & Treasurer	Present Draft Budget (Staffing) to Budget Committee Present Teaching Staff Calculation to Budget Committee	
Monday, May 26 th 4:00 p.m.	Superintendent of Business & Treasurer	Review Final Draft (Expenditure and Staffing) with Budget Committee	
Monday, June 9 th 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Audit Committee	
Tuesday, June 17 th 7:00 p.m.	Superintendent of Business & Treasurer	Final Budget to Committee of the Whole	
Tuesday, June 24 th 7:00 p.m.	Chair of Budget Committee	Final Budget to the Board of Trustees	

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

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted: January 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

GOALS FOR 2014-15 BUDGET

Public Session

BACKGROUND INFORMATION:

Last year, the Board approved the Strategic Plan 2012-2015*. The plan encompasses four key pillars of Catholicity, Student Achievement, Leadership and Communications. The Board's Plan is ambitious insofar as it emphasizes:

- literacy skill development throughout all grade levels;
- improvements in achievement results in the area of Mathematics;
- information technology investments to prepare the Board for the future;
- faith formation and catechesis opportunities to promote future leadership; and
- leadership formation to ensure high levels of student achievement and leaders with skills to deal with complex interpersonal situations.

In summary, the Board's Plan will assist our staff to provide the highest quality Catholic education to our young people in service to our Catholic community.

DEVELOPMENTS:

Over the next weeks and months, the Budget Committee and members of management and senior staff will embark on a consultation process to develop the budget for 2014-15. The Board acknowledges that in order for it to meet the goals set out in the Strategic Plan, adequate allocation of budget resources will be necessary. As such, the Board directs the Budget Committee to ensure that the budget goals be consistent with the goals of the Strategic Plan 2012-2015.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Goals for the 2014-15 Budget.

* http://www.bhncdsb.ca/sites/www.bhncdsb.ca/files/resources/bhncdsb_2012_2015_strategic_plan.pdf

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Committee of the Whole
Submitted on: January 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**TRI-PARTY AGREEMENT
NOTRE DAME SCHOOL, BRANLYN COMMUNITY
SCHOOL AND THE CITY OF BRANTFORD**

Public Session

BACKGROUND INFORMATION:

Notre Dame School, Branlyn Community School and the City of Brantford share a common parcel of property in northeast Brantford. The two schools were constructed such that they are joined with a City of Brantford Community Centre in the central part of the building footprint. Within the combined building, there are areas that are utilized exclusively for individual school use and there are common areas that are shared jointly by the three parties. The shared areas include a triple gymnasium, common washrooms and a central foyer. The building was opened in September 1988 and the three parties have enjoyed a successful, cooperative management arrangement governed by a Tri-Party Use Agreement. The previous agreement was signed in October 2000 and expired in August 2013; thereafter to be extended by one-year increments. Over the last year and in preparation for the August 31, 2013 agreement expiration, the parties have been working on updating terms. It should be noted that the Tri-Party Agreement is a *standalone* agreement and is not affected by the parties' Joint Use Agreement.

DEVELOPMENTS:

The proposed Agreement is attached for Board review and approval. This Agreement has been developed with guidance and review of Trepanier, Verity LLP to ensure it meets the legal requirements for a partnership of this type and protects the interests of all parties to the Agreement.

The key components of the Agreement are as follows:

- Ownership and Use of Facilities
- Equipment
- Procedures for Operations
- Sharing of Operations and Capital Costs
- Semi-Annual Review
- Procedures for Acquisition and Divestment
- Insurance and Liability
- Dispute Resolution
- Terms and Conditions
- Various Schedules outlining Description of Lands, Physical Building Drawings, Regulations, Composition of Management and Operations Committees, Major Equipment, Capital Cost Sharing Table and Occupied Area Table

In general terms, as co-owners of the land, each Board has exclusive rights to the use of their portion of the building, with the City of Brantford having responsibility for management and facility use bookings within the shared space of the facility. The Grand Erie District School Board continues to be responsible for the day-to-day caretaking of the building, facility operations and maintenance of the building on a cost-sharing basis. The Agreement specifies a requirement for a semi-annual review of the operation of the facility, the costs of operations, equipment and maintenance, as well as a review of the Agreement for possible amendments thereto.

It should be noted that the ownership portion of the building has increased slightly for our Board from the October 2000 Agreement as the permanent, modular addition, which was built in 1997, was not included in the October 2000 Agreement. As a result, the Board's share has increased from 43.70% to 44.51%. This ownership portion increase will also be reflected in operational costs, which are proportioned to the Board. The property ownership deed will be updated to reflect these ownership changes. A complete review of the facility area allocations are found in Schedule B. Schedule F defines a new and more accurate approach for cost sharing, which moves away from the basis of *occupied area* to an approach based on the capital item under review. Consideration will also be given to the area utilized, the space directly affected and, in some cases, an equal sharing of costs for capital upgrades.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Tri-Party Operating Agreement for Branlyn/Notre Dame School Community Centre.

**OPERATING AGREEMENT FOR THE
BRANLYN / NOTRE DAME SCHOOL COMMUNITY CENTRE**

BETWEEN:

GRAND ERIE DISTRICT SCHOOL BOARD

- AND -

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

- AND -

THE CORPORATION OF THE CITY OF BRANTFORD

DATED: 2014

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**OPERATING AGREEMENT FOR THE
BRANLYN/NOTRE DAME SCHOOL COMMUNITY CENTRE**

BETWEEN:

GRAND ERIE DISTRICT SCHOOL BOARD

(hereinafter for the purposes of this Agreement
called the "**GEDSB**")

-and-

PARTY OF THE FIRST PART

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

(hereinafter for the purposes of this Agreement
called the "**BHNCDSB**")

-and-

PARTY OF THE SECOND PART

THE CORPORATION OF THE CITY OF BRANTFORD

(hereinafter called the "**City**")

PARTY OF THE THIRD PART

WHEREAS the GEDSB and the BHNCDSB (collectively the "**District School Boards**") and the City have agreed to maintain a community educational and recreational facility on lands and premises more particularly set out in Schedule "A" attached hereto;

AND WHEREAS it is the wish of the City and the District School Boards to mutually use these facilities for the maximum benefit of the community;

AND WHEREAS the parties have agreed to share the costs of operating and maintaining the facilities in accordance with the formula set out in this Agreement;

NOW THEREFORE;

in consideration of the mutual covenants herein contained, and such further consideration flowing from each of the parties to the others, the receipt and sufficiency of which is hereby acknowledges, the parties agree as follows:

1.0 DEFINITIONS

For the purposes of this Agreement, the following terms shall have the following meanings:

1.1 "lands" means the lands located at 238 Brantwood Park Road, Brantford, Ontario, and more particularly described in Schedule "A" attached hereto;

1.2 "facilities" means both the indoor facilities and the outdoor facilities as defined herein;

1.3 "indoor facilities" means the buildings located on the lands, which buildings are owned by all of the parties to this Agreement and which include the joint and common use areas as defined in this Agreement;

1.4 "outdoor facilities" means the grounds, parking lots, hard surfaces, sports fields and playgrounds located on the lands and premises set out in Schedule "A" attached hereto;

1.5 "joint and common use areas" means those areas to be jointly and commonly used by all parties to this Agreement and identified in Schedule "B" attached to this Agreement;

1.6 "equipment" means all major and minor equipment relating to the facilities, including, without limiting the generality of the foregoing, the equipment listed in Schedule "E"; and

1.7 "qualified affiliate(s)" means persons: and/or groups who qualify and have been approved as affiliates of the City under the City's Affiliation Policy,

1.8 "school hours" means 8:00 a.m. to 6:00 p.m., Monday to Friday, on all school days within the school year that are not school holidays; and

1.9 "school year" means the period of time beginning on the first day of regularly scheduled classes and ending on the last day of regularly scheduled classes for each of the respective District School Boards.

2.0 OWNERSHIP AND USE OF FACILITIES

2.1 The City and each of the District School Boards have contributed to the original acquisition of lands and the capital costs of construction of the facilities located on the lands, and hereby agree that their respective ownership interests in the afore-described lands and facilities for the purposes of this Agreement shall be calculated as follows:

The GEDSB	42.45%
The BHNCD SB	44.51%
The Corporation of the City of Brantford	13.04%

which percentage shall only be amended from time to time when there is a material change in square footage pursuant to the provisions of section 8.0 herein.

2.2 The City and the District School Boards each shall have exclusive use of certain portions of the facilities as set out in Schedule “B” attached hereto.

