



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda
Catholic Education Centre
322 Fairview Drive
Brantford, ON N3T 5M8

**Committee of the Whole
Tuesday, April 19, 2011 7:00 pm
Boardroom**

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

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

- 1. Opening Business**
 - 1.1 Opening Prayer – Cliff Casey
 - 1.2 Attendance
 - 1.3 Approval of Consent Agenda
 - 1.4 Approval of the Agenda
 - 1.5 Declaration of Interest
- 2. Presentations and Delegations – Nil**
- 3. Consent Agenda**
 - 3.1 Approval of Minutes from the Committee of the Whole – March 22, 2011 Pages 4-10
 - 3.2 Board Enrolment Update Pages 11-12
 - 3.3 Financial Report as of February 2011 Pages 13-17
 - 3.4 Approved SEAC Meeting Minutes – March 9, 2011 Pages 18-19
 - 3.5 Unapproved Accommodations Committee Meeting Minutes - March 22, 2011 Pages 20-21
 - 3.6 Unapproved Regional School Council Meeting Minutes – March 24, 2011 Pages 22-23
- 4. Committee and Staff Reports**
 - 4.1 Education Funding for 2011-12 Pages 24-25
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer



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- | | | |
|------------|---|-------------|
| 4.2 | Strategic Plan Update: Catholicity
Presenter: Cathy Horgan, Superintendent of Education | Pages 26-28 |
| 4.3 | Catholic Education Week 2011
Presenter: Trish Kings, Superintendent of Education | Page 29 |
| 4.4 | Technological Pathways Plan
Presenter: Chris Roehrig, Superintendent of Education | Pages 30-31 |
| 4.5 | Unapproved Policy Committee Meeting Minutes & Recommendations –
March 30, 2011
Presenter: Dennis Blake, Chair of the Policy Committee <ul style="list-style-type: none">· Educational Field Trips and Excursions 500.01 (revised) (pgs. 36-44)· Volunteer and Trip Drivers 200.21 (revised) (pgs. 45-48) | Pages 32-35 |
| 4.6 | Unapproved Audit Committee Meeting Minutes & Recommendations -
March 30, 2011
Presenter: Rick Petrella, Chair of the Audit Committee <ul style="list-style-type: none">· Closed Sessions | Pages 49-51 |
| 4.7 | Unapproved Budget Committee Meeting Minutes & Recommendations -
April 1, 2011
Presenter: Rick Petrella, Chair of the Budget Committee <ul style="list-style-type: none">· Goals for 2011-12 Budget | Pages 52-56 |
| 5. | Information and Correspondence | |
| 5.1 | OCSTA Update | |
| 5.2 | Trustee Information Flyer (revised) | Pages 57-58 |
| 5.3 | Trustee meeting with Bishop Crosby | |
| 6. | Notices of Motion | |
| 7. | Trustee Inquiries | |
| 8. | Business In-camera | |

207. (2) **Closing of certain committee meetings.** A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- § The security of the property of the board;
 - § 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;
 - § The acquisition or disposal of a school site;
 - § Decisions in respect of negotiations with employees of the board; or
 - § Litigation affecting the board.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Agenda

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9. Report on the In-camera Session
10. Future Meetings and Events
11. Moment of Silent Reflection
12. Adjournment

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Next meeting: Tuesday, May 17, 2011 at 7:00 pm – Boardroom



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Committee of the Whole
Tuesday, March 22, 2011 7:00 pm
Boardroom**

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

Absent:

Senior Administration:

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

1. Call to Order

1.1 Opening Prayer

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

2. Routine Matters

2.1 Approval of the Agenda

Chair Casey requested that the "Discussion of Consent Agenda" be dealt with during the Information and Correspondence section of the meeting.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda for the March 22, 2011 meeting.

Carried

2.2 Declaration of Interest - Nil

2.3 Approval of Minutes from the Committee of the Whole Meeting of February 15, 2011

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the February 15, 2011 meeting.

Carried

2.4 Business Arising from Minutes - Nil

3. Presentations and Delegations - Nil



4. Committee and Staff Reports

4.1 Tools for Tolerance for Educators

Superintendent Trish Kings provided an overview of the *Tools for Tolerance for Educators* program held in Los Angeles, California in November, 2010, and attended by a team of representatives from the Catholic Curriculum Corporation, including Mrs. Kings and Marian O'Connor, a secondary Consultant with our Board. This program offered participants the opportunity to explore the dynamics of prejudice and discrimination. Next steps involves linking learnings from the *Tools for Tolerance* experience and our approach to equity and inclusive education in the classroom.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Tools for Tolerance for Educators report.

Carried

4.2 Strategic Plan Update: Student Achievement

Superintendents Kings, Chopp and Roehrig provided feedback for trustees on our progress regarding the student achievement strategic commitment, as outlined in the Board's Strategic Action Plan.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Plan Update: Student Achievement report.

Carried

4.3 St. Pius X / St. Bernard Schools Consolidation

Director Horgan reviewed the two-year process that culminated in this final report to the Board recommending the consolidation of St. Pius X and St. Bernard Schools in Brantford, in a new school facility to be constructed on St. Pius X property during the 2012-13 school year, pending Ministry of Education funding. If approved, the next step would be to develop a transition plan. An Integration Committee would then be struck to plan for various ceremonies/activities. Trustee Blake requested a recorded vote.

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board closes St. Bernard School and St. Pius X School in Brantford and builds a new school on the St. Pius X school site to accommodate the students of both schools, effective September 1, 2013, provided the Ministry of Education allocates funding for this purpose.

Trustee Blake Yes

Trustee Dignard Yes

Trustee McKinnon Yes

Trustee Petrella Yes

Trustee Szeman Yes

Carried



4.4 Surplus Property

Associate Director Easton reported that after considering possible alternative uses for the former elementary school known as St. Jean de Brébeuf, which has been vacant since October 2009, the Board cannot make effective use of the building. Staff recommends that the property be offered for sale, in accordance with Regulation 444/98 of the Education Act.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board declares that the former St. Jean de Brébeuf School property in the City of Brantford, Mident #800040, is not required for purposes of the Board, and

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board sells the former St. Jean de Brébeuf School property in accordance with Regulation 444/98 of the Education Act.

Carried

4.5 Excursion – Chicago, IL (Revised)

Superintendent Chris Roehrig reviewed a revised excursion request from Assumption College School for approximately 35 Grades 11-12 students to participate in an excursion to Chicago, IL in May, 2011 to enhance their social studies/history curriculum.

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 request from Assumption College School for an excursion to Chicago, IL from Thursday, May 12, 2011 to Sunday, May 15, 2011.

Carried

4.6 Excursion: St. John's College Rugby Team – England and Wales, UK

Superintendent Roehrig reviewed an excursion request for approximately forty Grades 11-12 male students to travel to England and Wales during the 2012 March Break to compete in an international rugby competition, as well as gain an appreciation of the culture and historical significance of the United Kingdom.

Moved by: Rick Petrella

Seconded by: June Szeman

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 England and Wales to compete in an international athletic competition from Friday, March 9, 2012 to Sunday, March 18, 2012.

Carried

4.7 Excursion: France and Italy

Superintendent Roehrig reviewed an excursion request for approximately forty Grades 10-12 students from Assumption College School and St. John's College to be immersed in France and Italy's culture during the 2012 March Break.



Moved by: Dennis Blake
Seconded by: Dan Dignard

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

Carried

4.8 Information Technology (IT) Department Reorganization

Assistant Superintendent of Business Tom Grice reviewed a recent reorganization of the Information Technology Department whereby the Information Technology Services and the Data Services departments were merged in order to enhance efficiency. Two specialist roles, a Network Administrator and a Systems Administrator, as well as a Junior Web Master/Database Integrator position, have been established while the former IT Supervisor position has been eliminated. The reorganization results in an approximate savings of \$72,000 yearly.

Moved by: Dan Dignard
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Information Technology Reorganization report.

Carried

4.9 Client Support Officer

Assistant Superintendent of Business Grice explained that the ongoing demand for staff resources to support the Ministry's OnSIS initiative launched in 2006, as well as the growing demand for school secretary versatility using specialized technology, there is a need for a central support role. A key responsibility would be to offer overall support and training of school secretaries. At the request of trustees, an alternative position title will be brought forward to the March 29, 2011 Board meeting.

Moved by: Rick Petrella
Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the implementation of a Client Support Officer, subject to Board budget approval.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of Client Support Officer effective September 1, 2011, with an annual salary grid as listed below, subject to Board budget approval:

Start	\$25.81
Year 1	\$26.96
Year 2	\$28.15
Year 3	\$29.32

Carried



4.10 Approved SEAC Meeting Minutes – February 9, 2011

June Szeman, trustee representative on the Special Education Advisory Committee reported on the group's meeting of February 9, 2011, which included a tour of the new Special Education department facility at Sacred Heart School in Paris.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the approved minutes from the Special Education Advisory Committee meeting of February 9, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.11 Unapproved Student Transportation Services Brant Haldimand Norfolk Meeting Minutes – February 15, 2011

Dan Dignard, trustee representative on the STSBHN Governance Committee, reported on the Committee's February 15, 2011 meeting and commented on the significant efficiencies that have been realized by the consortia over the past few years.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the Student Transportation Services Brant Haldimand Norfolk meeting of February 15, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

4.12 Unapproved Accommodations Committee Meeting Minutes and Recommendations – February 15, 2011

Chair of the Accommodations Committee, Dan Dignard, reported on the Committee's meeting of February 15, 2011. Trustee Dignard reviewed the list of capital projects that the Committee recommends be presented to the Ministry of Education as current capital priorities for our Board. Approval was requested for the following recommendation:

THAT the Accommodations Committee recommends the Committee of the Whole refers the following capital priority projects to the Brant Haldimand Norfolk Catholic District School Board for approval, in the following order of priority:

1. St. John's College Top-Up - \$4,910,000
2. South West Brantford School Top-Up: \$700,000
3. St. Pius X School/St. Bernard, Brantford School Consolidation - \$6,000,000
4. Holy Cross School - \$521,000

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Committee of the Whole receives the unapproved minutes from the Accommodations Committee Meeting of February 15, 2011.

Carried

THAT the Committee of the Whole refers the recommendation from the Accommodations Committee Meeting of February 15, 2011, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.13 Unapproved Faith Advisory Committee Meeting Minutes – February 24, 2011

June Szeman, Trustee representative on the Faith Advisory Committee, reviewed the minutes from the Committee's meeting of February 24, 2011.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes from the Faith Advisory Committee meeting of February 24, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5. Information and Correspondence:

5.1 Chair Cliff Casey commented that OCSTA has started providing regular summary updates of correspondence and items of interest, which will be shared with all trustees.

5.2 Director Horgan presented a draft information flyer regarding the Board of Trustees that outlines the key duties of trustees, their role in Board governance, as well as highlights of the Board's strategic action plan. This information is timely considering the impact of Bill 177 on board governance. It is proposed that this flyer be sent home with every student. Trustees were invited to provide feedback to Director Horgan or Chair Casey.

5.3 Director Horgan presented a draft plan for trustee professional development for the remainder of this school year, as well as a look ahead to future training needs. Possible options for delivering training sessions were discussed.

