

Brant Haldimand Norfolk Catholic District School Board



COMMITTEE OF THE WHOLE

TUESDAY, JUNE 16, 2009

7:00 P.M.

Catholic Education Centre, Brantford, Ontario

AGENDA

Page Number

A. CALL TO ORDER

1. Opening Prayer – Joe McPherson, Chair of Committee of the Whole
2. Attendance

B. ROUTINE MATTERS

1. Approval of the Agenda
2. Declaration of Interest
3. Minutes of the Committee of the Whole
 - a) May 19, 2009
4. Business Arising from Minutes

Pages 3-9

C. PRESENTATIONS & DELEGATIONS:

1. Carmen McDermid – Publication of Books created in the Gifted Program

D. COMMITTEE AND STAFF REPORTS

1. Approved Special Education Advisory Committee Minutes from May 13, 2009
Presenter: Dennis Blake, Trustee Representative on SEAC Pages 10-12
2. a) Approved Budget Committee Meeting Minutes from May 19, 2009 Page 13-15
b) Unapproved Budget Committee Meeting Minutes from June 9, 2009 Page 16-18
 - i. 2009-10 Budget Page 19-29*Presenter: Dennis Blake, Chair of Budget Committee*
3. Unapproved Faith Advisory Committee Meeting Minutes from May 21, 2009 Pages 30-31
Presenter: June Szeman, Chair of Faith Advisory Committee
4. Tuition Fees for Non-Resident in Ontario Students Page 32-35
Presenter: Wally Easton, Associate Director
5. Student Transportation Walking Distance Page 36-38
Presenter: Wally Easton, Associate Director
6. Attendance Support Coordinator Page 39-42
Presenter: Wally Easton, Associate Director

7. Excursion: St. John's College Art Department to Greece Page 43
Presenter: Chris Roehrig, Superintendent of Education
8. Educational Field Trip Summary Report Page 44-46
Presenter: Chris Roehrig, Superintendent of Education
9. Ontario Secondary School Literacy Test (OSSLT) Results Page 47-48
Presenter: Chris Roehrig, Superintendent of Education

E. INFORMATION AND CORRESPONDENCE

F. NOTICES OF MOTION

G. TRUSTEE INQUIRIES

H. 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.

I. REPORT ON THE IN-CAMERA SESSION

J. FUTURE MEETINGS AND EVENTS Page 49

K. MOMENT OF SILENT REFLECTION

L. ADJOURNMENT

*Brant Haldimand Norfolk Catholic District School Board
Meeting of the Committee of the Whole – Tuesday, May 19, 2009*

PRESENT AT MEETING:

Trustees: Dennis Blake, Dan Dignard, Bonnie McKinnon,
Joe McPherson and June Szeman

Student Trustee: Chris Radojewski

Administration: Cathy Horgan, Director of Education and Secretary
Wally Easton, Associate Director and Treasurer;
Bill Chopp, Trish Kings, Chris Roehrig, Superintendents of Education and
Linda Luciani, Recording Secretary

A. CALL TO ORDER:

The meeting was called to order by Chair June Szeman..

OPENING PRAYER:

The meeting was opened with a prayer. Superintendent of Education, Bill Chopp read a Memorial Statement about Amal Audi, an educational assistant at Holy Family Catholic Elementary School.

B. ROUTINE MATTERS:

Resolved:

On the motion of Dennis Blake and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the May 19, 2009 meeting.

CARRIED

DECLARATION OF INTEREST: Nil.

Resolved:

On the motion of Joe McPherson and Dennis Blake, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Committee of the Whole Meeting of April 21, 2009.

CARRIED

BUSINESS ARISING FROM THE MINUTES: Nil.

C. PRESENTATIONS/DELEGATIONS: Nil.

D. COMMITTEE AND STAFF REPORTS

D.1 APPROVED MINUTES FROM THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING FROM APRIL 8, 2009

Trustee Dennis Blake reported that a Case Conference Package has been developed for parents to assist them during this process and the Package has been very well received. The Package will be presented at the Regional Special Education Committee meeting in May. A *Who is Nobody* project has been piloted in a few of our schools. Child and Youth Workers are using the *Nobody* kits in schools, where needed. A presentation will be made to the Rotary Club to seek financial support in purchasing more kits.

Resolved:

On the motion of Dennis Blake and Joe McPherson, that the Committee of the Whole receive the approved minutes from the Special Education Advisory Committee Meeting from April 8, 2009.

CARRIED

D.2 APPROVED MINUTES FROM THE BUDGET COMMITTEE MEETING FROM APRIL 30, 2009

Trustee Dennis Blake reported that information regarding the development of the 2009-10 budget has been posted on the Board's website and stakeholders can comment and provide input on the budget through the website. The projected budget reflects a shortfall of approximately \$878,000. Staff are currently reviewing expenditures to determine areas which can be reduced. The Ministry will be announcing grant monies, in the near future, which may assist the Board in balancing the budget. Trustee Blake thanked staff members for their careful attention to the budget and expenditures.

Resolved:

On the motion of Dennis Blake and Joe McPherson, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the approved minutes from the Budget Committee Meeting of April 30, 2009.

Approval was requested for the following recommendations:

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Budget Procedures Manual report.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Draft Expenditures report.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve and refer the recommendations from the Budget Committee Meeting of April 30, 2009 to the Board.

CARRIED

D.3 UNAPPROVED MINUTES FROM THE CATHOLICITY COMMITTEE MEETING FROM MAY 13, 2009

Chair June Szeman reported the Committee had developed the following themes for the upcoming school years:

2009-10: Because We Believe, Our Catholic Faith Comes Alive in our Hearts.

2010-11: Because We Believe, Our Catholic Faith Comes Alive in our Schools.

2011-12: Because We Believe, Our Catholic Faith Comes Alive in our World

Action items were also developed which correspond to the 2009-10 theme.

Resolved:

On the motion of Joe McPherson and Dennis Blake, that the Committee of the Whole receive the unapproved minutes from the Catholicity Committee Meeting from May 13, 2009.

CARRIED

D.4 UNAPPROVED MINUTES FROM THE ACCOMMODATIONS COMMITTEE MEETING FROM APRIL 14, 2009

Vice Chair Joe McPherson reported that site plans and floor plans were reviewed for the south west school. *Green* features such as heating/cooling systems, cistern rain water collecting, living walls, wind power, day lighting windows, carpooling parking spots and automatic dim lighting were discussed for the joint school. The process and time table for the Accommodation Review of St. Mary, St. Pius X and St. Bernard Schools in Brantford was reviewed with the first Public Meeting to be scheduled in October 2009. Adverse winter conditions have caused some delays in the construction of the Jean Vanier Catholic Elementary School. As a result, the demolition of the Our Lady of Fatima School, Brantford will be postponed. The Sacred Heart School, Paris property will be sold in accordance with Regulation 444/98 of the Education Act.

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole receive the unapproved minutes from the Accommodations Committee Meeting from May 11, 2009.

Approval was requested for the following recommendations:

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Joint South West School, Brantford report.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Accommodation Review Process report.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Jean Vanier Catholic Elementary School report.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the former Sacred Heart School, Paris property be sold in accordance with Regulation 444/98 of the Education Act.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve and refer the recommendations from the Accommodations Committee Meeting of May 11, 2009 to the Board.

CARRIED

D.5 SCHOOL EFFECTIVENESS FRAMEWORK AND PROCESS 2008-09

Superintendent of Education, Trish Kings introduced Leslie Telfer, School Effectiveness Lead who updated trustees on the work that has been undertaken to assist schools in identifying their strengths, areas requiring improvement and next steps to improve student achievement within the School Effectiveness Framework. Through District Reviews at six elementary schools, patterns and trends were identified and next steps for improvement were developed which will assist in revising the Board Improvement Plan and School Improvement Plans for 2009-10.

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the School Effectiveness Framework and Process for 2008-09 report.