2.3 The City and District School Boards shall have joint and common use of certain portions of the facilities as set out in Schedule “B” attached hereto.

2.4 The District School Boards shall make available to the City and to each other the use of their respective indoor and outdoor exclusive use areas of the facilities, taking into consideration suitability, previous agreements, other commitments and other reasonable considerations.

2.5 The City shall make available to the District School Boards the use of its indoor and outdoor exclusive use areas of the facilities, taking into consideration suitability, previous agreements or other commitments, and other reasonable considerations.

2.6 The City shall be responsible for co-ordinating the use of the gymnasium, showers, change rooms, stage, meeting rooms, and the outdoor sports facilities, including the major equipment, outside of school hours.

- 2.7 The District School Boards shall have use of the facilities during school hours.
- 2.8 By June 30th of every year, the two school principals of Branlyn Community School and Notre Dame Catholic School shall make known to the City's Facility Supervisor their requests for use of the facilities outside of school hours for the coming school year. The City shall consider all requests from the school principals and shall make a determination with respect to the use of the facilities, with priority being given to City run programs and services. Events not booked prior to June 30th annually will be considered and approved at the discretion of the City. The City shall not unreasonably withhold requests for special events such as Christmas concerts and graduations.
- 2.9 In the event of conflict between the parties as to who shall use the facilities, the City shall determine in consultation with the GEDSB and the BHNCD SB who may use the facilities and the decision of the City in this regard shall be final.

3.0 EQUIPMENT

- 3.1 The City shall inspect all minor equipment on a regular basis to ensure that it is in good working condition.
- 3.2 All minor equipment purchased by a party for that party's sole use shall be at the sole cost of that party.
- 3.3 The original purchase price and replacement cost of minor equipment that will be used by only two or more of the parties hereto will be shared in a manner to be determined by the parties.
- 3.4 The parties shall share the costs of said replacement of major equipment on a pro rata basis in accordance with the percentage of participation as set out in Schedule "E" of this Agreement and subsection 7.3, and the title to the said major equipment will be held by the parties on the same percentage basis.
- 3.5 An intrusion alarm/fire alarm/heat loss alarm system to protect the joint and common halls, offices, libraries and computer areas of the facilities is to be maintained and inspected by the GEDSB, to ensure continuous compliance with applicable legislation, including, but not limited to, the *Building Code Act, 1992* and the *Fire Protection and Prevention Act, 1997* and the regulations thereunder. .

3.6 Each party hereto shall be responsible for the cost of installation, operation, maintenance, and service of their own telephone equipment, Wi-Fi and other electronic equipment solely for the use of each party.

4.0 PORTABLE CLASSROOMS

4.1 Each of the District School Boards shall be responsible for the original cost and the cost of operating, including utilities, etc., of any portable classroom(s) it requires. Each of the District School Boards agrees that it will construct its portable classrooms on the portion of the outdoor facilities it has exclusive use of, in accordance with Schedule "B" attached hereto. The annual cost of operation of such portables for each District School Board shall be reviewed and fixed by the District School Boards.

4.2 Without limiting the generality of section 4.1, the City is not responsible for, nor shall it be charged for, any costs whatsoever associated with the acquisition, placement, operation, maintenance and/or use of portable classrooms on the site.

5.0 PROCEDURES FOR OPERATIONS

5.1 With the exception of those areas for which the City has assumed responsibility pursuant to paragraph 5.2 below, the GEDSB shall be designated as the sole party responsible for carrying out the caretaking and maintenance operations of the facilities, including, but not limited to, the daily grounds litter pickup, snow clearing of sidewalks and entranceways, and the maintenance of the front gardens, the cost of which shall be chargeable to the parties hereto according to paragraph 6.1 of this Agreement.

5.2 The City shall be responsible for maintenance and care of the open area at the rear of the lands and the maintenance of the outdoor facilities, including sports fields and specified outdoor sports equipment, fixtures such as goal posts, baseball backstops and ball diamond line fences. The City shall also be responsible for snow removal and sanding, as required, for all parking areas, and hard surface play areas. The costs of all of the above maintenance and care shall be charged to the parties hereto according to paragraph 6.1 of this Agreement.

5.3 Caretaking/maintenance staff of the GEDSB are to be placed on shift work, so as to maximize security protection, and directed by the GEDSB, pursuant to subsection 5.1 of this Agreement.

- 5.4 The GEDSB maintenance staff shall respond immediately to any emergency or urgent need upon request of either of the school principals, vice-principal, caretaker on duty, or the City. The work orders of maintenance staff shall be kept for all repairs or maintenance work done on the facilities.
- 5.5 (a) Reports of vandalism, unusual occurrences, or accidents, and the action taken with respect to such incidents, shall be submitted to the GEDSB and BHCNDSB and the City by the party encountering or involved in the incident. For students of the District School Boards, personal injury accident reports shall be completed by the principal or supervisor of the student involved and sent to the appropriate party hereto in accordance with each party's normal procedure. Personal information about persons involved in accidents and or incidents will be removed when shared by the GEDSB and the BHCNDSB as per applicable privacy legislation, including, but not limited to, the *Privacy Act* R.S.C., 1985, c. P-21.
- (b) Without limiting the generality of subsection 5.5(a), each party shall, immediately upon receipt of same, inform the other parties of any and all claims, actions, demands, applications, fines, penalties or threat of same relating to the facilities or to this Agreement, which has the potential in any way to cause any other party to this Agreement to incur any loss, expense, damage, judgment or fine.
- 5.6 The restitution of the costs of vandalism or other damage to the facilities that is caused by any person, including, but not limited to, any outside agency, group, individual, or group of individuals, should be sought where such responsibility can be determined. The GEDSB agrees to take all necessary steps to obtain restitution from the party(s) responsible for the damage, as agent for the other parties herein.
- 5.7 An annual report of operations, including an itemized comparison summary accounting of costs of the maintenance and operation of the facilities shall be prepared as described in section 7.0. Information on the cost of operations, such as snow clearing and grass cutting, on a year to date basis shall be supplied by the GEDSB to the parties on the request of any of the parties hereto.
- 5.8 Each party shall ensure that the joint and common spaces are returned to a clean and tidy condition to the standard expected for a public facility, after using the facilities.

6.0 SHARING OF OPERATIONS AND CAPITAL COSTS

- 6.1 For the joint and common areas, the costs for caretaking, maintenance operations, washroom supplies, utilities and insurance (i.e. property, fire, liability, boiler etc.) shall be charged to the GEDSB for settlement of the accounts. After receipt and payment of all invoices for the aforementioned services, the GEDSB shall assess the total costs among the parties in accordance with this Agreement and on the percentage basis set out in paragraph 2.1 of this Agreement. Specialized services required exclusively for the benefit of one party or their affiliates will be paid directly by that party (for example: summer and weekend requirements for the City).
- 6.2 The GEDSB shall deliver an annual billing to the other parties, which shall be issued prior to the management meeting and shall be due and payable no later than thirty (30) days following the spring meeting date. The costs of operating portable classrooms is exempted from this formula and shall be determined within the provisions of subsection 4.1 hereof.
- 6.3 The costs of repairing damage arising from negligence or vandalism which can definitely be attributed to the operation or program of one of the parties, including that party's qualified affiliates, shall be exempted from 6.1 above and be paid by that party. Nothing in this section shall in any way limit the ability of any party to this Agreement to recover funds from any third party or qualified affiliate, should that third party or qualified affiliate be found to be responsible for any such damage.
- 6.4 The costs of operating the outdoor facilities, including but not limited to the outside grounds, sports fields, baseball back stops, goal posts, parking lots, walkways, outdoor equipment, and fences, shall be shared among the parties to this Agreement based on the percentage in subsection 2.1. Specialized services required exclusively for the benefit of one party or their qualified affiliates will be paid directly by that party.
- 6.5 The City shall prepare annual statements of each party's contribution to the cost of the operation of the outdoor facilities, including, but not limited to, grass cutting and snow removal, and shall deliver an invoice to each party to be paid by the recipient party within thirty (30) days after the date of delivery.
- 6.6 The capital costs for maintaining and repair of the facilities will be reviewed semi-annually to determine priorities and estimated costs as per the 5 year plan established and managed by the

GEDSB. The parties will agree unanimously on which projects will be completed in the coming year. Costs will be shared based on Schedule “F”, which outlines how costs are shared for specific building components. The basis for cost sharing set out in Schedule “F” is intended to reflect each party’s use of the space affected by the building component.