5.4 Chair Cliff Casey congratulated St. Patrick's School in Caledonia who were recently awarded an *Outstanding Organization Award* in the "Business Award" category by the Caledonia Regional Chamber of Commerce. This award is given to a recipient who exemplifies the important role of leadership and inspiration within the community towards those in need.

5.5 Director Horgan provided trustees with a Memorandum explaining the rationale for using the "Consent Agenda" format at Board meetings, as well as sample agendas. Trustees will pilot the consent agenda approach for the next couple of months before officially adopting the format.

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried

6. Notices of Motion - Nil

7. Trustee Inquiries

Trustee Petrella inquired about the direction and timeline for updating information and refreshing the "look" of the Board's website. Associate Director Easton commented that this will be one of the priorities of the individual who will assume the role of the junior web master.



8. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried

9. Report on the In-Camera Session

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried

10. Future Meetings

The list of upcoming meetings and events was reviewed by Trustees.

11. Moment of Silent Reflection

12. Adjournment

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of March 22, 2011.

Carried

**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: April 19, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

BOARD ENROLMENT UPDATE

Public Session

BACKGROUND INFORMATION:

The March 31st enrolment report to the Ministry of Education is important because it impacts on the grants that the Board receives to maintain programs. The Average Daily Enrolment (ADE) is used by the Ministry of Education for grant purposes.

DEVELOPMENTS:

Attached is the enrolment report indicating students attending our schools as of March 31, 2011. Projected enrolments and enrolments for the same month last year are also provided. The elementary panel Average Daily Enrolment on March 31, 2011 is slightly higher than the projected enrolment by two students. The Average Daily Enrolment in the secondary panel is lower than the projected enrolment by 38 students.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment Update report for March 31, 2011.

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
ENROLMENT AT MAR 31, 2011**

ELP at 1 FTE ELP at 1 FTE ELP at 1 FTE ELP at 1 FTE

Appendix A

	J	K	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	SPEC ED	Mar 31 2011 Actual includes Spec Ed	Mar 31 2011 Actual FTE Includes Spec Ed	Ministry Projected Estimates FTE Oct 31 2010	Actual ADE 2010-2011	Ministry Projected Estimates ADE 2010-2011	Variance from Ministry Projected	Mar 31 2010
Blessed Sacrament	10	14	18	10	12	20	15	17	24	23		163	151.0	148.5	149.8	148.5	1.3	152.5
Christ the King	16	14	19	12	15	12	17	11	6	10		132	117.0	119.5	118.3	119.5	-1.3	116.0
Holy Cross	11	12	10	9	13	13	11	18	13	9		119	119.0	124.0	121.5	124.0	-2.5	136.5
Holy Family	13	14	19	8	25	8	15	16	12	18		148	134.5	135.5	135.0	135.5	-0.5	153.0
Jean Vanier	41	34	31	44	37	34	35	26	34	19		335	335.0	335.0	335.0	335.0	0.0	313.5
Notre Dame (Brantford)	33	27	36	32	25	36	40	48	40	42	10	369	339.0	334.5	336.8	334.5	2.3	326.5
Notre Dame (Caledonia)	35	37	34	35	32	36	46	50	51	60		416	380.0	379.0	379.5	379.0	0.5	396.5
Our Lady of Fatima (Courtland)	13	9	13	17	9	11	10	11	14	11		118	107.0	108.0	107.5	108.0	-0.5	111.5
Our Lady of LaSalette	5	10	9	6	16	12	16	9	13	13		109	101.5	107.0	104.3	107.0	-2.8	115.5
Our Lady of Providence	27	43	33	34	37	42	51	52	38	52		409	374.0	374.5	374.3	374.5	-0.3	391.0
Resurrection	8	15	18	15	16	17	18	18	17	18		160	148.5	149.5	149.0	149.5	-0.5	169.0
Sacred Heart (Langton)	18	20	30	24	24	34	27	19	24	29		249	249.0	248.0	248.5	248.0	0.5	237.5
Sacred Heart (Paris)	21	19	21	24	23	17	17	19	20	18		199	179.0	178.5	178.8	178.5	0.3	185.0
St. Anthony Daniel	7	8	11	9	9	8	11	12	3	18		96	88.5	88.5	88.5	88.5	0.0	106.0
St. Bernard	13	13	14	12	16	18	18	17	27	26		174	161.0	161.0	161.0	161.0	0.0	185.0
St. Bernard of Clairvaux	12	10	17	21	23	20	23	19	35	24		204	193.0	193.5	193.3	193.5	-0.3	210.5
St Cecilia's	8	12	11	20	17	22	21	21	22	19		173	163.0	162.0	162.5	162.0	0.5	175.0
St. Frances Cabrini	19	23	15	18	26	29	27	30	26	24		237	216.0	214.0	215.0	214.0	1.0	222.5
St. Gabriel	72	77	72	75	74	74	55	64	43	64		670	595.5	588.5	592.0	588.5	3.5	561.5
St. Joseph	38	39	37	37	43	51	34	45	44	51	13	432	393.5	391.5	392.5	391.5	1.0	403.0
St. Leo	17	12	17	17	24	16	24	20	15	21		183	168.5	167.5	168.0	167.5	0.5	163.0
St Mary (Brantford)	10	12	14	10	20	11	15	7	21	9		129	118.0	129.0	123.5	129.0	-5.5	121.0
St Mary (Hagersville)	13	15	20	11	18	17	9	17	15	20		155	141.0	144.5	142.8	144.5	-1.8	145.5
St Michael's (Dunnville)	25	16	18	18	21	19	19	21	29	17		203	203.0	202.0	202.5	202.0	0.5	188.5
St Michael's (Walsh)	16	9	9	9	15	9	12	18	8	17		122	109.5	109.5	109.5	109.5	0.0	113.0
St Patrick (Brantford)	8	8	21	18	13	19	16	17	16	24		160	152.0	151.5	151.8	151.5	0.3	161.5
St Patrick (Caledonia)	10	19	19	17	12	19	15	15	13	19		158	143.5	141.5	142.5	141.5	1.0	163.0
St. Peter	13	17	15	15	8	19	17	16	28	15		163	148.0	150.0	149.0	150.0	-1.0	150.0
St Pius	7	11	12	11	9	11	5	13	14	12		105	105.0	100.0	102.5	100.0	2.5	113.5
St. Stephen	9	13	23	15	13	22	17	24	20	27		183	172.0	169.0	170.5	169.0	1.5	162.0
St Theresa	12	12	21	21	10	16	15	15	16	19		157	145.0	141.5	143.3	141.5	1.8	165.0

560	594	657	624	655	692	671	705	701	748	23	6630	6,150.5	6,146.5	6,148.5	6,146.5	2.0	6,313.5
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Projected	604	624	673	634	679	695	670	734	724	761	21	6,819
FTE Variance from projected	-44	-30	-16	-10	-24	-3	1	-29	-23	-13	2	-189
	FTE											
JKSK	-74.0	-36										
Gr 1-8	-117.0	-117										
Spec Ed	2	2										
	-189.0	-151.0										

	Gr 9	Gr 10	Gr 11	Gr 12	Revised ADE						
Assumption	348	372	361	433	1,514	1,503.25	1683.0	1,531.6	1,536.6	-5.0	1,508.5
Holy Trinity	263	224	261	306	1,054	1,050.25	1112.5	1,081.4	1,095.8	-14.4	1,074.3
St. John's	304	341	329	377	1,351	1,344.75	1425.8	1,383.5	1,402.4	-18.9	1,356.3
TOTAL Secondary					3,919	3,898.25	4,221.25	3,996.50	4,034.8	-38.3	3,939.0
TOTAL Board					10,549	10,048.8	10,367.8	10,145.0	10,181.3	-36.3	10,252.5

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: April 19, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

FINANCIAL REPORT AS OF FEBRUARY 2011

Public Session

BACKGROUND INFORMATION:

Attached is the Board Expenditure Report for the period ended February 28, 2011.

DEVELOPMENTS:

Generally, there are few significant variances to comment on at this time. With 49.8% of the total Budget spent, we are *on track*, as six months into the year, we would expect to have spent approximately 50.0% of the total budget.

Salaries are being monitored closely each month and the total Salary Expenditure, to date, is approximately 51% of budget, with current projection to year end \$300,000 in excess of budget. Administration has made the necessary changes to accommodate this variance.

With the transition to full Tangible Asset Reporting for Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are being reported as *Replacement Furniture and 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 inexpensive items and funding is received in the year to cover most of the cost.

Within Human Resources Fees and Contracts, Labour Relations costs, to date, are higher than expected. It should also be noted that membership contracts in various departments require payment of annual fees during the first part of the year, leaving these budget lines with little spending capacity for the remainder of the year.

Supplies & Services noted under School Renewal is spending specifically for School Renewal. To date, this amounts to \$259,646. Expenditures identified as New Pupil Places are interest payments of debenture debt. Principal payments are no longer included in the Operations Expenditure budget.

The Governance/Trustees department is 58.6% spent as annual Trustee fees are paid in the first part of the year.

RECOMMENDATION:

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

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING FEBRUARY 28, 2011

	Budget	Expenditures	% Spent
OPERATING INSTRUCTION			
SALARIES & WAGES	49,309,408.00	25,003,401.78	50.7
EMPLOYEE BENEFITS	5,626,498.00	2,557,678.79	45.5
STAFF DEVELOPMENT	218,127.57	73,662.73	33.8
SUPPLIES & SERVICES	1,932,464.23	804,454.30	41.6
REPLACEMENT F & E	256,840.32	117,194.20	45.6
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	361,924.00	218,381.26	60.3
OTHER	0	0	0
AMORTIZATION	662,397.00	325,147.00	49.1
Total INSTRUCTION	58,367,659.12	29,099,920.06	49.9
SPECIAL EDUCATION			
SALARIES & WAGES	10,620,368.00	5,555,106.99	52.3
EMPLOYEE BENEFITS	1,939,232.00	911,307.94	47
STAFF DEVELOPMENT	35,100.00	7,228.75	20.6
SUPPLIES & SERVICES	266,310.07	66,563.87	25
REPLACEMENT F & E	336,000.00	94,019.72	28
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	49,500.00	19,980.06	40.4
Total SPECIAL EDUCATION	13,246,510.07	6,654,207.33	50.2
SCHOOL MANAGEMENT/SCHOOL SERVICES			
SALARIES & WAGES	6,729,227.00	3,529,701.25	52.5
EMPLOYEE BENEFITS	1,007,718.00	457,906.67	45.4
STAFF DEVELOPMENT	48,900.00	8,375.28	17.1
SUPPLIES & SERVICES	396,886.20	186,530.13	47
REPLACEMENT F & E	68,348.91	7,910.00	11.6
RENTAL EXPENDITURE	34,000.00	0	0
FEES & CONTRACTUAL SERVICES	159,156.00	93,082.40	58.5
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,444,236.11	4,283,505.73	50.7
STUDENT SUPPORT SERVICES-GENERAL			
SALARIES & WAGES	567,375.00	274,600.96	48.4
EMPLOYEE BENEFITS	77,861.00	36,759.88	47.2
STAFF DEVELOPMENT	1,500.00	0	0
SUPPLIES & SERVICES	2,400.00	305.44	12.7
RENTAL EXPENDITURE	0	0	0
Total STUDENT SUPPORT SERVICES-GENERAL	649,136.00	311,666.28	48
COMP & OTH TECH STUDENT SUPP SERV			
SALARIES & WAGES	833,951.00	416,859.18	49.99
EMPLOYEE BENEFITS	189,612.00	82,466.41	43.49
STAFF DEVELOPMENT	15,000.00	385.7	2.6
SUPPLIES & SERVICES	78,100.00	23,640.81	30.3
REPLACEMENT F & E	5,000.00	857.12	17.1
FEES & CONTRACTUAL SERVICES	72,755.00	54,303.23	74.6
Total COMP & OTH TECH STUDENT SUPP SERV	1,194,418.00	578,512.45	48.43
LIBRARY SERVICES			
SALARIES & WAGES	832,759.00	482,387.97	57.9
EMPLOYEE BENEFITS	173,332.00	92,322.05	53.3
STAFF DEVELOPMENT	2,000.00	1,834.04	91.7
SUPPLIES & SERVICES	153,135.34	84,442.68	55.1
Total LIBRARY SERVICES	1,161,226.34	660,986.74	56.9