CARRIED

D.6 SUPPORTING SEAMLESS TRANSITIONS FOR THE AUTISM INTERVENTION PROGRAM TO SCHOOL

Superintendent of Education, Bill Chopp reported that the Ministry of Education and Child and Youth Services have collaborated to provide funds for school boards to hire individuals with expertise in applied behaviour analysis (ABA) to train Board and school level personnel in assisting students with Autism Spectrum Disorders (ASD) who are in transition from the intensive behavioural intervention (IBI) supports they have received to the newer ABA program. This individual will also facilitate collaboration with service providers and schools to make seamless transitions from the Autism Intervention Program to school.

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the Supporting Seamless Transitions for the Autism Intervention Program to School report.

CARRIED

D.7 MENTAL HEALTH AWARENESS

Superintendent of Education, Bill Chopp reported that the Special Education Department has been involved in various activities to raise awareness of mental health issues of students in our schools. Awareness activities have been planned for Mental Health Week (May 2, 2009 – May 9, 2009). Dave Szuty, Program Consultant, Information Technology was in attendance to present the digital adaptation of the story, *Hole in One* – a book written by Gayle Grass, on the topic of anxiety. The digital story was made possible through the collaboration of Dave Levac, Michael Pin, the National Orchestra of Canada, Mr. Szuty, system resource staff, parents for Children’s Mental Health, Gayle Grass and the Canadian Mental Health Association. The digital story will be used provincially by the Canadian Mental Health Association and will be forwarded to the Minister of Education.

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Mental Health Awareness report.

CARRIED

D.8 BALANCED SCHOOL DAY UPDATE

Director of Education, Cathy Horgan reported that 25 out of 32 elementary schools have implemented a balanced school day schedule. Although there is no conclusive data to link the balanced school day to student achievement, the balanced school day offers a more focused approach to school instruction. Mrs. Horgan will continue to study the benefits of the balanced school day from various perspectives.

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board receive the Balanced School Day Update report.

CARRIED

D.9 TWINNED SCHOOLS UPDATE

Director of Education, Cathy Horgan reported that the twinning of schools, over the past five years, has provided the Board with an opportunity for experienced principals to mentor and direct new administrators. Given the number of years that our vice-principals have served and the training they have received, consideration should be given to de-twinning schools.

Resolved:

On the motion of Dennis Blake and Dan Dignard, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the de-twinning of St. Cecilia's School, Port Dover and St. Michael's School, Walsh effective September 2009.

CARRIED

D.10 2009-10 STUDENT TRUSTEE ELECTIONS

Superintendent of Education, Chris Roehrig noted that on April 30, 2009, elections were held for the position of Student Trustee. Six outstanding students were interviewed by the Interview Panel and Chris Radowjewski, our incumbent Student Trustee, was re-elected as the 2009-10 Student Trustee. Congratulations to Emily Miller, a student at Assumption College School, who was elected the 2009-10 Alternate Student Trustee.

Resolved:

On the motion of Dennis Blake and Dan Dignard, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the 2009-10 Student Trustee report.

CARRIED

E. INFORMATION AND CORRESPONDENCE: Nil.

F. NOTICES OF MOTION: Nil.

G. TRUSTEE INQUIRIES: Nil.

H. BUSINESS IN-CAMERA:

Resolved:

On the motion of Dennis Blake and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board move to an In-Camera session.

CARRIED

I. REPORT ON THE IN-CAMERA SESSION:

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board, approve the business of the in-camera session.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the appointment of Joe Ernst as Acting Vice-Principal and Debbie Fullerton and Jo Skoblenick as Principals, effective September 1, 2009.

CARRIED

J. FUTURE MEETINGS

Trustees were invited to look over the 2008-09 Meetings and Events that were included in the agenda package.

K. MOMENT OF SILENT REFLECTION

L. ADJOURNMENT

Resolved:

On the motion of Dennis Blake and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of May 19, 2009.

CARRIED

**Special Education Advisory Committee Meeting
Brant Haldimand Norfolk Catholic District School Board
Wednesday, May 13, 2009**

The May 13, 2009 meeting of the Special Education Advisory Committee (SEAC) of the Brant Haldimand Norfolk Catholic District School Board was held at the Fatima Resource Centre, 344 Erie Avenue, Brantford, at 7:00 p.m.

A. Opening Prayer – Terre Slaght

The meeting was opened with a prayer.

B. In Attendance

Paul Sanderson, Michelle Feeney, George Follis, Lynda Field-Newhouse, Cathy Pearson, Dianne Wdowczyk, Dennis Blake, Terre Slaght, Lisa Stockmans, Colleen Demarest, Barb Mitchell, Bill Chopp

Guests

Nancy Dalgetty, Debbie Dignan, Joanne Freund

Regrets

Stella Galloway, Nancy Smith

C. Approval of Agenda

The agenda was approved on a motion moved by George Follis and seconded by Colleen Demarest.
Approved

D. Opening Remarks – Paul Sanderson, Chair

Paul introduced Debbie Dignan, Nancy Dalgetty and Joanne Freund, System SERTs (Special Education Resource Teachers).

E. Presentations:

- 1) Case Study Update – Nancy Dalgetty
Nancy provided the committee with an update on the case study she presented in the fall. The child has made progress in the classroom setting with support from a full-time educational assistant (EA). There will be another case conference for the student in June.
- 2) Case Study Update – Joanne Freund
Joanne updated the committee on her case study. The child has had support from several outside agencies and monthly visits from CNIB. She is making progress. A request will be made for an EA for her for the next school year.
- 3) VMI Test (Motor Integration Test) – Nancy Dalgetty
Nancy explained the VMI test and what it is used for, as well as what kind of information the tester can gather from the results. It is a pencil and paper assessment that demonstrates visual and fine motor skills. Dr. Terri Sheehan reviews these tests very closely.
- 4) CEC Awards Night – Nancy Dalgetty
Nancy explained that the Council for Exceptional Children (CEC) advocates for special needs children. An awards night will be held on May 27, 2009 at Holy Trinity. Many of our students and staff will be honoured.
- 5) CEC Assistive Technology Night – Nancy Dalgetty
A professional development night was held at the Fatima Resource Centre. There were over 30 parents in attendance. The feedback on the evening was excellent.

6) ASD-TEACH Project – Debbie Dignan

This project is being run at two secondary schools (Holy Trinity/Assumption). Funding from the Ministry was given to support PPM 140. The goal is to have 2 demonstration classes where a structured teaching philosophy will be used. A question and answer session followed. Terre suggested we try to arrange a SEAC meeting at one of the classes in the fall.

F. Approval of Minutes ♦ April 8, 2009

A motion was made to accept the April 8, 2009 SEAC minutes by Michelle Feeney and seconded by Lynda Field-Newhouse Approved

G. Reports:

1) Principal of Program: Special Education • Terre Slaght

a. SEAC Brochure

Terre has working on rewriting the SEAC brochure. She asked the committee to review the final draft. It will be sent to print the week of May 11.

b. Have A Go

The Have A Go special Olympics will be held on June 16 at Assumption College. It will begin at approximately 9:30am and go until 2:30pm. June 17 is the rain date. All are invited.

c. Mental Health Awareness Week Activities

Our Board participated in a poster contest for mental health awareness week. We also worked on the digitalization of a book that centres around mental health. Feedback has been great. A copy of the digital book will be distributed to the committee next meeting.

d. Dinner Meeting Planning for June Meeting

The June meeting will start at 6:00pm and will include a dinner. Flora Ennis will be invited to attend.

e. High Needs JK Case Conferences

Last spring there were 33 high needs JK case conferences, this year there were 9, plus a Grade 4 transfer from Grand Erie. The new parent packages were used. These packages have helped schools and parents with the process.

f. Distribution of IEP Guides for Agency Use

Terre offered IEP guides for agencies to hand out as requested.

2) Superintendent of Education Report • Bill Chopp

a. Special Education Budget Report

Bill presented the draft expenditures for special education. He explained the report to the committee. A question and answer session followed. Bill outlined the special education department objectives as well as strategic directions to meet those objectives.

b. Staffing Update

Bill updated the committee on System SERT movement, with one retiring and one taking a leave. A posting for the Autism Spectrum Disorder Lead was issued. Staffing for a job skills class at St. John's College will begin.