6.7 Each party will manage and maintain its own capital reserve account for the purpose of funding capital projects that are agreed upon pursuant to subsection 6.6 above. The GEDSB will invoice each party at the completion of each capital project as per Schedule “F”.

7.0 SEMI-ANNUAL REVIEW

7.1 The Superintendent of Business of each of the District School Boards and the Director of Recreation and the Manager of Community Recreation Development of the City (or their respective designates) shall constitute a Tri-party Management Committee which will meet at the call of the GEDSB, which meetings will occur a minimum of twice per year, to discuss issues of mutual concern. The purpose of the meeting shall be to review the operation of the facilities, the costs of operations, equipment, and maintenance of the facilities, and to review this Agreement and recommend amendments thereto. Tri-Party Management Committee meetings will be held as soon as practicable after the twice annual Tri-Party Operations Committee meetings, to address issues that arise. Should any additional meeting(s) be required, any party may request a meeting and give notice to the other parties.

7.2 Tri-party Operations Committee meetings will be held twice annually, once in the fall and once in the spring, and shall be called by the chair to discuss the operation of the facilities, and any items of common interest. The chair position shall be rotated between the three parties to this Agreement with a two year term for each chair. Information and issues gathered at these Tri-party Operations Committee meetings will be discussed further at the Tri-Party Management Committee meetings. Should any additional meeting(s) be required, any party may request a meeting and give notice to the other parties, and the parties shall meet within 30 days of the provision of said notice.

7.3 At the Tri-party Management Committee meetings, the parties shall determine the needs of each party for more or less space and/or use of the facilities, and shall assess the need for the acquisition, refurbishing, or replacement of the equipment set out in Schedule “E”, or joint and common areas of the facilities.

- 7.4 Upon the annual review by the Tri-Party Management Committee, the policies of insurance for the facilities shall be assessed to determine whether the coverage, policy limits and terms and conditions of the insurance are adequate for the year.
- 7.5 The parties shall review in each year the provisions of the rules and regulations contained in Schedule "C" hereto.
- 7.6 Minutes of the review meetings shall be taken, kept and circulated among all of the parties hereto.
- 7.7 The parties may agree to discuss and review any matter or matters through the Tri-Party Operations Committee as deemed appropriate from time to time.
- 7.8 The City and the District School Boards shall determine, in the aforementioned review meetings, whether any party ought to acquire or divest itself of the ownership or control of any exclusive use area or common area of the facilities to one of the other parties, or to expand its exclusive use area by new construction. The procedure for acquisition or divesting of a portion of the pre-existing facilities shall be governed by the provisions of section 8.0 hereof. The procedure for approving new construction shall be governed by subsection 8.4 hereof.
- 7.9 The City and the District School Boards shall apportion, at the review meetings, the costs of maintaining or replacing equipment set out in Schedule "E" between the parties pursuant to Section 3.2 of this Agreement.

8.0 PROCEDURE FOR ACQUISITION AND DIVESTMENT OF PROPERTY

- 8.1 In the event that one or more of the parties hereto shall be willing to acquire a part of another party's exclusive use area of the facilities, it may do so at a price to be determined by negotiation in accordance with applicable provincial regulations. The parties understand that such acquisition or divestment by each five percent (5%) of the original area of the lands shall have the effect of altering the percentage of ownership of the lands as set out in paragraph 2.1 herein as in accordance with provincial regulations. After the acquisition or divestment is completed, the parties shall execute a new deed to reflect the adjusted ownership percentage. Thereafter, the responsibility to contribute to operations costs as set out in section 6.0 shall also be adjusted to comply with the new percentages of ownership as set out in the amended deed for the lands, notwithstanding section 2.1 of this agreement.

- 8.2 The parties acknowledge that an acquisition pursuant to subsection 8.1 above might include a portion or portions of the common use areas now defined so that such area would then become the exclusive use area of one party. The parties agree that, on the consent of all parties, one of the parties could acquire title to, and the exclusive use of, a common use area. Such area would then be re-designated as an exclusive use area of the acquiring party and the proportions of ownership would be adjusted in percentage to conform the new percentages of square meters holdings as provided in paragraph 2.1, and the obligation to contribute to maintenance costs would be adjusted pursuant to the provisions set out in section 6.0.
- 8.3 If the parties are unable to agree upon the purchase price for lands or areas of the facilities, said price shall be determined by arbitration pursuant to the *Arbitration Act, 1991*, S.O 1991, c.17, as amended.
- 8.4 In the event that any party to this Agreement determines that it requires additional space at the facilities, and no other party is willing to surrender from its portion, the expanding party may prepare a proposal for new construction. The cost of the preparation of the proposal and all ensuing costs for the development of the proposal, through to the entire construction cost of the additions, shall be the sole responsibility of the expanding party. The expansion shall not be commenced unless and until both of the other parties consent in writing to the form and content of the proposed development. The completion of construction of the new portion of the facilities will result in a proportionate change in the participation of payment of operations costs within the formulae described in section 6.0 hereof and in the proportions of ownership as described in paragraph 2.1 hereof. A copy of the proposed drawings shall be included in construction proposals and the percentage of ownership shall be adjusted proportionately.
- 8.5 (a) In the event that any party wishes to sell or otherwise dispose of any of its interest in the lands and/or the facilities (other than a licence for use to a qualified affiliate) to an individual, entity or corporation who is not a party to this Agreement, that party shall prepare a proposal outlining the terms and conditions of its proposed disposition and submit it to the other two parties hereto. The cost of developing the proposal and all costs of the disposition shall be the sole responsibility of the party seeking the disposition.

(b) No disposition shall be completed unless and until both other parties consent in writing to the form and content of the proposed disposition, a term of which shall be that the new acquiring party or parties consent to the terms of this Agreement and will become a signatory hereto. Should the other parties not consent to such proposed disposition, those parties shall purchase the interest of the proposed selling party in equal shares at a price to be determined in accordance with subsections 8.1 and 8.3 hereof. The disposition of the lands and/or facilities, or part thereof, will immediately cause a review as contemplated in paragraph 7.1 hereof, and may cause a change in the participation of payment of operations costs within the formula described in section 6.0 hereof and in accordance with the proportions of ownership as described in subsection 2.1 hereto.

9.0 INSURANCE AND INDEMNITY

- 9.1 The parties shall each indemnify and save harmless the other parties, their employees, agents, successors, assigns, directors, officers, political representatives, volunteers and students (“**the indemnified parties**”) from and against any and all actions, claims and demands whatsoever, which may be brought against or made upon the indemnified parties, and against any and all losses, liability, judgments, claims, costs, demands or expenses which the indemnified parties may sustain, suffer or be put to, resulting from or arising out of the indemnifying party’s negligence and/or failure to exercise reasonable care, skill or diligence in the performance or rendering of any obligations required hereunder to be performed or rendered by the indemnifying party, including, but not limited to, any bodily injury or death of a person, or damage to or loss of property, caused or contributed to by any negligent act or omission on the part of the indemnifying party, its employees, agents, successors, assigns, directors, officers, political representatives, volunteers and students.
- 9.2 The GEDSB shall at all times insure the indoor facilities against loss and/or damage by all perils. Such property insurance shall be worded as an “all risks” form (being perils included in the standard “all risks” policy) for the replacement value of said property. All parties shall be listed as loss payees on the certificate of insurance. The policy shall name the parties as named insureds in the same percentage of ownership as set out in paragraph 2.1. In the event the percentages of insurable interest are adjusted pursuant to section 8.0, the percentages of insurance interest shall be adjusted by the GEDSB accordingly.
- 9.3 The GEDSB shall obtain Boiler and Machinery Insurance, which will insure against the financial losses (property damage, business interruption, and spoilage losses) that may result from an

insured peril to specified kinds of mechanical, electrical, and pressure equipment, for not less than the present day replacement value of the applicable boilers and/or equipment, and on a comprehensive basis. Insured equipment may include, but is not limited to, such things as steam boilers, hot water boilers, pressure vessels, refrigerating and air conditioning systems, retail scanning equipment, motors, generators, compressors, pumps, engines, fans, blowers, gear sets, turbines, transformers, electrical switch gear, and a wide range of production and processing equipment.