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING FEBRUARY 28, 2011

	Budget	Expenditures	% Spent
GUIDANCE SERVICES			
SALARIES & WAGES	931,885.00	458,599.36	49.2
EMPLOYEE BENEFITS	95,286.00	36,783.09	38.6
SUPPLIES & SERVICES	3,000.00	3,364.22	112.1
REPLACEMENT F & E	0	0	0
Total GUIDANCE SERVICES	1,030,171.00	498,746.67	48.4
TEACHER SUPPORT SERVICES			
SALARIES & WAGES	1,197,686.00	535,629.19	44.7
EMPLOYEE BENEFITS	141,102.00	51,974.66	36.8
STAFF DEVELOPMENT	18,000.00	6,921.16	38.5
SUPPLIES & SERVICES	99,800.00	63,638.91	63.8
REPLACEMENT F & E	0	0	0
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	13,300.00	34,829.42	261.9
OTHER	0	0	0
Total TEACHER SUPPORT SERVICES	1,469,888.00	692,993.34	47.2
GOVERNANCE/TRUSTEES			
SALARIES & WAGES	64,700.00	32,103.92	49.6
EMPLOYEE BENEFITS	2,588.00	654.67	25.3
STAFF DEVELOPMENT	23,000.00	10,819.69	47
SUPPLIES & SERVICES	22,300.00	13,236.15	59.4
REPLACEMENT F & E	8,000.00	406.46	5.1
FEES & CONTRACTUAL SERVICES	0	0	0
OTHER	59,250.00	48,104.60	81.2
Total GOVERNANCE/TRUSTEES	179,838.00	105,325.49	58.6
GENERAL ADMINISTRATION			
SALARIES & WAGES	1,373,152.00	681,399.22	49.6
EMPLOYEE BENEFITS	183,867.00	93,336.44	50.8
STAFF DEVELOPMENT	55,992.00	22,943.59	41
SUPPLIES & SERVICES	91,197.00	19,202.87	21.1
REPLACEMENT F & E	3,500.00	0	0
FEES & CONTRACTUAL SERVICES	168,030.00	129,246.01	76.9
OTHER	48,100.00	16,911.17	35.2
AMORTIZATION	50,846.00	31,474.50	61.9
Total GENERAL ADMINISTRATION	1,974,684.00	994,513.80	50.4
BUSINESS ADMINISTRATION			
SALARIES & WAGES	514,563.00	256,132.71	49.8
EMPLOYEE BENEFITS	113,316.00	50,879.58	44.9
STAFF DEVELOPMENT	7,000.00	904.48	12.9
SUPPLIES & SERVICES	54,500.00	19,794.75	36.3
REPLACEMENT F & E	15,000.00	3,219.63	21.5
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	221,855.00	86,056.08	38.8
OTHER	0	-253.37	0
Total BUSINESS ADMINISTRATION	926,234.00	416,733.86	45
HUMAN RESOURCES ADMINISTRATION			
SALARIES & WAGES	467,298.00	236,092.39	50.5
EMPLOYEE BENEFITS	77,278.00	44,079.27	57
STAFF DEVELOPMENT	6,200.00	2,731.68	44.1
SUPPLIES & SERVICES	22,500.00	13,394.21	59.5
FEES & CONTRACTUAL SERVICES	164,900.00	136,848.82	83
Total HUMAN RESOURCES ADMINISTRATION	738,176.00	433,146.37	58.7

BRANT HALDIMAND NORFOLK CDS BD
Monthly Board Report
FOR THE MONTH ENDING FEBRUARY 28, 2011

	Budget	Expenditures	% Spent
INFORMATION TECHNOLOGY ADMINIS.			
SALARIES & WAGES	40,190.00	24,723.34	61.52
EMPLOYEE BENEFITS	7,963.00	4,155.48	52.18
SUPPLIES & SERVICES	0	0	0
REPLACEMENT F & E	8,150.00	1,583.48	19.4
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	14,408.00	7,232.57	50.2
Total INFORMATION TECHNOLOGY ADMINIS.	70,711.00	37,694.87	53.31
SCHOOL OPERATIONS			
SALARIES & WAGES	3,832,617.00	1,932,739.16	50.4
EMPLOYEE BENEFITS	936,339.00	442,694.16	47.3
STAFF DEVELOPMENT	2,000.00	2,997.86	149.9
SUPPLIES & SERVICES	2,067,891.49	800,664.65	38.7
REPLACEMENT F & E	47,000.00	5,370.58	11.4
RENTAL EXPENDITURE	185,098.00	96,053.76	51.9
FEES & CONTRACTUAL SERVICES	730,000.00	280,075.80	38.4
AMORTIZATION	3,131,607.00	1,565,804.09	50
Total SCHOOL OPERATIONS	10,932,552.49	5,126,400.06	46.9
SCHOOL MAINTENANCE			
SALARIES & WAGES	722,318.00	340,126.41	47.1
EMPLOYEE BENEFITS	150,500.00	70,738.58	47
STAFF DEVELOPMENT	2,500.00	45.97	1.8
SUPPLIES & SERVICES	567,539.36	277,318.12	48.9
REPLACEMENT F & E	5,000.00	3,591.34	71.8
INTEREST ON LONG TERM DEBT	93,778.00	47,274.01	50.4
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	128,293.00	136,384.55	106.3
Total SCHOOL MAINTENANCE	1,669,928.36	875,478.98	52.4
SCHOOL RENEWAL			
SALARIES & WAGES	0	0	0
SUPPLIES & SERVICES	1,483,959.00	259,645.53	17.5
INTEREST ON LONG TERM DEBT	0	0	0
FEES & CONTRACTUAL SERVICES	0	0	0
Total SCHOOL RENEWAL	1,483,959.00	259,645.53	17.5
NEW PUPIL PLACES			
INTEREST ON LONG TERM DEBT	2,772,129.00	1,418,264.98	51.2
FEES & CONTRACTUAL SERVICES	0	0	0
Total NEW PUPIL PLACES	2,772,129.00	1,418,264.98	51.2
OP & MAINT/CAPITAL-NON INSTRUC			
SALARIES & WAGES	45,843.00	23,680.35	51.7
EMPLOYEE BENEFITS	11,802.00	5,679.32	48.1
STAFF DEVELOPMENT	0	0	0
SUPPLIES & SERVICES	123,165.00	54,171.95	44
REPLACEMENT F & E	2,000.00	907.6	45.4
INTEREST ON LONG TERM DEBT	49,122.00	24,762.58	50.4
RENTAL EXPENDITURE	50,500.00	14,874.79	29.5
FEES & CONTRACTUAL SERVICES	30,000.00	22,332.82	74.4
Total OP & MAINT/CAPITAL-NON INSTRUC	312,432.00	146,409.41	46.9
DIRECT CAPITAL & DEBT			
INTEREST ON LONG TERM DEBT	383,497.00	169,189.41	44.1
OTHER	146,395.00	0	0
Total DIRECT CAPITAL & DEBT	529,892.00	169,189.41	31.9

BRANT HALDIMAND NORFOLK CDS BD
 Monthly Board Report
 FOR THE MONTH ENDING FEBRUARY 28, 2011

	Budget	Expenditures	% Spent
TRANSPORTATION - GENERAL			
SALARIES & WAGES	107,929.00	58,340.71	54.1
EMPLOYEE BENEFITS	22,934.00	11,808.95	51.5
STAFF DEVELOPMENT	7,256.00	3,980.00	54.9
SUPPLIES & SERVICES	6,782.00	2761.76	40.7
REPLACEMENT F & E	0	0	0
FEES & CONTRACTUAL SERVICES	30,788.00	17,321.32	56.3
Total TRANSPORTATION - GENERAL	175,689.00	94,212.74	53.6
TRANSPORTATION - HOME TO SCHOOL			
FEES & CONTRACTUAL SERVICES	5,116,084.00	3,094,511.20	60.5
Total TRANSPORTATION - HOME TO SCHOOL	5,116,084.00	3,094,511.20	60.5
TRANSPORTATION-SCHOOL TO SCHOOL			
FEES & CONTRACTUAL SERVICES	61,700.00	31,264.32	50.7
Total TRANSPORTATION-SCHOOL TO SCHOOL	61,700.00	31,264.32	50.7
TRANSPORTATION - BOARD, LODGING...			
FEES & CONTRACTUAL SERVICES	5,000.00	3,000.00	60
Total TRANSPORTATION - BOARD, LODGING...	5,000.00	3,000.00	60
TRANSPORTATION - BLIND & DEAF			
FEES & CONTRACTUAL SERVICES	0	0	0
Total TRANSPORTATION - BLIND & DEAF	0	0	0
CONTINUING EDUCATION			
SALARIES & WAGES	0	0	0
EMPLOYEE BENEFITS	0	0	0
STAFF DEVELOPMENT	0	0	0
SUPPLIES & SERVICES	0	0	0
FEES & CONTRACTUAL SERVICES	0	0	0
Total CONTINUING EDUCATION	0	0	0
OTHER NON-OPERATING			
OTHER	0	0	0
TRANSFERS FROM RESERVES	0	0	0
Total OTHER NON-OPERATING	0	0	0
Total	112,512,253.49	55,986,329.62	49.8



**Special Education Advisory Committee Meeting
Wednesday, March 9, 2011 7:00 p.m.
Haldimand-Norfolk REACH, Townsend, Ontario**

Present: Terre Slaght, Theresa Westergaard-Hager, Paul Sanderson, Barb Mitchell, Dennis Blake, Bill Chopp

Absent: Zig Misiak, Catherine Daly, Cathy Pearson, Ashley Jakovljevic, Dianne Wdowczyk, Colleen Demarest, Lisa Stockmans, Nancy Smith

Guests: Karen Dickout - Haldimand-Norfolk REACH

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

Paul Sanderson welcomed committee members and guest to the meeting.

3. Community Agency Updates

Barb Mitchell, Haldimand-Norfolk REACH, provided a summary of departments and services. Questions and answers were addressed during and after the summary.

