

**REGULAR BOARD MEETING
REVISED AGENDA**

Date: Tuesday, May 15, 2018
Time: 7:30 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

	Pages
1. Call to Order	
1.1 Opening Prayer, National Anthem and Oath of Citizenship (A. Barbul)	1 - 1
1.2 Motions Adopted In-Camera	
1.3 Information Received In-Camera	
2. Approval of the Agenda	
3. Declarations of Conflict of Interest	
4. Presentations	
4.1 2018 Education Development Charges (EDC) By-Law: By-Law Renewal Public Meeting (R. Negoï)	2 - 11
5. Delegations	
5.1 Moral Decision-Making in Catholic Teaching (Dr. M. McQueen, T. O'Brien)	12 - 35
6. Approval of Minutes	
6.1 Minutes of the May 1, 2018 Regular Board Meeting	36 - 47
7. Business Arising from Previous Meetings	
7.1 Summary of Outstanding Items from Previous Meetings	48 - 48
8. Action Items	
8.1 Response to Delegation (D. Rabenda)	
8.2 Salary Grid for Senior Officers (A. Quinn)	49 - 49
8.3 Policy II-48 Violet Threat Risk Assessment (P. Marai)	50 - 52
8.4 Policy V-08 School Anniversary Celebrations (P. Marai)	53 - 54
8.5 Assumption Catholic Secondary School Project Budget (R. Merrick)	55 - 65

8.6	Naming of Newly Consolidated Oakville South Catholic Elementary School (T. Pinelli)	66 - 68
8.7	<i>Trustee Code of Conduct (D. Rabenda)</i>	
9.	Staff Reports	
9.1	2018-19 Budget Estimates Draft 1 (R. Negoii)	69 - 118
10.	Information Items	
10.1	Student Trustees Update (A. Barbul)	
10.2	School Educational Field Trips (C. McGillicuddy)	119 - 119
10.3	Appointment of Student Trustees for 2018-2019 School Year (C. McGillicuddy)	120 - 121
10.4	Construction Report - St. Scholastica Catholic Elementary School (R. Merrick)	122 - 123
10.5	TalentEdge 2018 Annual Conference (J. O'Hara)	124 - 125
10.6	American Educational Research Association 2018 Annual Meeting (L. Collimore)	126 - 127
10.7	Long-Term Capital Plan Update (LTCP) (R. Negoii)	128 - 130
11.	Miscellaneous Information	
11.1	Minutes of the April 10, 2018 Policy Committee Meeting	131 - 138
11.2	Minutes of the April 9, 2018 CPIC Meeting	139 - 141
12.	Correspondence	
12.1	C. Waddick	142 - 147
12.2	<i>M. Lourenco</i>	148 - 153
12.3	<i>C. Tupe, BILD</i>	154 - 155
13.	Open Question Period	
14.	In Camera	
15.	Resolution re Absentees	
16.	Adjournment and Closing Prayer (J.M. Rowe)	

Seventh Week of Easter

This is the final week of the Easter Season. We are guided all week by the story of Paul's journey, all the way to Rome. The final words of Jesus to his apostles, and to us, fill this week. They are comforting. His deep desire for unity among us is powerful. They prepare us to hear him praying to the Father for us.

It is a week in which we can intensify and deepen our prayer for the coming of the Holy Spirit on Pentecost. We can ask for the grace all week to be open to the Spirit's coming and work in our lives.

~

Mighty God,
in whom we know the power of redemption,
you stand among us in the shadows of our time.
As we move through every sorrow and trial of this life,
uphold us with knowledge of the final morning
when, in the glorious presence of your risen Son,
we will share in his resurrection,
redeemed and restored to the fullness of life
and forever freed to be your people.

Amen.

PRESENTATION

ITEM 4.1

2018 EDUCATION DEVELOPMENT CHARGES (EDC) BY-LAW: BY-LAW RENEWAL PUBLIC MEETING

PURPOSE:

This is a public meeting required by the Education Act, where the legislation states that a school board must conduct a final Public Meeting prior to renewing their EDC by-law. Accordingly, this presentation tonight constitutes the final required public meeting under the legislation to review the EDC policies.

COMMENTARY:

Mr. Jack Ammendolia, Associate Director at Watson & Associates Economists Ltd, will facilitate the presentation for the By-Law Renewal Public Meeting to the Board of Trustees, and answer any questions regarding the Background study. Mr. Ammendolia is also available to further discuss the information that was presented in Staff Report *Item 9.1 2018 Education Development Charges (EDC) By-Law: Proposed EDC By-Law Renewal Overview* at the April 17, 2018, Regular Meeting of the Board.

Mr. Brad Teichman of Overland LLP, also in attendance, will facilitate the presentation of the By-Law Renewal to the Board of Trustees, and answer any questions regarding legal matters.

It should be noted that staff had previously anticipated that the Board would be able to pass the By-law on May 15, 2018. The Capital Policy and Programs Branch of the Ministry of Education advising that the Ministry will not be providing any EDC By-Law approvals prior to the completion of the Provincial election, recently contacted Mr. Ammendolia on May 8, 2018. Ministry approval is required prior to the Board being able to renew their bylaw.

The By-Law passage will therefore be postponed until the June 19, 2018, Regular Meeting of the Board, where staff will present Trustees with an Action Report. The new charges will take effect five (5) days after the passage, on June 25, 2018. Note that this delay will not impact the ability of the Board to collect EDC charges.

REPORT PREPARED BY:

F. THIBEAULT
SENIOR ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY:

R. NEGOT
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Halton Catholic District School Board

Education Development Charge Public Meeting

May 15, 2018

Update:

Ministry of Education Approvals

- The Ministry of Education was notified by the School Boards and their consultant that the Boards would be renewing their EDC bylaws on or around May/June 2018 and that the bylaws will expire in June of 2018.
- The Ministry of Education/Minister is responsible for approving the EDC Background Study. They must be given 40 business days to review the study. They are often, as a courtesy, notified in advance of receiving the background study to plan accordingly.
- In the case of the proposed 2018 EDC Bylaw, extra care was taken in Ministry communications knowing that the EDC Background Study was being reviewed close to or during a Provincial election.
- The Boards were assured by the Business Services Branch of the Ministry of Education, that the election would not impact EDC approval timing.

Update:

Ministry of Education Approvals

- The EDC Background Study was provided to the Ministry of Education on March 15, 2018 (42 business days for review) and they were provided with all public meeting dates and consideration of passage dates. The Ministry confirmed receipt of the study via email on March 19, 2018.
- The Ministry was contacted by the consultant on April 19, 2018 requesting a status update and notifying the Ministry that the Boards had undertaken two public meetings and again providing the Ministry with consideration of passage meeting dates. There was no Ministry response.
- The Ministry was contacted by the consultant on May 7, 2018 asking for a status update.
- The consultant was contacted on May 8 by the Business Services branch of the Ministry of Education and notified that there would be no EDC approvals prior to the Provincial election.

A Review Of The Key Elements

- ❑ Education Development Charge (EDC) by-laws adopted under the *Education Act* enable recovery of growth-related net education land costs only.
- ❑ Boards must meet an eligibility trigger to qualify for EDCs.
- ❑ EDC by-laws may be uniform across the jurisdiction or area-specific.
- ❑ EDCs may be a single charge for all types of residential development or the Board may wish to impose different charges on different types of residential development.
- ❑ Boards can allocate net education land costs to both residential and non-residential developments.

Necessary Requirements

- ❑ The Board's consultant prepared an EDC Background Study and included the necessary requirements.
- ❑ The EDC Background Study was made available to the public at least two weeks prior to the first public meeting.
- ❑ Hold legislatively required public meetings and give notice of all public meetings at least a clear 20 days prior to said meeting as required by the legislation.
- ❑ The EDC Background Study was submitted to the Ministry of Education at least 40 days prior to consideration of bylaw passage.
- ❑ *The EDC Background Study has not yet received Ministry of Education approval.*

Stakeholders

- ❑ In addition to the legislated public process, the Boards also held an information session for all interested stakeholders in the Region.
- ❑ The information session was attended by members of the Building Industry and Land Development Association (BILD) as well as staff from some of the local municipalities in the Region.
- ❑ A memo was received by Altus Economic Consultants on behalf of BILD on April 27, 2018.
 - Memo addressed questions and comments with regard to; pupil yields, site preparation costs, changes to review area boundaries and appraisals.
- ❑ A response to the Altus memo was prepared by the Board's consultant and sent to BILD on May 8, 2018.

Staff Recommendations

- Jurisdiction-wide EDC
- Uniform rate across all types of development
- 90% Residential Allocation/10% Non-residential Allocation

The Proposed Charge

TOTAL	Education Land Costs	\$	330,598,792
Add:	EDC Financial Obligations	\$	32,134,899
Subtotal:	Net Education Land Costs	\$	362,733,691
Add:	EDC Study Costs	\$	375,000
Total:	Growth-Related Net Education Land Costs	\$	363,108,691
Non-Residential Development Costs (Maximum 40%)		15%	\$ 54,466,304
Total Growth-Related Net Education Land Costs to be Attributed to Residential Development		85%	\$ 308,642,388
Residential Growth-Related Net Education Land Costs			\$ 308,642,388
Net New Dwelling Units (Form C)			84,597
Uniform Residential EDC per Dwelling Unit			\$ 3,648
Calculation of Non-Residential Charge - Board Determined GFA			
Non-Residential Growth-Related Net Education Land Costs			\$ 54,466,304
GFA Method:	Non-Exempt Board-Determined GFA (Form D)		65,616,969
	Non-Residential EDC per Square Foot of GFA		\$ 0.83

Next Steps

- Await Ministry Approvals After Provincial Election
- Determine If Additional Meetings Are Necessary
- Consider Passage/Pass Proposed New EDC Bylaw

Moral Decision-Making in Catholic Teaching

RE: Financial Support of Embryonic
or Adult Stem Cell Research

Knowledge of Facts

- Is there clear evidence that some organizations are pursuing embryonic stem cell research?
- Do they pursue ONLY stem cell research or also adult stem cell research?

Embryonic Stem Cells Research

- On unused embryos made through IVF
- Parental consent needed
- The embryo dies when stem cells are extracted for experimental purposes

Adult Stem Cells

Obtained:

- From different parts of the body
- Umbilical cords
- Autologous stem cell treatments

Induced pluripotent stem cells:

Many researchers have switched – fewer moral and medical problems

Adult Stem Cells

- More success with adult stem cells than expected
- List of successes / ongoing
- (Cf: Article attached with transcript)
- Embryonic: Tumour formation
- Need for ongoing drugs to counter body's rejection of tissue
- Neither problem with adult stem cells

Slow Results in ESCs

Use of embryonic stem cells:

- Tumour formation
- Need for ongoing drugs to counter body's rejection of tissue
- Neither is a problem with adult stem cells

Research in both Types of Stem Cells

- Many organizations involved in both types of research: embryonic and adult
- Catholics cannot support embryonic stem cell research
- Is it possible to morally support adult stem cell research
- HOW CAN THIS BE DONE?

Cooperation in Evil

- Catholic Teaching: Principle for decision making
- Implies involvement in an area that has an element of wrongdoing
- Good and evil together sometimes unavoidable

Cooperation in Evil

- Church does NOT withdraw from all organizations where does not approve of all its actions. E.g., is a member of the UN
- Supports some motions and rejects others
- Has witness value in being a voice for peace and justice

Broad Principles in Cooperation

- No official teaching on how to navigate specific areas of mixed involvement
- Broad principles such as “Protect life from conception until natural death”
- Church does not have rules for every situation
- Leaves us to work out details, e.g., which organizations to support

2 Types. 1. Formal Cooperation

- Formal cooperation means that a board (say) agrees with an organization's intention to pursue embryonic stem cell research and wishes their donations to be used for that purpose
- This is considered to be the same as performing the action of research and is not allowed in Catholic teaching

2. Material Cooperation

- Material cooperation means that a board does not agree with an organization's intentions re embryonic stem cell research
- It emphatically informs the organization of this and further states that it agrees only with research using adult stem cells
- The wrong intention is not present and the action is sufficiently removed from the wrong action

Justification for Material Cooperation

- A board always has the right to choose to which organizations it will donate
- Funding an organization whose sole purpose is embryonic stem cell research would be wrong
- Where the same organization also promotes research approved by the Church, it can be supported, but ONLY for that purpose

Restricted Funds for Purpose

- A board can ask that funds donated be restricted to a specific area of the organization
- It must make a witness statement explaining the moral reasons why it supports some research and not others
- It will use this statement intentionally as a way of evangelizing the organization and the public

Organizations' Responsibility to Donors

- Donors can ask an organization to explicitly state that the funds will be used only in research acceptable to Catholic teaching
- If the organization cannot comply, then no funds should be given and alternative recipients sought
- Donors can ask for annual reports showing how the money is being used

Final Points

- Following Catholic teaching on cooperation in evil, it is not necessary to remove ourselves completely from some areas where there is mixed good and evil
- A strategy for promoting the good and avoiding the evil has to be worked out in each different circumstance prudently, with responsibilities on both sides , and retaining oversight for further developments

BIOETHICS MATTERS ENJEUX BIOÉTHIQUES

June 2013

Volume 11, Number 3

Adult Stem Cells

Moira McQueen, LLB, MDiv, PhD

The use of stem cells in treatment of disease continues to develop in many areas and there have been some successful applications of treatments derived from them. It is important to be aware that responsible researchers are careful to explain that some of these treatments are not yet universally applicable, but are still classified as experimental. More evidence is needed, but there is general optimism about their expanded use in the immediate future as well as in the long term.

The Catholic Church continues to endorse the use of adult stem cells. It is well known that its stance is that embryonic stem cell research is not morally permissible, since such research results in their death.

Embryonic stem cell research is, however, legal in Canada as long as the women who have had the embryos created through in vitro fertilization agree to release them for experimentation purposes. The results of embryonic stem cell experimentation continue to be mostly problematic. When they have been used in animal experiments to create tissue, the tissue does develop, but cancerous tumours accompany it. Clearly, such results would cause more harm than they purport to solve, were they to be applied to human subjects. Further, in those experiments, the regenerated tissue tends to be rejected by the recipient.

These two factors have delayed what had been expected to be a relatively straightforward path to finding cures based on the use of embryonic stem cells, since, as pluripotent, they have a great capacity to form new tissue, etc. The accompanying problems have marred their predicted success, and, twenty years later, all the successes in treatments for humans have come from the use of adult stem cells.

VATICAN INVOLVEMENT

The Vatican is keenly aware of developments in these areas, and has hosted two major conferences to bring together senior scientists and theologians to discuss these new treatments. The more recent gathering took place on April 11-14, 2013, led by a group called *Stem for Life*, and hosted by the Pontifical Council for Culture. The conference included *NeoStem Inc.*, (a stem cell research company) and *STOQ International*, (*Science, Theology and the Ontological Quest*, a collaboration of Catholic Universities coordinated by the same Council).

The Vatican has gone so far as to invest in a multi-million dollar partnership with *NeoStem, Inc.*, to promote research with adult stem cells. Most people have no idea that the Vatican is involved in such a venture, and it gives the lie to those who think that the Church is not interested in, or worse, is ignorant of science.

This recent conference served to highlight progress in adult stem cell research, relaying several examples of successful applications in people with serious illnesses. It is important to remember, however, that while there have been successes, the scientific world must look at long term as well as immediate results. *Stem for Life* and *NeoStem Inc.*, are based in the US, and they are both careful to point out the need for FDA approval for these new procedures, as well as the need for similar approval from regulatory bodies in other countries. Overall, though, the potential of these successful developments gives cause for optimism.

At the same time, although there is clearly need for caution for the foreseeable future about the application of treatments in humans until possible long term effects may become apparent, the outlook is so promising in some areas that the Pontifical Council for Culture announced this second conference in order to let people know about recent progress. It expressed a desire to make the knowledge of scientific progress in these areas more accessible to lay people, who often do not understand scientific and research terminology, let alone the possible implications of such research and its regulation.

A “readable” book for these purposes had been requested after the proceedings of the first conference, and this was presented to the Council by *Stem for Life* before the second meeting in April 2013. The head of the Council’s Science and Faith Foundation said the Council hoped “...to have a cultural influence on society, pointing to research models that are in tune with the highest moral values of protecting life and dignity of

the human being from the moment of conception.”¹ To further this end, it is recognized that others must be involved: e.g., religious, social and political leaders. Scientists do not reside in neutral silos, but are influenced by religious, social and political values in the same way as everyone else.

The Council added that it desired to promote, “...the positive, encouraging and optimistic message of the church’s support of high quality ethical research to both scholars –so that they have no doubt of our commitment – as well as to those who are struggling with the pain of degenerative disease and who are awaiting hopeful signs from the research.”²

THE HEALING CELL

Stem for Life’s book is called *The Healing Cell: How the Greatest Revolution in Medical History is Changing Your Life*.³ While this may sound somewhat exuberant for a scientific text, it carries a message from (then) Pope Benedict XVI, as well as a foreword by Gianfranco Cardinal Ravasi, the President of the Pontifical Council for Culture.

Pope Benedict wrote in his address: “It follows that dialogue between culture and ethics is of the greatest importance in order to ensure that medical advances are never made at unacceptable human cost,” and there is no doubt that he is referring to the use of human embryos.⁴ Cardinal Ravasi noted in the foreword that: “Today, studies on adult stem cells are a sign of hope that needs to be brought to public attention.”⁵ He noted the long history of collaboration between church and science and stated: “The current

contentious issue of stem cell technologies need be no different.”⁶

NEW BLADDERS AND URETHRAS

The book relates the circumstances of several successful adult stem cell applications, some regarded as fairly straightforward, others of a more experimental nature. It discusses the possibility of organ regeneration, illustrating it through examples of people whose bladders have been regenerated through the use of their own bladder stem cells.

In one case a young woman with spina bifida faced the prospect of renal failure due to an overly stressed bladder. Stem cells from her bladder were seeded onto a 3D model of a bladder made of collagen, which was then implanted with her stem cells.⁷ Ten thousand of those were developed into more than 1.5 billion stem cells; the collagen structure biodegraded, and the replacement grew and blended into her urinary system within a few weeks.⁸ Six other children with spina bifida have had the same successful treatment, and that surely gives hope to the 73,510 cases of bladder cancer estimated in the US alone in 2012, of whom an estimated 14,880 will die from the disease.⁹

Urethras have been grown in the same way, using a model structure and seeding it with the patient’s own stem cells. Five boys with damaged urethras have all been successfully treated using this method.¹⁰ An important point about the use of a patient’s own stem cells is that it greatly reduces the possibility of the person’s body rejecting the new tissue or organ.¹¹ Over the very long haul, a further possibility is that the long waiting period for a tissue or organ donation will be reduced,

once tissues and organs can be ‘grown’ from patients’ own stem cells.

REGENERATION OF HEART TISSUE

Another successful area of treatment is in patients who have experienced several heart attacks, living subsequently with the knowledge that the next one could be fatal. The book relates the case of one such patient who was able to enrol in a clinical trial for end-stage heart disease. Stem cells were harvested from bone marrow extracted from her hip bone and concentrated for specific stem cells that were marked with the protein CD34+.¹² Experiments on mice had shown that these particular cells promote the growth of the blood vessels needed to bring nutrients to damaged heart tissue, and clinical trials were started to see if the same results would occur in humans. The patient’s heart did begin to heal after injection of these stem cells, but it was observed that although the damaged tissue began to grow back, the stem cells used did not become heart stem cells themselves, as researchers had thought they might, but seemed to promote the growth of new blood vessels and perhaps encouraging growth factors in almost dead tissue.¹³

An earlier Harvard study in *Molecular Therapy* had reported a similar conclusion: “...CD34+ stem cells... restored early cardiac function...” and noted that they repaired hearts without themselves becoming stem cells.¹⁴ This result adds to the growing list of capacities of adult stem cells, which were once thought to have limited functions, compared to embryonic stem cells.