H. Member Association Update – SEAC Members

• Dennis Blake – BHNCDSD Board Trustee

Dennis attended an event where representatives from most boards had an opportunity to speak to either the Minister of Education or Deputy Minister of Education. The message from most boards was that special education students are on the rise and funding should not be connected to enrollment. He noted that Bill and Terre have done very well with the department budget.

- Michelle Feeney – Ontario Association for Families of Children with Communication Disorders
Michelle updated the committee on events that were being planned.

H. Member Association Update – SEAC Members continued

- George Follis – Parent Representative
George attended a meeting regarding renovations at St. John’s College. He updated the committee on the plans for the school.
- Barb Mitchell – Haldimand-Norfolk REACH
Barb handed out a report detailing current happening at her agency.
- Lynda Field-Newhouse – Lansdowne Children’s Centre
The charity motorcycle ride will be held in May.

I. Business for Next Meeting

Nothing to report at this time.

J. Adjournment

The meeting was adjourned.

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Budget Committee – Tuesday, May 19, 2009

PRESENT AT THE MEETING

Trustees: Dennis Blake, Joe McPherson, June Szeman

Administration: Wally Easton, Associate Director & Treasurer
Pat Petrella, Manager of Finance

CALL TO ORDER:

1. Prayer

The meeting was opened with a prayer and called to order by Dennis Blake.

ROUTINE MATTERS:

2. Approval of the Agenda

Resolved:

On the motion of Joe McPherson and June Szeman, that the Budget Committee approve the Agenda of the May 19, 2009 meeting.

CARRIED

3. Approval of Minutes

Resolved:

On the motion of June Szeman and Joe McPherson, that the Budget Committee approve the Minutes from the April 30, 2009 meeting.

CARRIED

4. Declarations of Interest: Nil.

STAFF REPORTS:

5i. 2009-10 Goals and Objectives

The Committee discussed goals for 2009-10. As the Board's Strategic Plan has not yet been completed, the goals reflect those of the Ministry of Education that all publicly-funded school boards in Ontario support. In addition, Catholic school boards promote the development of faith within our communities both for students and staff.

Resolved:

On the motion of Joe McPherson and June Szeman, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the following goals for the 2009-10 Budget:

- High levels of student achievement.
- Reduced gaps in student achievement.
- High levels of public confidence in public education.
- Enhanced faith development of students and staff.

CARRIED

5ii. Revenue Estimates

Wally Easton reviewed the preliminary revenue estimates based on the Ministry of Education *Grants for Students Needs* and well as other revenues. Total revenues are projected at approximately \$109.5 million.

Resolved:

On the motion of June Szeman and Joe McPherson, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Revenue Estimates report.

CARRIED

5iii. Expenditure Estimates

The Committee received updated information on the expenditure estimates for next year. Projected expenditures of \$110.3 million exceed revenues by \$800,000. Staff will provide recommendations to balance the budget at the next meeting.

Resolved:

On the motion of Joe McPherson and June Szeman, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Expenditure Estimates report.

CARRIED

TRUSEE INQUIRIES: Nil

BUSINESS OF THE IN-CAMERA SESSION

Resolved:

On the motion of June Szeman and Joe McPherson, that the Budget Committee move into the In-Camera Session.

CARRIED

REPORT ON THE IN-CAMERA SESSION

On the motion of Joe McPherson and June Szeman, that the Budget Committee approve the business from the In-Camera Session.

CARRIED

ADJOURNMENT

The meeting was adjourned at 5:20 p.m. The next Budget Committee meeting has been scheduled on Tuesday, June 9, 2009 at 6:00 p.m.

MINUTES AND RECOMMENDATIONS

BUDGET COMMITTEE

June 9, 2009

AGENDA ITEM	MOTION
5i.	<p>THAT the Budget Committee recommends that the Committee of the Whole approves and refers to the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Salary and Benefits Budget in the amount of \$86,541,618.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole approves and refers to the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Operations Budget in the amount of \$23,274,695.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole approves and refers to the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Capital Budget in the amount of \$15,908,733.</p>

THAT the Committee of the Whole receives the unapproved minutes from the Budget Committee Meeting from June 9, 2009.

THAT the Committee of the Whole approves and refers the recommendations from the Budget Committee Meeting of June 9, 2009, to the Board.

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Budget Committee – Tuesday, June 9, 2009

PRESENT AT THE MEETING

Trustees: Dennis Blake, Dan Dignard, Joe McPherson, June Szeman

Administration: Wally Easton, Associate Director & Treasurer
Pat Petrella, Manager of Finance

CALL TO ORDER:

1. Prayer

The meeting was opened with a prayer and called to order by Dennis Blake.

ROUTINE MATTERS:

2. Approval of the Agenda

Resolved:

On the motion of Dan Dignard and June Szeman, that the Budget Committee approve the Agenda of the June 9, 2009 meeting.

CARRIED

3. Approval of Minutes

Resolved:

On the motion of June Szeman and Dan Dignard, that the Budget Committee approve the Minutes from the May 19, 2009 meeting.

CARRIED

4. Declarations of Interest:

Trustee June Szeman declared a conflict of interest regarding the Staffing component of the 2009-10 Budget.

STAFF REPORTS:

5i. 2009-10 Budget

The Committee reviewed the complete budget for 2009-10. Staff provided explanations on the changes made in order to balance the budget. The total budget is \$109,816,313. The Expenditure Budget this year has been divided into three categories; Salaries and Benefits, Other Operating and Capital. The Capital Budget has been separated to comply with the change in accounting standards for school boards. For 2010 and subsequent years, Capital expenditures will not be charged to Operations, but will be capitalized and amortized over several years. The amortization will be charged to Operations on an annual basis.

Resolved:

On the motion of Dan Dignard and Joe McPherson, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Salary and Benefits Budget in the amount of \$86,541,618.

CARRIED

On the motion of June Szeman and Dan Dignard, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Operations Budget in the amount of \$23,274,695.

CARRIED

On the motion of Joe McPherson and June Szeman, that the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Capital Budget in the amount of \$15,908,733.

CARRIED

TRUSTEE INQUIRIES: Nil.

BUSINESS OF THE IN-CAMERA SESSION

Resolved:

On the motion of Dan Dignard and June Szeman, that the Budget Committee move into the In-Camera Session.

CARRIED

REPORT ON THE IN-CAMERA SESSION

Resolved:

On the motion of Joe McPherson and June Szeman, that the Budget Committee approve the business from the In-Camera Session.

CARRIED

ADJOURNMENT

The meeting was adjourned at 8:15 p.m. The next Budget Committee meeting will be scheduled at the Call of the Chair.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Budget Committee
Submitted on: June 9, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

2009-10 BUDGET

Public Session

BACKGROUND INFORMATION:

The government announced its 2009-10 funding for Ontario school boards on March 27, 2009. Most of the changes are related to the provisions in the *Provincial Discussion Table (PDT)* for union contract settlements. Most of those changes were previously discussed with the Board. The total increase to funding for school boards is \$592 million, approximately \$400 million of which is to fund commitments under the PDT. Grant monies include changes to special education funding, a net 1% increase in transportation grants and a 2% increase in school operations to provide for increased utility costs. However, there are also reductions to textbook grants and grants for classroom computers. As with the 2008-09 grants, some enhancements will be outside of the regular grants, some of which have been already been announced and the rest will be announced in the next few months.

DEVELOPMENTS:

Declining enrolment in the elementary panel has caused some problems in achieving a balanced budget. Over the next few years, the Board will continue to see a slight decline in elementary enrolment and increases in secondary enrolment, although the overall enrolment will still decline. The enrolment for 2009-10 is estimated at 10,496 full-time equivalent students, approximately 80 students less than last year. There is a need for 10 additional Educational Assistants. This will require the reduction of 5 Child and Youth Worker positions.