4. Approval of Minutes

Moved by: Dennis Blake

Seconded by: Teresa Westergaard-Hager

THAT the SEAC Committee approves the minutes from the February 9, 2011 meeting.

Carried

5. Approval of the Agenda

Moved by: Barb Mitchell

Seconded by: Dennis Blake

THAT the SEAC Committee approves the agenda for the March 9, 2011 meeting.

Carried

6. Correspondence - Nil

7. New Business – Presentation – Haldimand and Norfolk Community Service Plan 2010

Karen Dickout, from Haldimand-Norfolk REACH, presented the Haldimand and Norfolk Community Service Plan for 2010, including a visual representation of the plan.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

8. Reports

8.1. Principal of Program: Special Education

Terre Slaght informed the committee that she will arrange a presentation for the next meeting to overview the Board Improvement Plan and outline work completed to support students on IEPs.

8.2. Superintendent of Education

Bill Chopp presented some options for parent consultation.

The committee asked questions related to the budget, educational assistant staff and potential decreases.

Bill informed the committee that the Student Needs Framework document will be forwarded to them electronically.

10. Business for Next Meeting - Nil

11. Adjournment

Members were thanked for their attendance and the meeting was adjourned.

Next Meeting: Wednesday, April 13, 2011 at 7:00 pm, Sacred Heart School, Paris



**Accommodations Committee
Tuesday, March 22, 2011 – 4:30 p.m.
Haldimand Room, Catholic Education Centre**

Present: Dennis Blake, Cliff Casey, Dan Dignard (Chair), Wally Easton, Tom Grice, Bonnie McKinnon, Rick Petrella, June Szeman, Don Zelem

1. Opening Prayer

Dan Dignard opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Rick Petrella

THAT the Accommodations Committee approves the Agenda of March 22, 2011.

Carried

3. Approval of the Minutes

The Minutes were amended to clarify that the Capital Priority Projects are listed in priority sequence.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Accommodations Committee approves the Minutes of February 15, 2011 as amended.

Carried

4. Declaration of Conflict of Interest: Nil.

5. Business Arising from the Minutes: Nil.

6. Information Items:

6.1 Update: Accommodation Review – St. Mary School, Brantford

Wally Easton presented an overview of the schools in central Brantford and provided explanations for staff's recommendation to close St. Mary School, Brantford rather than other schools in central Brantford. The primary reasons why St. Mary School, Brantford was chosen were, in staff's opinion, the school's location and amenities. Trustees requested that additional information be provided regarding alternative options.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Accommodations Committee recommends the Committee of the Whole refers the Update: Accommodation Review – St. Mary School, Brantford report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



6.2 Construction of St. Basil Catholic Elementary School

Wally Easton provided an update on the school. The project is moving along well; however, earlier delays have caused the completion date to be revised from August 31, 2011 to November 25, 2011.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Accommodations Committee recommends the Committee of the Whole refers the Construction of St. Basil Catholic Elementary School report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6.3 Construction of the Addition to St. John's College

Tom Grice reported on the status of the construction of the addition at St. John's College. The project is progressing well; however, the schedule is tight due to the late start in construction. The contractor projects that the addition will be ready for occupancy on September 1, 2011, although some of the finishes may not be completed until after the addition opens.

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee recommends the Committee of the Whole refers the Construction of the Addition to St. John's College report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

7. Trustee Inquiries: Nil.

8. Move to In-Camera Session

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Accommodations Committee moves to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee approves the business of the In-Camera Session.

Carried

10. Adjournment

The meeting was adjourned at 6:15 p.m.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Regional Catholic Parent Involvement Committee Meeting
Monday, March 24, 2011 – 7:00pm
Catholic Education Centre – Board Room**

Present: Cliff Casey (Chair, Board of Trustees), Cathy Horgan (Director of Education), Trish Kings (Superintendent of Education), Bill Chopp (Superintendent of Education), Ken Spong (RCPIC Chair), Christine Farkas, Tracey Campbell, Teresa Hughes, Sue Norris, Caterina Mathios, Carolyn Sales, Elisabeth Kolenko, Mary Muir, Debbie O'Dwyer, Lisa Young, Terry McCurdy, Corrie Bradfield, Trish Rowland, Jo Skoblenick, Lesley Harvey, Charmaine Hanley, Karen Austin, Anne Evanoff, Sue Lentz, Renata Skoczen, Josy Erdelac

Regrets: Bonnie McKinnon (Trustee), Edith Heleniak (Executive Member, RCPIC)

1. Welcome

Ken Spong, Chairperson of the Regional Catholic Parent Involvement Committee, welcomed all Catholic School Advisory representatives, as well as Principals Anne Evanoff, Mary Muir, Jo Skoblenick and Charmaine Hanley.

2. Opening Prayer

The attendees participated in a prayer.

3. Introduction of Cathy Horgan, Director of Education

Ken Spong introduced Cathy Horgan, Director of Education.

4. Introduction of Lou Rocha, Project Manager, F.A.C.E. Project

Cathy Horgan introduced Lou Rocha, F.A.C.E. (Friends and Advocates for Catholic Education) Project Manager. Mr. Rocha gave an overview of the F.A.C.E. project and how it can assist with the preservation of Catholic education. Mr. Rocha extended an offer to present the F.A.C.E. project at a regional symposium.

5. Introduction of Trish Kings, Superintendent of Education

Ken Spong introduced Trish Kings, Superintendent of Education, who made a presentation on the 21st Century Teaching and Learning Pilot Project.

5.1. 21st Century Teaching and Learning Pilot Project

Trish Kings gave an overview of the 21st Century Teaching and Learning Pilot Project. The purpose of the presentation was two-fold:

- to assist parents in understanding the Board's vision for technology; and,
- to describe the pilot project in seven elementary schools that are currently organized in networks.



BRANT HALDIMAND NORFOLK Catholic District School Board

Minutes

Catholic Education Centre
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A description of the 21st Century Learner and the 21st Century classroom was also provided. The promise of technology in teaching and learning to support student, student achievement, and teacher capacity was also highlighted; for example:

- individual instruction
- immediate feedback
- motivation
- improved school climate, and,
- rich and relevant content.

The focus for the pilot schools is on primary reading and writing. Teachers are involved in comprehensive training and professional development sessions over the course of the year. The project will be evaluated at the end of June and future plans determined.

6. Introduction of Bill Chopp, Superintendent of Education

Ken Spong introduced Bill Chopp, Superintendent of Education, to the attendees.

6.1. Policy Vetting

6.1.1. Regional Catholic Parent Involvement Committee

Bill Chopp gave an overview of the draft revised Regional Catholic Parent Involvement Committee policy and advised that the policy will be sent out for vetting in the future.

6.1.2. Catholic School Advisory Council

Bill Chopp informed attendees that the draft revised Catholic School Advisory Council policy will be distributed in the future for vetting.

7. BHNCDSB Regional Catholic Parent Involvement Committee Newsletter Issue 1

Ken Spong distributed copies of the first Regional Catholic Parent Involvement Committee Newsletter to attendees.

8. Closing Remarks/Adjournment

Ken Spong thanked everyone for attending and adjourned the meeting.

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: April 19, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

EDUCATION FUNDING FOR 2011-12

Public Session

BACKGROUND INFORMATION:

On March 31, 2011, the Minister of Education released information regarding Grants for Student Needs (GSN) for 2011-12. Total education funding for next year will increase by \$770 million, or 3.8%, to \$21.0 billion. Much of the increase has been previously announced as part of the Provincial Discussion Table (PDT) salary framework. The increase in salary benchmarks alone account for \$485 million. Other increases resulting in increased staff costs include additional preparation time for elementary teachers, increased teachers to reduce junior/intermediate class size, additional teachers for secondary programs and increased hours for educational assistants. There is also a 2% increase for utility costs and a 2% increase for transportation; however, the government will also decrease transportation grants by 1% for anticipated efficiencies.

DEVELOPMENTS:

A number of announcements that directly affect the Brant Haldimand Norfolk Catholic District School Board include:

Provincial Discussion Table Impacts

- Increased preparation time for elementary teachers of ten minutes per week will require approximately two additional teachers.
- Funding for 0.7 teachers to reduce class size for Grade 4 to Grade 8.
- Funding for 1.2 additional secondary teachers.
- Increased Professional Learning for elementary teachers of approximately \$147,000 will be partially offset by a reduction in general professional development funding of \$50,000.
- Increased funding for educational assistants will increase hours, which will be used to assist with supervision.
- The PDT provides for a 3% increase in salaries and benefits for staff who bargain collectively.

Other impacts of the 2011-12 grants are:

- Some additional funding for community use of schools.
- A new School Condition Grant amount of \$1.055 million.
- Capital funding of \$600 million provincially over the next three years.
- Classroom computer funding will be reduced by approximately \$125,000.
- The Director and Supervisory Officer grants will be decreased by 1.54%.
- Reduction in compensation for non-union staff of approximately \$69,000.
- Reduction in supervision grant of approximately \$41,000.
- No increase for supplies and services.

- The Learning Opportunities Grant is based largely on socio-economic factors determined through the Statistics Canada census. The Ministry has updated its information based on the 2006 census and this will result in a small decrease.

As in previous years, funding for specific initiatives will be announced at a later time.

Also, the Ministry of Finance has mandated that boards *Executive Office* costs be reduced by 10% over two years. We are awaiting clarification of this requirement from the Ministry of Education.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Education Funding 2011-12 report.

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: Tuesday, April 19, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STRATEGIC PLAN UPDATE: CATHOLICITY
Public Session

BACKGROUND INFORMATION:

The Board's Strategic Plan was approved in principle in June, 2009. In the fall of 2010, the action plans for the Strategic Commitments were received by the Board. At that time it was determined that bi-annual monitoring reports would be provided to the Board.

DEVELOPMENTS:

Please find attached the monitoring report on the Catholicity Strategic Commitment.