Further, CD34+ stem cells are not the only stem-like cells that mobilize in the blood stream after a heart attack.¹⁵ There is also a

five-fold increase in the number of circulating VSELs (very small embryonic-like cells) that live in the adult body but retain their pluripotency, that is, they have some of the capacities of embryonic stem cells. It is important to stress that these VSELs are not themselves embryonic stem cells, yet, according to some studies, they may even have the potential to become new heart tissue.¹⁶

REPLACEMENT TRACHEAS

A recent article in Canada's *National Post* described how a baby born without a trachea has had a new one "grown" from her own stem cells.¹⁷ It looks as if further surgery will be needed eventually, and the child still needs to use a ventilator, but she no longer needs a feeding tube. Bone marrow stem cells were extracted from her hip bone and seeded onto a plastic model of a trachea. It took less than a week for her stem cells to multiply into the number needed to fashion a new wind pipe, which has grown into place in her body. At two years old, she is the youngest person in the world to have had this treatment and fourteen others have already been so treated using their own stem cells.

CRITICAL LIMB ISCHEMIA

In another development reported in November, 2011, a biotechnology company named *Aastrom Biosciences* did a twelve month follow-up study of its phase II clinical trial for patients who have critical limb ischemia (CLI), which means that patients have an inadequate blood supply to their limbs.¹⁸

Some of them had a mixture of their own stem cells injected into twenty points in their diseased lower thighs, calves and feet.

¹⁹Those so treated showed a 62% reduction in complications compared to those treated in the study with a placebo.²⁰

A study done with similar patients was published in *Vascular and Endovascular Surgery* in 2011, where ten patients with CLI who had not responded to treatment faced the prospect of amputation. They were first treated with a drug that encourages bone marrow to release stem cells into the blood stream and the muscles surrounding the critical zones of the ischemia were then injected with their own, concentrated mesenchymal stem cells (cells that can differentiate into a variety of cell types).²¹ Seven avoided amputation and three required amputation of tissues far below the injected area that had already decayed beyond repair. In the seven successfully treated, their legs grew new blood vessels.

NEED FOR PROPER REGULATION

While these results are positive and encouraging, they must be balanced by other results such as those referred to in an article in *Forbes*, indicating different results from those included in *The Healing Cell*.²² One such study of CLI, for example, found that half of the patients experienced severe complications from treatments using adult stem cells, and that study was terminated. Complications were serious, including heart attack and thrombosis. The study was very small (only 9 patients), and the mean age was 77, yet the results would indicate that use of patients' own stem cells is still not completely safe, highlighting the need for proceeding through the proper channels of animal testing, achieving FDA (or equivalent) approval, conducting proper clinical trials, and so on.

The authors of *The Healing Cell* are clear about which treatments have been approved and which treatments are still at the clinical trial stage. The latter are still experimental, with no solid approval yet as to efficacy or safety. The former include treatments based on adult stem cells already approved and in use for burns, brain trauma, stroke, psychiatric disorders, Alzheimer's and neurodegenerative diseases, arthritis, and many others. The last chapter of their book gives helpful information on which stem cell therapies are safe, available, and approved, at least in the US.

The Vatican also emphasizes that any treatments intended for curing or treating human beings must be thoroughly tested and subjected to regulatory scrutiny and approval. These precautions are clearly necessary to protect vulnerable patients, and the authors acknowledge this as primary, even as the book relates one type of successful treatment after the other.

They do point out that, however, that when a patient's prospect of dying from an illness is imminent and no other treatment is available, he or she could consider being enrolled in an appropriate clinical trial.²³ The outcome *could* be successful, and in a sense, there is nothing to lose at this stage by taking part. The authors point out numerous successes in people who have done so.

They also note that, while approved clinical trials do exist, patients must be their own agents in pursuing enrollment in one of them. Although it is possible to enroll in trials in several countries, the authors strongly advise caution, since some countries do not have the same level of monitoring as, for example,

Canada or the US. Non-FDA approved treatments may be offered in the US itself, but the authors warn people to enroll only in trials that combine scientific enquiry with monitored testing and high ethical values.²⁴

This book is certainly quite different from other books written with a papal foreword. Its real point is to convey the reality of the successes of treatments derived from adult stem cells and applied in human subjects. The authors recognize a slight conundrum in the fact that some scientists and even the media seem to have difficulty in acknowledging these successes, perhaps because they hope that the embryonic stem cell research they initially espoused will yet yield even better results. This may eventually be the case, but the current lack of endorsement from these sources is puzzling.

One final point: while the Vatican clearly endorses only those treatments that are properly and responsibly tested, their endorsement of *NeoStem Inc.* raises a slight ethical concern. There is, naturally, a commercial aspect to this company, and while that is certainly legitimate, it seems strange, not that the Vatican would encourage its work but that it took the step of investing in it. That does not seem necessary, when sheer observation and advice from many other sources have been pointing to the successes of adult stem cells over the years. There are many individuals and companies involved in this field, and supporting one group seems arbitrary.

To be sure, that gripe does not detract from the admirable work being done by *NeoStem* and other responsible companies, and it is truly gratifying that breakthrough treatments

are occurring through the use of stem cells that do not raise the ethical dilemmas associated with embryonic stem cells. We can thank God and excellent scientists for that! ■

(A following article will look at developments in the creation and uses of embryonic and induced pluripotent stem cells.)

Moir McQueen, LLB, MDiv, PhD, is the Executive Director of the Canadian Catholic Bioethics Institute. Prof. McQueen also teaches moral theology in the Faculty of Theology, University of St. Michael's College. She has written and co-authored several articles in bioethics, fundamental ethics and other areas.

¹ Vatican Information Service, Vatican City, 5 April 2013. Msgr. Tomasz Trafny made these remarks at the Second International Vatican Adult Stem Cell Conference, April 11-13, 2013.

² *Ibid.*

³ Smith, Robin L., Trafny, Msgr. Tomasz, Gomez, Max, PhD. *The Healing Cell: How the Greatest Revolution in Medical history is Changing Your Life.* (Center Street: New York) 2013.

⁴ Pope Benedict XVI. *The Healing Cell*, Pp. x-xi.

⁵ Cardinal Gianfranco Ravasi. *The Healing Cell*, P. xv.

⁶ *Ibid.*

⁷ *The Healing Cell*, P.4.

⁸ *Ibid.*

⁹ *Ibid.* P.5.

¹⁰ *Ibid.* P.6.

¹¹ *Ibid.* Pp. 6-7.

¹² *Ibid.* P.14.

¹³ *Ibid.* P.19.

¹⁴ *Ibid.*

¹⁵ *Ibid.* P.25. Referencing an article in *The American Journal of Cardiology*, 2009.

¹⁶ *Ibid.* Referencing an article in *The Lancet*, 2011.

¹⁷ Lindsay Tanner. "Windpipe grown with Stem Cells." *National Post*, May 1, 2013. P. A3.

¹⁸ *Ibid.* P.27.

¹⁹ *Ibid.*

²⁰ *Ibid.* P.28.

²¹ *Ibid.*

²² John Farrell, "Researchers Highlight Warning Signs on Adult Stem Cell Treatments." <http://www.forbes.com/sites/johnfarrell/2013/02/12/researchers-highlight-warning-signs-on-adult-stem-cell-treatments/> Accessed May 18, 2013

²³ *The Healing Cell*. Chapter 18.

<http://www.clinicaltrials.gov/> is the most comprehensive data base for clinical trials in the US. In Canada, see:

<http://www.clinicaltrialsCanada.com>

²⁴ *Ibid.* Pp. 208-11.

April 15, 2004

To the Directors of Education in the Diocese of London

Dear Friends,

Several people have written me about our Catholic Schools raising funds for the Canadian Cancer Society. They expressed their disagreement with the practice because the Canadian Cancer Society promotes embryonic stem cell research.

The purpose of this letter is not to give an extensive response to this matter, but I would like to make a couple of points.

1. The Catholic Church teaches that we must respect the dignity of every human person; therefore, the Church has spoken out strongly against embryonic stem cell research, because it involves the destruction of human life—the embryo is destroyed in order to obtain the stem cells used for research.

Consequently, Catholic Schools should not be raising money for any organization whose sole purpose is embryonic stem cell research.

2. Organizations, such as the Canadian Cancer Society, however, do not have embryonic stem cell research as their sole purpose. They do all sorts of good work—such as cancer research — which Catholics can support.

I believe that we can raise funds to support these organizations even though they are involved in embryonic stem cell research, provided that the following conditions are satisfied:

- (a) We must state explicitly, e.g. in a letter, that the money we are donating to the organization not be used for stem cell research because it involves the destruction of embryos.
- (b) We should take the opportunity to witness to the organization our convictions as Catholics: that we value the life of every human person

Fund Raising - Embryonic Stem Cell Research - April 2004

and judge the destruction of embryos for stem cell research a violation of their fundamental right to life.

In this way, we support the good works of the organization but we express our opposition to the research which is morally wrong.

Should you have any questions regarding this directive, please do not hesitate to contact me.

May the peace and joy of the Risen Lord be with you and all entrusted to your care.

Sincerely yours in Christ,

C.S.B.

RPF/bk

Most Rev. Ronald P. Fabbro,

Bishop of London

MINUTES OF THE REGULAR BOARD MEETING

Date:	May 1, 2018	
Time:	7:30 pm	
Location:	Catholic Education Centre, Board Room 802 Drury Lane, Burlington, ON	
Members Present:	<div style="display: flex; justify-content: space-between;"> <div> A. Danko A. Iantomasi H. Karabela P. Marai, Vice-Chair of the Board J. Michael </div> <div> D. Rabenda, Chair of the Board J.M. Rowe A. Quinn S. Trites </div> </div>	
Student Trustees:	<div style="display: flex; justify-content: space-between;"> <div>A. Barbul</div> <div>I. Schwecht</div> </div>	
Members Excused:	C. Atrach	
Senior Staff:	<div style="display: flex; justify-content: space-between;"> <div> B. Browne C. Cipriano P. Dawson, Secretary of the Board C. McGillicuddy R. Merrick R. Negoj </div> <div> J. O'Hara T. Overholt T. Pinelli A. Prkacin J. Rowles </div> </div>	
Also Present:	A. Bartucci, Communication Officer, Strategic Communications K. Boyd, President, Halton OECTA Secondary Unit L. Collimore, Chief Research Officer, Research & Development Services Dhilan Gunasekara, Planning Officer, Planning & Assessment Services A. Lofts, Senior Administrator, Financial Services F. Thibeault, Senior Administrator, Planning Services Media	
Recording Secretary:	R. Di Pietro	

1. Call to Order

The Chair called the meeting to order.

1.1 Opening Prayer, National Anthem and Oath of Citizenship (A. Barbul)

The meeting opened at 7:30 p.m. with a prayer led by A. Barbul.

1.2 Motions Adopted In-Camera

There were no motions adopted in-camera.

1.3 Information Received In-Camera

The following information was received in-camera:

Retirements

Angela Belcastro retiring effective April 30, 2018. Elizabeth Bond and Irene Niksic retiring effective June 1, 2018. Kevin Brady, Claire D'Addario, Diane Durran, Kelly Ferguson, Eileen Haller, Diana-Lynn Johnston, Caroline Lutyk, Douglas MacDougall, Natalie Marques-Piett, Clare McDermott, Mary Muller, Elisa O'Hare, Sandra Osborne, Maryanne Scime, Douglas Whitford and Laura Woodstock retiring effective June 30, 2018.

RESIGNATION

Vincent Quaranta resigning effective August 31, 2018.

SPECIAL EDUCATION CONSULTANT

Jane Mauth-Arseneault appointed as Special Education Consultant (0.5) effective September 1, 2018 for a period of up to 3 (three) years with a possibility of a one (1) year extension.

Nicole Boucher appointed as Special Education Consultant (0.5) effective September 1, 2018 for a period of one (1) year.

DEPARTMENT HEADS

David Agro, Sarah Armstrong, Dean Castellan, Alexandre Chomyshyn, Ryan Duffy, Lisa Hayes, Jared Rousselle, Susy Joseph, Valerie Kelenc, Natasha Kuzmar, Bruce Law, Michael MacDonald, Bruce Mazer, Antonio Mule, Marisa Munro, Daniela Orlando, Edouard Paroyan, Suzanne Rolland, Mark Shaw, Michael Silvello and Linda Van Ostaijen appointed as Department Heads effective September 1, 2018 for a period of up to four (4) years.

ACTING DEPARTMENT HEADS

Aldona Bubulis, Emily Liota and John Kosir appointed as Acting Department Heads effective September 1, 2018 for a period of up to one (1) year.

Acting Elementary School Principal

Sonia Snyder appointed as Acting Elementary School Principal effective September 1, 2018.

Elementary School Vice Principal

David Fitzpatrick appointed as Elementary School Vice Principal effective September 1, 2018.

2. Approval of the Agenda

The following addition was made to the agenda:

10.4 Notice of Motion – Salary Grid for Senior Officers (A. Quinn)

#132/18

Moved by: A. Iantomasi

Seconded by: S. Trites

RESOLVED, that the agenda be approved as amended.

The Chair called for a vote on **#132/18** and it **UNANIMOUSLY CARRIED**.

3. Declarations of Conflict of Interest

There were no conflicts of interest declared.

4. Presentations**4.1 St. Mary Historical Signage for St. Andrew Church (T. Murphy)**

Ms. Murphy provided history of the St. Mary's School – the first Catholic school between Toronto and Hamilton.

4.2 2017-2018 Bullying Prevention Awards (T. Pinelli)

The award-winning students and schools of the 2017 - 2018 Bullying Prevention Awards were recognized.

St. Thomas Aquinas Catholic Secondary School - Best Original Poster

Christ the King Catholic Secondary School - Best Original Video

St. Teresa of Calcutta Catholic Elementary School - Best Original Song

5. Delegations**5.1 Declined Delegations**

The Board was made aware that two (2) delegations were declined for the May 1, 2018 Board meeting.

5.2 Opposition to Resolution #61/18 (C. Giczey-Blenkin)

Ms. Gliczey-Blenkin spoke to her opposition of Resolution #61/18.

5.3 Opposition to Resolution #61/18 (T. Ralph)

Ms. T. Ralph spoke to her opposition of Resolution #61/18.

5.4 Gifted Programming in a Regular Classroom versus Accelerated Programming at the HCDSB (J. Lourenco Owen and M. Lourenco)

Mrs. Lourenco and her son J. Lourenco Owen spoke to gifted programming in a regular classroom versus accelerated programming at the Halton Catholic District School Board.

6. Approval of Minutes**6.1 Minutes of the April 17, 2018 Regular Board Meeting #133/18**

Moved by: A. Quinn

Seconded by: J. Michael

RESOLVED, that the minutes of the April 17, 2018 Regular Board Meeting be approved.

The Chair called for a vote on **#133/18** and it **UNANIMOUSLY CARRIED**.

6.2 Minutes of the April 24, 2018 Special Board Meeting #134/18

Moved by: A. Iantomasi

Seconded by: S. Trites

RESOLVED, that the minutes of the April 24, 2018 Special Board Meeting be approved.

The Chair called for a vote on **#134/18** and it **UNANIMOUSLY CARRIED**.

7. Business Arising from Previous Meetings

The Summary of Outstanding Items from Previous Meetings was received as information.

7.1 Summary of Outstanding Items from Previous Meetings

The Summary of Outstanding Items from Previous Meetings was received as information.

8. Action Items

8.1 Response to Delegations (D. Rabenda)

The Chair asked for a motion regarding the delegations about the opposition to Resolution #61/18.

#135/18

Moved by: A. Iantomasi

Seconded by: J. Michael

RESOLVED, that the Halton Catholic District School Board respond via Action item 8.2 - Amendment to Resolution #61/18 – Upholding the Sanctity of Life Through Donations to Charities and Non-Profits.

The Chair called for a vote on **#135/18**:

IN FAVOUR	OPPOSED
A. Barbul (non-binding)	A. Quinn
A. Danko	
A. Iantomasi	
H. Karabela	
P. Marai	
J. Michael	
J.M. Rowe	
I. Schwecht (non-binding)	
S. Trites	

The motion **CARRIED**.

The Chair asked for a motion regarding the delegation about Gifted Programming in a Regular Classroom versus Accelerated Programming at the HCDSB.

#136/18

Moved by: A. Quinn

Seconded by: A. Iantomasi

RESOLVED, that the Halton Catholic District School Board respond via Staff Report 9.2 - Transportation to Advanced Placement and/or International Baccalaureate Programs for Gifted Students in the HCDSB Secondary Schools.

The Chair called for a vote on **#136/18** and it **UNANIMOUSLY CARRIED**.

8.2 Amendment to Resolution #61/18 - Upholding the Sanctity of Life Through Donations to Charities and Non-Profits (P. Marai)
#137/18

Moved by: P. Marai

Seconded by: A. Iantomasi

WHEREAS, on January 19, 2014, Pope Francis wrote to the participants of the March for Life in France: "Let's say 'Yes' to life and 'No' to death" and

WHEREAS, donations are ways of asserting our "Yes" and our "No" for or against institutions which support or violate the upholding of the sanctity of life from conception to natural death,

BE IT RESOLVED, that the Halton Catholic District School Board (HCDSB), because it is a Catholic Institution, will not provide or facilitate any financial donations to any charities or non-profits that publicly support, either directly or indirectly, abortion, contraception, sterilization, euthanasia, or embryonic stem cell research. For the purposes of this motion, "public support" for the issues listed above (i.e. abortion, contraception etc....) is not support when privately expressed but is support when publically expressed on a website, in press material or found in some other public area.

BE IT FURTHER RESOLVED, the Director of Education will provide a list of all charities and non-profits, which benefit from financial donations from the Board by the board meeting of February 20, 2018.

BE IT FURTHER RESOLVED, that this resolution's third paragraph be implemented only after:

(1) the completion of community consultations,

(2) the adoption of an amended fundraising policy by the Board in response to this resolution; and in any event not earlier than the commencement of the 2018/2019 school year.

BE IT FURTHER RESOLVED, that the Director advise schools and school councils that they may continue their fundraising activities in the same manner as they did prior to resolution #61/18 until an amended fundraising policy is approved by the Board in response to this resolution.

Trustee Marai voiced his respect for the principle positions within the resolution for the strong views of his colleagues. He explained that he has taken all the delegations and messages received to heart and learned the importance of communication.

Trustee Iantomasi communicated her thanks for the amendment, which would correct the legal requirements and follow process.

Trustee Karabela stated she was against the amendment. She explained that resolution #61/18 has shone a light on things not known before and that Catholic teachings must be acted upon.

Trustee Danko thanked Trustee Marai for his integrity but indicated he would not support the amendment and would continue to remain consistent in his voting.

The Chair called for a vote on **#137/18:**

IN FAVOUR	OPPOSED
A. Barbul (non-binding)	A. Danko
A. Iantomasi	H. Karabela
P. Marai	A. Quinn
J. Michael	S. Trites
D. Rabenda	
J.M. Rowe	
I. Schwecht (non-binding)	

The motion **CARRIED**.

8.3 Trustee Determination and Distribution (J. Michael) **#138/18**

Moved by: J. Michael

Seconded by: J.M. Rowe

WHEREAS, Trustees voted on Trustee Determination and Distribution at the March 6 Board meeting under Action Item 8.7, and at the conclusion of that vote it was asked that we consult with stakeholders on what the Board had decided in this matter;

WHEREAS, Staff sent out a survey to stakeholders about the decision, which remained, open until March 19;

WHEREAS, the results of the survey were to be shared at the April 3 Board meeting under Information Item 10.4. Since our April 3 Board meeting concluded before getting to the Information Item about the survey results, there has been no move to revisit those results;

WHEREAS, a consultation demands discussion and input, a survey was conducted and nothing was done with it;

BE IT RESOLVED, that the results of the survey be shared as soon as possible for discussion and action.

The Chair called for a vote on **#138/18:**

IN FAVOUR	OPPOSED
A. Barbul (non-binding)	A. Danko
A. Iantomasi	H. Karabela
J. Michael	P. Marai
D. Rabenda	A. Quinn
J.M. Rowe	S. Trites
I. Schwecht (non-binding)	

The motion was **DEFEATED**.