- 9.4 Each party shall, at its own expense, obtain and maintain Commercial General Liability Insurance for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than ten million dollars per occurrence. This policy is to include the City, the GEDSD, and the BHNCDSD added as additional insured parties, respectively;
- 9.5 Each party shall provide a certificate of insurance showing all lines of coverage requested and listing each other as additional insured, or named insured, with a cancellation notice period of not less than 30 days. Each policy shall also include contractual coverage and severability of interest.
- 9.6 It shall be the sole responsibility of each party to determine what additional insurance coverage, if any, is necessary and advisable for its own protection and/or to fulfill its obligations under this Agreement. Any such additional insurance shall be obtained and maintained at the sole cost of the party obtaining said insurance, and the other parties shall be added as additional insured or loss payee where applicable.

10.0 ARBITRATION

Notwithstanding disputes settled by the City in accordance with subsections 2.9, of this Agreement, with respect to any other matter arising out of this Agreement, any dispute shall be referred to arbitration in accordance with the *Arbitration Act, 1991*, S.O. 1991, c.17, as amended.

11.0 NOTICE

Any notice desired, required or permitted to be given under this Agreement shall be given as follows:

(a) if to the City:

The Corporation of the City of Brantford
100 Wellington Square
Brantford, Ontario
N3T 2M2
Attention: General Manager of Community Development Services

(b) if to the GEDSB:

The Grand Erie District School Board
349 Erie Avenue,
Brantford, Ontario
N3T 5V3
Attention: Director of Education

(c) if to the BHNCDSD:

The Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive,
P.O. Box 217
Brantford, Ontario
N3T 5M8
Attention: Director of Education

Notice shall be considered effectively given on the date of delivery, if delivered personally, sent by same-day pre-paid courier service, or sent by facsimile communication and confirmed by mailing the original documents by prepaid mail on the same or following day, so long as such day is a business day and said facsimile communication is received on or before 4:30 p.m., failing which such notice shall be deemed to be given and received on the first (1st) business day following the transmission. Where notice is delivered by regular mail, such notice shall be considered effectively given five (5) business days following the mailing of said notice. Either party may change its address by notice given in accordance with this section. For the purposes of this section, "business day" means any weekday which is not a Saturday, Sunday or statutory holiday in the Province of Ontario.

12.0 SUCCESSOR AND ASSIGNS

This Agreement shall enure to the benefit of and shall bind the parties hereto and their respective heirs, successors and assigns; however, the parties may not assign this Agreement or any interest therein without the prior written consent of the each of the other parties, which consent may be unreasonably withheld.

13.0 GOVERNING LAW AND JURISDICTION

This Agreement and the rights of the parties hereto shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that province.

14.0 COMPLIANCE WITH LAWS AND CONDITIONS

Compliance with all applicable laws is an obligation of all of the parties to this Agreement. All federal, provincial and local laws, including municipal by-laws, and regulations, now or hereinafter enacted must be complied with in the performance of all aspects of this Agreement.

15.0 TRESPASS TO PROPERTY ACT

15.1 Without limiting the generality of section 14 above, each party to this Agreement hereby appoints the other parties, their respective boards of directors, Council members, and employees, as agents with full authority during times of their care and control to enforce the provisions of the *Trespass to Property Act* while using or occupying the lands, facilities, and/or exclusive use areas of the appointing party pursuant to the terms and provisions of this Agreement.

15.2 Without limiting the generality of section 9.0 of this Agreement, each party shall indemnify the appointing party against any and all demands, lands, damages, actions, cause of actions, and costs thereof arising out of the enforcement or attempted enforcement of the *Trespass to Property Act*, by the enforcing party, its board member or employee while using or occupying the lands of the said appointing party. Proof of insurance shall be provided to each party on an annual basis throughout the life of this Agreement and in accordance with the terms of this Agreement.

16.0 CONFIDENTIALITY

This Agreement and all schedules and attachments hereto, as well as any information collected by the parties pursuant to this Agreement is subject to the applicable access to information legislation including, but, not limited to, the *Municipal Freedom of Information and Protection of Privacy Act* (“**MFIPPA**”). The Parties shall in no way be held liable for releasing any information otherwise considered confidential where said information is provided or released any of the parties pursuant to an order or request under *MFIPPA*.

17.0 INTERPRETATION

17.1 Words importing the masculine gender shall include the feminine and neuter, and the singular shall

include the plural where the meaning or context so requires. The division of this Agreement into sections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of this Agreement.

17.2 Nothing in this Agreement, expressed or implied, shall:

- (a) require, bind or otherwise obligate the City, GDESB, BHCNDSB its municipal Council, Board of Trustees or its staff, with respect to any future or pending development, planning or other statutory approval affecting the lands or facilities to which this Agreement applies; or
- (b) fetter any statutory discretion of the City, GDESB, BHCNDSB, its municipal Council, Board of Trustees, or its staff with respect to future or pending development, planning, or other statutory approval affecting said lands.

18.0 RULES AND REGULATIONS

The parties confirm that they have developed a set of standard rules and regulations, being Schedule "C" attached hereto, to govern the administration and common use areas of the facilities and all of the lands described herein. The parties hereto agree that the said rules and regulations and any amendments thereto will be adhered to during the use by any party, insofar as they are not superseded by specific provisions of this Agreement.

19.0 ADMINISTRATION OF AGREEMENT

The general administration of this Agreement shall be undertaken by the Tri-Party Management Committee as defined in Schedule "D" attached hereto.

20.0 RELATIONSHIP

Nothing in this Agreement shall be construed so as to place the parties in the relationship of partners, joint venture's, principal/agent, or employer/employee. The parties acknowledge that unless specifically granted herein, no party has the authority to bind the other party to any obligation of any nature or any kind whatsoever, whether in law or in equity.

21.0 TERM OF AGREEMENT

This Agreement shall become effective on the date first written below and it shall continue in full force and effect for five (5) years thereafter and shall automatically renew for an additional five (5) years, unless any party gives notice to the others of its intention to terminate this Agreement at least six (6) months in advance of the end of the initial term. Following the expiration of the five year renewal term, this Agreement

shall continue from year to year without notice until it is either renegotiated by all of the parties, or any party gives notice in writing at least six (6) months in advance to the other parties that it wishes to terminate this Agreement.

22.0 SEVERABILITY

Should any provision of this Agreement be deemed by a court of competent jurisdiction to be invalid or unenforceable, the offending provision shall be removed from this Agreement and the remaining provisions shall remain in full force and effect as if the offending provision was never part of the original Agreement.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

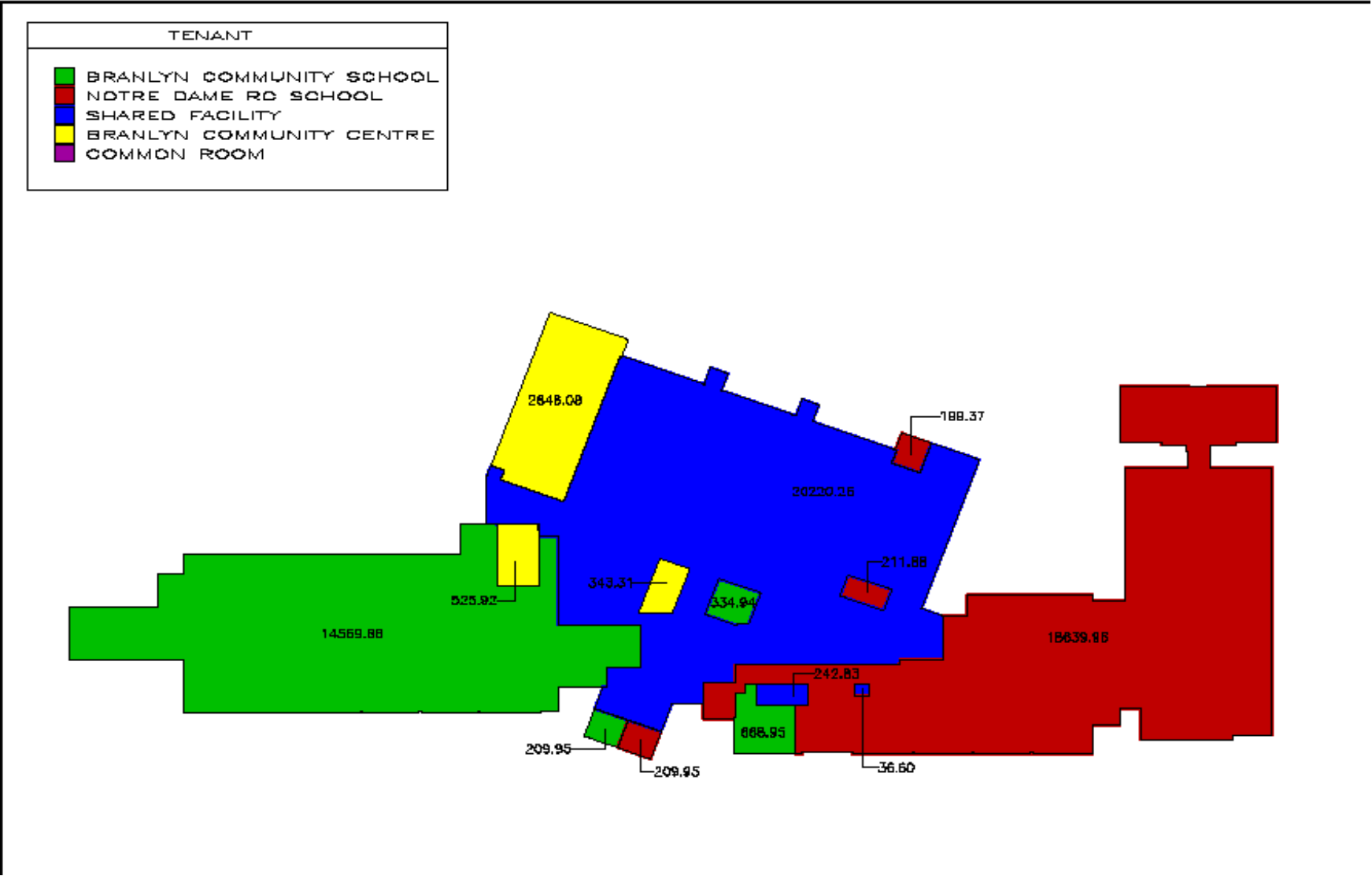
SCHEDULE "A"