RECOMMENDATION:

THAT the Committee of the Whole refers the monitoring report on the Strategic Commitment: Catholicity to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Catholicity: *We want to contribute meaningfully to the strength of our Catholic faith in our schools*

- Support and develop the faith dimension of staff and students in all our interactions, daily practice and behaviour modeling
- Build stronger partnerships with Catholic priests and parishes and stronger communities of schools within each parish
- Foster programs that inspire challenge and motivate students to strengthen their concept of social justice and all faith practices

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
100% of our elementary schools will establish specific targets for improving the Catholic Culture of the school.	<p>Using the tool “Because we Believe: Our Catholic Faith Comes Alive”, our Religion and Family Life Consultant, will train the principals and faith ambassadors on the self-review process in the fall.</p> <p>Establish a timetable for the reviews and link them to the District School Improvement Reviews.</p> <p>Each school will target two areas of the self-assessment in the Community Culture and Caring section of their school improvement plans. Specific indicators will be reflected in the work of the school.</p>	<p>100% of School Improvement Plans will track the selection of the targets and their progress.</p> <p>Annually School Superintendents will review the implementation of the School Improvement Plan and the results.</p>	<p>Nov 2010</p> <p>May 2011</p>	<p>School Superintendent, Principals, Religion and Family Life Consultant</p> <p>Principal School Superintendent</p>	Teams at each school have been established to complete the self assessment instrument by the end of June, with a view to inclusion in next year’s School Improvement Plan.
Develop strong communication links between the school and parish community.	<p>Communication of information will be reciprocal between school and parish, and vice versa, using the following tools:</p> <ul style="list-style-type: none"> • websites: school and parish • email groupings • establish bulletin boards • school/parish newsletters 	Both parishes and schools will provide evidence (various examples) of communication for parents regarding school and parish activities.	May 2012	<p>Principals</p> <p>Parish Liaison on School Councils</p> <p>Manager of Communications</p>	• “Our parish” link on front page of every elementary school website

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>100% of staff will be introduced to a spiritual theme for the next two years:</p> <p>Year one: <i>Because we believe our Catholic faith comes alive in our hearts.</i></p> <p>Year two: <i>Because we believe our Catholic faith comes alive in our school.</i></p> <p>Year three: <i>Because we believe our Catholic faith comes alive in our community.</i></p>	<p>An opening faith day will introduce the theme.</p> <p>Various publications will be completed by the communication officer to publicize the themes: banners, bookmarks, and posters. The theme will be featured on the website.</p> <p>Materials will be distributed by the Religion and Family Life consultant for classrooms and whole school activities.</p> <p>Elementary Curriculum committee will develop resources linking the board theme and the liturgical calendar and classroom activities.</p>	<p>A survey will be developed by the director's office to ensure parents, students and staff are engaged in the theme.</p> <p>Through supervision and report back on the School Improvement Plan principals will demonstrate that local school activities have been designed to animate the theme during the year.</p>	<p>Ongoing for the next two years</p>	<p>Religion and Family Life Consultant</p> <p>Director Communications Officer</p> <p>Religion and Family Life Consultant</p> <p>Principals</p> <p>School Superintendent</p>	<ul style="list-style-type: none"> · "Theme" info sent to parishes · Parish priests invited to system-wide Faith Day (Years 1 & 2) · Schools have used materials developed by Joyce Young, Religion & Family Life Consultant
<p>Develop the faith dimension of administrators and teachers so they have the knowledge and skills to work effectively within the schools and parishes.</p>	<p>Conduct a needs assessment among staff to inform the learning goals of a professional development program.</p> <p>Implement a professional development and retreat program.</p>	<p>All administrators and teachers are engaged in a professional program that develops their knowledge and skills to work within our schools and parishes.</p>	<p>May 2012</p>	<p>Religion and Family Life Consultant</p> <p>Principals</p> <p>School Superintendent</p>	<ul style="list-style-type: none"> · Survey Monkey needs assessment surveys for teachers and administrators were initiated in April, 2011.

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

Prepared by: Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: April 19, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

CATHOLIC EDUCATION WEEK 2011

Public Session

BACKGROUND INFORMATION:

Catholic Education Week takes place from May 1 – May 6, 2011. During this week, our Catholic community celebrates the unique and distinctive contribution that Catholic schools make to our students, our community, and our province. Catholic Education Week is a welcome opportunity to celebrate the mission of our Catholic schools as they strive to integrate the Gospel values of Jesus Christ in every aspect of the school's life and curriculum.

This year's theme is: "Catholic Education: Celebrating the Spirit". The scriptural text comes from St. Paul's letter to the Romans: "All who are led by the Spirit of God are children of God." Five sub-themes, one for each of the five days of Catholic Education Week 2011, help students to understand the rich meaning of this year's theme:

- Day 1 – The Spirit of Hospitality
- Day 2 – The Spirit of Understanding
- Day 3 – The Spirit of Wisdom
- Day 4 – The Spirit of Justice
- Day 5 – The Spirit of Gratitude

Catholic Education Week 2011 begins on a Sunday to highlight the partnership that remains the foundation of Catholic education. We particularly want to underline the relationship of Catholic schools with the broader Church community, especially with the parishes that remain the centre of our worshipping faith community.

Throughout Catholic Education Week, school communities are asked to reflect on the significance of Catholic education's presence and contribution in our Church and in our society. All members of our community, especially our parents, are invited to participate in the celebrations and activities that will mark the celebration of Catholic Education Week 2011 within our schools.

DEVELOPMENTS:

The Ontario Catholic School Trustees' Association provides a school resource kit to assist schools in planning special activities and prayer celebrations based on the daily themes. Each school, in its own unique way, will utilize the resource kit and plan its activities. A listing of these activities is posted on the Board's website and is provided to Trustees and the local media.

In addition, a "Celebration of the Arts" will take place on Tuesday, May 3 incorporating the theme, "Celebrating the Spirit", which will be preceded by a Board Art Exhibit from April 27-29, 2011 at Glenhyrst Art Gallery in Brantford, Old Town Hall in Waterford, and Haldimand Museum in Cayuga.

As a Catholic community, our schools will have the opportunity to open their doors to God's Spirit in a special way and to celebrate how the Spirit is renewing the face of our schools.

RECOMMENDATION:

THAT the Committee of the Whole refers the Catholic Education Week 2011 report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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: April 19, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

TECHNOLOGICAL PATHWAYS PLAN

Public Session

BACKGROUND INFORMATION:

A combination of declining enrolment and a need to re-vitalize the promotion of program pathways for elementary students heading to secondary schools has led to the proposal of a new course of action to meet the needs of our students. Currently, the Design and Technology/Family Studies program costs the Board approximately a half-million dollars in salary, benefits, materials, equipment and transportation. Currently, the Board pays for the delivery of technology curriculum twice per student. Both the classroom teacher and the technology teacher deliver the curriculum. Each student receives ten days of instruction in Design and Technology/Family Studies. The Grades 7 & 8 Design and Technology/Family Studies program does not receive dedicated grants from the government and is currently funded by using funds from the general grants for students.

DEVELOPMENTS:

The economic climate for the Board and for the province continues to evolve. As an example, between 2004 and 2011, the Board has seen a reduction of over 1,000 elementary students. This reduction in students translates to over 14 million dollars in fewer grants generated by enrolment. At the same time, the Board has committed to funding future-focused programs, such as the 21st Century Learning initiative, and is committed to a strong vision of the future as it relates to promoting effective program pathways for students and offering a strong technological education program from K-12. Senior administration is endorsing a vision of the future that is consistent with the provincial strategy on science and technology that supports the three goals of the Ontario Curriculum in Science and Technology:

- ü Relate science and technology to society and the environment
- ü Develop the skills, strategies, and habits of mind required for scientific inquiry and develop technological problem solving
- ü Understand the basic concepts of science and technology

We are also endorsing a program that supports post elementary pathways to technology programs, apprenticeships, and technology-based post secondary destinations.

Senior administration is proposing a plan to re-invigorate current program pathway initiatives and support the Grades 7 & 8 Science and Technology Curriculum. Senior administration is also recommending the closing of the Design and Technology/Family Studies Program currently offered to Grades 7 & 8 students.

PROGRAM ENHANCEMENTS
Grade 8 Technology Olympics – Semester One Exam Week at Secondary Schools (Straight Grade 8 Classes and Blended 7/8 Classes)
Grade 7 Technology Olympics – Semester Two Exam Week (or alternative time) at Secondary Schools (Straight Grade 7 Classes and Blended 6/7 Classes)
VEX/LEGO Robotics Teacher Training and Competition Intermediate Division Teachers Trained in Groups (according to established networks) twice during the school year.
Reach Ahead Technology Program – Continuing Education School After school program/summer school for students to reach ahead for secondary school technology credits.
CONTINUING PROGRAMS
Skills Canada Competitions
Pathways Information Night
Pathways to Work Exposition
Career Fairs
Career Cruising Program for Classroom Teachers
Student Success Teacher and Guidance Counsellor visits to Grade 8 Classrooms

The new technology pathways plan will save the Board approximately a half-million dollars annually. New programs will be funded from current pathways and student success budgets. The reach ahead programs (continuing education) will generate self-sustaining revenue.

RECOMMENDATION:

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

MINUTES AND RECOMMENDATIONS

POLICY COMMITTEE

March 30, 2011

AGENDA ITEM	MOTION
4.3	THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Field Trips and Excursions Policy 500.05 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.4	THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteer and Trip Drivers Policy 200.21 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes from the March 30, 2011 Policy Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of March 30, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee
Wednesday, March 30, 2011
Trustees' Meeting Room**

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

Absent:

1. Call to Order

1.1 Opening Prayer

The meeting opened with a prayer led by Dennis Blake.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Policy Committee approves the agenda for the March 30, 2011 meeting.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Policy Committee Meeting of October 13, 2010

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the November 16, 2010 meeting.

Carried

2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 2010-11 Policy Review Schedule

Director Horgan reviewed the 2010-11 Policy Review Schedule as of March, 2011. It was requested that Inclement Weather/staff snow days/zones, as well as the reporting of trustee expenses, be added to the next agenda as items for discussion.



4.2 Policy Development - Discussion

Director Horgan initiated a discussion regarding the process of policy development and what makes a good policy. A brief review of excerpts taken from the OCSTA *Good Governance* document including *School Board Policies and Liabilities*, as well as *Policy Making* was done. It was requested that staff investigate a possible inservice for trustees on policy development and to also determine when the subject OESC module will be ready.

Policy Committee meeting dates were established for the remainder of the school year (all at 7:00 pm), as follows:

April 20, 2011 May 5, 2011 June 7, 2011

4.3 Educational Field Trips & Excursions 500.05 (Revised)

Superintendent Chris Roehrig reviewed details of the revised Educational Field Trips & Excursions Policy 500.05 which aims to accommodate recent legislative changes, simplify the administrative procedure, and protect instructional time. Some points raised included:

- two days are being encouraged to be applied consistently
- limit of one overnight trip per class per school year
- trustees will continue to approve international travel

These changes will be made to the policy.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Educational Field Trips & Excursions Policy 500.05 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

4.4 Volunteer and Trip Drivers 200.21 (Revised)

Superintendent Chris Roehrig presented the revised Volunteer and Trip Drivers Policy 200.21. Although the revision does not contain any significant change to the substance of the policy, information has been reorganized and consolidated, an administrative procedure developed, and overlap between the Educational Field Trip and Volunteer and Trip Drivers policies eliminated. A request was made to investigate if providing proof of insurance is a requirement and whether or not it should be included in the policy.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteer and Trip Drivers Policy 200.21 (revised) to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



5. Adjournment

Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Policy Committee adjourns the meeting of March 30, 2011

Carried



Policy: Educational Field Trips and Excursions

		Policy Number:	500.01
Adopted:	March 30, 2004	Former Policy Number:	n/a
Revised:		Policy Category:	Educational Programs
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that well organized educational field trips are of significant value to the participants. Educational field trips are to be consistent with the school board's mission, Catholic graduate and curriculum expectations as outlined in the Ontario Curriculum documents.

Policy Statement:

Educational field trips and excursions will be expected to:

1. Provide a safe and enriching learning opportunity for our students.
2. Enhance the spiritual, academic, cultural, social, or athletic components of the curriculum.
3. Provide a proportional educational value in relation to the time spent travelling, the time spent on the activity, and the cost to each student.
4. Provide evidence of adequate preparation and follow-up.
5. Be accessible to all eligible students regardless of special need or ability to pay.
6. Include adequate supervision under the direction of a teacher or employee of the Board and comply with educational health and safety standards.
7. Address the programmes of those students who are not involved in the proposed activity to ensure that they will not be affected adversely.

