



Committee of the Whole
Tuesday, June 18, 2013 ♦ 7:00 pm
Boardroom

Trustees:

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

Joined Meeting: Dennis Blake (at Item 5.7)

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by June Szeman.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 18, 2013 meeting.

Carried

1.4 Declaration of Interest – Chair Szeman and Trustees Casey and Dignard declared conflicts of interest regarding the 2013-14 Salaries and Benefits Budget, noted in Item 5.1, due to the nature of the employment of their children with the Board.

2. Presentations

Chair Szeman welcomed the honoured recipients of special awards presented by the Council for Exceptional Children (Haldimand, Norfolk, Brant Chapter 824) at their 26th annual Spring Awards Gala. Superintendent Chopp spoke about each winner, while trustees presented certificates of accomplishment to those present. This year's recipients of Student Achievement Awards were Jayden Hayle (Christ the King School, Brantford), and Sydney Tong (Notre Dame School, Caledonia). Suzanne Searles (Our Lady of Providence School, Brantford) received a Teacher of the Year Award, while Educational Assistant Cassie Doucette (Sacred Heart School, Langton) was awarded a Paraprofessional Award.



Daytime custodians at Holy Trinity Catholic High School, Meri Marrs and Macy Lucas, received Appreciation Awards for their efforts in maintaining a safe and welcoming school environment and for their positive daily interactions with all students; in particular, exceptional students. Chair Szeman also congratulated Special Education department staff and the Athletic Coordinators on organizing very successful *Have a Go* track and field meets for students with special needs.

3. Delegations – Nil

4. Consent Agenda

- 4.1 THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 21, 2013 meeting.
- 4.2 THAT the Committee of the Whole refers the approved minutes of the Special Education Advisory Committee Meeting of May 8, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of June 12, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services Brant Haldimand Norfolk Board of Directors' Meeting of May 28, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the educational field trip summary report.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Budget Committee Meeting of May 29, 2013

Vice Chair Petrella, Chair of the Budget Committee, advised that the Budget Committee was presenting a balanced budget for 2013-14, despite the significant challenges in reducing expenditures resulting from ongoing declining enrolment and fiscal challenges at the Ministry level. The total decrease in the Board's 2013-14 operational budget over the 2012-13 revised budget is approximately \$1.7 million (1.4%). Vice Chair Petrella expressed the Board's appreciation to Finance Department staff, senior administration and managers for their work in ensuring a balanced budget.

Chair Szeman and Trustees Casey and Dignard had declared conflicts of interest with respect to the following recommendation and abstained from any discussion or vote on this item. Vice Chair Petrella assumed the Chair for the vote on the following recommendation:



Brant Haldimand Norfolk Catholic District School Board

Minutes

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

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Salaries and Benefits Budget, in the amount of \$89,921,810, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Chair Szeman presented the following recommendations for approval:

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Operations Budget, in the amount of \$28,343,118, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Budget Committee recommends that the Committee of the Whole refers the 2013-14 Capital Budget, in the amount of \$1,842,157, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of May 29, 2013 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.2 Safe Schools Initiative

Superintendent Chopp reported that due to the Accepting Schools Act (Bill 13), which amended the Education Act with respect to bullying and other matters that relate to Safe Schools, a great deal of work has taken place to update policies and administrative procedures, obtain resources and provide training to reflect these changes in legislation. Spearheaded by Principals Alice Sroka and Terry Dunnigan, Superintendent Chopp reviewed the work that has been completed to date, and plans for the 2013-14 school year.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Safe Schools Initiatives report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.3 Education Development Charges

Superintendent Grice reported that in order for Watson & Associates Economists Ltd. to proceed with the preparation of a new Education Development Charges By-law, which is governed by Ontario Regulation 20/98, the Board needs to approve two statements for inclusion in the by-law that relate to the application of operating surplus to capital needs and alternative accommodation arrangements. He provided specifics with respect to both these considerations. The proposed new by-law will be presented to the Board for approval next fall.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the statement that there is not an operating surplus available in the non-classroom portion of the budget that can be applied to reduce growth-related net education land costs; and

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the statement that there have been no opportunities to implement alternative accommodation arrangements.