**8.4 Policy II-15 International Languages (P. Marai)
#139/18**

Moved by: P. Marai

Seconded by: A. Quinn

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-15 International Languages Elementary Program, be approved as amended.

The Chair called for a vote on **#139/18** and it **UNANIMOUSLY CARRIED**.

**8.5 Policy II-31 Risk Management - First Aid (P. Marai)
#140/18**

Moved by: P. Marai

Seconded by: A. Quinn

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-31 Risk Management - First Aid be approved, as amended.

The Chair called for a vote on **#140/18** and it **UNANIMOUSLY CARRIED**.

**8.6 Policy II-33 Safe Arrival at School Program (P. Marai)
#141/18**

Moved by: P. Marai

Seconded by: J.M. Rowe

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-33 Safe Arrival at School Program be approved, as amended.

The Chair called for a vote on **#141/18** and it **UNANIMOUSLY CARRIED**.

**8.7 Policy II-38 Education Research (P. Marai)
#142/18**

Moved by: P. Marai

Seconded by: A. Quinn

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-38 Educational Research – Surveys and Pilot Projects name be changed to Policy II-38 Educational Research, and be approved, as amended.

Staff confirmed that parental consent regarding survey would be implemented through procedure.

#142/18 (AMENDMENT)

Moved by: A. Quinn

Seconded by: P. Marai

RESOLVED, that the Halton Catholic District School Board Policy Committee revisit Operating Policy II-38 Education Research

The Chair called for a vote on **#142/18 (AMENDMENT)** and it **UNANIMOUSLY CARRIED**.

8.8 Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students (P. Marai)

#143/18

Moved by: P. Marai

Seconded by: J.M. Rowe

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students be approved, as amended.

The Chair called for a vote on **#143/18** and it **UNANIMOUSLY CARRIED**.

8.9 Request for Out of Canada Travel (T. Pinelli)

#144/18

Moved by: P. Marai

Seconded by: J.M. Rowe

RESOLVED, that the Halton Catholic District School Board approve the request for travel outside of Canada by one senior staff member to attend the OSADI Trade Mission November 18-22, 2018 and CAPSI Trade Missions February 11-12, 2019 and May 27-30, 2019.

The Chair called for a vote on **#144/18** and it **UNANIMOUSLY CARRIED**.

8.10 School Name Selection – Milton No. 8 CES (Support Action) (C. Cipriano)

#145/18

Moved by: A. Iantomasi

Seconded by: J.M. Rowe

The Chair called for a vote on **#145/18**:

IN FAVOUR	ABSTAIN
A. Barbul (non-binding)	A. Quinn
A. Danko	
A. Iantomasi	
H. Karabela	
P. Marai	
J. Michael	
J.M. Rowe	
I. Schwecht (non-binding)	
S. Trites	

The motion **CARRIED**.

Trustee Rowe was excused from the meeting at 9:04 p.m.

9. Staff Reports

9.1 2018 Long-Term Capital Plan (R. Negoï)

The draft 2018 Long-Term Capital Plan (LTCP) was presented to Trustees. Staff will continue to refine the 2018 LTCP as it progresses through its public meetings and consultation with community, stakeholders, and Trustees.

9.2 Transportation to Advanced Placement and/or International Baccalaureate Programs for Gifted Students in the HCDSB Secondary Schools (B. Browne, R. Negoï, T. Pinelli)

A report was presented including programs, correspondence, and research to date, costs related to transportation to optional programs including International Baccalaureate (IB) and Advanced Placement (AP), and costs related to the expansion of IB and AP to more secondary schools in the Halton Catholic District School Board.

Trustees were in agreement that decisions be deferred until the report on consultation on the *Vision for Student Transportation in Ontario* is released and the Ministry of Education announces the impact it will have on the transportation funding across the province.

#146/18

Moved by: A. Quinn

Seconded by: A. Danko

RESOLVED, that the Halton Catholic District School Board receive the delegation regarding Gifted Programming as information and look forward to hearing more from the delegate any other parents who have concerns about their individual student's special education plans.

The Chair called for a vote on **#146/18**:

IN FAVOUR	OPPOSED
A. Barbul (non-binding)	I. Schwecht (non-binding)
A. Danko	
A. Iantomasi	
H. Karabela	
P. Marai	
J. Michael	
A. Quinn	
S. Trites	

The motion **CARRIED**.

10. Information Items

10.1 Student Trustees Update (A. Barbul)

Student Trustees provided the following information:

- Outcome of 2018-2019 Student Trustee Elections
- Experience at the OCSTA Annual General Meeting
- Plans for Catholic Education Week under the theme *Renewing the Promise*
- Student Trustees are the voice and connecting factor with students of the Board
- Student walk out regarding *Resolution #61/18* displaying leadership and standing up for what they believe in.

10.2 School Educational Field Trips (C. Cipriano)

School trips were provided as information.

10.3 Update on the Release of the 2018-2019 Grants for Student Needs (GSN) (R. Negroi)

Updated information regarding the release of the 2018-19 Grants for Student Needs was provided.

10.4 Notice of Motion – Salary Grid for Senior Officers (A. Quinn)

WHEREAS, the Halton Catholic District School Board (HCDSB) received ongoing funding from the Ministry of Education in relation to the commensurate salary grid movement of senior staff, but did not make payments according to the contracts signed in good faith with board superintendents;

WHEREAS, other Ontario School boards have recently been obliged to repay those previously withheld amounts as required by the provincially mandated salary freeze, following legal proceedings on behalf of the Superintendents; and our board wishes to avoid similar proceedings;

WHEREAS, the HCDSB wishes to reiterate our commitment to adhere to all contractual commitments made in good faith,

BE IT RESOLVED, the HCDSB retroactively repay all contractual obligations of salary grid compensation increases that were withheld to the Senior Officers of the HCDSB, with interest, of no greater than 5% per annum.

BE IT FURTHER RESOLVED, that staff provide supporting materials related to actions of the other School Boards.

11. Miscellaneous Information

11.1 Minutes of the March 5, 2018 SEAC Meeting

The minutes of the March 5, 2018 SEAC meeting were provided as information.

12. Correspondence

12.1 The Honourable Indira Naidoo-Harris, Minister of Education

12.2 M. Casey

12.3 G. F. Cauchi

12.4 C. Waddick

12.5 M. Lourenco

12.6 J. Lim

13. Open Question Period

No questions were submitted.

14. In Camera

#147/18

Moved by: S. Trites

Seconded by: J. Michael

RESOLVED, that the meeting move back in-camera.

The Chair called for a vote on **#147/18** and it **UNANIMOUSLY CARRIED**.

The meeting moved back in-camera at 9:58 p.m.

The meeting moved out of in-camera at 11:14 p.m.

15. Resolution re Absentees

#148/18

Moved by: A. Danko

Seconded by: P. Marai

RESOLVED, that Christina Atrach be excused from the meeting.

The Chair called for a vote on **#148/18** and it **UNANIMOUSLY CARRIED**.

16. Adjournment and Closing Prayer (D. Rabenda)

#149/18

Moved by: A. Danko

Seconded by: S. Trites

RESOLVED, that the meeting adjourn.

The Chair called for a vote on **#149/18** and it **UNANIMOUSLY CARRIED**.

The meeting adjourned at 11:15 p.m. with a prayer led by D. Rabenda.

Secretary of the Board

Chair

BUSINESS ARISING FROM PREVIOUS MEETINGS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS

OUTSTANDING POLICY ITEMS

DATE OF THE BOARD MEETING	AGENDA ITEM	ACTION REQUIRED	RESPONSIBILITY	STATUS
June 6, 2017	Policy I-26 Student Trustees on the Halton Catholic District School Board	Approval, as amended	T. Overholt	Fall 2018
May 1, 2018	Policy II-38 Education Research	Approval, as amended	T. Overholt	Spring 2018

ACTION REPORT

ITEM 8. 2

SALARY GRID FOR SENIOR OFFICERS

RESOLUTION

Moved by: A. Quinn

Seconded by:

WHEREAS, the Halton Catholic District School Board (HCDSB) received ongoing funding from the Ministry of Education in relation to the commensurate salary grid movement of senior staff, but did not make payments according to the contracts signed in good faith with board superintendents;

WHEREAS, other Ontario School boards have recently been obliged to repay those previously withheld amounts as required by the provincially mandated salary freeze, following legal proceedings on behalf of the Superintendents; and our board wishes to avoid similar proceedings;

WHEREAS, the HCDSB wishes to reiterate our commitment to adhere to all contractual commitments made in good faith,

BE IT RESOLVED, the HCDSB retroactively repay all contractual obligations of salary grid compensation increases that were withheld to the Senior Officers of the HCDSB, with interest, of no greater than 5% per annum.

BE IT FURTHER RESOLVED, that staff provide supporting materials related to actions of the other School Boards.

TRUSTEE A. QUINN

ACTION REPORT

ITEM 8.3

POLICY II-48 VIOLENT THREAT RISK ASSESSMENT

PURPOSE:

To approve *Policy II-48 Violent Threat Risk Assessment*, as presented

BACKGROUND INFORMATION:

Policy II-48 Violent Threat Risk Assessment (VTRA) was first introduced as policy in February 2013. This policy outlines the procedures and parameters that various community partners must follow when dealing with youth who demonstrate violent or threatening behaviours that may impact safety of themselves and others in a school setting.

The policy working group has recommended the following changes to the policy:

- Addition of definitions
- Addition of principles related to the priority of safety and well being of all members of the community
- Update on the changes of the requirements of the VTRA process since it was first put into policy

CONCLUSION:

Policy II-48 Violent Threat Risk Assessment was presented at the Policy Committee Meeting on May 8, 2018 with a recommendation that it be forwarded to the Board of Trustees for approval.

RECOMMENDATION:

The following recommendation is presented for the consideration of the Board:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that *Policy II-48 Violent Threat Risk Assessment*, be approved as amended

REPORT SUBMITTED AND
APPROVED BY:

P. MARAI
CHAIR OF THE POLICY COMMITTEE

VIOLENT THREAT RISK ASSESSMENT

POLICY No.: II-48

DATE : FEBRUARY 19, 2013

AMENDED: MAY 15, 2018

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:****PURPOSE**

The purpose of this policy is to define the procedures and parameters as outlined in the *Halton Violent Threat Risk Assessment (VTRA) Community Partner Protocol*. Specifically, this process is a multidisciplinary approach, among numerous Halton Community Partners, that deals with youth who demonstrate violent or threatening behaviours that may impact the safety of themselves and others in a school setting. The focus of the procedures outlined in the Protocol document is to identify indicators that suggest that a student may be moving on a path towards violence against themselves or others. As such, intervention to decrease the risk, prevent injury and support the student in receiving the help necessary to address the issues contributing to the high-risk behaviour(s) is implemented after consultation with professionals from various community partners, including police.

APPLICATION AND SCOPE

This policy and the related procedures outlined in the *Halton VTRA Community Partner Protocol* document applies to all staff in HCDSB schools who have a direct responsibility for student safety and to those students in Halton schools that demonstrate high risk behaviours that may lead to compromising the safety of other staff, students, school visitors and themselves. While most VTRA are initiated by school staff, including school support staff, there can be circumstances where school staff are invited to be a part of a VTRA that is initiated by a community partner and is conducted off of the school site and/or beyond the regular instructional day.

DEFINITIONS

Protocol - refers to the *Halton Community Violence Threat Risk Assessment (VTRA) Protocol*

Partners – refers to the signatories of the Halton VTRA Protocol Plan of Action – a chart that depicts the goals, recommendations, actions, respective persons responsible and projected date of completion and is included as part of the Intervention Plan.

PRINCIPLES

1. The Halton Catholic District School Board endorses the guiding principles of partnership, cooperation, consultation and accountability in the enactment of this policy is committed to ensuring the safety of our schools, students, staff and visitors.
2. All Protocol partners will respond to all student behaviours that pose a potential risk to any students, staff or members of the community
3. Early intervention measures by the School Boards and community partners will prevent violence in our schools and in the community.

VIOLENT THREAT RISK ASSESSMENT**POLICY No.:** II-48**DATE :** FEBRUARY 19, 2013**AMENDED:** MAY 15, 2018**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:**

4. The Halton Catholic District School Board school board meets all requirements for student safety as outlined in the Education Act.
5. The effective continuing implementation of this Protocol will support collaborative planning to prevent traumatic events. In addition, the timely sharing of information about students at risk of violence towards themselves and/or others will ensure that risk management and safety and support plans are put into place.
6. The individual's rights to privacy and the safety of all will be respected as the multi-disciplinary VTRA Team shares and reviews student information and details of an "event".
7. HCDSB is accountable to the Protocols' purpose and have a shared responsibility to actively take steps to prevent traumatic events in schools. HCDSB, along with Partners agree to work together for the common goal of threat reduction and school and community safety by sharing information, advice and support in a proactive way that assists in the prevention of a potential traumatic event.
8. As a Partner, HCDSB is committed to work together for the benefit of children and youth by:
 - Building working relationships based upon mutual trust and respect.
 - Involving children, youth and their families in planning for services and supports.
 - Recognizing that each student has unique strengths and needs that must be considered when developing an Intervention Plan and a Plan of Action.
 - Participate in ongoing training, staff development and program review, as appropriate
9. HCDSB is transparent and open to ensure that information is shared in a timely manner

REQUIREMENTS

1. School administrators are required to initiate VTRA as per the Protocol when such behaviours present themselves.
2. Superintendent of Safe Schools is responsible to ensure that all school administrators and appropriate school and Board staff are VTRA Protocol trained.
3. Superintendent of Safe Schools will maintain a copy of the VTRA Safety Plans and results of the VTRA Protocol being enacted.

APPROVED: Regular Meeting of the Board**AUTHORIZED BY:** _____

Chair of the Board

ACTION REPORT

ITEM 8.4

POLICY V-08 SCHOOL ANNIVERSARY CELEBRATIONS

PURPOSE:

To Approve *Policy V-08 School Anniversary Celebrations*, as presented.

BACKGROUND INFORMATION:

Policy V-08 School Anniversary Celebrations was last amended in October 2009. This policy provides direction as to the significant anniversary dates that a school must recognize.

The following amendments have been suggested by the policy working committee:

- Removal of 10 year anniversary as a mandatory celebration, with the option for each school community to determine other significant milestone dates
- Rewording of certain requirements as Principles
- Removal of funds being distributed to each school for anniversary celebrations
- Clarification of communicating the mandatory anniversary dates to each school

CONCLUSION:

Policy V-08 School Anniversary Celebrations was presented at the Policy Committee Meeting on May 8, 2018 with a recommendation that it be forwarded to the Board of Trustees for approval.

RECOMMENDATION:

The following recommendation is presented for the consideration of the Policy Committee:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board accept the recommendation of the Policy Committee that *Policy V-08 School Anniversary Celebrations*, be approved as amended

REPORT SUBMITTED AND
APPROVED BY:

P. MARAI
CHAIR OF THE POLICY COMMITTEE

SCHOOL ANNIVERSARY CELEBRATIONS**POLICY No.:****V-08****DATE :**

APRIL 24, 1990

AMENDED:

JULY 30, 1991

AMENDED:

OCTOBER 6, 2009

AMENDED:

MAY 15, 2018

**ASSOCIATED
OPERATING POLICIES &
ADMINISTRATIVE
PROCEDURES:****PURPOSE**

The Halton Catholic District School Board acknowledges that a school's anniversary date with respect to its establishment and commencement of education service to its community is a significant occasion for the school community and is worthy of recognition for celebration.

APPLICATION AND SCOPE

This policy applies to all school staff who have the responsibility to recognize and celebrate a school's anniversary. The Board will endorse celebration plans for each of the following anniversary dates for a particular school:

- 25th Anniversary
- 50th Anniversary
- 75th Anniversary
- 100th Anniversary

PRINCIPLES

The celebration of a school's anniversary at key times is a visible sign of the home-school-parish partnership.

School anniversary celebrations unite past and present members of the Catholic school community, including administrators, teachers, staff members, students, Catholic School Council, parents, appropriate clergy, Board representatives, and Trustees.

The Eucharist, as source and summit of Christian life, is an integral component of school anniversary celebrations.

REQUIREMENTS

School anniversaries are appropriately recognized by the Board through its Chair, or designate, to honour the school's contribution to Catholic education in its community.

Schools will be informed of their anniversary milestones by the Director's Office, in the previous school year.

Schools are encouraged to communicate with their own school communities (School Council, Parish, staff, etc.) to determine if other milestones not listed should be recognized and celebrated (e.g. 10th Anniversary).

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board

ACTION REPORT

ITEM 8.5

ASSUMPTION CATHOLIC SECONDARY SCHOOL RENEWAL PROJECT BUDGET

PURPOSE:

To present the scope of the proposed Assumption Catholic Secondary School renewal project and seek approval of the project budget.

BACKGROUND INFORMATION:

Staff presented the Board's Long-Term Facility Renewal Strategy (LTFRS) at the September 19, 2018, Regular Meeting of the Board. [To view this report, click.](#) This plan was the third generation facility renewal plan for the improvement of learning facilities to support student learning and excellence in Catholic education. Facility Management Services recognizes the continuous need to address facilities to ensure the best learning environments for our students. The renewal of Assumption Catholic Secondary School was identified as a major part of the LTFRS.

A large scale renewal project at Assumption Catholic Secondary School would look to improve three distinct aspects of the facility:

- Critical building components make up the majority of a facility's renewal backlog and require a substantial investment in both construction time and financial resources. Building component improvements may include energy efficient heating and cooling systems, electrical systems, plumbing, structural elements, roofing and accessibility improvements.
- Programming upgrades seek to align the facility spaces with the latest teaching pedagogies and could include elements such as food and nutrition rooms, natural playspaces, teacher workrooms, artificial turf, resource rooms and learning commons.
- Aesthetic enhancements seek to improve the appearance and function of the facility and may include flooring, lockers, acoustic ceiling tiles, washroom upgrades, painting and millwork.

Further details of the proposed project are provided in the subsequent sections.

Staff further developed and presented a comprehensive school renewal plan for Assumption Catholic Secondary School at the January 16, 2018, Regular Meeting of the Board. The proposed renewal plan also incorporated a modest building addition to improve the common spaces of the school and allow the school to accommodate future enrolment.

At the February 6, 2018, Regular Meeting of the Board, Trustees approved Phase 1 of the Assumption School renewal project, which involved the renovation of the existing science laboratories and adding air conditioning capabilities to the double gymnasium. Staff indicated to Trustees that they would continue to work on the necessary approvals for future phases of the project, including the proposed building addition.

INTRODUCTION:

Staff submitted a business case to Ministry of Education to seek approval to proceed with the Assumption Catholic Secondary School renewal project. The inclusion of a building addition in the project meant that the approval to proceed would require an exemption from Minister of Education to allow the Board to expense capital funds on the addition of gross floor area to the school. Staff worked closely with Ministry staff to justify the project and provide all data and information required for Ministry approval.

On April 24, 2018, the Ministry informed the Board in writing of their support for the Assumption Catholic Secondary School renewal project. The Ministry's endorsement of the project will allow the Board to expense proceeds of disposition capital funds to add four (4) classroom spaces and increase the gross floor area of the school to the maximum permissible for a 1,041 pupil place secondary school. The Minister granted approval to expense up to \$2,358,102 from the Board's proceeds of disposition funds towards the addition portion of the project. The approval letter from the Ministry is attached for Trustee reference (Appendix "A").

Staff presented the full scope of the Assumption School renewal project at the January 16, 2018, Regular Meeting of the Board. The cost to complete the entire scope of the project, including all building component replacements, programming improvements and aesthetic enhancements, was estimated to cost \$17.5 million and be completed over a 3-5 year timeframe. However, if the school community could be moved offsite for the construction period then the cost would be reduced significantly and the timeline could be accelerated.

The Minister's exemption to spend proceeds of disposition funding is significantly less than the total funding allocation needed to complete the full scope of the renewal and building addition project. However, the Minister's approved allocation is only needed to finance the addition portion of the project. The Board may choose to include additional funding to the project for use on the existing school building, including building component replacement, programming improvements and aesthetic enhancements.