A balanced budget is being presented for the Board's approval. The total increase in the Board's budget over last year equals approximately \$3.8 million or 3.6% over the 2008-09 revised budget.

Attached are two appendices, Appendix A with further explanation of the 2009-10 Budget and Appendix B is the actual Revenue and Expenditure Estimates. Appendix B is divided into four parts:

- | | |
|-------------------------|---|
| Appendix B(i) Page 11 | Budget Summary – the consolidated revenue and expenditure estimates. |
| Appendix B(ii) Page 32 | Salary and Benefits Budget – to isolate the expenditures related to direct staff costs. |
| Appendix B(iii) Page 55 | Operations Budget – summarizes all non-staff related costs. |

Capital Budget – to identify capital costs which are not included in the Operations Budget in accordance with the new Public Sector Accounting Board (PSAB) rules.

The Board will be asked to approve each of the Salary and Benefits Budget, the Operations Budget and the Capital Budget. The total of the Salary and Benefits Budget and the Operations Budget equal the total revenue and expenditure estimates. The items included in the Capital Budget will be amortized and charged to the Operations Budget in equal amounts over the next few years. The rate of amortizations has not been established as the Ministry of Education is still working with school board staff to establish those policies.

RECOMMENDATION:

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Salary and Benefits Budget in the amount of \$86,541,618.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Operations Budget in the amount of \$23,274,695.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Capital Budget in the amount of \$15,908,733.

INTRODUCTION

On March 27, 2009, the government released the regulation for the *Grants for Student Needs* for the 2009-10 school year. The primary considerations for the government were the economy and the settlement of collective agreements with the various unions representing teachers and non-teaching staff in Ontario school boards. School board grants totaled \$19.78 billion provincially, \$592 million or 3.1% more than last year. Approximately \$400 million was needed to fund increases in salaries, benefits and the number of staff resulting from the Provincial Table Discussions (PDT). Changes for 2009-10 affecting our Board include:

Provincial Discussion Table Impacts

- Increased preparation time for elementary teachers of ten minutes per week will provide for approximately three additional teachers.
- Reduced class size for Grade 4 to Grade 8 will fund 0.7 teachers.
- Funding for 1.5 additional secondary teachers.
- Increased Professional Learning for elementary teachers of approximately \$50,000 will be offset by a reduction in general professional development funding.
- Increased funding for non-teaching staff will result in additional hours for some school secretaries and an additional position in the school operations area.
- The PDT provides for a 3% increase in staff salaries and benefits.

Other impacts of the 2009-10 grants are:

- Some additional funding for community use of schools.
- 2% increase in school operation grants to offset increased utility costs.
- 2% increase for transportation grants, except for boards that have a surplus of transportation funding.
- Reduction of 1% in transportation grants in anticipation of savings from Transportation Consortia, except boards that have a *high* efficiency rating as determined by the Ministry.
- 5% of the *High Needs Amount* for Special Education will now be based on a *Measure of Variability* or an average of school boards high needs students.
- The benchmark for School Renewal has been restored.
- Textbook and classroom computer funding will be reduced by approximately \$250,000.
- No increase for supplies and services.

Other grants announced subsequent to the GSNs include:

• Autism Supports and Training	\$ 22,245
• Autism: ABA Expertise	\$ 48,004
• Library Staff	\$103,280
• MISA Local Capacity	\$ 69,768
• OFIP Tutoring	\$ 43,797
• Schools Helping Schools	\$ 38,596
• Library Books	\$ 65,840
• Differentiated Instruction (Mentoring/Coaching)	\$ 21,185
• Ontario Focused Intervention Partnership (OFIP)	\$ 71,170
• Math/Literacy	\$ 56,962
• Student Success School and Cross Panel Teams	\$ 11,741
• The School Effectiveness Framework and Leads	\$198,735
• Community Use of Schools: Outreach Coordinators	\$ 64,000

The attached 2009-10 Preliminary Expenditure Budget has been prepared based on contractual costs, as known, plus information received from superintendents, department managers and secondary/elementary school principals. Administration has attempted to keep expenditures as closely matched to the particular revenue components and spending envelopes of the funding model as are reasonably known at this time. As in previous years, the provincial funding model contains certain guidelines and parameters that limit a board's flexibility in determining its budget, such as:

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

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

- Funds may not be moved from the classroom to the non-classroom category, although there is no longer a requirement to spend a certain percentage of funds on the classroom.
- The special education allocation establishes the minimum that each board must spend on special education.
- The allocation for new pupil places and for facilities renewal establishes the minimum that each board must spend on these components.
- In 1998, the grant regulations stipulated that administration expenses could not exceed the grant for Administration and Governance. Many boards used the Local Priorities Grant to offset some administrative expenditures but, as previously mentioned, the grant has now been eliminated. In order to provide some flexibility to boards, the Ministry grant regulations now allow boards to exceed the grant for Administration and Governance by 15%.

EXPENDITURES

Senior Administration has spent considerable time reviewing priorities for the 2009-10 Budget. The goals follow the provincial priorities of high levels of achievement, reduced gaps in achievement and increased public confidence. In addition the Board will strive to increase the knowledge of our faith and commitment. During the 2009-10 year, Administration will report on the status of achieving these goals.

The above priorities provided guidance for the budget development and the basis for expenditure decisions.

The following is a brief description of the various expenditure categories, as well as comments on some of the reasons for significant changes from the 2009-10 Budget:

	2009-10 Budget	2008-09 Revised Budget	Increase (Decrease)
Instruction	56,587,968	53,974,262	2,613,706
Special Education	12,410,415	11,858,626	551,789
School Management	8,018,339	8,035,841	(17,502)
Student Support	597,356	589,110	8,246
Computer Services	1,375,362	1,386,325	(10,963)
Library and Guidance	2,118,908	1,992,510	126,398
Teacher Support	1,492,663	1,453,567	39,096
Administration and Governance	3,507,472	3,420,787	86,685
Operations and Maintenance	11,289,698	10,940,623	349,075
Transportation and Assessment	5,369,164	5,359,444	9,720
Continuing Education	82,140	81,750	390
Capital and Debt Charges	3,305,796	3,138,517	167,279
Other Non Operating	3,661,032	3,661,662	(630)
TOTAL	\$109,816,313	\$105,893,024	\$3,923,289

Instruction

This category includes the salary and benefit costs for all classroom teaching staff, teaching time for principals and vice-principals, occasional teaching costs and the costs of providing home instruction. It does not include principal and vice-principal administration time, secretarial costs or custodial costs for these schools. It also does not include the cost of any staff that serves the special needs of students, as these costs are included in Special Education. It does not include the cost of centralized administrative staff that support the classroom teacher as these are included in Teacher Support.

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

The increase in instructional costs reflects a higher average salary in 2009-10 for teachers, chiefly as a result of the increases provided in the previous Collective Agreements with the teacher federation, plus

additional teachers required due to enrolment increases at the secondary level. Enrolment is predicted to decrease by 200 full-time equivalent students (FTE) at the elementary level, but will increase slightly at the secondary level.

Special Education

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

The need has been identified for 10 additional Educational Assistants. This will require a reduction in 5 Child and Youth Worker positions.

Changes for this year include an additional position, Autism Spectrum Disorder (ASD) Lead, which is funded by a provincial grant.

School Management

This category covers the costs of school administration, including administrative time for principals and vice-principals plus school secretaries. Secretarial time has been increased to provide a minimum of 35 hours per week as agreed at the Provincial Discussions Table. The budget reflects one less principal due to the consolidation of Our Lady of Fatima and St. Jean de Brébeuf Schools in Brantford into the new Jean Vanier Catholic Elementary School. School Management includes a principal seconded to provide leadership in the areas of curriculum and literacy.

Student Support

The staff in the Student Support section includes three secondary school chaplaincy leaders, two Child and Youth Workers to support the Alternative Education and Safe Schools Programs and noon-hour supervisors.