Glossary of Key Policy Terms:

Educational Field Trip

An Educational Field Trip is any event or programme which, for educational purposes, has students leaving school property. An Educational Excursion is any event or programme which, for co-curricular purposes, has students leaving school property. Use of this term will not include student exchanges, co-op education, credit/non-credit courses outside of school and outside the regular school day.

References: N/A

EDUCATIONAL FIELD TRIPS AND EXCURSIONS

AP 500.01

Procedure for: Board Staff	Adopted: March 30, 2004
Submitted by: Chris N. Roehrig (Superintendent of Education)	Revised:
Category: Educational Programs	

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding educational field trips and excursions.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, teachers, the Director of Education and superintendents of education.

Procedures

1.0 General Terms

All educational field trips/excursions shall be organized by a teacher or a principal-designated employee. All educational field trips/excursions shall be a valid extension of the existing school program. The trip organizer shall submit the *Application for Approval to Take Students on an Educational Field Trip* to the school principal for consideration of approval in advance of the trip (Appendix A). Each application shall be completed in full (including all necessary attachments) and shall be subject to terms listed in the *Educational Field Trip and Educational Excursion Approval Matrix* (Appendix B). Schools or organizers are prohibited from raising funds, promoting trips or informing stakeholders about the trip before necessary approvals are in place.

2.0 Educational Field Trips

Educational field trips shall be directly connected to the curriculum expectations of the subject or course. The maximum amount of instructional time permitted to be used per field trip is two days. Educational field trips shall include pre-trip and post-trip activities. A copy of these activities (including assessment/evaluation) shall be submitted to the principal with the application. For an educational field trip to be of substantial value all students in the related class or course should attend the event. The Board encourages travel within Canada for all educational field trips.

3.0 Educational Excursions (e.g. Athletics, Campus Ministry, and Clubs)

Educational excursions shall be a valid extension of the existing school co-curricular program. The maximum amount of instructional time permitted to be used per excursion is two days. The Board encourages travel within Canada for all educational excursions.

4.0 Extended International Excursions (Secondary Schools)

Tourism-Based Excursions	Catholic Social Teaching Trips
Tourism-Based Excursions shall be a valid extension of existing secondary school programs. No instructional time is permitted to be lost as result of an approved tourism-based excursion. Board staff shall not act as agents or advertise for trips at school or during the school day that are not approved. The Board encourages travel within Canada for all educational excursions.	Mission trips that exemplify the tenets of Catholic Social Teaching should be conducted in Canada. Whenever possible, the organization of the mission work should be coordinated with Catholic agencies. The maximum number of instructional days to be lost for a mission trip is two.

Application may be made for a special exemption to the international travel restrictions notes in these procedures. Application for the exemption shall include a detailed explanation as to why a similar trip could not be conducted in Canada and shall be made to the Director of Education or designate. For out-of-country destinations, the trip organizer shall research whether there are any travel warnings posted on the Federal Government's Foreign Affairs and International Trade website.⁵ Destinations with travel warnings of level three or higher shall not be approved. Trip organizers shall ensure that all participants have adequate health/accident insurance for international travel. Requests for international travel shall be submitted at least four months prior to the event but not longer than one year in advance. All applications for international trips shall be subject to the approval of the Board of Trustees.

Travel Industry Act Compliance - The Travel Industry Act provides limits on who may act as a travel agent. Trip organizers shall use Travel Industry Council of Ontario (TICO) certified travel agencies for all trips that are multi-day, require coach transportation and involve overnight accommodations.¹

Risk Management - Educational field trip/excursions that are considered to be a high risk will not be approved. A comprehensive list of high risk activities are listed on the Ontario School Board Insurance Exchange (OSBIE) website.² Educational excursions to water parks and to programs involving water-based activities for elementary school students are prohibited.

Supervision – The safety of students and staff on an educational field trip/excursion/excursion is of the utmost importance. A sufficient number of adult supervisors must be provided. Supervision guidelines for principals and teachers are available at the Ontario Physical and Health Education Association (OPHEA) website as they relate to athletics and recreational activities.³

The following supervision ratios are the minimum for educational field trip/excursions:

Kindergarten	1:6	Primary	1:10	Junior	1:15
Intermediate	1:20	Senior	1:25		

Principals shall give careful consideration to any special needs students when trips are planned. Additional supervisors may be warranted depending on the nature of the trip, the composition of the class and the distance/duration of the trip. For all overnight trips in which both genders are involved, adult supervisors of both genders shall be present. At least one of those supervisors shall be a teacher from the school. Trip chaperones are responsible for the supervision of students for the entire duration of the educational field trip/excursion (including overnight).

Two lists of all students and supervisors participating in an educational field trip/excursion shall be compiled prior to the event. One list shall be available in the school office and the other shall be in the possession of the trip organizer (supervisor). The list shall include appropriate student identification such as: the student name, address, phone number, emergency contact person (phone number) and their Health Card number. The trip organizer shall follow the Board's policies related to the administration of medication to students and the protection of anaphylactic pupils.⁴ When more than one bus is used, each person in charge of a bus shall have an attendance list as well as a copy of the appropriate medical/ health and emergency information for all students.

Informed Parent/Guardian Consent – No student shall participate in an educational field trip/excursion unless their parent/guardian has signed a permission/consent form (Appendix C). If the student is 18 years of age or older, the student shall be required to a release and indemnification form (Appendix D).⁶

Student Behaviour - The wearing of school uniforms and the strict enforcement of school-based codes of conduct (including dress codes) help to ensure that our schools are viewed in a favourable fashion by the broader community. The same expectations for student behaviour apply to educational field trips/excursions as do a regular school day. The trip organizer and the principal shall ensure that a procedure is in place in the case a student needs to be sent home during an educational field trip/excursion.

Transportation – The safest means of transporting students is by school bus.² Trip organizers are encouraged to use school buses to transport students. Trip organizers and students shall follow the Board policy on student transportation when using buses.⁴ Trip organizers shall consult with the approved vendor list when procuring bus services. The vendor list is maintained by the transportation consortium (<http://www.stsbhn.ca/>). From time to time it may be necessary to use alternative transportation such as private vehicles to transport students. Board employees and trip supervisors shall follow the Board policy on the use of volunteer drivers.⁴ Students are not to travel individually to or from an educational field trip/excursion unless it is approved by the school principal and the parent/guardian. Should a trip organizer choose to rent a vehicle to transport students and staff they shall rent the vehicle in the name of the school board and the optional insurance coverage shall be purchased. Depending on the vehicle capacity, special driver licenses and specific aspects of the Highway Traffic Act will apply.

Volunteers and Volunteer/Trip Drivers - All use of volunteers and volunteer drivers shall be consistent with Board policy.⁴

Emergencies – For all locations that are visited by students and staff – the trip supervisor shall review evacuation and emergency procedures. This may be done at a pre-trip meeting. All injuries and/or accidents that occur on an educational field trip/excursion shall be reported to the school principal. In the event of a serious injury (an injury requiring medical treatment) or fatality, the incident shall be reported to the school superintendent by the school principal. If a student is ill and/or injured, he or she should not be sent home unaccompanied. Arrangements shall be made with the parents/guardians to secure support for the student. The trip organizer shall follow the reporting requirements of OSBIE and the Workplace Safety Insurance Board (WSIB) in the case of an accident or injury.²

Students that Remain at School - The trip organizer and the school principal shall make adequate provision for appropriate school work and supervision for those students that remain at school while their classmates attend an educational field trip/excursion.

Sunday Eucharist - Where an educational field trip/excursion includes a Sunday, the *Application for Approval to Take Students on an Educational Field* shall include provisions for all participants to attend Mass.

Funding - Every reasonable attempt shall be made to ensure that no student is prevented from participating in any educational field trip/excursion through an inability to pay. Any fund-raising for educational field trip/excursions/excursions shall be consistent with Board policy.⁴

Cancellations – Any educational field trip/excursion/excursion may be cancelled at any time at the discretion of the Principal, Superintendent or the Director of Education. The Board will not provide compensation for any financial losses assumed by students, parents/guardians or staff.

References

1. <http://www.tico.ca/>
2. <http://www.osbie.on.ca>
3. <http://ophea.net/>
4. <http://www.bhncdsb.ca/>
5. <http://www.voyage.gc.ca>
6. <http://bhnresource.bhncdsb.ca>



APPENDIX A - APPLICATION FOR APPROVAL TO TAKE STUDENTS ON AN EDUCATIONAL FIELD TRIP/EXCURSION

APPLICATION SECTION

School:		Date of Application:	
Teacher Organizer:			
Grade(s) or Course(s):		Total Number of Students in the Course or Class:	
Total Number of Students Attending the Field Trip/Excursion:		Males:	Females:
Field Trip/Excursion Destination(s):			
Date of Field Trip/Excursion:			
Departure Time:		Return Time:	
Means of Transportation:			
Curriculum Expectations: <small>(Attach all related assessment and evaluation activities as well as details of pre-trip and post-trip activities)</small>		CONFIDENTIAL	
Considerations for Students with Special Needs <small>(program modifications, additional supervision, accessibility issues and transportation issues)</small>			
Rationale for the Field Trip/Excursion:			
Name(s) of Teacher Supervisors:			
Name(s) of Volunteer Supervisors:			
Name(s) of Staff Supervisors:			
Total Cost <small>(indicate transportation, accommodation, food, admission and supervision costs by attaching a detailed summary):</small>			
Total Revenue <small>(indicate the revenue sources and the amounts e.g. school funds, fund raising, parents, students, donations etc by attaching a detailed summary):</small>			
Attachments:			
<ul style="list-style-type: none"> ○ Proposed Itinerary ○ Letters to Parents/Guardians ○ Dates of Parent Information Sessions 		<ul style="list-style-type: none"> ○ Detailed Budget ○ Safety Certificates of Supervisors (where applicable) 	
<input type="checkbox"/>	I have read and understand the Educational Field Trip Policy and the corresponding Administrative Procedures.		

Signature of Teacher

Organizer: _____

Date: _____



APPENDIX A - APPLICATION FOR APPROVAL TO TAKE STUDENTS ON AN EDUCATIONAL FIELD TRIP/EXCURSION

APPROVAL SECTION

<input type="checkbox"/>	Application approved by Principal.	<input type="checkbox"/>	Application denied by Principal
Principal Comments:			
Signature of Principal:			Date:
<input type="checkbox"/>	Application approved by Superintendent.	<input type="checkbox"/>	Application denied by Superintendent.
Signature of Superintendent:			Date:
Signature of Director of Education:			Date:
<input type="checkbox"/>	Application approved by the Director.	<input type="checkbox"/>	Application denied by the Director.