The remainder of this report outlines further details of the proposed project scope and schedule, funding options, staff recommendations and next steps.

PROJECT DETAILS:

Preliminary design work has been conducted to develop design concepts and engineering requirements for the programming and renewal requirements at Assumption Catholic Secondary School. Staff has attempted to incorporate feedback from various stakeholders in the Assumption School community to build a comprehensive design concept. Further detailed design and refinement will be required as the project progresses.

At current, staff are proposing a 3-storey addition to the west corner of the school. The new addition would include four classrooms, an enlarged cafeteria and atrium, a new learning commons and additional washrooms. A new elevator would provide barrier-free access to all three floors of the school. The gross floor area of the school, complete with the addition, would be in line with the Ministry benchmark for a 1,041 pupil place secondary school.

Further to the proposed building addition, renewal work is proposed for the existing building. The following list represents the recommended renewal works:

- Replacement of critical heating, ventilation and air-conditioning components
- Upgraded LED lighting
- Construction of new student achievement areas
- Relocation and construction of new exercise and weight room
- Renovation of commercial kitchen / hospitality classroom

- Renovation of art classrooms
- Renovation of washrooms
- Addition of teacher workrooms
- Upgrades to the stage/theatre area to support performances
- Reconfiguration and construction of parking lots and walkways
- Landscaping of outdoor areas
- Addition of outdoor storage solutions
- Renovation of administrative areas

PROJECT SCHEDULE:

The large scale nature of renewal requirements at Assumption Catholic Secondary School dictate that the construction works would take a considerable amount of time. However, if school operations were moved to an alternate location for the construction period, the works could be expedited significantly. The design concepts and scope have been formulated with the knowledge that the school building could be vacated during the construction period and that the construction period would be no more than twelve months in length.

The Halton District School Board (HDSB) has designated Lester B. Pearson Secondary School for closure in June 2018. As such, a purpose built secondary school facility in Burlington will be vacant for the 2018-19 school year. Staff have reviewed the Lester B. Pearson School facility and determined that it could be setup to accommodate all students, staff and programs from Assumption School. Vacating the Assumption School site for the construction period would allow all aspects of the project to be completed at once and significantly reduced the cost versus completing the work over several years. In this option, students and staff would not encounter construction disruptions and allow the Board to provide the best learning environment for current and future students.

It is proposed that the Assumption School community relocate to Lester B. Pearson Secondary School for the second semester of the 2018-19 school year. The majority of the proposed construction work would then be completed from February 2019 to August 2019, with the intent of opening the renovated facility for September 2019. Staff will explore opportunities to start construction work at the Assumption School facility prior to second semester of the 2018-19 school year, provided that the disruption to students and staff will be minimal.

Staff will also explore the possibility of an extended day for students and staff in the first semester of the 2018-19 school year. An extended day would result in the early completion of course requirements, which will afford more time during the semester turnaround to relocate the Assumption School community to the alternative site.

PROJECT FUNDING:

Preliminary cost estimates have been prepared for the proposed Assumption Catholic Secondary School renewal project based on the requirements listed in the previous sections. It is estimated that the Assumption School renewal project with the proposed building addition will cost approximately \$14.0 million, inclusive of professional fees, permits and contingencies. Recall that the previous estimate to complete the works over a 3-5 year timeframe was \$17.5 million. The project will be competitively tendered to obtain actual prices and ensure good value for the Board's capital investment.

The Ministry granted approval to expense up to \$2,358,102 from the Board's proceeds of disposition funds towards the project. This funding is intended to finance the building addition portion of the project. Thus, the Board would be required to further allocate \$11,641,898 towards the project for use on the existing

portion of the school facility. The Board is expected to finalize a property sale in May 2018 that would provide the Board with the resources to finance the Assumption School renewal project in full.

The Board will encounter moving/setup costs in relocating the Assumption School community to an alternative site. Furthermore, the Board must pay cost recovery fees for the rental of Lester B. Pearson School. The estimated relocation costs are shown in Appendix B, along with the proposed utility savings at Assumption School during the construction period. The net relocation costs are expected to be approximately \$1.65 million. While these relocation costs are considerable, they are significantly less than the construction savings achieved via the accelerated construction schedule.

All of the relocation costs, with the exception of transportation and moving costs, would be funded by the Ministry's Temporary Accommodation Grant. The Temporary Accommodation Grant is intended for the installation and setup of portable classrooms, as well as leasing costs for instructional spaces. Transportation costs are not eligible under the Temporary Accommodation Grant. Thus, incremental transportation costs as a result of the relocation to the alternate school site would need to be funded through the Board's Capital Reserve. Moving costs associated with the project would be expensed to the operations budget for the 2018-19 school year and offset by utility savings at the existing Assumption School site.

RECOMMENDATION:

Staff recommends that the Board proceed with the accelerated construction schedule for Assumption Catholic Secondary School renewal project. The accelerated option would entail relocating the Assumption School community to Lester B. Pearson Secondary School for second semester of the 2018-19 school year. This option offers the shortest possible construction schedule, which would significantly reduce construction costs and minimize disruption for students and staff.

The complete renewal and building addition project for the Assumption School facility is expected to cost \$14.0 million, which would be funded through the Board's proceeds of disposition. Further to the capital costs, the Board expects to incur relocation costs of \$1.65 million. Transportation costs, of approximately \$700,000, would be expensed from the Board's Capital Reserve, with the remaining relocation cost funded through the Temporary Accommodation Grant or existing operations funding.

The following resolutions are presented for Trustee consideration:

RESOLUTION:	<i>Moved by:</i> <i>Seconded by:</i>
RESOLVED , that the Halton Catholic District School Board approve the preliminary estimated project budget not to exceed \$14,000,000 and approve the use of proceeds of disposition (POD) in the amount of \$14,000,000 for the Assumption Catholic Secondary School renewal and addition project in the City of Burlington.	
RESOLUTION:	<i>Moved by:</i> <i>Seconded by:</i>
RESOLVED , that the Halton Catholic District School Board approve the use of Capital Reserve funds in the amount of \$700,000 to fund student transportation costs as a result of the Assumption Catholic Secondary School renewal and addition project in the City of Burlington.	

REPORT PREPARED BY: R. MERRICK
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT SUBMITTED BY: R. MERRICK
SUPERINTENDENT, FACILITY MANAGEMENT SERVICES

REPORT APPROVED BY: P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Ministry of Education

Office of the ADM
Capital and Business Support Division
900 Bay Street
20th Floor, Mowat Block
Toronto ON M7A 1L2

Ministère de l'Éducation

Bureau du sous-ministre adjoint
Division du soutien aux immobilisations et
aux affaires
900, rue Bay
20^e étage, Édifice Mowat
Toronto ON M7A 1L2



April 24, 2018

Ms. Paula Dawson
Director of Education
Halton Catholic District School Board
802 Drury Lane
Burlington, ON L7R 2Y2

Dear Ms. Dawson,

The ministry has received your board's request for an approval to use Proceeds of Disposition (POD) in the amount of \$2,358,102 for the the construction of a four classroom addition at Assumption CSS in Burlington.

The ministry acknowledges that your board explored opportunities for a new Assumption CSS school facility but was unable to find a cost effective solution. As an alternative, your board has submitted a plan to use the board's Proceeds of Disposition to address Assumption CSS' facility condition and enrolment growth. The ministry is supportive of this plan. I would like to remind you that Proceeds of Disposition can only fund expenditures that can be capitalized. Any operating expenditures cannot be funded using POD.

The ministry will not provide any additional allocation of capital funding for this project should the board incur additional costs that exceed \$2,358,102 for the Assumption CSS project.

Pursuant to Education Act, s. 233 (4), the Minister grants Halton Catholic District School Board exemption with respect to Proceeds of Disposition of real property in the amount of \$2,358,102 from the restriction set out in section 6.2 of O. Reg 193/10 (Restricted Purpose Revenues). The Ministry grants this exemption on the condition that these POD funds be spent only on capital costs related to the above mentioned project.

Should you have any questions regarding this issue, please contact your capital analyst, Matthew Anderson at (416) 325-9796 or via email at matthew.anderson@ontario.ca.

Sincerely,

Original signed by:

Joshua Paul
Assistant Deputy Minister
Capital and Business Support Division

cc: Paul Bloye, Director, Capital Program Branch
Med Ahmadoun, Director, Financial Analysis and Accountability Branch
Ryan Merrick, Senior Administrator, Facility Management Services, Halton Catholic District School Board
Roxana Negoii, Superintendent of Business Services and Treasurer, Halton Catholic District School Board
Frederick Thibeault, Senior Administrator, Planning Services, Halton Catholic District School Board

Appendix A

Communications Protocol: Public Communications, Events and Signage (February 2018)

Acknowledgement of Support

You must acknowledge the support of the Government of Ontario in your proactive media-focused communications of any kind, written or oral, relating to the agreement or the project. This could include but is not limited to:

- Reports
- Announcements
- Speeches
- Advertisements, publicity
- Promotional materials including, brochures, audio-visual materials, web communications or any other public communications.

This is not required for:

- Minor interactions on social media, including social media such as Twitter where content is restricted
- Reactive communications, such as media calls.

All public announcements regarding capital investments in the publicly funded education system are **joint** communications opportunities for the provincial government, the school board, the CMSM/DSSAB, and/or community partners.

Issuing a Media Release

When issuing a media release or other media-focused communication, school boards, CMSMs/DSSABs, and or community partners must:

- Recognize the Ministry of Education's role in funding the project
- Contact the Ministry of Education to receive additional content for public communications, such as a quote from the minister.

You can **send your public communications to Dylan.Franks@ontario.ca** to obtain a quote or other information for your public product.

Note: The ministry may also choose to issue its own news release about various project milestones. If the ministry chooses to do so, school boards, CMSMs/DSSABs, and/or

community partners will be contacted to get quotes, as appropriate.

Invitations to the Minister of Education and Minister Responsible for Early Years and Child Care

Openings

The Minister of Education and the Minister Responsible for Early Years and Child Care must be invited to all openings of:

- New schools
- Additions that include new child care spaces, child and family programs, or community hubs.

To invite the minister to your event:

- Send an email invitation as soon as possible to information.met@ontario.ca
- Where appropriate please copy the ministry's regional manager in the Field Services Branch, for your area
- Do not move forward with your event until you have received a response from the ministry (you will be notified within 15 business days of the event as to the minister's attendance)
- Inform the ministry via the email address above if the date of your event changes.

Note: If the minister is unable to attend, your invitation may be shared with another government representative. Their office will contact you directly to coordinate details. Announcements do not need to be delayed to accommodate the minister. The goal is to make sure that the minister is aware of the opportunity.

All Other Events

For all other media-focused public events, (e.g. sod turnings):

- Send an invitation to the minister at information.met@ontario.ca with **at least three weeks' notice**
- Copy the ministry's regional manager in the Field Services Branch, in your area, where appropriate.

Note: These "other" events should not be delayed to accommodate the minister. Only an invitation needs to be sent; a response is not mandatory to proceed.

BuildON Signage

NEW – The Government of Ontario is introducing BuildON Child Care signage. These signs should be posted, in addition to the BuildON Education signs, on projects that include funding for one or more child care rooms. **This requirement is being made**

retroactively to all child care projects that date back to the fall of 2016. Signage will be provided by the ministry.

For approved capital priority projects, school boards will be required to display BuildON signage at the site of construction that identifies the support of the Government of Ontario in the BuildON Education and/or BuildON Child Care capital project. Signage will be provided to school boards by the Ministry of Education in the near future.

School boards are responsible for:

- Posting the signage for the major school and/or child care projects identified by the ministry in a prominent location
- Posting signs in a timely manner following receipt of the signage.

All signage production costs will be covered by the Ministry of Education, including the cost of distributing the signage to school boards.

Contact

Should you have any questions related to this communications protocol, please contact Dylan Franks at 416-325-2947 or via email at Dylan.Franks@ontario.ca.

Note: This communications protocol does not replace school boards' existing partnership with the Ministry of Education's regional offices. Regional offices should still be regarded as school boards' primary point of contact for events and should be given updates in accordance to existing processes.

HALTON CATHOLIC DISTRICT SCHOOL BOARD

**ASSUMPTION CATHOLIC SECONDARY SCHOOL
RENEWAL PROJECT
PRELIMINARY RELOCATION BUDGET ESTIMATE**

EXPENSES	May 15, 2018 BUDGET ESTIMATE		
<i>Alternate Site Rental</i>	<i>\$750,000</i>		
<i>Moving</i>	<i>\$78,500</i>		
<i>Temporary Buildings</i>	<i>\$96,500</i>		
<i>Setup & Furniture</i>	<i>\$25,000</i>		
<i>IT</i>	<i>\$75,000</i>		
<i>Transportation</i>	<i>\$700,000</i>		
<i>Contingency</i>	<i>\$50,000</i>		
SUB-TOTAL	\$1,775,000		
SAVINGS			
<i>Utilities</i>	<i>\$125,000</i>		
SUB-TOTAL	\$125,000		
TOTAL RELOCATION COSTS	\$1,650,000		

ACTION REPORT

ITEM 8.6

NAMING OF THE NEWLY CONSOLIDATED OAKVILLE SOUTH CATHOLIC ELEMENTARY SCHOOL

PURPOSE:

To inform Trustees of the response from Bishop Crosby on the selection of a name for the newly consolidated Oakville South Catholic Elementary School.

BACKGROUND INFORMATION:

Following the Regular Board Meeting on April 17, 2018, the Director forwarded a letter to Bishop Crosby, including the prioritized list of names. Attached, as Appendix "A", is the letter sent to the Bishop.

Bishop Crosby has responded with his approval of the name of the school to be St. Nicholas Catholic Elementary School. Attached, as Appendix "B", is the response from the Bishop.

RECOMMENDATION:

The following recommendation is presented for the consideration of the Board:

RESOLUTION:

Moved by:
Seconded by:

RESOLVED, that the Halton Catholic District School Board approve the name St. Nicholas Catholic Elementary School for the newly consolidated Oakville South Catholic Elementary School.

REPORT PREPARED & SUBMITTED BY:

T. PINELLI
SUPERINTENDENT OF EDUCATION, SCHOOL SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD



802 Drury Lane
Burlington, ON
L7R 2Y2
(905) 632-6300
www.hcdsb.org

April 18, 2018

Most Reverend Douglas Crosby, O.M.I., D.D.
Bishop of Hamilton
700 King Street West
Hamilton, ON
L8P 1C7

Dear Bishop Crosby:

RE: Proposed Name for the Newly Consolidated Oakville South Catholic Elementary School

The Board at its Regular Meeting of April 17, 2018 selected a preferred name for the newly consolidated Catholic Elementary School in Oakville South, and is seeking your approval. A copy of the Board Report is attached for your reference.

After a process of community consultation, the preferred name for our consolidated elementary school is **St. Nicholas Catholic Elementary School**, and if this name is acceptable to you, it is the intention of the Board to announce this to the community as soon as possible. The consolidated school will open in September 2018.

In the event that the proposed name does not meet with your approval, the Board will seek your approval for the alternate name considered – St. André Bessette Catholic Elementary School.

The Board respectfully requests your consideration of the proposed name, and will await your comments before proceeding. It is our hope to have your decision available for the May 1, 2018 Board meeting.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Dawson".

Paula Dawson
Director of Education

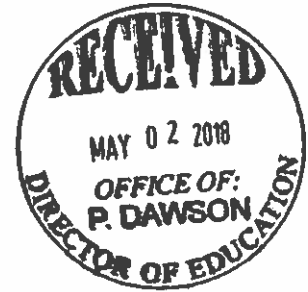
/np

c.c. Toni Pinelli, Superintendent of Education



BISHOP OF HAMILTON

April 25, 2018



Ms. Paula Dawson,
 Director of Education
 Halton Catholic District School Board
 802 Drury Lane
 Burlington, Ontario L7R 2Y2

Dear Ms. Dawson,

Thank you for your letter of April 18, received in our office on April 24, 2018, with the proposed name for the newly consolidated Oakville South Catholic Elementary School.

To assist me in understanding the reasons for the choice, you have provided the Board Report, including the results of an extensive community consultation. It is clear from that report that the preference of those consulted is that *St. Nicholas Catholic Elementary School* be the name of the new School.

I am pleased to accept this proposed name. I look forward to visiting and blessing the new school sometime in the Fall.

Gratitude and generosity are qualities exemplified by St. Nicholas. I pray that those important qualities will be evident throughout the school and spill over into the community.

Sincerely in the Risen Christ and Mary Immaculate,

(Most Rev.) Douglas Crosby, OMI
 Bishop of Hamilton

/cd

STAFF REPORT

ITEM 9.1

2018-19 BUDGET ESTIMATES DRAFT #1

PURPOSE:

To provide the Board with a preliminary draft of the 2018-19 Budget Estimates.

BACKGROUND:

The following information regarding the Board's budget process was previously provided to Trustees:

1. Information Report 10.3 Update on the Release of the 2018-19 Grants for Student Needs (GSN) from the May 1, 2018 Regular Board Meeting.
2. Information Report 10.5 Release of the 2018-19 Grants for Student Needs (GSN) from the April 3, 2018 Regular Board Meeting.
3. Budget Information Session – March 7, 2018 Trustee Budget Consultation Session.
4. Information Report 10.4 2018-19 Budget Consultation Process – Summary of Feedback from the March 6, 2018 Regular Board Meeting.
5. Staff Report 9.1 2018-19 Budget Estimates Schedule, Objectives and Consultation from the February 6, 2018 Regular Board Meeting.

COMMENTS:

OVERVIEW

The Ministry released the online Education Finance Information System (EFIS) forms on April 27, 2018 and staff completed these forms to develop a first draft budget for the upcoming school year.

As of May 15, 2018, the Board's preliminary financial position based on this draft budget is an Operating Surplus of \$581,000, with an in-year Total Accumulated Surplus Available for Compliance of \$1.4 million. Table 1 summarizes the Board's preliminary financial position, listing the opening and closing balances in the surplus accounts available for compliance. The preliminary financial position includes additional staff resulting from growth and new available funding, summarized in Table 2, as well as program enhancements that are included in Table 3. The proposed new initiatives listed in Table 4, have been excluded from this draft.

TABLE 1: 2018-19 FINANCIAL POSITION AS OF MAY 15, 2018 (DRAFT)			
	OPENING BALANCE	IN-YEAR CHANGE	CLOSING BALANCE
Operating Surplus	\$617,000	\$581,000	\$1,198,000
Internally Restricted Reserves			
Operating Reserve (Working Funds Reserve)	\$4,146,000	\$500,000	\$4,646,000
Indigenous Reserve	\$28,000		\$28,000
Capital Reserve	\$9,384,000	\$1,250,000	\$10,634,000
Capital Capacity Planning Reserve	\$70,000		\$70,000
Committed Capital Projects	\$7,683,000	-\$272,000	\$7,411,000
Sinking Fund Interest Earned	\$1,444,000	-\$76,000	\$1,368,000
TOTAL Internally Restricted Reserves	\$22,755,000	\$1,402,000	\$24,157,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$23,372,000	\$1,983,000	\$25,355,000

The salary budget was developed based on the confirmed staffing complement as of March 31, 2018, adding new positions to reflect enrolment growth, replace expected retirements and resignations as well as additional staffing from the positions added through either the GSN or other Non-GSN funding sources. Salary reflects expected grid movement as of September 1, 2018 and salary increases for teaching and non-teaching staff, as identified in the collective agreement extensions. Table 2 lists staffing additions over the 2017-18 Revised Estimates, as well as the overall increase in the salary and benefits budget.