Computer Services

This category includes staff costs for all computer and data services technicians as well as two supervisors and one manager. The remaining costs are for operation of the Information Technology Department, including telephone line costs for the wide area network. Provision has been made to expand fibre connections throughout the jurisdiction and it is expected that 19 elementary schools will be on the faster fibre connections next year. All three secondary schools already have fibre service.

Library and Guidance Services

This category includes the combined costs of salary and benefits for secondary school teacher librarians, guidance counsellors and library technicians, at the elementary and secondary levels. As a result of increased library funding in 2008-09, the Board was able to hire three additional library technicians in the elementary panel. The positions will remain for 2009-10 as the funding has been continued. This section also includes library supplies and materials.

Teacher Support

The staff in the Teacher Support section include a principal of program responsible for the student success initiatives, two computer consultants, a religion consultant, two elementary program consultants, two secondary program consultants, a half-time French-as-a-Second Language consultant, the Ontario Youth Apprenticeship Program Coordinator and 2.5 clerical staff. One of the computer consultants is partially funded by the MISA Project and one secondary consultant is funded by the Specialist High Skills Major Program. In 2007-08 we added an *Arts Consultant* which was funded through the new *Program Enhancement Grant* which continues to be funded through the GSNs. A *Research Analyst* has been added for the 2009-10 year. Other costs are general office costs, professional development and automobile reimbursement costs for the consultant staff.

Administration and Governance

This category includes staffing expenses pertaining to administration, supervisory and clerical costs of trustees, the Director's Office, supervisory officers, business administration and human resources. The budget includes maintenance costs for the human resources and accounting software as well as a portion of the projected costs to support the data warehouse system. The expenses cover certain expenses of the particular department as well as those that are incurred on behalf of the system, such as trustee fees, legal, audit, negotiation costs and liability insurance. The expenses include the direct expenses of these departments for such items as travel, training, supplies, etc. as well as replacement computers for trustees. The position of *Attendance Support Coordinator* has been included in the draft budget. The position will assist in the development of an *Attendance Support Program* aimed at assisting employees who have above average days of absence and reducing the Board's costs due to absenteeism. In 2008-09, a grant was provided to hire an *Outreach Coordinator* to provide services for community use of schools. Last year this position was included in the Operations and Maintenance area, but has now been transferred to the General Administration area and renamed *Executive Assistant – Community Relations*.

As previously mentioned, the grant regulations prior to 2006 prohibited administrative expenses to exceed the grant for Administration and Governance. Regulations now allow boards to exceed the grant for Administration and Governance by 15%. For the Brant Haldimand Norfolk Catholic District School Board, administrative expenditures exceed the grant by less than 1.0%.

Operations and Maintenance

This category includes the administrative, maintenance and secretarial costs of the Facilities Department, including all custodial services for secondary and elementary schools. The estimated benefit costs for such employees have also been included. Also included are the direct expenses of the Department's operations, as well as the utilities, supplies, cost of vehicles, contractual fees and other major expenditures pertaining to the plant operations of schools.

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

School Renewal is estimated based on the grant. Staff will bring a report to the Accommodations Committee which will provide details on actual projects. The New Pupil Places budget reflects the debenture costs of construction projects since amalgamation.

Transportation and Assessment

This category includes the Board's estimated share of staffing and benefits costs of the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortium of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil Scolaire de District Catholique Centre-Sud. The majority of the expenses are the fees paid to bus operators for the transportation of students. The sharing of route costs has changed with the formation of the Consortia and details are still being finalized. Again this year, the major concern for next year is the increased cost of fuel.

Continuing Education

This category includes salary and benefits for all staff positions in continuing education programs, including summer school, as well as the remedial program for Grade 7 to Grade 10 students which is offered as part of the Secondary School Reform project. The expenses cover the direct cost of supplies, services, books, furniture and equipment and fees paid on behalf of these programs.

Capital and Debt Charges

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

Other Non-Operating

Included in the category is the Provision for Reserve for Pupil Accommodation equal to the new Pupil Places Grant (for new school construction and additions).

REVENUES

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

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

Local Taxation

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

FUNDING ALLOCATIONS

The revenue that will be paid by the province for 2009-10, compared to 2008-09 is broken down as follows:

	2009-10 ESTIMATES	2008-09 REVISED BUDGET	INCREASE (DECREASE)
Foundation	48,749,141	47,543,692	1,205,449
School Foundation	8,335,526	8,049,019	286,507
Special Purpose	41,935,086	38,589,907	2,345,179
Pupil Accommodation	5,843,866	5,398,623	445,243
Total Grants	104,863,619	100,581,241	4,282,378
Other Revenue	4,952,694	5,311,783	(359,089)
TOTAL REVENUE	\$109,816,313	\$105,893,024	\$3,923,289

Foundation Grant

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

School Foundation Grant

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

Special Purpose Grants

Special Purpose allocations have not increased significantly from last year. The Teacher Compensation grant has been increased in proportion to the increase in the salary benchmark established by the Ministry.

Pupil Accommodations Grant

School Operations grant allocations have increased by \$500,000 over 2008-09. The Community Use of Schools Grant has been separated from the School Operations Grant as the government will be requesting school boards to report on the use of those funds. The *Good Places to Learn* grant is not included as this grant and is outside the *Grants for Student Needs* formula. With the exception of the School Operations grant, all other grants in this area are *enveloped*, i.e., must be spent for the purpose for which the grant has been made, therefore, they equal the expenditure estimates for school renewal, new pupil places and debt charges. Any allocations not spent in 2009-10, must be transferred to a reserve that has been specifically designated for the appropriate purpose.

Other Revenue

Other revenue includes tuition fees charged to students from out-of-province or the Federal government for students living on Six Nations or New Credit Reserves, transfer from reserves, miscellaneous grants from the Ministry and other incidental revenues. The *Transfer from Pupil Accommodations Reserve* is the amount required to fund current debenture payments. The *Transfer from Reserve for Retiree Benefits* has been provided to recognize the costs incurred for post-retirement benefits for those employees retiring before 2005. Employees retiring since 2005 pay the full costs of the retirement benefit program.

SUMMARY

Based on the above Estimates of Expenditures and Revenues, a balanced budget has been achieved in 2009-10. This document, the 2009-10 Estimates of Revenues and Expenditures, reflects Ministry of Education announcements, guidelines, technical information and data, issued on March 27, 2009, and in subsequent announcements. Some additional changes are expected as further grants are announced in the coming months and will be reported in a Revised Budget in November 2009.



**Faith Advisory Committee Meeting
May 21, 2009
Haldimand Room**

Present: June Szeman (Chair), Sharon Boase, Mary Theresa Coene, Father Al Dufraimont, Cathy Horgan, Monsignor Murray Kroetsch, Joyce Young

Absent: Father Phil English, Kathleen Evans, Mary Leonard, Laurence McKenna, Bonnie McKinnon

1. **Opening Prayer** ~ June Szeman
2. **Approval of the Minutes Accepted** - Father Al and Mary Theresa
3. **Approval of Agenda** - approved
4. **Information Items:**
 - a) F.A.C.E. Seminar
Held on May 29. Board reps are Cathy Horgan, Jo McPherson, Len McDonald and Joyce Young. Expectation is that our Catholicity Committee will assume the tasks of a F.A.C.E. committee. More information will be provided after the seminar.
 - b) N.T.I.P. Update
Retreats coming for both the elementary and secondary teachers and their mentors. New teachers will also be going to the annual Education Mass in Formosa on Oct. 15.
 - c) Board theme introduced
The theme will unfold in a three year cycle:
2009-2010- "Because We Believe: Our Catholic Faith Comes Alive In Our Hearts"
2010-2011- "Because We Believe: Our Catholic Faith Comes Alive In Our Schools"
2011-2012- "Because We Believe: Our Catholic Faith Comes Alive In Our World"
5. **Discussion Items:**
 - a) Discussion of the virtues to be adopted for our Board. As a result of the discussion it was decided that the focus would be on the virtues of faith, hope, love, temperance, prudence, justice, fortitude.