CONFIDENTIAL



APPENDIX B

EDUCATIONAL FIELD TRIP AND EDUCATIONAL EXCURSION APPROVAL MATRIX

Category	Time Restrictions	Participants	Parent/ Guardian Communication Requirements	Approval Process
Day Educational Field Trip	During the instructional day.	Students in a specific class.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal.
Extended Day Educational Field Trip	Beyond the instructional day but not overnight.	Students in specific classes in Grade 4 or higher (Grade 3/4 is the exception).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two weeks</u> prior to the event.	The application shall be submitted to the school Principal at least <u>three weeks</u> prior to the event. The application is subject to the approval of the Principal. The approved field trip shall be forwarded to the local school council and to the school Superintendent for information only.
Overnight Educational Field Trip	Up to three nights using up to two instructional days. Limited to one per class per school/year/ semester.	Students in specific classes - Grade 6 or higher (Grade 5/6 is also included).	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>one month</u> prior to the event.	The application shall be submitted at least <u>six weeks</u> prior to the event. The application is subject to approval from the Principal and the school Superintendent. The approved field trip shall be forwarded to the local school council and to the Board for information only.
Overnight Educational Excursions	Up to three nights using up to two instructional days.	Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least <u>two weeks</u> prior to the event.	Application shall be submitted at least <u>three months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent. The approved field trip shall be forwarded to the local school council and to the Board for information only.*
Extended Overnight Educational Field Trip	Four or more nights – using up to two instructional days.	Students in specific classes – Grade 9 or higher.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>two months</u> prior to the event.	Application to be submitted at least <u>four months</u> prior to the event. The application is subject to the approval of the Principal, the school Superintendent and the Director of Education. The approved field trips shall be forwarded to the local school council and to the Board for information only.*
Educational Excursions		Secondary school teams and clubs (e.g. Campus Ministry).	Parent meeting to be held at least one month prior to the event.	
Extended International Excursions	More than one night – no instructional days.	Secondary schools students on Tourism-Based Excursions or Trips Dedicated to Catholic Social Teaching.	Details about the trip and appropriate forms shall be given to parents/ guardians at least <u>three months</u> prior to the event. Parent meeting to be held at least one month prior to the event.	Application to be submitted at least <u>four months</u> prior to the event but no more than one year prior. The application is subject to the approval of the Principal, the school Superintendent, the Director of Education and the Board of Trustees. The approved field trips shall be forwarded to the local school council for information only.

* Any international field trip or excursion shall require the approval of the Board of Trustees.



**APPENDIX - C
PARENT CONSENT FORM FOR EDUCATIONAL FIELD TRIPS/EXCURSIONS
(Students Under 18 years)**

_____ of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

_____ (description of activity, location, dates and mode of transportation)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all time while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

We have read the above. We understand that in participating in the _____ activity, we are assuming the risks associated with doing so.

Signature of Student: _____ Date: _____
(Optional depending upon age)

Signature of Parent/Guardian: _____ Date: _____

PERMISSION

I give _____ permission to participate in the _____ to be held on or about _____.

Signature of Parent/Guardian: _____ Date: _____

NOTE TO PARENT(S): PLEASE RETURN THIS FORM IN ITS ENTIRETY

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE AND BY A PARENT OR GUARDIAN OF A PARTICIPATING STUDENT.



APPENDIX - D

**RELEASE AND INDEMNIFICATION FORM FOR
EDUCATIONAL FIELD TRIPS/EXCURSIONS
(Students 18 years and over)**

_____, of the Brant Haldimand Norfolk Catholic District School Board is arranging
(Name of School Program)

(description of activity, location, dates and mode of transportation)

ELEMENTS OF RISK

Educational activity programs, such as _____, which is being offered, involve certain elements of risk. Accidents may occur while participating in these activities. These accidents may cause injury. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all time while engaged in the activity.

If you choose to participate in _____ on _____, you must understand that you will bear responsibility for any accident that might occur.

The Brant Haldimand Norfolk Catholic District School Board does not provide any accidental death, disability, dismemberment, dental or medical expenses insurance on behalf of the students participating in this activity.

The Brant Haldimand Norfolk Catholic District School Board strongly advises that all students participate in the STUDENT ACCIDENT INSURANCE PLAN offered by the Reliable Life Insurance Company which covers participants for all accidents, 24 hours per day, every day during the full policy term.

ACKNOWLEDGMENT

I, _____ understand and accept the above and provide the Brant Haldimand Norfolk Catholic District School Board with the following waiver of liability and indemnification agreement.

RELEASE AND INDEMNIFICATION AGREEMENT

I, _____, hereby release the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from any and all liability for any injury sustained by me, regardless of how caused, resulting from my participation in the _____ arranged through the Brant Haldimand Norfolk Catholic District School Board on or about _____.

I further agree to indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board and its staff and agents from and against any and all suits, demands, torts, and actions of any kind which may be brought against its staff or agents for which it/they may become liable by reason of any injury, loss, damage, or death resulting from, or occasioned to, or suffered by any person or any property, by reason of any act, neglect or default of mine.

Signature of Student: _____ Date: _____

RETURN THIS FORM IN ITS ENTIRETY

THIS FORM MUST BE READ AND SIGNED BY EVERY STUDENT WHO WISHES TO PARTICIPATE.



Policy: Volunteer and Trip Drivers

		Policy Number:	200.21
Adopted:	September 24, 2002	Former Policy Number:	n/a
Revised:		Policy Category:	Students
Subsequent Review Dates:	TBD	Pages:	1

Belief Statement:

The safest means of transporting students is by school bus. Whenever possible, trip organizers are encouraged to use school buses to transport students. The Brant Haldimand Norfolk Catholic District School Board recognizes that in a certain circumstance, it may be necessary for volunteer drivers to be used in the transportation of students for school-approved activities.

Policy Statement:

In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

All trip drivers, including volunteer drivers shall:

- ü Have adequate liability insurance coverage
- ü Have a valid driver's license
- ü Have a driving record that is free from violations
- ü Be 21 years of age or older.

Students are not authorized to act as trip drivers.

Glossary of Key Policy Terms:

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to: trustees, employees, teachers, parents, volunteers, officials of the Board.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee that volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References: N/A



**VOLUNTEER AND TRIP DRIVERS
AP: 200.21**

Procedure for:	Board Staff	Adopted:	September 24, 2002
Submitted by:	Chris N. Roehrig (Superintendent of Education)	Revised:	Month Day, Year
Category:	Students		

Purpose

The purpose of this Administrative Procedure is to provide direction to Board Staff and Schools regarding the use of volunteer and trip drivers.

Responsibilities

All Board staff shall follow this administrative procedure. Specific direction is provided for principals, volunteers, and teachers.

Procedures

- 1.0 All trip drivers, including volunteer drivers shall complete the *Volunteer Driver Authorization to Transport Students* (Appendix A) and seek approval from the school principal before transporting students.
- 2.0 All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:
 - Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
 - Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
 - Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
 - Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
 - Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)
- 3.0 In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

Definitions

Trip Driver

Any person authorized by the Board who has agreed to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile. This includes, but is not limited to: trustees, employees, teachers, parents, volunteers, officials of the Board.

Volunteer Driver

A trip driver that is not an employee of the Board or a trustee that volunteers to carry students or staff to a trip/excursion while they are driving their own or another licensed automobile.

References – N/A



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

**VOLUNTEER DRIVER AUTHORIZATION TO
TRANSPORT STUDENTS**

School Name: _____ Date: _____

This will authorize

(Name of teacher or other volunteer driver)

To transport students participating in the events listed on the attached school schedule or to transport students participating in the following school activity:

VEHICLE INFORMATION: MAKE: _____ YEAR: _____ LICENSE PLATE#: _____

INSURANCE INFORMATION: POLICY NUMBER: _____

TOTAL AMOUNT OF THIRD PARTY LIABILITY INSURANCE (MINIMUM REQUIRED \$1 000 000): _____

All trip drivers, including volunteer drivers shall have adequate liability insurance coverage, a valid driver's license, a driving record that is free from violations, and be 21 years of age or older. Students are not authorized to act as trip drivers. In order for an individual to act as a volunteer driver they shall qualify to become a volunteer and follow the Board Policy on Volunteers (200.04).

All trip drivers, including volunteer drivers, are advised that, in order to bring into effect the Board's Excess Liability Insurance, they shall:

- (a) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (b) Provide the Board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on Board-related business;
- (c) Be aware that the Board's Excess Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (d) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on Board-related business is NOT covered by the Board's Excess Automobile Liability insurance.
- (e) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Printed Name: _____ Signature: _____ Date: _____

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.
- I have read and understand page two of this form regarding the Summary of Insurance.

Printed Name: _____ Signature: _____ Date: _____

Principal Approval

Printed Name: _____ Signature: _____ Date: _____



SUMMARY OF INSURANCE

1. Volunteer Supervisors on School Premises

The Board's liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the Board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 Million for each occurrence.

2. Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident – in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the Board is being operated by a volunteer or any other Board employee for approved school activities, the Board's Non-Owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non-Owned Auto policy.

There is not coverage provided by the Board's insurance for damage to a volunteer's or an employee's vehicle while they are being operated for Board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

3. Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$ 1 Million of Third Party Automobile Liability insurance. Volunteers and Board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

MINUTES AND RECOMMENDATIONS

AUDIT COMMITTEE

March 30, 2011

AGENDA ITEM	MOTION
8.0	THAT the Audit Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Audit Committee meetings be held in closed sessions.

THAT the Committee of the Whole refers the unapproved minutes from the March 30, 2011 Audit Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendation from the Audit Committee Meeting of March 30, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Audit Committee
Wednesday, March 30, 2011 – 7:00 p.m.
Haldimand Room, Catholic Education Centre**

Present: Cliff Casey, Wally Easton, Rosemary Gonçalves, Tom Grice, Cameron Johnston,
Joe McPherson, Pat Petrella, Rick Petrella (Chair), June Szeman

1. Opening Prayer

Wally Easton opened the meeting with prayer.

1.1 Introduction

As this was the initial meeting of the Committee, members introduced themselves.

2. Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Audit Committee approves the Agenda of March 30, 2011.

Carried

3. Approval of the Minutes - Nil.

4. Election of Chair

Trustee Rick Petrella was acclaimed as Chair of the Audit Committee.

5. Declaration of Conflict of Interest - Nil.

6. Business Arising from the Minutes - Nil.

7. Staff Reports and Information Items

7.1 Audit Committee Guidelines

Wally Easton reviewed the guidelines as approved by the Board of Trustees. The Term of Office for external committee members is three years.

7.2 Audited Financial Statements for the Year Ended August 31, 2010

Cameron Johnston of Millard Rouse Rosebrugh LLP provided an explanation of the 2010 Financial Statements. He also reviewed the Auditor's Report that was prepared for the Board of Trustees.

7.3 2011-12 Budget Procedures Manual

Wally Easton reviewed the Budget Procedures Manual for 2011-12, which provides direction to staff members regarding the process to develop the budget.

7.4 2010-11 Budget Document

Wally Easton briefly reviewed the 2010-11 Budget Document.



7.5 Organizational Chart – Corporate Services

The Organizational Chart for Corporate Services was presented to the Committee.

7.6 Internal Audit Update

Wally Easton provided an update on the status of the Ministry's Internal Audit initiative. The Brant Haldimand Norfolk Catholic District School Board is part of the South West Ontario region, with the Thames Valley District School Board as the Lead Board. A Manager of Internal Audit has yet to be hired. Plans are in place to begin internal audits of school boards as of the next school year.