Legal Description of the Lands:

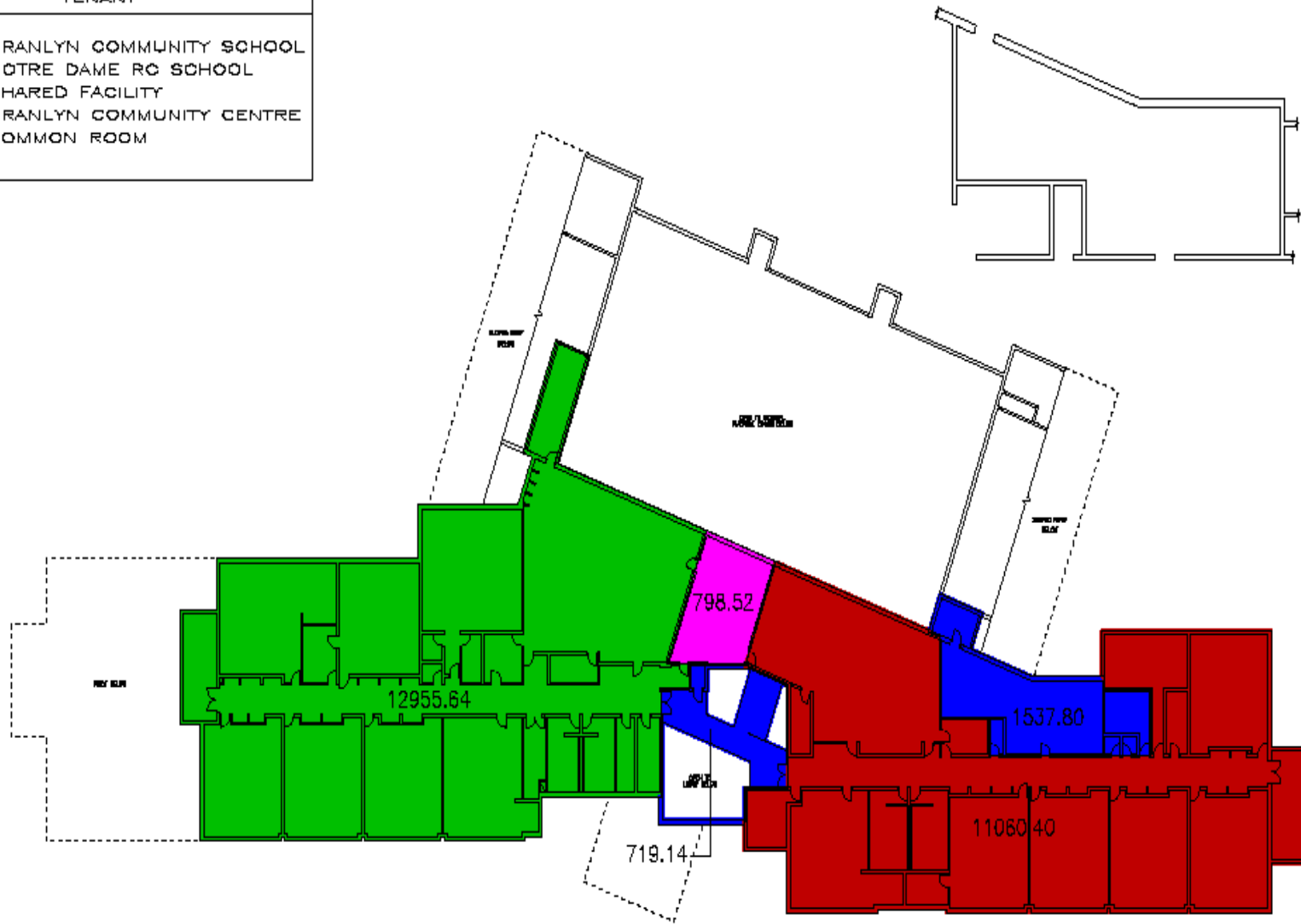
Part of Lot 39, Concession 2, City of Brantford, in the County of Brant. Designated as Part 1 on Deposited Reference Plan 2R-2704, City of Brantford, being all of PIN 32187-0143(LT).

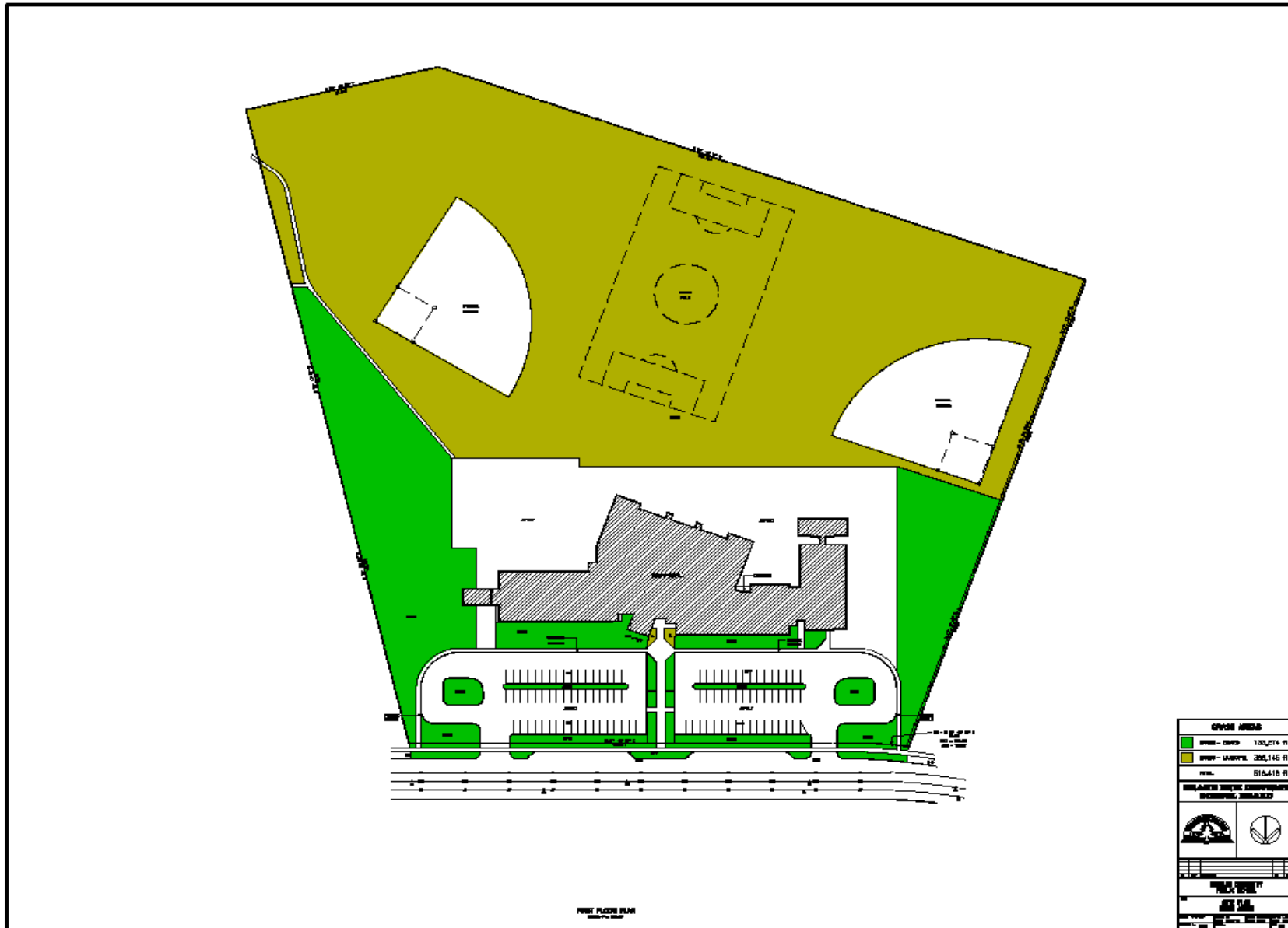
SCHEDULE "B"