Virtues/Themes flowing from these:

Faith - trust, relationship with God, commitment, truth, freedom to commit, listening to God's will
Hope (appropriate for Advent and Spring) - God's will, eternal life, God's promises, perseverance
Love - respect, connected to justice, mercy, compassion, reconciliation, forgiveness
Temperance (appropriate for Lent) – justice flows nicely into this
Prudence - discernment, applying virtues in a concrete way, moral decision making
Fortitude –perseverance



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Virtues would be introduced in September, unfold through the school year and then brought together in June. It would need to be understood that this is not just a “one year thing”

- b) Writing of “foundational document” being led by Kathy Evans who is in the process of gathering a team. Document needs to include definition of the “virtues”, see Compendium to the Catechism (#333, #378)
- c) “Because We Believe” document - presented in draft form. Members were asked to read through document and send any suggestions for changes to Cathy Horgan or Joyce Young
- d) Discussion of meeting dates for next year. It was decided that meetings would be held in late September, mid November, early February and late May. Thursdays are good except for the third Thursday of the month. Time would be from 1:30-3:30 at the CEC.

Next meeting date, time, location: To be determined

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: June 16, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

TUITION FEES FOR NON-RESIDENT IN ONTARIO STUDENTS

Public Session

BACKGROUND INFORMATION:

The Tuition Fees regulation under the Education Act requires that school boards charge tuition fees for all students not resident to Ontario. These students are typically in Ontario on a Study Permit or under a parent's Work Permit. The grant formula contains a calculation for the minimum fee a board can charge, which is based on actual operating costs. Students on tax exempt land, such as First Nations lands, are also required to pay fees, but the fees are generally paid by the Government of Canada under an agreement with the school board. Boards must charge students from outside Ontario at least this minimum fee, but may charge more.

In October 2006, the Board established a minimum fee of \$8,169 for elementary international students and a fee of \$10,000 for secondary international students.

DEVELOPMENTS:

The results of a survey of other area boards shows the following tuition fees charged for 2009-10 and are outlined in Appendix A attached.

	Elementary	Secondary
High	\$12,000	\$13,000
Low	\$ 8,000	\$ 9,100
Average	\$9,937	\$11,260

Some boards charge a non-refundable administration/application fee of \$150 up to \$500 with an average administration/application fee of \$233.

Administration believes the Board should set a fee comparable to that of other boards. Therefore, it is recommended that a fee of \$11,500 per year be established for secondary students from outside Ontario. The fee for elementary students from outside Ontario would continue to be the minimum under the regulation. Administration also recommends the Board charge a non-refundable administration/application fee of \$200 to offset costs associated with the administration and monitoring of international students.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the annual tuition fee of \$11,500 for secondary international students, as defined by the Education Act.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve a non-refundable Administration/Application Fee of \$200.

Non-Resident in Ontario Student Tuition Fees – Comparison Surrounding Boards							
School Board	2008–09		2009– 10		Fees		
	Elementary	Secondary	Elementary	Secondary	Administration	Cancellation	Insurance
Brant Haldimand Norfolk Catholic DSB	\$8,169	\$10,000	Under Review	Under Review	N/A	N/A	N/A
Grand Erie DSB	\$7,014	\$12,925	\$8,775	\$11,225	\$275	Admin. Fee Non- Refundable	N/A
Halton Catholic DSB	\$10,500	\$11,750	\$10,750	\$11,750	\$250	Admin. Fee Non- Refundable	N/A
Hamilton Wentworth Catholic DSB	\$8,229	\$9,283	\$8,229	\$9,283	N/A	Tuition is to be paid on acceptance	N/A
Hamilton Wentworth DSB	\$10,750	\$11,850	\$12,000	\$13,000	\$250	Admin. Fee Non- Refundable	N/A
London District Catholic SB	\$9,800	\$11,200	\$10,500	\$11,800	\$150	Admin. Fee Non- Refundable	N/A
Niagara Catholic DSB	\$9,200	\$10,700	\$9,500	\$10,500	\$250	Admin. Fee Non- Refundable	N/A
Thames Valley DSB	\$9,800	\$11,200	\$10,500	\$11,800	\$150	Included	N/A

Non-Resident in Ontario Student Tuition Fees – Comparison Surrounding Boards

School Board	2008–09		2009– 10		Fees		
	Elementary	Secondary	Elementary	Secondary	Administration	Cancellation	Insurance
Upper Grand DSB	\$9,300	\$10,500	\$9,300	\$10,500	\$150	Admin. Fee Non- Refundable	N/A
	ESL \$4,300 = \$13,600	ESL \$4,800 = \$15,300	ESL \$4,300 = \$13,600	ESL \$4,800 = \$15,300			
Waterloo Catholic DSB	\$10,250	\$12,000	\$10,250	\$12,000	\$150	Admin. Fee Non- Refundable	N/A
Waterloo Region DSB	\$11,500	\$12,900	\$11,500	\$12,900	\$500	Admin. Fee Non- Refundable	N/A
Wellington Catholic DSB	\$8,000	\$9,100	\$8,000	\$9,100	\$200	Admin. Fee Non- Refundable	N/A
	N/A	ESL \$3,500 = \$12,600	ESL \$3,500 = \$11,500	ESL \$3,500 = \$12,600			
AVERAGE	\$9,376	\$11,117	\$9,937	\$11,260	\$233		

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
 Presented to: Committee of the Whole
 Submitted on: June 16, 2009
 Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRANSPORTATION WALKING DISTANCE

Public Session

BACKGROUND INFORMATION:

In preparation for the upcoming *Efficiency and Effectiveness Review* by the Ministry of Education, the Governance Committee of the Student Transportation Services of Brant Haldimand Norfolk (STSBHN) has requested a review of the member boards *Student Transportation Walking Distances*. The Brant Haldimand Norfolk Catholic District School Board has not amended its walking distances from those of the predecessor school boards. The walking distances currently in effect are:

	Brant	Haldimand	Norfolk
JK/SK	1.6 km	1.0 km	0.48 km
Grade 1 - 6	1.6 km	2.0 km	1.0 km
Grade 7 - 8	1.6 km	2.0 km	2.0 km
Secondary	3.2 km	3.2 km	3.2 km

DEVELOPMENTS:

The Ministry of Education has developed a framework for the *Efficiency and Effectiveness Reviews* which rates each transportation consortium on a variety of factors including the harmonization of walking distances. It is not necessary to have harmonized walking distances to achieve a *high* rating, but it is an important factor in efficient route planning. The overall rating will affect the Consortium's transportation grants.

A survey of schools boards has been completed and the results are summarized in the following table:

School Board	JK/SK	Elementary	Secondary
Hamilton-Wentworth Catholic DSB	1.2 km	1.6 km	1.6 km
London Catholic DSB	1.6 km	1.6 km	3.2 km
Niagara Catholic DSB	0.8 km	1.6 km	2.5 km
Waterloo Catholic DSB	1.6 km	1.6 km	3.2 km
Wellington Catholic DSB	1.6 km	2.8 km	3.2 km
AVERAGE	1.36 km	1.84 km	2.74 km

Transportation staff were also asked to review the transportation routes in Haldimand and Norfolk Counties and summarize the impact of adopting the Brant area walking distance of 1.6 kilometers for all elementary students, taking into consideration any *hazard* areas such as four-lane major roads, rivers, bridges, etc.. The impact is summarized in Appendix A.

Although the impact in Haldimand County is not as significant as in Norfolk County, it is worth noting that there may be students who currently walk to school that would now be eligible for transportation if the Walking Distance policy was amended. Similarly, there would also be students who are currently eligible for transportation who would be required to walk to school under the proposed policy.

The proposed amendment to walking distances will result in a reduction of route lengths which will decrease costs. In addition, there may be some reduction in the number of buses, however, it is difficult to quantify the savings until routes and bus loadings are completed. The harmonization of the walking distances should increase Transportation grants received from the Ministry of Education due to a higher rating under the Efficiency and Effectiveness Review.

It is not proposed to amend the walking distance of 3.2 kilometers for secondary students; however, there are a number of *courtesy* riders in the Holy Trinity Catholic High School attendance area. Transportation staff have been asked to reduce the number of courtesy riders in an effort to decrease the number of buses required.