TABLE 2: STAFFING ENHANCEMENTS (INCLUDED IN THE 2018-19 BUDGET)			
EMPLOYEE GROUP	POSITIONS	REASON	FTE
Elementary Teachers (OECTA Elementary)	Elementary Teachers	Growth	10.0
	Elementary Pathways Itinerant Teachers	New GSN funding	8.0
	Special Education Resource Teachers	Growth	4.0
	Experiential Learning Consultant	EPO/Growth	1.0
TOTAL ELEMENTARY TEACHERS			23.0
Secondary Teachers (OECTA Secondary)	Secondary Teachers	Growth	44.3
TOTAL SECONDARY TEACHERS			44.3
Professional & Paraprofessional Staff (APSSP)	Child and Youth Counsellors	Multi-disciplinary teams (MDT) and mental health EPO funding	6.7
	Child and Youth Counsellors	Growth	4.5
	Social Worker	MDT funding	1.0
	Speech Language Pathologists	Mental Health EPO	3.0
	Psychologists	MDT funding	2.0
	Behaviour Analysts	Growth (previously EPO)	2.0
TOTAL PROFESSIONAL & PARAPROFESSIONAL STAFF			19.2

TABLE 2 CONTINUED: STAFFING ENHANCEMENTS (INCLUDED IN THE 2018-19 BUDGET)			
School Support Staff (CUPE)	Educational Assistants	Growth	13.0
	School Secretarial staff	Growth	0.5
	Payroll Advisor	HR transitional funding	1.0
	Early Childhood Educators	Based on current enrolment	(1.0)
	Custodial staff	Attrition	(4.7)
TOTAL SCHOOL SUPPORT STAFF			8.8
School Administration Staff	Elementary Principals	2 school consolidations, 1 new school	(1.0)
	Elementary Vice-Principals	Growth	1.5
	Secondary Vice-Principals	Growth	1.0
TOTAL SCHOOL ADMINISTRATION STAFF			1.5
Administrative Staff	Human Rights and Equity Advisor	EPOs	1.0
	GIS/Jr Planning Officer	Capital Capacity Planning GSN and School Operations Growth	1.0
	Financial Officer (Thomas Merton Centre for Continuing Education)	Ministry of Citizenship and Immigration and growth	1.0
	IT Supervisor, Network Security	Current Gap	1.0
TOTAL ADMINISTRATIVE STAFF			4.0
TOTAL NEW INVESTMENTS			100.8
SALARY BUDGET INCREASE due to new staff (as per list above)			\$6.6 mil
BENEFITS BUDGET INCREASE due to new staff (as per list above)			\$1.3 mil
SALARY BUDGET INCREASE due to grid movement & compensation increases			\$5.4 mil
BENEFITS BUDGET INCREASE due to statutory/insured benefits and WSIB			\$0.6 mil
TOTAL SALARY & BENEFITS BUDGET INCREASE over 2017-18 Rev. Estimates			\$13.9 mil

Table 3 outlines program enhancements that are required to accommodate an expanding system:

TABLE 3: PROGRAM ENHANCEMENTS (INCLUDED IN THE BUDGET)		
DESCRIPTION	DEPARTMENT	\$
I. Program Enhancements Presented at March 7, 2018 Trustee Budget Session		
Increases to Director's contingency budget and privacy and information management and operating costs	Director's Office	\$51,000
Increases to student accommodations, utilities, school operation, maintenance supplies and custodial services	Facility Management Services	\$1,332,000
Increases to school budgets and school contingency fund to address growth and local school needs	School Services	\$260,000
Increases to Faith Development, Student Injury Prevention resources and Alternative Education budget	School Services	\$73,000
New textbooks and learning materials, release time for capacity planning, library resources, science and tech shop safety training and resources (release time captured in Table 2)	Curriculum Services	\$290,000
Investments in network security infrastructure and increase in software license fees	Business Services	\$139,000
Increase to legal and professional fees, temporary assistance and department cost to address growth	Human Resources	\$106,000
		\$2,251,000

TABLE 3 CONTINUED: PROGRAM ENHANCEMENTS (INCLUDED IN THE BUDGET)		
DESCRIPTION	DEPARTMENT	\$
II. Additional Program Enhancements		
Increase to transportation costs to address growth and increase in rates	Business Services	\$811,000
Increase to fees and contractals to address changes to the Employment Standards Act	Facility Management Services	\$300,000
Temporary accommodations increase to address growth and the Assumption project	Facility Management Services	\$1,530,000
TOTAL PROGRAM ENHANCEMENTS		\$4,892,000

Table 4 includes the new initiatives to be considered as well as an estimated cost for each initiative:

TABLE 4: NEW INITIATIVES (NOT INCLUDED IN THE BUDGET)		
DESCRIPTION	DEPARTMENT	\$
Non-Union Job Evaluation Review	Human Resources	\$110,000
1.0 FTE Job Evaluation Officer (1 year contract)	Human Resources	\$90,000
Additional commissionaires for schools in need	School Services	\$42,000
Electronic file project - Annual licenses / scanners / temporary Staff	Director's Office (includes all areas)	\$110,000
Implementation of new library system	Curriculum Services	\$85,000
Budget for new music equipment	Curriculum Services	\$45,000
TOTAL NEW INVESTMENTS		\$482,000

In addition to the above, staff wanted to ensure a continued allocation towards both the Operating Reserve and Capital Reserve, to maintain the Board's low Ministry financial risk rating. This draft budget incorporates a \$500,000 transfer into the Operating Reserve and \$1,250,000 transfer into the Capital Reserve (see Table 1). One aspect not included is the \$700,000 estimated cost of transportation for Assumption students, discussed in *Action item 8.5 – Assumption Catholic Secondary School Project Budget*. Table 5 shows the revised transfer into the Capital Reserve, incorporating this cost.

TABLE 5: 2018-19 FINANCIAL POSITION WITH PROPOSED ASSUMPTION TRANSPORTATION COSTS			
	OPENING BALANCE	IN-YEAR CHANGE	CLOSING BALANCE
Operating Surplus	\$617,000	\$581,000	\$1,198,000
Internally Restricted Reserves			
Operating Reserve (Working Funds Reserve)	\$4,146,000	\$500,000	\$4,646,000
Indigenous Reserve	\$28,000		\$28,000
Capital Reserve	\$9,384,000	\$550,000	\$9,934,000
Capital Capacity Planning Reserve	\$70,000		\$70,000
Committed Capital Projects	\$7,683,000	-\$272,000	\$7,411,000
Sinking Fund Interest Earned	\$1,444,000	-\$76,000	\$1,368,000
TOTAL Internally Restricted Reserves	\$22,755,000	\$702,000	\$23,457,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$23,372,000	\$1,283,000	\$24,655,000

The numbers presented in this report are still preliminary and may change as a result of, but not limited to, the following:

- **Staff are currently in the process of performing a complete review of the EFIS forms, to ensure all revenue information has been included and calculated properly;**
- **Adjustments to staffing and grants may be required as a result of changes in estimated enrolment;**
- **New initiatives have not been included in the estimated expenses presented in this report;**
- **Additional operating expenses may be identified by Staff;**
- **Changes may occur to capital expenses, depreciation, amortization of deferred capital contribution or Education Development Charges (EDC) eligible expenses, as new information becomes available; and**
- **Additional Education Program Other (EPO) funding may be announced by the Ministry.**

REVENUE PROJECTIONS (APPENDICES A-1 & A-9 AND E)

Revenue has been estimated at \$427.1 million - \$377.4 million in grant revenue, \$3.5 million in other provincial grants (Appendix A-9), \$2.6 million in Federal grants, \$14.5 in other revenue including interest, recoverable salary, rental income, tuition and Education Development Charges. An additional \$13.0 million has been estimated for school generated funds and \$16.1 million in amortization of deferred capital contributions (DCC).

Appendix E outlines the Board's provincial allocation, including the capital allocation, as compared to the 2017-18 Revised Estimates, 2017-18 Original Estimates and 2016-17 Actuals. The operating allocation calculated through the EFIS forms is 4.7% higher than the 2017-18 Revised Estimates, primarily due to increase secondary enrolment, increase in the transportation allocation and additional Ministry initiatives such as grade 7 and 8 guidance teachers and investment in multi-disciplinary teams.

The capital allocation is higher than the 2017-18 Revised Estimates. The capital grants are in part, based on the Board's estimated capital expenses for the year, which are higher than the 2017-18 Revised Estimates and include capital grants relating to: the new Oakville South Central CES; Bishop Reding CSS addition; St. Mark CES classroom addition and child care; St. Michael CES addition and child care; and St. Peter CES child care. Temporary Accommodation funding has almost doubled and reflects the realized growth in the Board

ENROLMENT (APPENDIX C)

Estimated Average Daily Enrolment (ADE) is the main driver for the Board's revenue and is calculated using the average of two enrolment count dates: October 31 and March 31. Enrolment projections were submitted to the Ministry in December 2017 and incorporated into the projections released by the Ministry in April 2018.

Ministry enrolment projections have been updated as of May 4, 2018, and comparing to the 2017-18 Revised Estimates forecast, projections have increased 104.0 ADE for elementary enrolment and 761.0 ADE for secondary enrolment, resulting in a net increase of 865.0 ADE or 2.5%. Staff will conduct one additional review of the enrolment projections against actual registrations, and any required adjustments will be reflected in the June Budget Estimates report.

EXPENSE PROJECTIONS (APPENDICES A-2 TO A-8, B, B-1, B-2)

Total expenses have been estimated at \$417.5 million (including compliance adjustments). These expenses include staffing and program enhancements identified in above Table 2 and Table 3. New initiatives listed in Table 4 have not been included in this draft.

The salary and benefits budget has been estimated at \$327.4 million, which represents 86.3% of total operating expenses, and is \$13.9 million higher than the 2017-18 Revised Estimates. This is mainly due to enrolment growth, grid movement and compensation increases negotiated in labour agreements, as well as costs related to additional Ministry funding initiatives.

The other operating expenses have been estimated at \$51.9 million or 13.7% of total operating budget. The capital expenses are estimated at \$8.5 million; school generated funds amount to \$13.0 million; amortization of capital assets is estimated at \$17.3 million and employee future benefits and accrued interest adjustments amount to (\$635,000).

School budgets of \$4.4 million have been included in the operating expenses, with \$1.9 million for elementary, \$1.5 million for secondary schools, and approximately \$1.0 million for additional EPO related expenditures, reserves for March 31 enrolment adjustment and central school contingencies.

The Special Education expenses amount to \$52.2 million, of which \$50.9 million is for salary and benefits and \$1.3 million in equipment and other expenses (as listed in Appendix A-4). This represents an increase of \$3.5 million from \$48.7 million presented in the 2017-18 Revised Estimates. The increase in expenses is due to staffing additions to address growth as well as new funding initiatives with positions listed in Table 2. Staff will continue working on the enveloping of revenue and expenses with additional information to be presented to trustees at the June 5, 2018 Regular Board meeting.

The Board Administration and Governance expenses, including salary and benefits and other operating expenses, amount to \$11.8 million (as listed in Appendix A-5), as compared to \$11.4 million at 2017-18 Revised Estimates. The increase primarily relates to the reallocation of the Mental Health Lead, Early Years Lead and Indigenous Lead into this envelope, as a result of the introduction of the Program Leadership Allocation. The increase also includes salary benchmark increases, as well as an additional staff listed in Table 2. The only position, which does not have a dedicated revenue source, is the IT Supervisor, Network Security, a position proposed to close a current gap and address an audit recommendation. Once all relevant funding sources and EPOs are considered, it is expected that the Board will be in compliance with the enveloping provisions for this grant.

CAPITAL PROJECTIONS (APPENDIX A-1, A-2, AND D)

As the Board reports to the Ministry using Public Sector Accounting Board (PSAB) standards, capital assets are recorded on the Statement of Financial Position and amortization and deferred capital contributions are recorded on the Statement of Financial Activities. Appendix D outlines the capital projects budgeted for the 2018-19 fiscal year, including funding sources for each project.

Construction of capital assets is funded in part by the Ministry (referred to as supported funding), and in part by the Board's reserves (referred to as unsupported funding). Once construction is complete, capital assets are amortized over their useful life. The Ministry provides a grant to cover the portion of the amortization expense related to the Ministry supported funding, referred to as amortization of deferred capital contributions. This amounts to \$16.1 million, as outlined in Appendix A-1. However, as mentioned under the Expenses section above and in Appendix A-2, amortization expense is estimated at \$17.3 million. The difference of \$1.2 million is funded through other areas of the budget.

UPDATED 2018-19 BUDGET SCHEDULE (APPENDIX F)

As the budget schedule indicates, staff intends to file the final Budget Estimates with the Ministry by the June 29, 2018 deadline. The next draft of the Budget Estimates for 2018-19 will be presented at the June 5, 2018 Regular Board Meeting.

CONCLUSION:

This update of the 2018-19 Budget Estimates reflects projected funding based on EFIS forms completed to date, and the most current expenses based on available information to date.

Additional analysis is required to finalize the 2018-19 estimated revenues and expenses. Staff will complete a review of the enrolment projections, staffing and other operating expenses, and determine any necessary changes. Further, staff will complete a review of the EFIS forms to ensure all revenue information has been included and calculated properly and that the expenses are appropriately allocated and enveloped.

REPORT PREPARED BY:	J. CHANTHAVONG ADMINISTRATOR, BUDGET AND CAPITAL, FINANCIAL SERVICES
REPORT REVIEWED BY:	A. LOFTS SENIOR ADMINISTRATOR, FINANCIAL SERVICES
REPORT SUBMITTED BY:	R. NEGOT SUPERINTENDENT OF BUSINESS AND TREASURER OF THE BOARD
REPORT APPROVED BY:	P. DAWSON DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

Halton Catholic District School Board

Appendix A-1

Revenue 2018/2019 Budget Estimates

	2018/2019 Budget Estimates	2017/2018 Revised Estimates	2017/2018 Budget Estimates	2016/2017 Actuals
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)
OPERATING REVENUE				
Province of Ontario				
Legislative Grants	289,598,955	272,485,430	268,005,480	257,622,394
Municipal Taxes	87,776,400	87,301,600	88,560,247	85,829,995
	<u>377,375,355</u>	<u>359,787,030</u>	<u>356,565,727</u>	<u>343,452,389</u>
Other Provincial Grants				
Prior Year Grant Adjustment - Operating	-	-	-	150,972
Other Provincial Grants (Appendix A-9)	3,534,283	3,478,923	2,793,746	3,180,673
	<u>3,534,283</u>	<u>3,478,923</u>	<u>2,793,746</u>	<u>3,331,645</u>
Other Revenue				
Government of Canada	2,610,287	1,867,698	1,695,066	2,302,485
Tuition Fees	2,766,650	3,108,760	2,948,000	2,283,730
Use of Schools/Rentals	1,375,000	1,300,000	1,300,000	1,090,988
Cafeteria/Vending Funds/Uniform Commissions	-	-	-	76,259
Interest Revenue	150,000	150,000	75,000	149,546
Donations	-	-	-	4,645
Miscellaneous Recoveries	-	-	-	109,949
Recoveries - Secondments	1,871,000	1,976,400	1,703,100	1,494,163
Miscellaneous Revenue	1,310,000	1,683,353	930,000	1,945,296
EDC Revenue	7,000,000	13,000,000	9,500,000	12,707,337
	<u>17,082,937</u>	<u>23,086,211</u>	<u>18,151,166</u>	<u>22,164,398</u>
School Generated Funds Revenue	<u>13,000,000</u>	<u>13,000,000</u>	<u>13,000,000</u>	<u>12,746,653</u>
Amortization of Deferred Capital Contribution	<u>16,115,077</u>	<u>15,743,755</u>	<u>15,770,167</u>	<u>15,313,465</u>
Total Operating Revenue	<u>427,107,652</u>	<u>415,095,919</u>	<u>406,280,806</u>	<u>397,008,550</u>
Available for Compliance				
(Surplus) Deficit - Operating	(581,358)	(70,039)	(38,090)	(216,120)
Available for Compliance - Transfer from (to) Internally Reserve (net) Note#1	(1,402,006)	(1,950,344)	(2,390,903)	(2,833,964)
Total (Surplus) Deficit Available for Compliance	<u>(1,983,364)</u>	<u>(2,020,383)</u>	<u>(2,428,993)</u>	<u>(3,050,084)</u>
Unavailable for Compliance				
Unavailable for Compliance (PSAB Adjustment)	(176,450)	(167,105)	(167,105)	(158,751)
Amortization of EFB - Retirement Gratuity & ERIP Liability	(110,618)	-	-	-
Amortization of EFB - Retirement/Health/Dental/Life Insurance	(347,600)	(458,218)	(458,218)	(458,219)
Unavailable for Compliance (Increase) Decrease in School Generated Funds	-	-	-	(188,513)
Revenues Recognized for Land	(7,000,000)	(13,000,000)	(9,500,000)	(12,707,337)
Total Unavailable for Compliance (Surplus)	<u>(7,634,668)</u>	<u>(13,625,323)</u>	<u>(10,125,323)</u>	<u>(13,512,820)</u>
Total Annual (Surplus) Deficit	<u>(9,618,032)</u>	<u>(15,645,706)</u>	<u>(12,554,316)</u>	<u>(16,562,904)</u>
Total Revenue After PSAB Adjustment	<u>\$ 417,489,620</u>	<u>\$ 399,450,213</u>	<u>\$ 393,726,490</u>	<u>\$ 380,445,646</u>

Note #1

Transfer (to) from Working Funds Reserve	(500,000)	(740,000)	(740,000)	(900,000)
Net Transfer (to) from School Activities Reserve		198,390		87,066
Net Transfer (to) from Other Board Reserve		234,180		(262,053)
Net Transfer (to) from Capital Reserve	(1,250,000)	(2,000,000)	(2,000,000)	(2,000,650)
Net Transfer (to) from Committed Capital Projects	271,612	280,704	272,715	165,291
Net Transfer (to) from Committed Sinking Fund	76,382	76,382	76,382	76,382
	<u>\$ (1,402,006)</u>	<u>\$ (1,950,344)</u>	<u>\$ (2,390,903)</u>	<u>\$ (2,833,964)</u>

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Halton Catholic District School Board
Expenditure Summary
2018/2019 Budget Estimates

Appendix A-2

	2018/2019 Budget Estimates	2017/2018 Revised Estimates	2017/2018 Budget Estimates	2016/2017 Actuals
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)
Classroom Instruction				
Classroom Teachers	220,323,800	211,055,633	208,346,768	200,066,342
Occasional Teachers	4,192,900	4,081,107	4,076,500	4,112,085
Early Childhood Educators (E.C.E) and Supply	8,855,000	8,456,800	8,394,100	8,141,542
Teacher Assistants	23,054,000	21,708,400	21,576,300	21,448,181
Textbooks & Classroom Supplies	7,928,886	7,822,093	7,441,999	5,681,642
Computers	2,320,900	2,170,354	1,777,000	2,640,245
Professionals, Paraprofessionals & Technical	13,651,600	12,032,905	11,761,400	10,822,927
Library and Guidance	5,647,920	4,515,669	4,473,490	4,738,745
Staff Development	2,322,570	2,293,181	1,959,750	2,820,328
Subtotal Classroom Instruction (Appendices A-3 & A-4)	288,297,576	274,136,142	269,807,307	260,472,037
Non Classroom - School Support Services				
School Administration (Appendix A-3)	21,740,987	22,309,949	21,766,103	21,251,999
Teacher Consultants (Appendices A-3 & A-4)	4,169,065	4,326,828	4,277,231	4,497,984
Continuing Education (Appendix A-7)	7,378,453	6,564,528	6,547,912	6,809,570
Subtotal School Support Services	33,288,505	33,201,305	32,591,246	32,559,553
Recoverable Expenses	1,871,000	1,976,400	1,703,100	1,494,163
Other Non Classroom				
Board Administration (Appendix A-5)	11,831,508	11,355,932	10,834,518	9,930,854
Transportation (Appendix A-8)	8,691,621	7,842,978	7,983,743	7,335,077
Subtotal Other Non Classroom	20,523,129	19,198,910	18,818,261	17,265,931
Pupil Accommodation				
School Operations and Maintenance	31,989,500	30,672,879	30,525,659	28,695,576
ALC and Portable Leases	3,300,000	1,770,000	1,770,000	1,749,042
Debt Charges	47,375	47,375	47,375	47,375
Other Debenture Payments (Interest only from 10-11)	8,469,341	9,041,338	9,041,338	9,583,205
Subtotal Pupil Accommodations (Appendix A-6)	43,806,216	41,531,592	41,384,372	40,075,198
School Generated Funds expenses	13,000,000	13,000,000	13,000,000	12,558,140
Amortization expense	17,337,861	17,031,187	17,047,527	16,637,595
Total expenses before PSAB adjustments	\$ 418,124,287	\$ 400,075,536	\$ 394,351,813	\$ 381,062,616
PSAB Adjustments				
<i>Increase in Employee Future Benefits</i>	(458,218)	(458,218)	(458,218)	(458,219)
<i>(Decrease) in Accrued Interest on Debentures</i>	(176,450)	(167,105)	(167,105)	(158,751)
Total PSAB Adjustment	\$ (634,668)	\$ (625,323)	\$ (625,323)	\$ (616,970)
Total expenses After PSAB adjustments	\$ 417,489,619	\$ 399,450,213	\$ 393,726,490	\$ 380,445,646