Carried

5.4 Special Education Services Department 2012-13 Annual Report

Superintendent Chopp reported that Boards are required to prepare and approve an Annual Report on the provision of special education programs and services. The Special Education Services Department Annual Report 2012-13, which is a detailed data report, emphasizes the Department's work in supporting the Board's strategic goals for improving student achievement for all students. In response to several questions of clarification from Trustee Casey, Superintendent Chopp provided additional information regarding the SEA Team membership, Behaviour SERT/Behaviour Therapist responsibilities, the Reaching Out, Gifted, and Reading Upgrade programs, technology training opportunities for new teachers, and the Multiple Intelligence Survey.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the Special Education Services Department Annual Report 2012-13 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.5 Bank Operating Credit

Superintendent Grice presented an annual borrowing resolution that allows the Board to borrow to meet financing needs, as required. He reported that the operating requirements of the Board have not changed significantly and proposed that the current operating credit of \$7.0 million and \$300,000 Purchase Card be maintained and extended for another one-year term.



Brant Haldimand Norfolk
Catholic District School Board

Minutes

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

Moved by: Rick Petrella
Seconded by: Cliff Casey

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE "Board")

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2014 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

- 1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
- 2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;



3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

Carried

5.6 Borrowing By-Law #2013-A2

Superintendent Grice advised that until financing can be arranged with the Ministry of Education, an interim capital loan of \$719,887 is required to finance a building addition at Our Lady of Providence School in Brantford, and a renovation to Notre Dame School in Caledonia to accommodate the Early Learning Kindergarten Program scheduled to begin in September 2014.

Moved by: Dan Dignard

Seconded by: Rick Petrella

THAT the Committee of the Whole recommends Brant Haldimand Norfolk Catholic District School Board approves:

A BY-LAW authorizing the Brant Haldimand Norfolk Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

WHEREAS:

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this By-Law;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED as follows:

1. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to borrow \$719,887 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this By-Law.

Carried



5.7 Financial Report as of May 2013

Superintendent Grice reviewed the third quarter expenditures report and reported that the Board is on track with its year-to-date expenditures, with 74% of the total 2012-13 budget spent.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – May 2013.

Carried

5.8 Excursion - Greece

Superintendent Chopp presented an excursion request from Assumption College School and St. John's College for approximately 30 Grades 10-12 students to visit Greece during the 2014 March Break, where participants will gain a deeper understanding and appreciation of the art and culture of Greece. In response to Trustee Casey's inquiry, if an excursion became in jeopardy due to unsettling circumstances in the destination country, staff would bring a report back to the Board prior to the excursion recommending that the trip be cancelled.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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 Greece from Thursday, March 6 to Friday, March 14, 2014.

Carried

6. Information and Correspondence

Vice Chair Petrella reported that, on behalf of the Chair, he attended the recent opening of the City of Brantford's Children's Memorial Garden in St. Andrew's Park.

Trustees McKinnon and Casey reported on the Canadian Catholic School Trustees' Association (CCSTA) Annual General Meeting that was held in Winnipeg, Manitoba from June 6-8, 2013, which Chair Szeman and Director Roehrig also attended. Trustee Casey advised that a motion was passed with regards to the national *Toonies for Tuition* fundraising program, which helps support unfunded Catholic schools. The motion states that of the monies raised, only 10 percent, to a maximum of \$10,000, can be directed to CCSTA to help defray the costs related to promoting / enhancing this program and that these funds cannot be used for operational expenses.

Chair Szeman advised that a Living Intentions Mass Card has been sent by the Board to Father Dave Wilhelm in recognition of his years of service to the Board. Father Wilhelm has been transferred to a parish in Stoney Creek.

Chair Szeman commented that Megan Proper, a former Assumption College student and now a culinary student at Niagara College's Canadian Food and Wine Institute, recently won a gold medal in a national baking competition.

Chair Szeman requested that trustees respond to an online evaluation regarding the Director of Education's performance appraisal for 2012-13 by July 11, 2013. The feedback and evaluation report will be brought back to trustees by the Chair and Vice Chair in September 2013. Trustee Casey



suggested that the Performance Appraisal of Director of Education Policy will be reviewed at a fall Policy Committee meeting.

Trustee Dignard, as Board representative on the Student Transportation Services Brant Haldimand Norfolk Board of Directors, reported that the consortium has achieved a high rating in the Ministry's Effectiveness and Efficiency audit. He also noted the actions that are being taken as a result of a presentation made by a bus driver at the May 28, 2013 Board of Directors' meeting.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

Carried

7. Notices of Motion – Nil

8. Trustee Inquiries - Nil

9. Business In-Camera

Moved by: Dan Dignard

Seconded by: Rick Petrella

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

Carried

10. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

11. Future Meetings

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

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 18, 2013.

Carried