If approved, the new walking distance policy would take effect September 1, 2010.

RECOMMENDATION:

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve Student Transportation Walking Distances of 1.6 kilometers for all elementary students and 3.2 kilometers for all secondary students, effective September 1, 2010.

APPENDIX A

SUMMARY OF IMPACT OF PROPOSED WALKING DISTANCES

	CURRENT # OF STUDENTS WALKING	PROPOSED # OF STUDENTS WALKING	NET INCREASE	# of Routes
St. Cecilia	50	72	22	8
St. Joseph	55	79	24	9
St. Frances Cabrini	47	62	15	8
St. Bernard of Clairvaux	41	68	27	3
St. Stephens	51	59	8	6
St. Mary's, Hagersville	41	45	4	4
St. Michaels', Dunnville	69	77	8	4
Notre Dame, Caledonia	307	303	-4	4
St. Patrick's, Caledonia	83	100	17	4
TOTAL	744	865	121	

SCHOOLS AT WHICH THERE IS NO IMPACT

Our Lady of Fatima, Courtland
 Our Lady of La Salette
 Sacred Heart, Langton
 St. Michaels', Walsh

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: June 16, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

ATTENDANCE SUPPORT COORDINATOR

Public Session

BACKGROUND INFORMATION:

The Operational Review completed by the Ministry of Education last year included several recommendations including "...develop an attendance management strategy for all employee groups.....". Also, a report on "*Leading Practices in Attendance Support for Ontario School Boards*" was released in December 2008 and one of the leading practices identified was "a sentinel role where an individual provides constant oversight to ensure compliance."

The position of *Attendance Support Coordinator* has been included in the draft budget presented to the Board of Trustees. The position will assist in the development of an *Attendance Support Program* aimed at assisting employees who have above average days of absence and reducing the Board's costs due to absenteeism.

DEVELOPMENTS:

Attached is the draft job description for the position, which will report to the Manager of Human Resources. The salary grid will be the same as a Human Resources Coordinator:

Start	\$64,427
Year 1	\$67,356
Year 2	\$70,285
Year 3	\$73,213

Although there are no guarantees, it is expected that the implementation of an *Attendance Support Program* will save the Board at least 10% of its current sick leave costs or \$140,000 per year.

The projected sick leave costs for 2009-10 are:

Teachers – Short Term	\$ 570,000
Teachers – Long Term	\$ 555,000
Educational Assistants	\$ 100,000
School Secretaries	\$ 95,000
Caretakers	\$ 85,000
TOTAL	<u>\$1,405,000</u>

The Program will take three years to implement as the development of policies and procedures in cooperation with the employee groups will take one year. The second year will include extensive training for principals, supervisors and union leaders. The benefits of the program should begin to be realized in the third year. In addition to the hiring of the Attendance Support Coordinator, we propose to use the Attendance Support Program of the School Board Cooperative Inc. (SBCI) at a one-time cost of \$29,000. This Program has been successfully implemented at six Ontario school boards. SBCI has expertise in disability and attendance management.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the implementation of an Attendance Support Program at a cost of \$29,000.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the position of Attendance Support Coordinator effective September 1, 2009 with an annual salary grid of:

Start	\$64,427
Year 1	\$67,356
Year 2	\$70,285
Year 3	\$73,213

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Personnel: NON-UNION

Effective Date: May, 2009

Revised:

ROLE DESCRIPTION:

ATTENDANCE SUPPORT COORDINATOR

REPORTS TO:

Manager of Human Resources

WORK LOCATION(S) AND WORK TIME(S):

Central offices of the Board. Travels to all sites within the Board (school and administration), as required.

Works a thirty-five hour [35] week, Monday to Friday, 12 months

PREREQUISITES FOR POSITION:

1. Successful completion of post secondary education in a related field (e.g. Health Science, Human Resources) combined with a Certified Disability Management Professional designation (National Institute of Disability Management and Research) or equivalent combination of related experience and training as determined by the Board.
2. A minimum of four years related experience in a unionized environment with extensive knowledge of claims adjudication, early intervention and modified work processes relating to occupational (WSIB) and non-occupational disabilities.
3. Certified Human Resources Professional (CHRP) designation is preferred.
4. Excellent abilities in a computerized environment utilizing word processing, spreadsheets, databases (e.g. MS Access, Parklane), Human Resource Information System, internet and email.
5. Excellent interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution and issue based problem solving skills. Demonstrated strength in relationship building and promotion of a collaborative culture with the ability to function effectively with administrators, staff, trustees, outside agencies and others. Must be able to deal with difficult situations and/or people in a tactful and diplomatic manner.
6. Excellent planning and organizational skills with significant experience in the effective management of multiple projects and demonstrated ability to successfully complete tasks.
7. Strong working knowledge of related employment legislation and its application in the workplace. Ability to interpret collective agreements, employment contracts as well as arbitral and judicial jurisprudence .
8. Strong research, analytical, mathematical, written and oral communication skills.
9. Ability to use systematic approach in solving problems while exhibiting judgment and a realistic understanding of issues. Ability to use reason especially when dealing with emotional topics.
10. Must have reliable transportation to travel to various sites within the Board.

KEY JOB REQUIREMENTS:

- 1) Using leading practices, develop policies and procedures relating to attendance support, disability management and wellness initiatives.
- 2) Build system wide capacity related to attendance support, disability management and wellness through training, mentoring and guidance.
- 3) Manage the Board's Workplace Safety and Insurance Board (WSIB) and Long Term Disability (LTD) programs including the accident investigation and reporting procedures (WSIB), establishing claims, co-ordination of modified work programs, monitoring of claims and making recommendations regarding WSIB appeals. Ensure compliance with legislation, collective agreements and Board policies/procedures.
- 4) Maintain records, track, analyze and report on the usage, costs, benefits and outcomes of the attendance support and disability management programs including the Board's Employee Assistance program.
- 5) Develop management tools and reporting systems to monitor status of and review claims/case management strategies
- 6) Liaise with Principals, Vice-Principals, Managers, Supervisors, Senior Administration, union representatives, employees and outside service providers to ensure system needs are being met.
- 7) Plan and implement internal communication and education about the attendance support, disability management, modified work and wellness programs for all stakeholders.
- 8) Maintain current information and evaluate service providers and community resources including physiotherapists, pain clinics, ergonomists and podiatrists as well as the Board's employee assistance program providers.
- 9) 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.
- 10) In conjunction with supervisory staff, create and monitor appropriate return to work and/or stay at work plans to meet the individual needs of employees making changes as required.
- 11) Review medical documentation submitted by employees to determine completeness, follow up where necessary and make recommendations regarding eligibility for sick leave pay, where applicable.
- 12) Advise supervisory personnel and employees on Human Resources policies and procedures, Employment Standards, Ontario Human Rights Code, Occupational Health and Safety Act, Workplace Safety and Insurance Act and other applicable legislation.
- 13) Participate in Grievance and Arbitration processes, where necessary
- 14) Participate as required in a variety of Human Resources related committees and special projects, including acting as a Human Resources representative on system and ad-hoc committees.
- 15) Assist with in-service/training on human resources and health and safety related programs and activities, including the preparation and presentation of materials.
- 16) Perform other duties as assigned.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: June 16, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION: ST. JOHN'S COLLEGE
ART DEPARTMENT TO GREECE**

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to Greece from Friday, March 12, 2010 to Saturday, March 20, 2010 (no school days).

DEVELOPMENTS:

Approximately forty (40) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Lynne DiStefano and Paula Rocha as the female chaperones and Adam Gejorsky as the male chaperone. The anticipated cost of the trip for each student is approximately \$2800.00.

The students will learn about the art, architecture, history, and culture of Greece by visiting museums and archaeological sites.

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

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to Greece from March 12, 2010 to Saturday, March 20, 2010.