This schedule "B" consists of PDF drawings showing all of the floor areas for the Branlyn/Notre Dame Community School Complex. The plans define, by the use of colours, the exclusive use areas of each of the owners, as well as the common use areas of the facilities, and may be updated with any additions or changes during the term of this Agreement, in accordance with the terms and provisions of the Agreement.



TENANT	
■	BRANLYN COMMUNITY SCHOOL
■	NOTRE DAME RC SCHOOL
■	SHARED FACILITY
■	BRANLYN COMMUNITY CENTRE
■	COMMON ROOM





SCHEDULE "C"

REGULATIONS RE: COMMON USE AREAS AND ALL LANDS OF BRANLYN COMMUNITY COMPLEX

- 1) While in the care and control of the City, all rules, regulations and policy statements of the two District School Boards regarding the common use areas of school facilities and all the lands, as specified in the Agreement are hereby superseded by the following rules, regulations and policies of the City of Brantford Parks and Recreation Department:
- 2) All bookings must be made through the Parks and Recreation Department for the City and must comply with the City's current booking procedures.
- 3) Users must remain in the designated areas as other groups may be using other sections of the same facilities.
- 4) Users will not be permitted in the facilities more than fifteen (15) minutes prior to the start of any event or activity unless otherwise stated in the permit.
- 5) Halls and doorways must remain clear of obstruction. Decorations are limited to flame-proof materials and must never be attached to electric lights or outlets, and must in every respect conform to Fire Safety practices as recommended by the City's Fire Department and the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended, and the regulations thereunder. All decorations to be installed in such a manner that no damages or permanent markings occur in areas where decorations are attached. All persons renting the facilities must familiarize themselves with the fire evacuation plans as posted.
- 6) In accordance with the *Smoke-Free Ontario Act, S.O.1994, c.10* as amended, smoking is prohibited in public schools (including on school grounds), and no person shall smoke or hold lighted tobacco in a school, as the term "school" is defined in the *Education Act, R.S.O. 1990, c. E.2*, as amended.
- 7) Use of equipment is restricted to use at this location and to the parties to this Agreement. The District School Boards' and/or City Parks and Recreation employees are not authorized to permit use of special equipment or facilities to other organizations, schools or groups unless otherwise permitted in this Schedule or the Agreement. Tables and chairs cannot be loaned or rented for use outside the facilities. Please refer to Schedule "E" for list of jointly owned equipment.
- 8) Any advertising of events shall state the name of the organization operating the event and promote the location as the Branlyn Community Centre.
- 9) Where required, an appropriate number of police officers or security guards shall be on duty to provide security. Arrangements for and payment of the security shall be the responsibility of the permit holder.
- 10) Use of an alcohol in the facilities will be by Special Occasion Permit issued by the L.L.B.O. only. Regulations stipulated by the L.L.B.O. and the City of Brantford Municipal Alcohol Policy must be strictly adhered to.
- 11) All terms and conditions of the Parks and Recreation rental agreements shall apply to all rentals of the facilities. In the event of any conflict between these rules and the terms and conditions of the Parks and Recreation rental agreements, the Parks and Recreation rental agreements shall govern.

SCHEDULE “D”

TRI-PARTY MANAGEMENT COMMITTEE Committee Composition and Terms of Reference

Committee composition:

Superintendent of Business – Grand Erie District School Board
Superintendent of Business – Brant Haldimand Norfolk Catholic District School Board
Director of Recreation - City of Brantford
Manager of Community Recreation Development - City of Brantford

Note: Other staff from each party may be included in meetings as required.

1.0 GUIDELINES:

- 1.1 Committee to provide an opportunity for member organizations to discuss common areas of concern and to recommend proposals to their respective authority for a more coordinated development in the City of Brantford.
- 1.2 Committee to discuss all proposed policy changes by a member organization which would affect any member organization or committee, so that each member organization has an opportunity for input prior to decision.
- 1.3 Committee shall meet bi-annually following the Tri-Party Operations Committee meetings per 7.1 of this Agreement.
- 1.4 Committee to share capital forecast and priority lists.
- 1.5 Committee shall consider any matter referred to it by a member, or a member organization.
- 1.6 Costs of operating the committee, such as secretarial services, office supplies, meetings, etc., shall be the responsibility of the party providing the rotating chair.

TRI-PARTY OPERATIONS COMMITTEE

Committee Composition:

Superintendent of Business – GEDSB
Superintendent of Business – BHNCDSB
Director of Recreation - City of Brantford
Manager of Community Recreation Development - City of Brantford
Parks and Recreation Facility Supervisor
School Principals
School Custodial staff
School Boards Facility staff

Note: Other staff from each party may be included in meetings as required but will not have a vote on matters applicable to this agreement. The titles of individuals may change from time to time.

2.0 **GUIDELINES:**

- 2.1 Committee to provide an opportunity for member organizations to discuss common areas of concern.
- 2.2 Committee to discuss all proposed policy changes by a member organization which would affect any member organization or committee, so that each member organization has an opportunity for input prior to decision.
- 2.3 Committee shall meet bi-annually.

SCHEDULE "E"

MAJOR EQUIPMENT

(Refers to: Capital Purchase of Equipment and
Operating Maintenance Costs of Equipment)

ITEM	Shared Use
Curtains on stage, one of which is motorized	1/3 per party
Basketball nets (two with motors, the others adjustable by hand-crank)	1/3 per party
Moveable walls between gyms	1/3 per party
Sound system	1/3 per party
Floor scrubber	1/3 per party
Tables & chairs	1/3 per party

This list is subject to change and may be amended upon agreement of all parties hereto.

Schedule "F"

COST SHARING FOR CAPITAL BUILDING COMPONENT

Building Component	Basis for Cost Sharing
Roofing	Area A
Windows	Proportional to Space directly affected
Entry Systems	1/3
HVAC - Heat Pumps Systems	Proportional to Space directly affected
Main Heat / AC Plant	1/3
Mechanical Electrical - local runs	Area B
Accessibility – Site	1/3
Accessibility - Building	Proportional to Space directly affected
Paving / Parking Surface / Site	1/3
Interior Finishes	Proportional to Space directly affected
Exterior Walls	Area B
Plumbing	Area B
Fire Protection	Proportional to Space directly affected
Main Switchgear / Transformer / Hydro Service Connection	1/3
Sanitary / Water / Natural Gas Service Connection	1/3

Schedule "F" Continued
Capital Sharing Tables

Area "A" - First Floor Footprint				
	Gross Floor Area	City	GEDSB	BHNCDSB
Branlyn	15,783.7		15,783.7	
Notre Dame	19,261.2			19,261.2
City	3,715.3	3,715.3		
Shared	20,499.7	6,833.2	6,833.2	6,833.2
Total	59,259.9	10,548.5	22,616.9	26,094.4
Calculated %		17.80%	38.17%	44.03%

Area "B" -Occupied				
Area	Gross Floor Area	City	GEDSB	BHNCDSB
Branlyn	28,697.7		28,697.7	
Notre Dame	30,482.5			30,482.5
City	3,715.3	3,715.3		
"Flip" Rm	798.5		399.3	399.3
Shared	22,637.1	7,545.7	7,545.7	7,545.7
Total	86,331.1	11,261.0	36,642.7	38,427.5
Calculated %		13.04%	42.45%	44.51%

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

Prepared by: Bill Chopp, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 21, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – NEW YORK CITY, NY
Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City, New York from Thursday morning, May 15, 2014 to Victoria Day, Monday, May 19, 2014 (two school days missed). Supervising teachers will include Lynn DiStefano, Paula Caltagirone and Orazio Caltagirone. Cost of the trip will be between \$569 - \$619, plus theatre ticket.