Halton Catholic District School Board
Instruction Expenditures
2018/2019 Budget Estimates

Appendix A-3

	2018/2019 Budget Estimates (in PSAB Format)	2017/2018 Revised Estimates (in PSAB Format)	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Actuals (in PSAB Format)
CLASSROOM				
Regular Day School				
Classroom Teachers - Salaries & Benefits	199,099,000	190,826,833	188,693,168	181,365,964
Classroom Teachers - ESL - Salaries & Benefits	3,218,000	3,053,400	2,716,700	2,893,376
Classroom Teachers - Travel	10,000	15,000	14,000	9,883
Occasional Teachers - Salaries & Benefits	4,192,900	4,043,500	4,043,500	3,992,819
Early Childhood Educators (E.C.E) - Salaries and Benefits	8,515,000	8,130,600	8,067,900	7,865,200
Supply E.C.E - Salaries and Benefits	340,000	326,200	326,200	276,342
Textbooks and Classroom Material	6,578,466	5,921,503	5,590,399	4,538,625
Furniture and Equipment	332,100	367,284	332,130	525,919
Computer - Furniture & Equipment	103,400	508,063	157,400	554,797
Computer - Supplies & Services	1,705,500	1,653,291	1,610,600	1,565,350
Prof. & Paraprofessionals - Computer - Salaries & Benefits	2,045,500	2,030,800	2,235,000	1,990,046
Prof. & Paraprofessionals - Salaries & Benefits	2,505,000	2,264,105	2,144,500	1,922,308
Prof. & Paraprofessionals - Supplies & Equipment	866,700	833,800	769,700	794,839
Library and Guidance - Salaries & Benefits	5,263,000	4,122,512	4,095,700	4,426,274
Library and Guidance - Books & Supplies	384,920	393,157	377,790	312,471
Staff Development	2,268,070	2,231,939	1,901,750	2,750,833
Subtotal Classroom	\$ 237,427,556	\$ 226,721,987	\$ 223,076,437	\$ 215,785,045
NON-CLASSROOM				
Regular Day School				
Teacher Consultants - Salaries & Benefits	2,359,000	2,582,524	2,572,800	2,912,478
Teacher Consultants - Supplies & Services	490,465	449,640	418,967	355,261
Subtotal Consultants	\$ 2,849,465	\$ 3,032,164	\$ 2,991,767	\$ 3,267,739
School Administration				
School Administration - Salaries & Benefits	20,500,000	21,043,950	20,699,200	20,001,024
School Administration - Supplies & Services	1,240,987	1,265,999	1,066,903	1,250,975
Subtotal School Administration	\$ 21,740,987	\$ 22,309,949	\$ 21,766,103	\$ 21,251,999
Total Regular Day School - Non Classroom	\$ 24,590,452	\$ 25,342,113	\$ 24,757,870	\$ 24,519,738
Recoverable Expenses	\$ 1,871,000	\$ 1,976,400	\$ 1,703,100	\$ 1,494,163
Total Instruction	\$ 263,889,008	\$ 254,040,500	\$ 249,537,407	\$ 241,798,945

Halton Catholic District School Board
Special Education Expenditures
2018/2019 Budget Estimates

Appendix A-4

	2018/2019 Budget Estimates (in PSAB Format)	2017/2018 Revised Estimates (in PSAB Format)	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Actuals (in PSAB Format)
CLASSROOM				
Classroom Teachers - Salaries & Benefits	17,941,000	17,098,600	16,861,100	15,750,282
Classroom Teachers - Travel	55,800	61,800	61,800	46,838
Teacher Assistants - Salaries & Benefits	23,054,000	21,708,400	21,576,300	21,448,181
Supply Teacher Assistants - Salaries & Benefits	-	37,607	33,000	119,266
Textbooks and Classroom Material	247,920	260,906	247,070	217,173
Furniture & Equipment	770,400	1,272,400	1,272,400	399,924
Computer Equipment	512,000	9,000	9,000	520,097
Prof. & Paraprofessionals - Salaries & Benefits	8,112,000	6,774,800	6,482,800	6,022,004
Prof. & Paraprofessionals - Supplies & Equipment	122,400	129,400	129,400	93,732
Workshops	54,500	61,242	58,000	69,496
Subtotal Classroom	\$ 50,870,020	\$ 47,414,155	\$ 46,730,870	\$ 44,686,993
NON CLASSROOM				
Consultants - Salaries & Benefits	1,258,000	1,231,700	1,222,500	1,173,660
Consultants - Supplies & Services	61,600	62,964	62,964	56,584
Subtotal Consultants	\$ 1,319,600	\$ 1,294,664	\$ 1,285,464	\$ 1,230,245
 Total Special Education expenses	 \$ 52,189,620	 \$ 48,708,819	 \$ 48,016,334	 \$ 45,917,237

Halton Catholic District School Board
Board Administration and Governance Expenditures
2018/2019 Budget Estimates

Appendix A-5

	2018/2019 Budget Estimates	2017/2018 Revised Estimates	2017/2018 Budget Estimates	2016/2017 Actuals
	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)	(in PSAB Format)
Governance /Trustees	\$ 213,800	\$ 205,800	\$ 212,800	\$ 176,825
Directors and Supervisory Officers				
Salaries & Benefits	2,169,000	2,214,168	2,217,800	2,073,594
Supplies & Services	152,700	197,850	152,850	123,972
Furniture & Equipment	8,900	9,395	8,900	2,654
Other Expenditures	60,500	20,350	20,350	9,742
Subtotal Directors and Supervisory Officers	\$ 2,391,100	\$ 2,441,763	\$ 2,399,900	\$ 2,209,961
Business and General Administration				
Salaries & Benefits	4,677,799	4,050,688	3,926,200	3,685,083
Supplies & Services	280,630	356,237	355,840	128,377
Furniture & Equipment	30,900	27,700	27,700	26,499
Fees & Contractual Services	492,120	786,617	581,117	522,777
Other Expenditures	213,067	234,233	226,417	231,813
Parent Engagement Expenses	27,000	38,752	38,752	33,693
Subtotal Business and General Administration	\$ 5,721,516	\$ 5,494,227	\$ 5,156,026	\$ 4,628,242
Human Resources				
Salaries & Benefits	1,791,000	1,686,700	1,569,450	1,529,128
Supplies & Services	90,709	80,409	80,409	73,256
Furniture & Equipment	9,500	9,500	9,500	3,449
Fees & Contractual Services	399,553	347,853	339,853	261,021
Other Expenditures	12,600	13,600	13,600	14,571
Subtotal Human Resources	\$ 2,303,362	\$ 2,138,062	\$ 2,012,812	\$ 1,881,425
Information Technology				
Salaries & Benefits	731,500	612,200	589,100	582,362
Supplies & Services	19,000	18,400	18,400	34,242
Furniture & Equipment	12,000	10,500	10,500	12,860
Other Expenditures	10,000	15,000	15,000	6,237
Subtotal Information Technology	\$ 772,500	\$ 656,100	\$ 633,000	\$ 635,701
Bank Financing Charges				
Operating interest and bank charges	50,000	57,280	57,280	38,856
Subtotal Bank Financing Charges	\$ 50,000	\$ 57,280	\$ 57,280	\$ 38,856
Operations & Maintenance				
Utilities	171,170	156,700	156,700	148,716
Building repairs and maintenance	105,000	103,000	103,000	111,230
Landscape and snow removal	33,000	33,000	33,000	34,021
Fire/Security/Monitoring	3,000	3,000	3,000	2,420
Waste Disposal	3,060	3,000	3,000	-
Contractual Services	64,000	64,000	64,000	63,457
Building Improvements				
Subtotal Operations & Maintenance	\$ 379,230	\$ 362,700	\$ 362,700	\$ 359,843
Total Board Administration	\$ 11,831,508	\$ 11,355,932	\$ 10,834,518	\$ 9,930,854

Halton Catholic District School Board
Pupil Accommodation Expenses
2018/2019 Budget Estimates

Appendix A-6

	2018/2019 Budget Estimates (in PSAB Format)	2017/2018 Revised Estimates (in PSAB Format)	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Actuals (in PSAB Format)
School Operations				
Salaries & Benefits	10,089,000	10,238,500	10,181,700	9,437,716
Professional Development	26,160	21,160	21,160	24,623
Community Use of Schools	150,000	150,420	-	101,469
Utilities - Hydro	6,032,095	5,846,000	5,846,000	5,105,610
Utilities - Natural Gas	785,368	804,880	804,880	608,107
Utilities - Water & Sewer	693,000	630,000	630,000	561,913
Maintenance - Supplies and Materials	846,044	823,000	823,000	1,039,716
Travel & Mileage	108,640	66,800	66,800	84,390
Custodial equipment repairs	100,000	80,000	80,000	114,888
Creative playground equipment	27,586	20,000	20,000	9,230
Telephone	19,118	16,910	16,910	16,555
Plant Office	66,904	96,904	16,904	15,017
School Maintenance Services	7,662,698	7,211,739	7,562,721	6,859,862
Furniture & Equipment	78,000	78,000	78,000	32,763
Professional Fees	530,278	430,278	430,278	659,278
Contractual Services - Security, Fire, etc.	4,059,581	3,303,231	3,303,231	3,229,124
Insurance	608,075	608,075	608,075	551,241
Portables Set-ups/Moving Expenses	46,000	46,000	36,000	15,232
Continuing Education/ALC Operating Costs	60,953	200,982	-	228,843
Subtotal School Operations	\$ 31,989,500	\$ 30,672,879	\$ 30,525,659	\$ 28,695,576
New Pupil Places				
Portable Leases & Moving expenses	3,300,000	1,770,000	1,770,000	1,749,042
Subtotal New Pupil Places	\$ 3,300,000	\$ 1,770,000	\$ 1,770,000	\$ 1,749,042
Debt Charges				
Debt Charges-Permanent Financing of NPF	47,375	47,375	47,375	47,375
Subtotal Debt Charges	\$ 47,375	\$ 47,375	\$ 47,375	\$ 47,375
Other Debenture Payments				
LEIP - Debenture Interest	171,189	204,460	204,460	211,466
Turf Loan Interest	-	-	-	-
OSBFC Debenture Interest	4,182,502	4,518,342	4,518,342	4,833,452
OFA Debenture Interest	4,115,650	4,318,536	4,318,536	4,538,287
Subtotal Other Debenture Payments	\$ 8,469,341	\$ 9,041,338	\$ 9,041,338	\$ 9,583,205
Total Pupil Accommodation	\$ 43,806,216	\$ 41,531,592	\$ 41,384,372	\$ 40,075,198

Halton Catholic District School Board
Continuing Education/Adult Learning Centre Expenditures
2018/2019 Budget Estimates

	2018/2019 Budget Estimates (in PSAB Format)	2017/2018 Revised Estimates (in PSAB Format)	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Actuals (in PSAB Format)
Continuing Education				
Salaries & Benefits	5,547,643	5,189,010	5,192,266	5,276,438
Supplies and Services	303,671	258,630	243,444	210,130
Furniture & Equipment	26,700	26,686	22,000	48,345
Fees & Contractual Services	137,379	44,250	44,250	25,019
Renovations	212,670	-	-	268,942
ALC Leases/Rentals	1,150,390	1,045,952	1,045,952	980,695
Total Continuing Education	\$ 7,378,453	\$ 6,564,528	\$ 6,547,912	\$ 6,809,570

Halton Catholic District School Board
Transportation Expenditures
2018/2019 Budget Estimates

Appendix A-8

	2018/2019 Budget Estimates (in PSAB Format)	2017/2018 Revised Estimates (in PSAB Format)	2017/2018 Budget Estimates (in PSAB Format)	2016/2017 Actuals (in PSAB Format)
Transportation - General				
Salaries & Benefits	466,575	446,761	454,430	404,029
Supplies and Services	42,772	48,500	57,277	34,419
Furniture & Equipment	6,742	6,928	6,101	6,514
Fees & Contractual Services	127,570	79,282	118,062	107,507
Subtotal Transportation - General	<u>643,659</u>	<u>581,471</u>	<u>635,870</u>	<u>552,470</u>
Transportation - Home to School	<u>8,047,962</u>	<u>7,261,507</u>	<u>7,347,873</u>	<u>6,782,607</u>
Total Transportation	<u><u>\$ 8,691,621</u></u>	<u><u>\$ 7,842,978</u></u>	<u><u>\$ 7,983,743</u></u>	<u><u>\$ 7,335,077</u></u>

Halton Catholic District School Board
Other Provincial Grants
2018/2019 Budget Estimates

Appendix A-9

Grant Description	2018/2019 Original Budget Estimates	2017/2018 Revised Budget Estimates	2017/2018 Original Budget Estimates
A. Prkacin - EPO			
French As A Second Language		127,510	108,010
Ontario 150		11,404	
Early Development Instrument		47,030	
Early Years Leadership Strategy		175,098	95,130
Early Years Experience Collections		42,691	
Renewed Mathematics Strategy	468,986	468,986	468,986
	468,986	872,719	672,126
B. Browne - EPO			
Autism Support And Training		51,364	51,364
Mental Health Workers in Schools	347,756		
Ontario Autism Program		158,907	136,889
	347,756	210,271	188,253
C. McGillicuddy - EPO			
Specialist Highskills Major (SHSM) Special Funding	199,543		
Re-Engagement 12 & 12+		8,947	
Gap Closing for Grade 7-12		29,688	
Ensuring Equitable Access		43,225	
Experiential Learning	157,603		
	357,146	81,860	-
C. Cipriano-EPO			
Parents Reaching Out (PRO)		46,255	
Parents Reaching Out - Regional		12,500	
Teacher Learning & Leadership Program		111,475	
	-	170,230	-
L. Naar-EPO			
Innovation in Learning Fund	108,111	109,500	
	108,111	109,500	-
T. Pinelli-EPO			
Safe, Equitable And Inclusive Schools	182,789	91,179	91,179
	182,789	91,179	91,179
J. O'Hara - EPO			
Transitional Support-MOU		66,397	66,000
	-	66,397	66,000
R. Merrick - EPO			
Outreach Coordinator	73,600	73,600	73,600
	73,600	73,600	73,600
Sub-total	\$ 1,538,388	\$ 1,675,756	\$ 1,091,158
O.Y.A.P GRANT	107,950	99,949	99,949
Province Of Ontario-Citizenship	1,273,900	1,186,000	1,186,000
LBS Grants	128,830	80,120	97,900
PBLA 1X Funding		25,751	
Modular E-Learning	400,000		
Province Of Ontario-HOME		411,347	318,739
Human Rights Equity Advisor	85,215		
Sub-total	\$ 1,995,895	\$ 1,803,167	\$ 1,702,588
Total Other Provincial Grants per A-1	\$ 3,534,283	\$ 3,478,923	\$ 2,793,746

Halton Catholic District School Board
Summary of Expenses by Expense Type
2018/2019 Budget Estimates

Appendix B

	2018/2019 Budget Estimates	% of total budget	\$ increase (from 17/18 to 18/19)	% increase (from 17/18 to 18/19)	2017/2018 Revised Estimates	% of total budget	2016/2017 Actuals	% of total budget
Operating								
Salary & Wages	280,682,115	74.0%	11,983,013	4.5%	268,699,102	74.4%	255,734,243	74.7%
Employee Benefits	46,663,624	12.3%	1,915,112	4.3%	44,748,512	12.4%	43,208,881	12.6%
Total Salaries and Benefits	327,345,739	86.3%	13,898,125	4.4%	313,447,614	86.8%	298,943,124	87.3%
Professional Development	1,051,901	0.3%	20,909	2.0%	1,030,992	0.3%	863,615	0.3%
Supplies & Services (Appendix B-1)	28,216,899	7.4%	1,161,115	4.3%	27,055,784	7.5%	23,725,918	6.9%
Replacement Furniture & Equipment	2,500	0.0%	-	0.0%	2,500	0.0%	11,129	0.0%
Operating Interest	50,000	0.0%	(7,280)	-12.7%	57,280	0.0%	38,856	0.0%
Rentals & Leases	4,135,601	1.1%	1,584,038	62.1%	2,551,563	0.7%	2,547,666	0.7%
Fees & Contractuals (Appendix B-2)	16,367,548	4.3%	1,434,950	9.6%	14,932,598	4.1%	14,119,061	4.1%
Other	949,133	0.3%	117,780	14.2%	831,353	0.2%	1,006,237	0.3%
ALC Lease/Rentals	1,150,390	0.3%	104,438	10.0%	1,045,952	0.3%	980,695	0.3%
Total Other Operating	51,923,972	13.7%	4,415,950	9.3%	47,508,022	13.2%	43,293,177	12.7%
Total Operating	379,269,711	100.0%	18,314,075	5.1%	360,955,636	100.0%	342,236,301	100.0%
Capital								
Debt Charges & Interest	47,375	0.6%	-	-	47,375	0.5%	47,375	0.4%
Turf Loan Interest Payments		0.0%	-	-		0.0%	-	0.0%
OSBFC Debenture Interest Payments	4,182,502	49.1%	(335,840)	-7.4%	4,518,342	49.7%	4,833,452	45.7%
OFA Debenture Interest Payments	4,286,839	50.3%	(236,157)	-5.2%	4,522,996	49.8%	4,749,753	44.9%
Total Capital	8,516,716	100.0%	(571,997)	-6.3%	9,088,713	100.0%	9,630,580	100.0%
PSAB Adjustments								
School Generated Funds	13,000,000	43.8%	-	0.0%	13,000,000	44.2%	12,558,140	3.7%
Amortization expenses	17,337,861	58.4%	306,674	1.8%	17,031,187	57.9%	16,637,595	4.9%
Increase in Employee Future Benefits	(458,218)	-1.5%	-	-	(458,218)	-1.6%	(458,219)	-1.6%
(Decrease) in Accrued Interest on Debenture	(176,450)	-0.6%	(9,345)	5.6%	(167,105)	-0.6%	(158,751)	-0.6%
	(634,668)	-2.1%	(9,345)	1.5%	(625,323)	-2.1%	(616,970)	-2.2%
Total PSAB Adjustments	29,703,193	100.0%	297,329	1.0%	29,405,864	100.0%	28,578,765	8.4%
Total expenses	\$ 417,489,620	100.0%	18,039,407	4.5%	\$ 399,450,213	100.0%	\$ 380,445,646	100.0%

Supplies and Services
2018/2019 Budget Estimates

Description	2018/2019 Budget Estimates	2017/2018 Revised Estimates	2016/2017 Actual
Advertising	\$ 63,686	\$ 223,540	\$ 81,352
Application Software	93,909	87,909	69,158
Asphalt/Concrete	100,000	100,000	92,235
Assoc. & Membership Fees-Board	4,000	4,000	3,672
Audio Visual Materials	151,500	135,500	150,196
Automobile Reimbursement	531,708	484,269	443,328
Copying Instructional	427,600	368,600	245,038
Convention/Conferences	3,500	22,500	-
Field Trips	585,395	730,014	674,095
Instructional Materials	2,232,930	2,504,007	1,155,836
Instructional Supplies	2,397,866	1,727,670	2,965,738
Library Books	298,920	294,120	180,827
Maintenance Supplies & Services	7,980,306	7,350,943	7,151,924
Miscellaneous	103,500	94,500	62,224
Non-Capital Furniture & Equipment	2,055,832	2,019,835	2,844,623
Office Supplies & Services	95,247	215,241	211,009
Other Travel Expense	11,900	10,300	20,139
Other Strategic Communication	4,150	4,150	6,244
Periodicals	32,100	32,350	37,599
Plant Operations Supplies	861,344	838,000	1,047,691
Postage	18,586	22,360	32,901
Printing & Photocopying	236,873	267,594	319,838
Recruitment Of Staff	30,720	30,720	8,786
Repairs	295,760	284,574	268,385
SGF Reimbursements	-	-	(2,198,921)
Telecommunications	519,432	533,242	607,101
Textbooks & Learning Materials	1,192,787	1,055,284	622,150
Utilities - Electriciy	6,300,898	6,106,482	5,350,489
Utilities - Heating (Gas & Other)	803,188	821,080	623,991
Utilities - Water & Sewage	704,000	640,000	572,548
Vehicle Maintenance & Supplies	70,262	38,000	53,770
Waste Disposal	9,000	9,000	21,952
	<u>\$ 28,216,899</u>	<u>\$ 27,055,784</u>	<u>\$ 23,725,918</u>

Halton Catholic District School Board
Fees and Contractual Expenses
2018/2019 Budget Estimates

Appendix B-2

Description	2018/2019 Budget Estimates	2017/2018 Revised Estimates	2016/2017 Actuals
Audit Fees	\$ 92,041	\$ 79,419	\$ 93,809
Legal Fees	363,969	263,380	220,677
Other Professional Fees*	671,341	604,497	742,597
Other Contractual Services**	1,256,387	1,533,074	1,334,894
Contractual Custodial Services	3,689,840	2,993,731	2,916,218
Contractual-Waste Disposal	259,350	247,000	183,620
Miscellaneous	155,900	135,900	111,906
Transportation	8,056,652	7,340,789	6,890,114
Temporary Assistance	77,500	42,500	84,509
Courier	136,800	133,550	107,373
Software Fees & Licenses	863,233	824,223	766,893
Hardware Maintenance	110,000	100,000	97,188
Insurance	634,535	634,535	569,262
	<u>\$ 16,367,548</u>	<u>\$ 14,932,598</u>	<u>\$ 14,119,061</u>

*Including Plant & Maintenance Professional fees of \$498,000, HR fees for grievances/negotiations of \$35,000, Performance Appraisal Tool \$45,000, and Special Education psychological assessment fees of \$50,000.