7.7 External Audit Update

Cameron Johnston of Millard Rouse Rosebrugh LLP briefly explained the external audit process for the Committee. The audit usually begins in September. Audited financial statements must be submitted to the Ministry of Education before November 15th for the previous school year.

7.8 Schedule of Meeting Dates

The Committee discussed a meeting schedule. A meeting will be scheduled in May to review the 2011-12 Budget and another meeting will be scheduled in August to review the audit plan for the 2010-11 Financial Statements.

Moved by: Cliff Casey

Seconded by: Rosemary Gonçalves

THAT the Audit Committee recommends that the Committee of the Whole refers the Staff Reports and Information Items to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

8. Other Business

The Committee reviewed the memorandum from Andre Davis of the Ministry of Education regarding closed sessions for Audit Committee meetings. The memorandum provides that the Committee may invite others, such as senior staff, the internal auditor or trustees to meetings.

Moved by: Joe McPherson

Seconded by: Cliff Casey

THAT the Audit Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Audit Committee meetings be held in closed sessions.

Carried

9. Committee Member Inquiries - Nil

10. Business of the In-Camera Session - Not Applicable.

11. Report on the In-Camera Session - Not Applicable.

12. Adjournment

The meeting was adjourned at 8:50 p.m.

MINUTES AND RECOMMENDATIONS

BUDGET COMMITTEE

April 1, 2011

AGENDA ITEM	MOTION
6.2	<p>THAT the Budget Committee recommends that the Committee of the Whole refers the Goals for 2011-12 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that senior staff include the reduction of program and costs saving measures as a major consideration, which will drive the expenditure lines.</p>

THAT the Committee of the Whole refers the unapproved minutes from the April 1, 2011 Budget Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of April 1, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Budget Committee
Friday, April 1, 2011 – 9:30 a.m.
Haldimand Room, Catholic Education Centre**

Present: Dennis Blake, Cliff Casey, Dan Dignard, Wally Easton, Tom Grice, Cathy Horgan, Pat Petrella, Rick Petrella (Chair)

1. Opening Prayer

Rick Petrella opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Budget Committee approves the Agenda of April 1, 2011.

Carried

3. Approval of the Minutes

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Budget Committee approves the Minutes of June 8, 2010.

Carried

4. Declaration of Conflict of Interest - Nil.

5. Business Arising from the Minutes - Nil.

6. Staff Reports and Information Items

6.1 Presentation: Impact of Declining Enrolment

Director of Education, Cathy Horgan, presented a historical overview regarding enrolment studies completed in the past and the projected enrolment trend for the next five years. The shortfall expected due to declining enrolment over the next five years is approximately \$1 million.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the Impact of Declining Enrolment presentation to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



6.2 Goals for 2011-12 Budget

Cathy Horgan presented the goals for the 2011-12 Budget as recommended by administration. The goals align with the strategic commitments as approved by the Board.

Moved by: Dan Dignard

Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the Goals for 2011-12 Budget report to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that senior staff include the reduction of program and costs saving measures as a major consideration, which will drive the expenditure lines.

Carried

6.3 Budget Procedures Manual

Wally Easton reviewed the Budget Procedures Manual for 2011-12, which provides direction to staff regarding the process for completing the budget.

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Budget Committee recommends that the Committee of the Whole refers the Budget Procedures Manual to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

7. Trustee Inquiries

7.1 Trustee Blake requested information concerning the Ministry of Education memorandum regarding school activity fees.

8. Business of the In-Camera Session

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Budget Committee moves to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Budget Committee approves the business of the In-Camera Session.

Carried

10. Adjournment

The meeting was adjourned at 11:30 a.m.

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Budget Committee
Submitted on: April 1, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

GOALS FOR 2011-12 BUDGET

Public Session

BACKGROUND INFORMATION:

One of the major responsibilities coming out of Bill 177 for Trustees is the development of a multi-year plan. Our strategic plan was developed in 2009. The following strategic commitments were created as the major focus of our efforts for the next three years:

- Catholicity
- Student Achievement
- Leadership
- Communications

DEVELOPMENTS:

The following goals for the budget of the 2011-12 school year reflect these strategic commitments:

Catholicity:

- Media Coverage
- Principal/Teacher Training
- Board Theme

Student Achievement:

- Data Researcher
- 21st Century Learning (primary)
- Math Coaches (elementary and secondary)
- Literacy Coaches (secondary)
- Assessment & Evaluation, Co-Operative Learning; Differentiated Instruction Focus Group, Writing Focus Group (secondary)
- Nelson Curriculum Resources (elementary)
- Elementary School Networks
- Safe Schools & Equity

Leadership:

- Mentoring of new Principals/Vice-Principals
- Principal Leadership in Human Resources Certificate Course
- Internship Program
- Recruitment/Selection
- Aspiring Leaders

Communications:

- Property Assessment and School Support
- Branding
- Web Portal Resources

In developing the budget, staff will include technology resources, professional development and other supports needed to address these objectives. Plans have been developed by the District Student Achievement Team (DSAT), which includes teaching staff, program staff, administrators and senior administration. The proposed budget will include DSAT's plans for expanding the 21st Century Learning Project to all primary classes in 2011-12, subject to the appropriate evidence based on the pilot project and other data.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Goals report to the Brant Haldimand Norfolk Catholic District School Board for approval.

Meet Your Board of Trustees

Role and duties of the elected Board of Trustees

To **act** as stewards of Catholic Education by ensuring that:

- *gospel values are embedded in all policies and practices*
- *provincial curriculum is taught by Catholic teachers from a uniquely Catholic perspective and support is provided for faith formation of students and staff*
- *active collaboration is undertaken with our Catholic community to strengthen the Home/School/Parish relationship*

To **develop** a shared vision and multi-year strategic plan promoting student achievement and attainment of the Ontario Catholic School Graduate Expectations;

To **function** collectively as a corporate board – as a whole, they are a decision making authority;

To **develop**, maintain, monitor and evaluate policies and organizational structures that support and promote the system goals of quality learning by all, building communities of faith, and operating safe and caring schools;

To **hire** and evaluate the Director of Education, who is responsible for the day-to-day management of the system (i.e. implementation of approved Board policies, plans and strategies);

To **provide** effective and accountable stewardship of the Board's fiscal resources;

To **ensure** there is a process in place to allow individual trustees to bring forward their community's perspective prior to a corporate board decision.

What does this mean for our Catholic families?

The Brant Haldimand Norfolk Catholic District School Board has established policies and procedures to ensure that parents will have their specific questions answered and/or concerns addressed. Trustees will be referring parents to the following protocol with respect to individual school-based concerns:

- Step 1. Your classroom teacher and/or school principal is the first point of contact for any questions or concerns;*
- Step 2. Should you need further assistance, your school's Superintendent of Education is available to assist you;*
- Step 3. The Director of Education, Cathy Horgan, is always available for consultation and assistance with unresolved issues.*

Trustees are always willing to listen to parental concerns, especially those pertaining to Board policy.

Cliff Casey (Chair)
Norfolk County
519-426-9091
ccasey@bhncdsb.ca

Dennis Blake
Norfolk County
519-583-0380
dblake@bhncdsb.ca

Rick Petrella
City of Brantford
226-388-1548
rpetrella@bhncdsb.ca

Bonnie McKinnon
Haldimand County
905-768-3365
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Dan Dignard
County of Brant
519-449-5005
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June Szeman (Vice Chair)
City of Brantford
519-753-9198
jszeman@bhncdsb.ca



A Message to our Catholic Community

The Board of Trustees is responsible for developing a shared vision and multi-year strategic plan. The foundation of our decision making is rooted in our Catholic Mission, Core Values and Strategic Commitments. This ensures that our system's record of outstanding academic achievement, commitment to the Catholic faith and values, and the ongoing support of our Catholic communities will continue so that future generations will benefit from the gift of Catholic education.

Mission

As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ.

Motto

Excellence in Learning ~ Living in Christ



Core Values

As a Catholic Learning Community, we believe...

- In a publicly funded Catholic Education System
- Actions are guided by the teachings of our Catholic faith
- In excellence through a commitment to continuous improvement for all staff and students
- Students achieve high standards given sufficient time and support
- We provide safe and nurturing environments for learning and working
- We build positive relationships and partnerships with our parishes, parents and the broader Catholic Christian community
- Stewardship of God's gifts is a responsibility of all
- That through teamwork and cooperation, all staff provide leadership which allows our system to excel



Strategic Commitments

CATHOLICITY - We want to contribute meaningfully to the strength of our Catholic faith in our schools.

STUDENT ACHIEVEMENT - We want all students to be the best they can be.

LEADERSHIP - We want to ensure dynamic and progressive leadership in the years ahead.

COMMUNICATION - We want to share our Catholic education stories, activities and successes with our internal and external communities.





2010-11 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
April 19, 2011	7:00 pm	Committee of the Whole	
April 20, 2011	3:00 pm	Catholicity Committee Meeting	X
April 20, 2011	7:00 pm	Policy Committee Meeting	X
April 26, 2011	5:00 pm	Budget Committee Meeting	
April 26, 2011	7:00 pm	Board Meeting	
April 28-May 1, 2011		OCSTA AGM (Toronto)	
May 1-6, 2011		Catholic Education Week	
May 3, 2011	2:30 pm	Executive Council Mtg.	
May 3, 2011	5:30 pm 6:30 pm	Celebration of the Arts (Sanderson Centre) – art viewing Celebration of the Arts - performances	
May 4, 2011	6:30 pm	St. Bernard (B) 50 th Anniversary	
May 5, 2011	1:30 pm	Faith Advisory Committee Mtg.	
May 5, 2011	7:00 pm	Policy Committee Meeting	X
May 9, 2011	1:00 pm	Budget Committee Meeting	
May 11, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
May 13, 2011		PA Day (St.Cecilia's only)	
May 17, 2011	1:00 pm	STSBHN Governance Mtg.	
May 17, 2011	7:00 pm	Committee of the Whole	
May 24, 2011	5:00 pm	Budget Committee Meeting	
May 24, 2011	7:00 pm	Board Meeting	
May 25, 2011	1:30 pm	Catholicity Committee Mtg.	
May 26, 2011	6:00 pm	OECTA Retirement Dinnet	
May 31, 2011	7:30 pm	Audit Committee Meeting	X
June 2-5, 2011		CCSTA Convention	
June 6, 2011		PA Day (elementary only)	
June 7, 2011	2:30 pm	Executive Council Mtg.	
June 7, 2011	7:00 pm	Policy Committee Meeting	X
June 8, 2011	7:00 pm	SEAC Meeting @ Sacred Heart School, Paris	
June 9, 2011	6:00 pm	St. Theresa – 50 th Anniversary Open House	
June 21, 2011	7:00 pm	Committee of the Whole	
June 27, 2011	4:45 pm	Assumption College Graduation	
June 28, 2011	7:00 pm	Board Meeting	
June 29, 2011		Last Day of Classes	
June 29, 2011	7:00 pm	St. John's College Graduation – Sanderson Centre	
June 29, 2011	7:00 pm	Holy Trinity Graduation	
June 30, 2011		PA Day (system-wide)	

* Future Note: Trustee Inservice/Mass with Bishop Fabbro – Sept. 19, 5:30 – 8:30 pm, Woodstock