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

Prepared by: Chris Roehrig, Superintendent of Education
Bill Chopp, Superintendent of Education
Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: June 16, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

EDUCATIONAL FIELD TRIP SUMMARY REPORT

Public Session

BACKGROUND INFORMATION:

Attached is a summary (Appendix A) of educational field trips that have been approved during the period of September 2, 2008 – June 30, 2009.

The educational field trips included are those that involve overnight, extended overnight, and excursions.

RECOMMENDATION:

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

EDUCATIONAL FIELD TRIP MONITORING REPORT - MONTHS OF: SEPTEMBER 2, 2008 - JUNE 27, 2009

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight										
	b. Extended Overnight										
	c. Excursion										
Our Lady of Fatima, Brant	a.	Tim Hortons Camp	1. Visual Arts, Earth Science, and Physical Education.	09/03/09	3	3	58	3	N/C	Bus	T. Kings
Assumption	a.	Kiwanis Apps' Mill	1. Stealing Home Retreat – to further the spiritual completion of the Catholic Graduate Expectations for Senior students. A broad overview of themes and beliefs from all four years of religion classes.	25/05/09	2	2	50	4	65.00	Bus	C. Roehrig
St. Bernard, Waterford	a.	Camp YMCA - St. Clements	1. Health and Physical Education. 2. Apply living skills (i.e. problem-solving) in physical activities.	25/05/09	2	2	57	7	85.00	Bus	Trish Kings
Sacred Heart, Paris	a.	Ottawa	1. Canadian culture and heritage will be explored. 2. Children will learn how to behave in a large group, social setting.	26/05/09	3	3	36	3	\$410.55	Bus	T. Kings
Assumption	a.	Kiwanis Apps' Mill	1. Stealing Home Retreat – to further the spiritual completion of the Catholic Graduate Expectations for Senior students. A broad overview of themes and beliefs from all four years of religion classes.	27/05/09	2	2	48	4	65.00	Bus	C. Roehrig
St. Peter's & St. Mary's, Brant	a.	Ottawa/Hull	1. Demonstrate an understanding of the factors that contributed to Canada's Confederation. 2. Demonstrate cooperation with fellow classmates and supervisors during organized tours and cooperative game situations.	02/06/09	3	3	39	3	\$420.00	Bus	T. Kings

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight b. Extended Overnight c. Excursion										
Holy Family	a.	Quebec City	<ol style="list-style-type: none"> 1. Identify the social, political, religious and economic factors that shaped New France. 2. Gives students a first-hand experience of French culture, traditions, and beliefs. 	03/06/09	3	3	47	4	\$609.00	Bus	T. Kings
St. Jean de Brebeuf	a.	Circle Square Ranch	<ol style="list-style-type: none"> 1. To enhance the spiritual academic, cultural, social and athletic components of the curriculum. 	03/06/09	2	2	22	3	\$50.00	Bus	B. Chopp
Notre Dame, Brantford	a.	Fort George	<ol style="list-style-type: none"> 1. Outline the causes, events and results of the War of 1812. 	04/06/09	2	2	28	4	\$90.00	Bus	B. Chopp
Notre Dame, Caledonia	a.	Camp Celtic	<ol style="list-style-type: none"> 1. Learn to interact and work with others. 2. Demonstrate respect for human rights. 3. Be motivated to fulfill the responsibilities of citizenship in a democratic society. 	12/06/09	4	2	43	3	395.00	Bus	B. Chopp
Notre Dame, Brantford	a.	Ottawa	<ol style="list-style-type: none"> 1. Canadian culture and heritage will be explored. 2. Children will learn how to behave in a large group, social setting. 	15/06/09	3	3	46	4	\$400.00	Bus	B. Chopp
Assumption/St. John's	c.	France and Italy	<ol style="list-style-type: none"> 1. Practise language skills while immersed in culture. 2. Witness elements of history that students have learned in the classroom. 	11/03/10	11	2	40	4	2800.00	Air	C. Roehrig
St. John's College	c.	Hawaii	<ol style="list-style-type: none"> 1. International sporting tournament. 2. Opportunity to understand and appreciate culture and customs of a foreign country. 	13/03/10	9	0	40	2	2500.00	Air	C. Roehrig

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

Prepared by: Chris N. Roehrig, Superintendent of Education
 Presented to: Meeting of the Board
 Submitted on: June 16th, 2009
 Submitted by: Cathy Horgan, Director of Education & Secretary

**ONTARIO SECONDARY SCHOOL
LITERACY TEST RESULTS - MARCH 2009**

Public Session

BACKGROUND INFORMATION:

The Ontario Secondary School Literacy Test (OSSLT) is administered at each publicly funded secondary school in Grade 10 to provide information on students' attainment of literacy skills. Students are required to pass both the reading and the writing components to successfully complete the test. Successful completion of the OSSLT or the Ontario Secondary School Literacy Course (OSSLC) is a graduation requirement for the Ontario Secondary School Diploma (OSSD).

DEVELOPMENTS:

An overview of the provincial, board and school results for fully participating students over time is as follows:

<i>Successful Completion Over Time by Students Who Attempted the OSSLT for the First Time</i>				
Participants	2009	2008	2007	2006
Province	85%	84%	84%	84%
Board	85%	86%	87%	88%
Assumption	83%	81%	86%	83%
Holy Trinity	88%	89%	89%	90%
St. John's	86%	89%	87%	90%

Highlights for Board Results:

Our results for first time eligible students shows a:

- decrease in gender gap in first time eligible students (9% - 6%) over the last 4 years
- consistently high participation rate (95%)
- continued increases in Special Education student literacy achievement (57% Board; 55% province)
- a success rate of 94% for Academic students, a (decrease of 2% from the previous year)
- a success rate of 65% for Applied students compared to the province at 62%

<i>Successful Completion Over Time by Students Who Have Previously Attempted the OSSLT</i>				
Participants	2009	2008	2007	2006
Province	54%	51%	50%	55%
Board	61%	51%	55%	65%
Assumption	70%	42%	54%	77%
Holy Trinity	60%	62%	54%	63%
St. John's	49%	58%	56%	38%

Previously Attempted:

- \$ a increase in the board percentage success rate from 51% to 61%;
- \$ consistently equal or higher percentage success rate than the province

Next Steps:

Staff are now in the process of developing school level plans to support literacy achievement which align with the Board Improvement Plan for literacy. These plans will be highly focused and accomplish two goals: build strong and long term capacity for leadership in effective instruction related to literacy and improve student achievement. Specific elements of next year's plan are:

- \$ purposeful staffing to ensure that the most experienced staff are assigned to applied and locally developed courses
- \$ individual timetabling beginning with students identified "at risk" in Grade 8 to ensure supports are put in place in Grade 9
- \$ using data from the Item Analysis of the OSSLT to provide the targeted supports and programming for specific students, particularly those in Applied and Locally Developed Courses in Grade 9
- \$ providing targeted ongoing professional development for teachers assigned to Applied and Locally Developed Courses in order to assess the impact of specific supports and interventions given to students identified as 'at risk'
- \$ supporting professional learning teams in the implementation of effective research based strategies including cooperative learning structures and differentiated instruction
- \$ implementing specific remedial supports for students including assistive technologies
- \$ communicating with parents and students with respect to the importance and relevance of literacy skills to future education and career opportunities.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the appointment of Peter Svec for the position of Program Consultant: Pathways to Student Success, effective September 1st, 2009 to June 30, 2010.

Brant Haldimand Norfolk Catholic District School Board

2008-09

Meetings and Events

June 16, 2009	7:00 pm	Committee of the Whole
June 17, 2009	6:30 pm	Our Lady of Fatima Closing
June 20, 2009	1:00 pm	St. Jean de Brebeuf Closing
June 22, 2009	4:00 pm	Social with GEDSB
June 23, 2009	7:00 pm	Board Meeting
June 25, 2009	7:00 pm	ACS Graduation
June 25, 2009	7:00 pm	Holy Trinity Graduation
June 26 2009		Last Day of Classes
June 29, 2009		PA Day
June 29, 2009	7:00 pm	SJC Graduation
June 30, 2009		Board Designated Holiday