** Including commissionaires expenses (School Services) of \$300,000, employee assistance program (Human Resources) of \$150,000, Ceridian fee (Payroll Services) of approximately \$151,000, infrastructure and cabling services (IT) for \$135,000, and Halinet/CanCopy (Curriculum Services) \$125,000.

**Halton Catholic District School Board
Average Daily Enrolment (ADE)
2018/2019 Budget Estimates**

Appendix C

	2018/2019 ORIGINAL ESTIMATES				2017/2018 REVISED ESTIMATES				2017/2018 ORIGINAL ESTIMATES				
	Projected FTE Oct 31/17	Projected FTE Mar 31/18	Projected ADE	% Change	Actual FTE Oct 31/17	Projected FTE Mar 31/18	Revised ADE	% Change	Projected FTE Oct 31/17	Projected FTE Mar 31/18	Original ADE	2016/2017 Actual ADE	% Change
JK	2,019.00	2,033.00	2,026.00	-2.9%	2,084.00	2,089.00	2,086.50	2.1%	2,043.00	2,043.00	2,043.00	2,048.00	-1.8%
SK	2,171.00	2,182.00	2,176.50	1.1%	2,150.00	2,156.00	2,153.00	0.2%	2,148.00	2,148.00	2,148.00	2,194.00	-0.1%
Gr. 1 to 3	6,925.00	6,969.00	6,947.00	-0.4%	6,961.00	6,988.00	6,974.50	1.0%	6,898.00	6,916.00	6,907.00	6,903.00	6.0%
Gr. 4 to Gr. 8	11,630.00	11,682.00	11,656.00	1.5%	11,468.00	11,507.00	11,487.50	0.3%	11,437.00	11,470.00	11,453.50	11,242.00	2.8%
Elementary Day School Enrolment	22,745.00	22,866.00	22,805.50	0.5%	22,663.00	22,740.00	22,701.50	0.7%	22,526.00	22,577.00	22,551.50	22,387.00	3.0%
Secondary Day School Enrolment	12,301.47	12,051.17	12,176.32	6.7%	11,551.21	11,279.52	11,415.37	1.2%	11,421.72	11,135.19	11,278.46	10,741.48	8.4%
Total Day School ADE	35,046.47	34,917.17	34,981.82	2.5%	34,214.21	34,019.52	34,116.87	0.8%	33,947.72	33,712.19	33,829.96	33,128.48	4.7%

Notes: ADE - Average Daily Enrolment

FTE - Full Time Equivalent

Average Daily Enrolment (ADE) is based on 50% of March 31 FTE plus 50% Oct 31 FTE

% change equals the increase (decrease) in ADE from the prior year, or prior cycle

**Halton Catholic District School Board
Capital Budget
2018/2019 Budget Estimates**

Appendix D

Expenses			Funding Sources								
	Total Estimated Project Budget	Total 2017/2018 Capital Expenses	Capital Priorities	Child Care Capital	Child and Family Centre	Full Day Kindergarten	School Condition Improvement	School-First Child Care Capital Retrofit	School Renewal	Other*	Total Funding
St. Scholastica CES - New School	13,668,474	13,668,474									-
Oakville South Central Consolidation	11,427,716	200,000	5,067,272							2,934,820	8,002,092
St. Mark Addition	3,667,880	3,057,013	610,867	1,057,013.00							1,667,880
Bishop Reding CSS Addition	20,130,036	-	16,027,622								16,027,622
St. Michael CES Addition	3,122,284	-	1,579,522	1,542,762.00							3,122,284
St. Peter CES Childcare	2,571,270	-		2,571,270.00							2,571,270
Assumption CSS Renovation	14,000,000	-								14,000,000	14,000,000
School Improvement Projects	9,341,599	10,476,000					2,200,000		500,000		2,700,000
											-
											-
TOTAL	77,929,259	27,401,487	23,285,283	5,171,045	-	-	2,200,000	-	500,000	16,934,820	48,091,148

* Includes POD, Reserve, Community Use, Rural and Northern Education Funding

GSN Calculations

2018-19 Budget Estimates

	2018/2019 Original Budget	% Change from 2017/2018 Revised Estimates	2017-18 Revised Budget	2017-18 Original Budget	2016-17 Actuals
Enrolment Forecast - JK/SK	4,202.50	-0.87%	4,239.50	4,191.00	4,242.00
- 1 to 3	6,947.00	-0.39%	6,974.50	6,907.00	6,903.00
- 4 to 8	11,656.00	1.47%	11,487.50	11,453.50	11,242.00
Enrolment Forecast - Elementary	22,805.50	0.46%	22,701.50	22,551.50	22,387.00
- Secondary	12,176.32	6.67%	11,415.37	11,278.46	10,741.48
	34,981.82	2.54%	34,116.87	33,829.96	33,128.48
Pupil Foundation Grant - JK/SK	26,700,079	0.79%	26,490,347	26,187,295	25,882,648
Pupil Foundation Grant - 1 to 3	39,730,588	0.60%	39,492,897	39,110,680	38,494,994
Pupil Foundation Grant - 4 to 8	56,782,787	3.63%	54,791,699	54,629,530	52,215,380
Pupil Foundation Grant - 7 to 8: Preparing for success in High School	999,287	NEW			
Pupil Foundation Grant - Secondary	72,504,384	8.02%	67,119,293	66,314,300	62,217,123
Total Pupil Foundation Allocation	196,717,125	4.70%	187,894,236	186,241,806	178,810,145
School Foundation Grant - Elementary	15,013,924	1.18%	14,838,715	14,772,005	14,527,460
School Foundation Grant - Secondary	7,949,503	6.78%	7,444,671	7,378,392	7,037,799
Additional Compensation for Principals & Vice Principals	193,401	-12.95%	222,175	222,175	153,827
Total School Foundation Allocation	23,156,828	2.89%	22,505,561	22,372,572	21,719,086
SEPPA - JK to Grade 3	11,024,849	0.75%	10,942,285	10,829,095	10,586,301
SEPPA - Grade 4 to 8	8,853,198	2.82%	8,610,111	8,584,627	8,202,388
SEPPA - Secondary	6,106,059	8.08%	5,649,467	5,581,710	5,175,997
Special Education Equipment Amount	1,672,879	1.90%	1,641,653	1,481,295	1,574,919
Special Incidence Portion	1,300,000	0.00%	1,300,000	983,000	1,259,104
Differentiated Special Education Needs Amount (DSENA)	15,761,527	2.31%	15,405,825	15,405,825	15,145,528
Multidisciplinary Teams Amount	722,793	NEW			
Behavioural Expertise	243,289	31.27%	185,336	184,504	179,443
Total Special Education Allocation	45,684,594	4.46%	43,734,677	43,050,056	42,123,680
Total Language Allocation	8,399,633	8.40%	7,748,498	7,685,129	7,305,348
Total Learning Opportunities Allocation	5,960,886	-5.10%	6,281,544	6,340,541	2,835,212
Total Continuing Education and Other Programs Allocation	2,213,452	3.80%	2,132,488	2,145,881	2,227,997
Total Teacher Qualification and Experience Allocation	26,553,778	4.95%	25,300,366	25,481,546	25,751,433
ECE Q&E Allocation	2,447,881	8.05%	2,265,452	2,315,538	2,187,841
New Teacher Induction Program (NTIP)	312,869	18.16%	264,780	264,780	254,284
Restraint Savings	(140,878)	0.00%	(140,878)	(140,878)	(140,878)
Total Transportation Allocation	8,071,111	6.97%	7,545,376	7,340,624	7,206,378
Total Administration and Governance Allocation	10,543,626	11.58%	9,449,713	9,347,208	8,994,134
Total School Operations Allocations	33,844,487	4.59%	32,358,897	32,102,777	31,162,956
Community Use of Schools	460,344	3.30%	445,632	445,632	422,752
First Nations, Metis and Inuit Education Supplement	264,238	-24.16%	348,400	303,414	348,036
Safe Schools	595,449	4.32%	570,799	565,905	545,065
Rural and Northern Education Allocation	54,093	2.25%	52,902	-	-
Permanent Financing of NPF	47,375	0.00%	47,375	47,375	47,375
TOTAL: OPERATING	365,186,891	4.70%	348,805,818	345,909,906	331,800,844
Deduct:					
Minor TCA	(9,129,672)	4.70%	(8,720,145)	(8,647,748)	(8,295,021)
Add:					
Temporary Accommodations - Portable Leasing					
Trustees' Association Fee	43,017	0.00%	43,017	43,017	43,017
TOTAL OPERATING ALLOCATION	356,100,236	4.70%	340,128,690	337,305,175	323,548,840
Capital Grants	30,656,328	61.30%	19,006,297	16,051,627	12,130,824
Minor TCA	9,129,672	4.70%	8,720,145	8,647,748	8,295,021
School Renewal Allocation	4,555,091	2.89%	4,427,352	4,398,357	4,345,496
School Condition Improvement					
Temporary Accommodations - Capital	3,358,000	93.54%	1,735,000	1,735,000	1,729,000
Retrofitting School Space for Child Care					-
Short Term Interest on Capital					169,141
Capital Debt Support - Interest Portion	8,025,635	-6.09%	8,546,061	8,546,061	9,039,007
TOTAL CAPITAL ALLOCATION	55,724,726	31.32%	42,434,855	39,378,793	35,708,489
TOTAL FUNDING ALLOCATION	\$ 411,824,962	7.65%	\$ 382,563,545	\$ 376,683,968	\$ 359,257,329

Halton Catholic District School Board
2018-19 Budget Estimates Schedule

Date	Completed	Item	Description of Activity
September 18th	✓	Ministry Memorandum 2017:SB28	District School Board Enrolment Projections for 2018-19 to 2021-22 memorandum issued
October 17th	✓	ADM Memorandum	Ministry invitation to Education Funding consultation sessions
November 1st	✓	Provincial Consultation (Regional Symposium)	Ministry consultation on 'Education Funding'
November 24th	✓	Ministry Memorandum 2017:SB28	District School Board Enrolment Projections for 2018-19 to 2021-22 submitted to the Ministry
January 22nd	✓	Budget Estimates Schedule & Objectives	Discuss 2018-19 Budget Estimates Schedule & Objectives at Administrative Council
February 2nd	✓	Budget Process Memorandum	Distribute the 2018-19 Budget Process Memorandum to Superintendents, Administrators, Managers
February 2nd	✓	Departmental Budget Reviews	Distribute Budget Input Package to Departments
February 6th	✓	Budget Estimates Schedule & Objectives	Present 2018-19 Budget Estimates Schedule & Objectives and Provincial Consultation to the Board
February 14th	✓	Public Consultation (Online Survey)	Open online survey on 2018-19 Budget Estimates Process
February 16th	✓	Departmental Budget Reviews	Receive Budget Submissions from Departments (by this date)
February 26th	✓	Public Consultation (Online Survey)	Close online survey on 2018-19 Budget Estimates Process
February 26th	✓	Budget Update	Budget Estimates Update (Administrative Council) / Approval of Program Enhancements
February 28th	✓	Departmental Budget Reviews	Complete Budget Review Meetings with Departments (by this date)
March 1st	✓	Budget Survey	Review and collate results of online budget survey
March 6th	✓	Budget Update	Present the Board of Trustees the results of the Online Survey
March 7th	✓	Trustee Budget Consultation Session	2018-19 Budget Estimates: Trustee/Senior Staff Budget Consultation Session
March 19th	✓	Townhall Budget Consultation Session	Discuss upcoming budget
March 26th	✓	Ministry Memorandum 2018:B006	Release of the Grants for Student Needs (GSN)
March 30th	✓	School Budgets	Development of School Budgets Based on Forecasted Enrolment
March 30th	✓	Salary and Benefits Budget	Salary and FTE staffing "snapshot" from HR/Payroll System (base for 2018-19 Budget)
April 3rd	✓	Budget Update	Budget Estimates Update (Administrative Council) / Prioritization of New Initiatives
April 3rd	✓	Ministry Memorandum 2018:B06	Board Report - Release of the Grants for Student Needs (GSN)
April 13th	✓	Salary and Benefits Budget	Send FTE staffing reports to Superintendents for review and confirmation
April 20th	✓	Salary and Benefits Budget	Complete Review of Benefits Budget (Financial Services and Human Resources)
April 20th	✓	Salary and Benefits Budget	Receive FTE staffing confirmations (by this date)
April 27th	✓	Salary and Benefits Budget	Complete Salary and Benefits Budget
April 27th	✓	Ministry GSN Projections	Board Report - Update on the Release of the Grants for Student Needs (GSN)
April 27th	✓	Release of EFIS Forms and Technical Paper	Release of EFIS Forms and Instructions and GSN Technical Paper
May 7th	✓	Budget Update	Budget Estimates Update (Administrative Council)
May 14th	✓	Budget Update	Budget Estimates Update (Administrative Council)
May 15th	✓	Budget Update	Present the Board of Trustees with a Budget Update
May 28th		Budget Consultation	Present Special Education Funding / Budget Challenges and Priorities - SEAC
June 4th		Budget Estimates Report (Draft)	Budget Estimates Draft Report (Administrative Council)
June 5th		Budget Estimates Report (Draft)	Present Budget Estimates Draft Report to the Board
June 11th		Budget Estimates Report (Draft)	Budget Estimates Draft Report (Administrative Council)
June 19th		Budget Estimates Report (Final)	Final Budget Estimates Report to the Board for Approval
June 22nd		Budget Estimates Report (Final)	Post Final Budget Report on Public Website
June 29th		Ministry Memorandum 2018:B06	Submission of Budget Estimates to the Ministry (EFIS)
June 29th		Budget Estimates Report (Final)	Submission of Budget Estimates to OCSTA (EFIS)

Note 1: Items highlighted "yellow" are to be confirmed in terms of date or title.

Note 2: Items highlighted in "green" are Board meetings.

2018-2019 Budget Draft 1

Tuesday, May 15th, 2018

Session Agenda

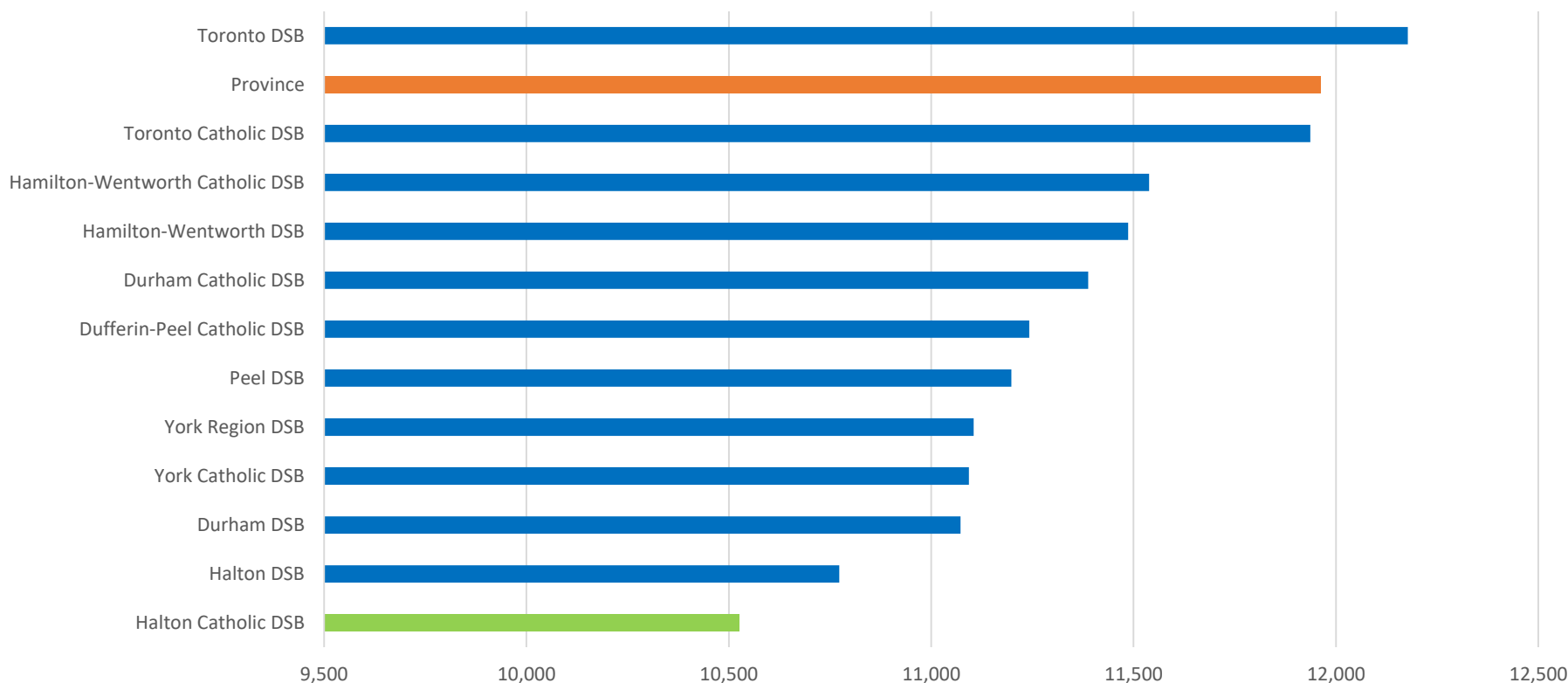
1. Provincial Overview
2. Enrolment
3. Revenues
4. Expenses
5. Staff Enhancements
6. Program Enhancements
7. Board Financial Position
8. New Initiatives
9. Next Steps

HCDSB's Provincial Position

Operating Grant per Pupil

2018-19 GSN PER STUDENT-BASED ON MINISTRY PROJECTIONS (Greater Toronto Area and Surrounding Boards)

