

Brant Haldimand Norfolk Catholic District School Board



POLICY COMMITTEE
THURSDAY, OCTOBER 16, 2008
7:00 PM
Catholic Education Centre, Brantford, Ontario

AGENDA

Page Number

A. CALL TO ORDER

1. Opening Prayer – Bonnie McKinnon, Chair of the Policy Committee
2. Attendance

B. ROUTINE MATTERS

1. Approval of the Agenda
2. Approval of Minutes –June 10, 2008
3. Declaration of Interest

Pages 2-3

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS

1. Policy: School Operating Budgets
Presenter: Wally Easton, Associate Director

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E. MOMENT OF SILENT REFLECTION

F. ADJOURNMENT

Brant Haldimand Norfolk Catholic District School Board
Meeting of the Policy Committee – Tuesday, June 10, 2008

PRESENT AT THE MEETING

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

Administration: Cathy Horgan, Director of Education,
Trish Kings, Superintendent of Education

A. CALL TO ORDER:

The meeting was called to order by Chair Bonnie McKinnon.

B. ROUTINE MATTERS:

1. Approval of the Agenda

Resolved:

On a motion by June Szeman and Dennis Blake, that the Policy Committee approve the agenda for the June 10, 2008 meeting.

CARRIED

2. Approval of Minutes – April 8, 2008

Resolved:

On a motion by Dennis Blake and June Szeman, that the Policy Committee approve the Minutes from the April 8, 2008 meeting.

3. Declaration of interest: Nil

C. PRESENTATIONS & DELEGATIONS: Nil

D. COMMITTEE AND STAFF REPORTS:

1. Policy: Programs for Students on Long-Term Suspensions and for Expelled Students

Superintendent of Education Trish Kings, reviewed the policy on Programs for Students on Long-term Suspensions and for Expelled Students. Minor revisions were made to the wording.

Resolved:

On a motion by June Szeman and Dennis Blake, that the Policy Committee recommend to the Committee of the Whole, that the Policy: Programs for Student on Long-Term Suspensions and for Expelled Students, be directed to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

2. Revised Policy: Code of Conduct

Superintendent of Education Trish Kings reviewed the revisions proposed to the Code of Conduct policy based on Policy and Program Memorandum (PPM) 128 and the Provincial Code of Conduct. Minor revisions were made.

Recommendation:

On a motion by Joe McPherson and Dennis Blake that the Policy Committee recommend to the Committee of the Whole, that the Revised Policy: Code of Conduct, be directed to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

E. ADJOURNMENT

The meeting was adjourned by consensus.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Policy Committee
Submitted on: October 16, 2008
Submitted by: Cathy Horgan, Director of Education & Secretary

SCHOOL OPERATING BUDGETS POLICY

Public Session

BACKGROUND INFORMATION:

The School Operating Budgets policy was developed to establish a consistent procedure to assist principals in the planning and purchase of goods and services for their school. This Policy reflects the current practice.

DEVELOPMENTS:

The policy and administrative procedures were reviewed by the following groups:

- OSSTF – Plant Support
- OSSTF – ESS
- OECTA
- All Principals
- All Managers

Comments from the groups consulted have been reviewed. Appendix A contains a copy of the policy and administrative procedures.

RECOMMENDATION:

THAT the Policy Committee recommends the Committee of the Whole approve the School Operating Budgets policy.



Brant Haldimand Norfolk Catholic District School Board

POLICY: SCHOOL OPERATING BUDGETS

Adopted:	dd/mm/yy	Policy No:	XXX.X
Revised:	dd/mm/yy	Policy Category:	Finance

Policy Statement:

The Board will provide an annual school operating budget to each school that is adequate to cover the needs of the school. The Principal, knowing the needs of their school, is given the authority to plan and purchase goods and services within their area of responsibility as identified in the annual budget allocation process.

Policy Criteria:

- The Principal is responsible for the planning and monitoring expenditures to meet the needs of the school.
- The Purchasing policy must be followed for all budget expenditures.
- Each Principal is required to keep expenditures within the budget allocation for the school year. Running a deficit in any school budget year is not acceptable.
- Any surplus at the end of a budget year may be carried-over to the following school budget year.

Glossary of Key Policy Terms: n/a

Statutory/Regulatory/Related Board Policy Linkages:
Purchasing Policy



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: SCHOOL OPERATING BUDGETS

Adopted:	dd/mm/yy	Policy No:	xxx.x
Revised:	dd/mm/yy	Policy Category:	Finance

1. The total allocation for school budgets will be determined by the Board of Trustees at the time the annual Board budget is approved.
2. Administration will determine the annual allocation for school budgets.
3. Each school principal will prepare a school budget based on the school's allocation.
4. The Principal will consult with the School Council on the development of the school budget.
5. The Principal will review the annual budget and expenditures with the School Council at least twice per year.
6. Schools are not permitted to spend in excess of the annual budget allocation.
7. If a school spends less than the annual budget allocation, the excess may be carried forward to the subsequent year.
8. Balances carried forward which exceed 25% of the school's annual budget must be approved by the Associate Director, Corporate Services & Treasurer.
9. The Superintendent of Education shall review the summary of school budget allocations and expenditures each month. As a general guideline, schools should not have spent more than 65% of their annual budget by January 31st or more than 80% of the annual budget by April 30th. The Superintendent of Education may request explanations when schools exceed these guidelines.