DEVELOPMENTS:

Approximately forty-five to fifty (45-50) students from St. John's College will travel by bus to New York City to allow students to see in person many of the artworks and architecture they have studied. Viewing art works in the culturally-rich museums of New York City provides opportunities for students to become directly involved with artwork produced over many centuries from diverse cultures. Students will visit the Metropolitan Museum of Art, The Guggenheim, The Whitney, The Cloisters and The Museum of the Moving Image.

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

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, New York from Thursday, May 15 to Monday, May 19, 2014.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Tom Grice, Superintendent of Business & Treasurer
Presented to: Board of Trustees
Submitted on: January 28, 2014
Submitted by: Chris Roehrig, Director of Education & Secretary

FINANCIAL REPORT – NOVEMBER 2013

Public Session

BACKGROUND INFORMATION:

Attached is the Board Expenditure Report for the period ending November 30, 2013.

DEVELOPMENTS:

There are few variances to report at this time. With 24.2% of the total Budget spent, we are basically on track given that three months into the year, we would expect to have spent approximately one quarter of the total budget. Last year at this time, expenditures were 23.5% of budget.

Salaries are being monitored closely each month and the current projection to year end is slightly below budget. Salaries and the Qualification and Education (Q & E) grant are reviewed and adjusted as part of Revised Budgets prepared in December.

The expected percentage of salary budget spent at any time of year varies by employee group. At November, teaching staff have received six pays to date, approximately 23% of annual pay. Support staff have received seven pays to date, between 26% and 30% of annual pay for 12-month and 10-month staff during the same timeframe, explaining the slight variation of percentage spent between the various salary lines. The Lunch Monitors budget line is 30.8% spent compared to 28.4% spent at this time last year.

For Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are reported as *Replacement Equipment* as these items are funded from Operations and will not be capitalized. Personalized equipment is also included in this category as, individually, these are low-dollar items and funding is received in the year to cover most of the cost.

Most property and liability insurance premiums, membership fees and software contracts require payment of annual fees in the first part of the year, leaving these budget lines with a higher percentage spent at the first quarter-end.

School Renewal spending, to date, amounts to \$169,351, which is significantly below budget as most School Renewal is completed during March Break and during the summer months. Expenditure identified as New Pupil Places is the interest portion of debenture payments. One of two annual payments is made in the first quarter. It should be noted that Principal payments no longer are included in the Operations Expenditure budget.

The Governance/Trustees department is 38.7% spent as the annual Trustee fees are paid in the first quarter. Last year's budget was 39.5% spent at this time.

The Continuing Education program expenses totalled \$29,865 in the first quarter. A budget will be established for this Program, new in the 2013-14 school year, as part of the Revised Budget cycle in December.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – November 2013.

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING November 30, 2013

	Budget	Expenditures	% Spent
OPERATING INSTRUCTION			
SALARIES & WAGES	50,091,663	11,530,134	23.0
EMPLOYEE BENEFITS	5,848,312	1,016,093	17.4
STAFF DEVELOPMENT	148,843	59,266	39.8
SUPPLIES & SERVICES	2,889,402	304,924	10.6
REPLACEMENT F & E	497,021	146,720	29.5
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	344,580	39,871	11.6
AMORTIZATION	432,005	108,001	25.0
Total INSTRUCTION	60,251,825	13,205,009	21.9
SPECIAL EDUCATION			
SALARIES & WAGES	11,041,030	2,954,029	26.8
EMPLOYEE BENEFITS	2,151,824	506,614	23.5
STAFF DEVELOPMENT	44,300	3,681	8.3
SUPPLIES & SERVICES	238,945	26,619	11.1
REPLACEMENT F & E	539,508	25,347	4.7
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	49,300	680	1.4
Total SPECIAL EDUCATION	14,064,906	3,516,970	25.0
SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	6,855,014	1,724,914	25.2
EMPLOYEE BENEFITS	1,003,282	222,876	22.2
STAFF DEVELOPMENT	36,150	5,792	16.0
SUPPLIES & SERVICES	390,704	95,926	24.6
REPLACEMENT F & E	20,050	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	144,360	97,391	67.5
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,449,560	2,146,900	25.4
STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	433,597	125,635	29.0
EMPLOYEE BENEFITS	91,214	24,487	26.9
STAFF DEVELOPMENT	900	-	0.0
SUPPLIES & SERVICES	5,900	600	10.2
Total STUDENT SUPPORT SERVICES-GENERAL	531,611	150,722	28.4
COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	774,189	207,049	26.7
EMPLOYEE BENEFITS	197,215	48,789	24.7
STAFF DEVELOPMENT	52,000	-	0.0
SUPPLIES & SERVICES	105,660	15,790	14.9
REPLACEMENT F & E	5,850	5,645	96.5
FEES & CONTRACTUAL SERVICES	99,040	-	0.0
Total COMP & OTH TECH STUDENT SUPP SERV	1,233,954	277,273	22.5
LIBRARY SERVICES			
SALARIES & WAGES	710,126	199,348	28.1
EMPLOYEE BENEFITS	151,263	40,921	27.1
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	77,025	11,161	14.5
REPLACEMENT F & E	-	212	0.0
FEES & CONTRACTUAL SERVICES	16,000	16,091	100.6
Total LIBRARY SERVICES	956,414	267,734	28.0
GUIDANCE SERVICES			
SALARIES & WAGES	896,049	196,134	21.9
EMPLOYEE BENEFITS	90,644	13,951	15.4
SUPPLIES & SERVICES	7,075	998	14.1
REPLACEMENT F & E	-	-	0.0
Total GUIDANCE SERVICES	993,768	211,084	21.2

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	Budget	Expenditures	% Spent
TEACHER SUPPORT SERVICES			
SALARIES & WAGES	893,844	229,013	25.6
EMPLOYEE BENEFITS	103,862	19,035	18.3
STAFF DEVELOPMENT	14,000	1,742	12.4
SUPPLIES & SERVICES	139,364	6,653	4.8
REPLACEMENT F & E	-	284	0.0
FEES & CONTRACTUAL SERVICES	63,227	9,729	15.4
Total TEACHER SUPPORT SERVICES	1,214,297	266,457	21.9
GOVERNANCE/TRUSTEES			
SALARIES & WAGES	64,700	10,576	16.4
EMPLOYEE BENEFITS	2,588	225	8.7
STAFF DEVELOPMENT	23,000	3,307	14.4
SUPPLIES & SERVICES	25,800	6,301	24.4
REPLACEMENT F & E	2,000	218	10.9
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	54,250	46,144	85.1
Total GOVERNANCE/TRUSTEES	172,338	66,772	38.7
GENERAL ADMINISTRATION			
SALARIES & WAGES	1,211,554	296,353	24.5
EMPLOYEE BENEFITS	176,495	43,451	24.6
STAFF DEVELOPMENT	36,700	3,958	10.8
SUPPLIES & SERVICES	50,650	7,621	15.1
REPLACEMENT F & E	3,150	928	29.5
FEES & CONTRACTUAL SERVICES	155,230	73,831	47.6
OTHER	90,240	15,272	16.9
AMORTIZATION	47,124	11,781	25.0
Total GENERAL ADMINISTRATION	1,771,143	453,195	25.6
BUSINESS ADMINISTRATION			
SALARIES & WAGES	555,292	143,233	25.8
EMPLOYEE BENEFITS	136,086	31,580	23.2
STAFF DEVELOPMENT	9,000	233	2.6
SUPPLIES & SERVICES	54,400	10,111	18.6
REPLACEMENT F & E	13,500	430	3.2
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	240,455	76,163	31.7
OTHER	-	5,729	0.0
Total BUSINESS ADMINISTRATION	1,008,733	267,480	26.5
HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	384,448	108,925	28.3
EMPLOYEE BENEFITS	89,955	22,387	24.9
STAFF DEVELOPMENT	5,950	1,147	19.3
SUPPLIES & SERVICES	26,650	1,678	6.3
FEES & CONTRACTUAL SERVICES	173,920	34,698	20.0
Total HUMAN RESOURCES ADMINISTRATION	680,923	168,836	24.8
INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	56,365	15,646	27.8
EMPLOYEE BENEFITS	15,275	3,808	24.9
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	6,700	732	10.9
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	8,160	-	0.0
Total INFORMATION TECHNOLOGY ADMINIS.	86,500	20,185	23.3

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING November 30, 2013

	Budget	Expenditures	% Spent
SCHOOL OPERATIONS			
SALARIES & WAGES	3,890,230	1,042,847	26.8
EMPLOYEE BENEFITS	1,057,090	269,396	25.5
STAFF DEVELOPMENT	2,000	-	0.0
SUPPLIES & SERVICES	2,247,790	433,667	19.3
REPLACEMENT F & E	36,800	-	0.0
RENTAL EXPENDITURE	7,968	1,379	17.3
FEES & CONTRACTUAL SERVICES	730,000	122,721	16.8
AMORTIZATION	3,283,125	820,781	25.0
Total SCHOOL OPERATIONS	11,255,003	2,690,792	23.9
SCHOOL MAINTENANCE			
SALARIES & WAGES	758,000	190,833	25.2
EMPLOYEE BENEFITS	177,151	43,863	24.8
STAFF DEVELOPMENT	2,500	-	0.0
SUPPLIES & SERVICES	624,466	182,199	29.2
REPLACEMENT F & E	30,540	34,675	113.5
INTEREST ON LONG TERM DEBT	82,192	41,532	50.5
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	163,793	167,411	102.2
Total SCHOOL MAINTENANCE	1,838,642	660,513	35.9
SCHOOL RENEWAL			
SALARIES & WAGES	-	-	0.0
SUPPLIES & SERVICES	1,393,677	169,351	12.2
INTEREST ON LONG TERM DEBT	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total SCHOOL RENEWAL	1,393,677	169,351	12.2
NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	2,867,122	1,442,120	50.3
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total NEW PUPIL PLACES	2,867,122	1,442,120	50.3
OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	47,216	11,123	23.6
EMPLOYEE BENEFITS	13,572	2,997	22.1
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	132,245	33,853	25.6
REPLACEMENT F & E	2,000	-	0.0
INTEREST ON LONG TERM DEBT	44,291	22,380	50.5
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	79,500	27,190	34.2
Total OP & MAINT/CAPITAL-NON INSTRUC	318,824	97,543	30.6
DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	353,113	177,916	50.4
OTHER	146,395	-	0.0
Total DIRECT CAPITAL & DEBT	499,508	177,916	35.6

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Monthly Board Report
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	Budget	Expenditures	% Spent
TRANSPORTATION - GENERAL			
SALARIES & WAGES	-	-	0.0
EMPLOYEE BENEFITS	-	-	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	83	0.0
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	206,190	57,283	27.8
Total TRANSPORTATION - GENERAL	206,190	57,366	27.8
TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	4,470,320	1,241,938	27.8
Total TRANSPORTATION - HOME TO SCHOOL	4,470,320	1,241,938	27.8
TRANSPORTATION-SCHOOL TO SCHOOL			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION-SCHOOL TO SCHOOL	-	-	0.0
TRANSPORTATION - BOARD, LODGING...			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BOARD, LODGING...	-	-	0.0
TRANSPORTATION - BLIND & DEAF			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BLIND & DEAF	-	-	0.0
CON ED			
SALARIES & WAGES	-	27,334	0.0
EMPLOYEE BENEFITS	-	1,734	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	796	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total CON ED	-	29,865	0.0
OTHER NON-OPERATING			
OTHER	4,000,000	1,000,000	25.0
TRANSFERS FROM RESERVES	-	-	0.0
Total OTHER NON-OPERATING	4,000,000	1,000,000	25.0
Total	118,265,258	28,586,020	24.2

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

Prepared by: Georgia Athanasiou, Student Trustee
Presented to: Board of Trustees
Submitted on: January 28, 2014
Submitted by: Chris N. Roehrig, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate met on January 21, 2014.

DEVELOPMENTS:

The Student Senate reconvened for the first time in the new year. The upcoming student retreat, to be held on February 6 at St. Pius X Catholic Church, was a main discussion item for the meeting. Senators solidified the theme of "Love and Compassion", and chose to present the day using a three-fold concept of, "Loving of God, Loving of Oneself and Loving Others". They agreed the day needed a Scripture passage to accompany the message and decided on the following: "Dear friends, let us love one another, because love comes from God. Whoever loves is a child of God and knows God." (John 1, 4:7). Currently, Senators are working on finalizing the schedule for the day and are looking forward to hosting the Retreat.

SCHOOL NEWS:

Assumption College had a successful Spirit of Christmas Mass and Assembly before the Christmas holidays. Assumption's annual Pennies from Heaven campaign was a tremendous success--through homeroom donations and other fun events, the Lions raised over \$20,000 to help 33 families who were in need during the Christmas season. All money collected went to purchasing necessities such as food, toiletries, winter boots and coats, while also providing Christmas gifts.

St. John's also had a successful Christmas celebration day before the break. The Eagles hosted their annual Christmas Angel campaign, where they were able to raise a record-breaking \$21,000. All money collected, similar to Assumption's Pennies from Heaven campaign, assisted 33 families in need during the Advent season. Students packed hampers filled with food, cleaning supplies, toiletries and toys, which were all then delivered to the families in need.

Holy Trinity, much like Assumption and St. John's, held a well-received Christmas celebration. Students and staff raised \$2,000 worth of money and gifts for their Advent charity, "The Giving Tree". The Titans also collected 60 bags full of winter coats and other clothing items, all of which went to the Salvation Army.

RECOMMENDATION:

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

2013-14
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
January 28, 2014	7:00 pm	Board Meeting	
February 5, 2014	9:00 am	SAL Committee Meeting (Haldimand/Norfolk)	
February 7, 2014	2:00 pm	Executive Council Meeting	
February 6, 2014	9:00 am	SAL Committee Meeting (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 Meeting	
February 25, 2014	1:00 pm	STSBHN Governance Meeting	
February 25, 2014	7:00 pm	Board Meeting	
March 5, 2014	9:00 am	SAL Committee Meeting (Haldimand/Norfolk)	
March 6, 2014	9:00 am	SAL Committee Meeting (Brant)	
March 5, 2014	1:30 pm	Executive Council Meeting	
<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 am	SAL Committee Meeting (Haldimand/Norfolk)	
April 3, 2014	5:00 pm	St. Mary's (Hagersville) 50 th Anniversary Mass/Open House	New Date (originally May 7)
April 4, 2014	9:00 am	SAL Committee Meeting (Brant)	
April 4, 2014	9:00 am	Executive Council Meeting	
April 9, 2014	7:00 pm	SEAC Meeting	
April 15, 2014	4:30 pm 7:00 pm	Presentation from Ontario College of Teachers Committee of the Whole	
April 22, 2014	7:00 pm	Board Meeting	
April 23, 2014	4:00 pm	Budget Committee Meeting	
April 24-26, 2014		OCSTA AGM (Niagara Falls)	
April 26, 2014	2:00 pm	St. Michael's (Dunnville) 50 th Anniversary Open House	
April 27, 2014	10:30 am	Sacred Heart School (Langton) 75 th anniversary mass/open house	
April 30 – May 2, 2014		Board Art Show	
May 1, 2014	9:00 am	SAL Committee Meeting (Brant)	
<i>May 4 – 9, 2014</i>		<i>Catholic Education Week</i>	
May 4, 2013	TBD	Regional Catholic Parent Involvement Committee Regional Presentation: A Family Faith Festival – a day of family workshops and concert with Matt Maher at London District CSB	
May 6, 2014	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 7, 2014	9:00 am	SAL Committee Meeting (Haldimand/Norfolk)	
May 8, 2014	5:50 pm	Catholic Student Leadership Awards (Bishop Miehm)	
May 9, 2014	9:00 am	Executive Council Meeting	
May 13, 2014	4:00 pm	Budget Committee Meeting	
May 14, 2014	7:00 pm	St. Anthony Daniel School Closing Ceremony	
May 14, 2014	7:00 pm	SEAC Meeting	
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	4:00 pm	Budget Committee Meeting	
May 26, 2014	7:00 pm	Regional Catholic Parent Involvement Committee Meeting	
May 27, 2014	1:00 pm	Catholic Education Advisory Committee Meeting	
May 27, 2014	1:00 pm	STSBHN Governance Meeting	
May 27, 2014	7:00 pm	Board Meeting	

Date	Time	Meeting/Event	New / Revised
June 5-7, 2014		CCSTA AGM (Kingston)	
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 13, 2014	9:00 am	Executive Council 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	