2018-19 GSN per Student-Based on Ministry Projections

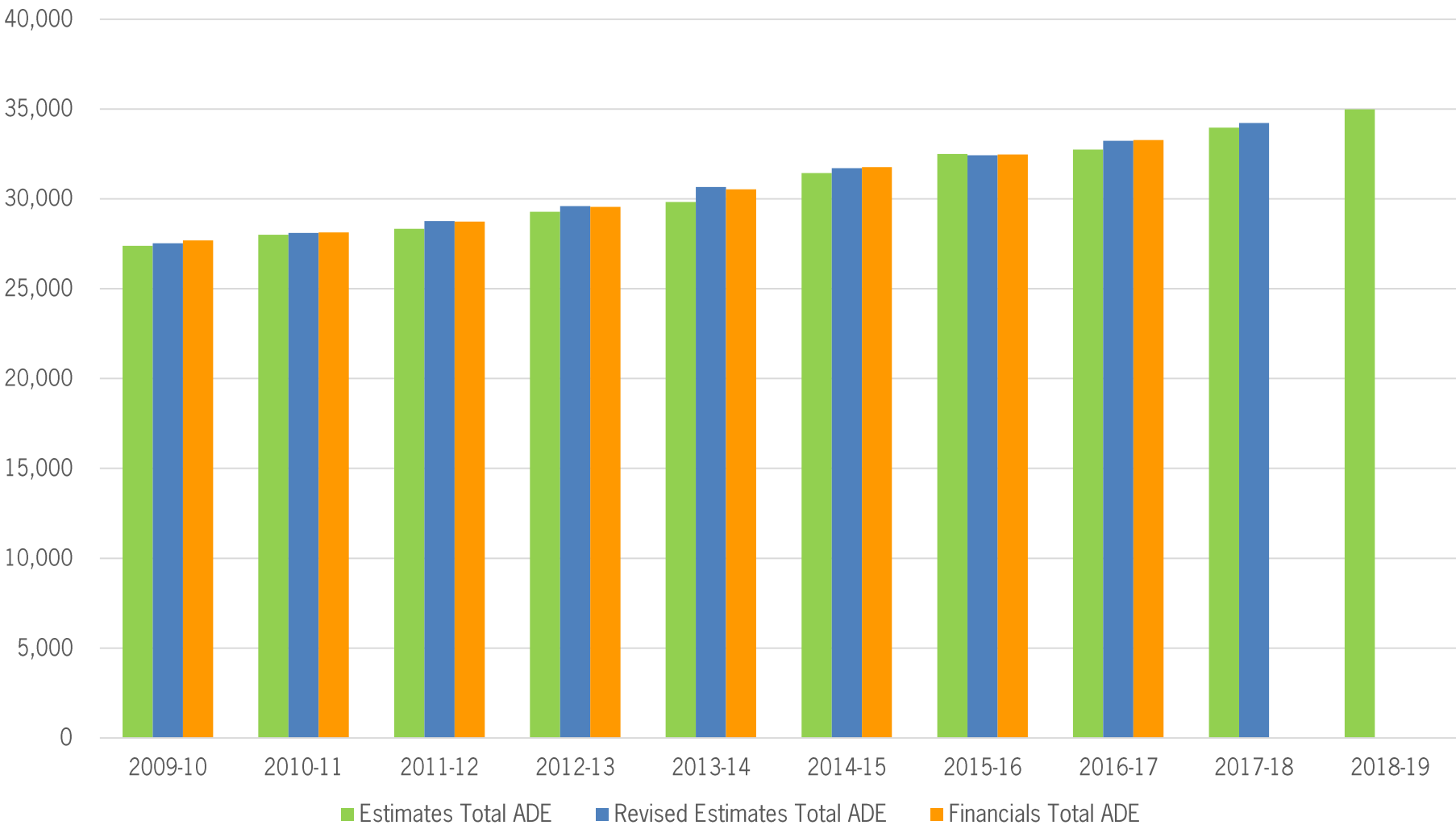


NOTE: for consistency across Boards and Province, the following funding allocations were excluded: Declining Enrolment Adjustment, Geographic Circumstances Grant, Interest Expense, Non-Permanently Financed Capital Debt, and School Authorities.

2018-19 Budget Estimates Draft 1: Enrolment

Enrolment Trends (Appendix C)

10 Year Overall ADE Comparison



NOTE: Enrolment trends exclude International Students, currently projected at 15 ADE for elementary and 202 ADE for secondary.

2018-19 Budget Estimates Draft 1: Revenue

2018-19 Revenue Allocation (Appendix A-1)

Revenue Source	2018-19 Budget Estimates	2017-18 Revised Estimates	2016-17 Actuals
Legislative Grants	\$289,599,000	\$272,484,000	\$257,622,000
Municipal Taxes	\$87,777,000	\$87,302,000	\$85,830,000
TOTAL GSN	\$377,376,000	\$359,786,000	\$343,452,000
Other Provincial Grants	\$3,534,000	\$3,479,000	\$3,332,000
Government of Canada	\$2,610,000	\$1,868,000	\$2,302,000
Tuition Fees	\$2,767,000	\$3,109,000	\$2,284,000
Use of Schools/Rentals	\$1,375,000	\$1,300,000	\$1,091,000
Education Development Charges	\$7,000,000	\$13,000,000	\$12,707,000
School Generated Funds	\$13,000,000	\$13,000,000	\$12,747,000
DCC Amortization	\$16,115,000	\$15,744,000	\$15,313,000
Other Revenue	\$3,331,000	\$3,810,000	\$3,780,000
OPERATING REVENUE (\$)	\$427,108,000	\$415,096,000	\$397,008,000
OPERATING REVENUE PERIOD-OVER-PERIOD CHANGE (%)	2.89%	4.56%	
Land Revenue	(\$7,000,000)	(\$13,000,000)	(\$12,707,000)
(Surplus) Deficit - Operating	(\$581,000)	(\$70,000)	(\$216,000)
Transfer from Internally Appropriated Reserves	(\$1,402,000)	(\$1,951,000)	(\$2,834,000)
PSAB Adjustment	(\$635,000.00)	(\$625,000.00)	(\$805,000.00)
TOTAL AVAILABLE REVENUE AFTER PSAB ADJUSTMENT	\$417,490,000	\$399,450,000	\$380,446,000
TOTAL PERCENTAGE CHANGE	4.52%	5.00%	

* "Other Revenue" Includes: Interest; Secondments; Miscellaneous; Donations and Commissions.

2018-19 Revenue Allocation (Appendix E)

Legislative Grants and Municipal Taxes which combined fund our Grants for Students Needs increase of 4.9% - WHY?

Reason include (but are not limited to):

- Increased enrolment of 865 ADE or 2.5%.
- 1.5% increased salary benchmark for staff.
- New Grant Allocations components:
 - Pupil Foundation – Grade 7 to 8 (Preparing for Success in High School).
 - Special Education – Multi-Disciplinary Teams Amount.
- Increased Teacher Qualification and Experience Allocation based on grid movements.
- Increased Transportation Grant of 4% and School Operations non-staff benchmark of 2%.
- Increased Temporary Accommodations Grant.

2018-19 Revenue Allocation (Cont'd)

(Appendix A-1 and A-9)

Government of Canada Increased 39.8% - WHY?

- Increased Language Instruction for Newcomers to Canada (LINC) and Immigrant Settlement and Adaptation Program (ISAP) agreements.

Tuition Fees and Education Development Charges (EDC) revenue decreased 11.0% and 46.2%, respectively - WHY?

- International Students enrolment has declined over the previous year.
- EDC decreased due to the real estate market slowdown resulting in less development.

2018-19 Budget Estimates Draft 1: Expenses

2018-19 Expense Allocation (Appendix A-2 to A-8; B)

Expense	2018-19 Budget Estimates	2017-18 Revised Estimates	2016-17 Actuals
Operating Expenses			
Salary & Wages	\$280,682,000	\$268,698,000	\$255,733,000
Employee Benefits	\$46,664,000	\$44,749,000	\$43,209,000
Professional Development	\$1,052,000	\$1,031,000	\$864,000
Supplies & Services	\$28,217,000	\$27,056,000	\$23,726,000
Operating Interest	\$50,000	\$57,000	\$39,000
Rentals & Leases	\$4,135,000	\$2,552,000	\$2,548,000
Fees & Contractuals	\$16,368,000	\$14,933,000	\$14,119,000
Other	\$952,000	\$834,000	\$1,017,000
Leases / Rentals	\$1,150,000	\$1,046,000	\$981,000
TOTAL OPERATING REVENUE	\$379,270,000	\$360,956,000	\$342,236,000
Capital Expenses	\$8,517,000	\$9,088,000	\$9,631,000
School Generated Funds	\$13,000,000	\$13,000,000	\$12,558,000
Amortization Expenses	\$17,338,000	\$17,031,000	\$16,638,000
PSAB Adjustments	(\$635,000)	(\$625,000)	(\$617,000)
TOTAL AVAILABLE REVENUE AFTER PSAB ADJUSTMENT	\$417,490,000	\$399,450,000	\$380,446,000
Percentage Change	4.52%	5.00%	

2018-19 Expense Estimate (Appendix B, B-1, B-2)

Salary and Wages and Employee Benefits increased 4.5% and 4.3% - WHY?

- Increased staffing to address enrolment growth and needs for students with special education, additional grade 7-8 pathway teachers and multi disciplinary team resources and grid movements.
- Increased statutory and insured benefits and Workplace Safety and Insurance Board (WSIB) benefits to address staffing growth and legislative changes.

Supplies and Services increased 4.3% - WHY? (APPENDIX B-1)

- Increased maintenance supplies and services.
- Increased utilities budgets.
- Increased instruction and textbook budgets.

Rental and Leases increased 62.1% - WHY?

- Increased temporary accommodations for leasing and moving portable classrooms.

Fees and Contractuals increased 9.6% - WHY? (APPENDIX B-2)

- Increased transportation costs and contractual services due to growth and changes to the Employment Standards Act.

2018-19 Budget Estimates Draft 1: Staffing Enhancements

2018-19 Staffing Enhancements

EMPLOYEE GROUP	POSITIONS	REASON	FTE
Elementary Teachers (OECTA Elementary)	Elementary Teachers	Growth	10.0
	Elementary Pathways Itinerant Teachers	New GSN funding	8.0
	Special Education Resource Teachers	Growth	4.0
	Elementary Teachers	Experiential Learning Consultant (EPO)	1.0
TOTAL ELEMENTARY TEACHERS			23.0
Secondary Teachers (OECTA Secondary)	Secondary Teachers	Growth	44.3
TOTAL SECONDARY TEACHERS			44.3
Professional & Paraprofessional Staff (APSSP)	Child and Youth Counsellors	Multi-disciplinary teams (MDT) and mental health EPO funding	6.7
	Child and Youth Counsellors	Growth	4.5
	Social Worker	MDT funding	1.0
	Speech Language Pathologists	Mental Health EPO	3.0
	Psychologists	MDT funding	2.0
	Behaviour Analysts	Growth	2.0
TOTAL PROFESSIONAL & PARAPROFESSIONAL STAFF			19.2

2018-19 Staffing Enhancements (Con't)

EMPLOYEE GROUP	POSITIONS	REASON	FTE
School Support Staff (CUPE)	Educational Assistants	Growth	13.0
	School Secretarial staff	Growth	0.5
	Payroll Advisor	Human Resources Transitional funding	1.0
	Early Childhood Educators	Based on current enrolment levels	(1.0)
	Custodial staff	Attrition	(4.7)
TOTAL SCHOOL SUPPORT STAFF			8.8
School Administration Staff	Elementary Principals	2 school consolidations, 1 new school	(1.0)
	Elementary Vice-Principals	Growth	1.5
	Secondary Vice-Principals	Growth	1.0
TOTAL SCHOOL ADMINISTRATION STAFF			1.5
Administrative Staff	Human Right and Equity Advisor	EPOs	1.0
	GIS/Jr Planning Officer	Capital Capacity Planning GSN and School Operations Growth	1.0
	Financial Officer (Thomas Merton Centre for Continuing Education)	Ministry of Citizenship and Immigration and Continuing Education growth	1.0
	IT Supervisor, Network Security	Current Gap	1.0
TOTAL ADMINISTRATIVE STAFF			4.0
TOTAL STAFFING ENHANCEMENTS			100.80

2018-19 Budget Estimates Draft 1: Program Enhancements

2018-19 Program Enhancements

DESCRIPTION	DEPARTMENT	\$
I. Program Enhancements Presented at March 7, 2018 Trustee Budget Session		
Increases to Director's contingency budget and privacy and information management and operating costs	Director's Office	\$51,000
Increases to student accommodations, utilities, school operation, maintenance supplies and custodial services	Facility Management Services	\$1,332,000
Increases to school budgets and school contingency fund to address growth and local school needs	School Services	\$260,000
Increases to Faith Development, Student Injury Prevention resources and Alternative Education budget	School Services	\$73,000
New textbooks and learning materials, release time for capacity planning, library resources, science and tech shop safety training and resources (release time captured in Table 2)	Curriculum Services	\$290,000
Investments in network security infrastructure and increase in software license fees	Business Services	\$139,000
Increase to legal and professional fees, temporary assistance and department cost to address growth	Human Resources	\$106,000
		\$2,251,000

NOTE: \$100,000 in Release Time captured in Salary Budget.

Achieving Believing Belonging

2018-19 Program Enhancements (Con't)

DESCRIPTION	DEPARTMENT	\$
II. Additional Program Enhancements		
Increase to transportation costs to address growth and increase in rates	Business Services	\$811,000
Increase to fees and contractuals to address changes to the Employment Standards Act	Facility Management Services	\$300,000
Temporary accommodations increase to address growth and the Assumption project	Facility Management Services	\$1,530,000
		\$2,641,000
TOTAL PROGRAM ENHANCEMENTS		\$4,892,000

2018-19 Budget Estimates Draft 1: Financial Position

2018-19 Board Financial Position (DRAFT May 15,

2018-19 FINANCIAL POSITION AS OF MAY 15, 2018 (DRAFT)	OPENING BALANCE	IN-YEAR CHANGE	CLOSING BALANCE
Operating Surplus	\$617,000	\$581,000	\$1,198,000
Internally Restricted Reserves			
Operating Reserve (Working Funds Reserve)	\$4,146,000	\$500,000	\$4,646,000
Indigenous Reserve	\$28,000		\$28,000
Capital Reserve	\$9,384,000	\$1,250,000	\$10,634,000
Capital Capacity Planning Reserve	\$70,000		\$70,000
Committed Capital Projects	\$7,683,000	(\$272,000)	\$7,411,000
Sinking Fund Interest Earned	\$1,444,000	(\$76,000)	\$1,368,000
TOTAL Internally Restricted Reserves	\$22,755,000	\$1,402,000	\$24,157,000
TOTAL ACCUMULATED SURPLUS (DEFICIT) AVAILABLE FOR COMPLIANCE	\$23,372,000	\$1,983,000	\$25,355,000

NOTE: See Table 1 in Board Report (p.70).

2018-19 Board Financial Position (DRAFT May 15, **Con't**

Items that may impact the Board's Financial Position between Budget Estimates Draft 1 and Draft 2:

- Education Program-Other and additional non-GSN grants are expected to be released throughout the year and are not estimated in this draft.
- If approved by Trustees, the Assumption CSS project requires approximately \$700,000 for transportation to the former Lester B. Pearson site in North-Central Burlington.
- Enrolment estimates may be revised which would result in either an increase or decrease to the draft financial position.
- Additional information may be released between Budget Estimate Draft 1 and Draft 2; this information will be incorporated into Draft 2 and may result in changes to the Draft 1 financial position.

2018-19 Budget Estimates Draft 1: New Initiatives

2018-19 Proposed New Initiatives

- Non-Union Job Evaluation and 1.0 FTE Job Evaluation Officer (1 year contract); Human Resources;
- \$200,000 (one-time cost)
- Additional commissioners for school in need; School Services;
- \$42,000 (ongoing cost)
- Electronic file project - Annual licenses / scanners / temporary Staff; Director's Office (all areas);
- \$110,000 (approximately half is ongoing cost)
- Implementation of new library system; Curriculum Services;
- \$85,000 (one-time cost)
- Budget for new music equipment; Curriculum Services;
- \$45,000 (ongoing cost)
- TOTAL: \$482,000

Next Steps

2018-19 Budget Estimates Draft 1: Next Steps

- **May 28th**
 - SEAC Presentation.
- **June 5th**
 - 2018-19 Budget Estimates Draft 2.
- **June 19th**
 - 2018-19 Budget presented to Trustees for approval.

Questions?

Approved School Educational Trips

ALL PROPOSED TRIPS HAVE BEEN REVIEWED PRIOR TO APPROVAL, AND ARE CONSISTENT WITH BOARD POLICY

Dated: Tuesday, May 15, 2018

Listed by Destination

SCHOOL	GRADE(S)	# OF STUDENTS	DESTINATION	PURPOSE	DATES	COST PER PUPIL
Elementary						
St. Raphael CES, Burlington	7	25	Camp Tanamakoon Huntsville, ON	The students will have the opportunity to build on leadership and team building skills. Students will participate in outdoor experiential learning in support of the Ontario Curriculum Expectations as part of Creating Pathways to Success and Environmental Education. Staff and students will participate in daily prayer and reflection.	Monday, September 24 – Friday, September 28, 2018	~\$470.00
St. Mark CES, Burlington	8	28	Bark Lake Irondale, ON	Students will have an opportunity to build on their capacity as Catholic Elementary school graduates while participating in character and team building activities. They will become better collaborative contributors as they work together in activities. While trying new activities, they build on their capacity to be self-directed, responsible, life-long learners. They will become more effective communicators as they participate in collaborative games. Student will engage in daily prayer and reflection as well.	Wednesday, June 13 – Friday, June 15, 2018	~\$354.00

INFORMATION REPORT

ITEM 10.3

APPOINTMENT OF STUDENT TRUSTEES 2018 - 2019

PURPOSE:

To inform trustees of the process and results of the election for the 2018 – 2019 Student Trustees.

COMMENTS:

On Tuesday, April 24, 2018, the election of the Student Trustees for the 2018 - 2019 school year took place at St. Ignatius of Loyola Catholic Secondary School, Oakville. The secondary schools submitted the name of a candidate, all of whom were of excellent calibre, demonstrating a strong commitment to their faith as well as extensive involvement in their respective school, parish and community.

The candidates had an opportunity to articulate their rationale for expressing interest in representing the students of the Halton Catholic District School Board. Candidates responded to numerous questions from student trustees and senators.

After all candidates were interviewed, the Student Senate voted on ballots provided. Staff Advisor Vice-Principals Karen Boelhouwer, David Grace and Bryan DeSousa supervised the counting of the ballots.

CONCLUSION:

As a result of the election on Tuesday, April 24, 2018, the following three (3) student trustees were elected by the Student Senate for the 2018 – 2019 school year:

BURLINGTON: STEPHANIE MAZZA

Stephanie is currently a Grade 11 Honour Roll student at Assumption Catholic Secondary School. She is Secretary of the school's Student Council, a participant in the Model United Nations, school musicals, varsity soccer and is an Advanced Placement Representative. Stephanie and her family are members of the Holy Rosary Parish community.

NORTH HALTON: DENZEL HERRERO

Daniel is currently a Grade 10 Honour Roll student at Christ the King Catholic Secondary School. He is an active member of the Student Senate, JV Reps and Students of Service. Denzel and his family are members of the Holy Rosary Parish community where he is an Altar Server.

OAKVILLE: WILLIAM CHARLEBOIS

William is a Grade 11 Honour Roll student at Holy Trinity Catholic Secondary School. He is the DECA Chapter Communications Director, and a member of Senior Band and the Ski Club. He is also past president and currently an executive member of Halton MedVents. William and his family are members of the Mary Mother of God Parish community.

**REPORT PREPARED &
SUBMITTED BY:**

C. MCGILLICUDDY
SUPERINTENDENT OF EDUCATION

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION

St. Scholastica Catholic Elementary School Project

Construction Report 10.4 - April 2018



Construction Update

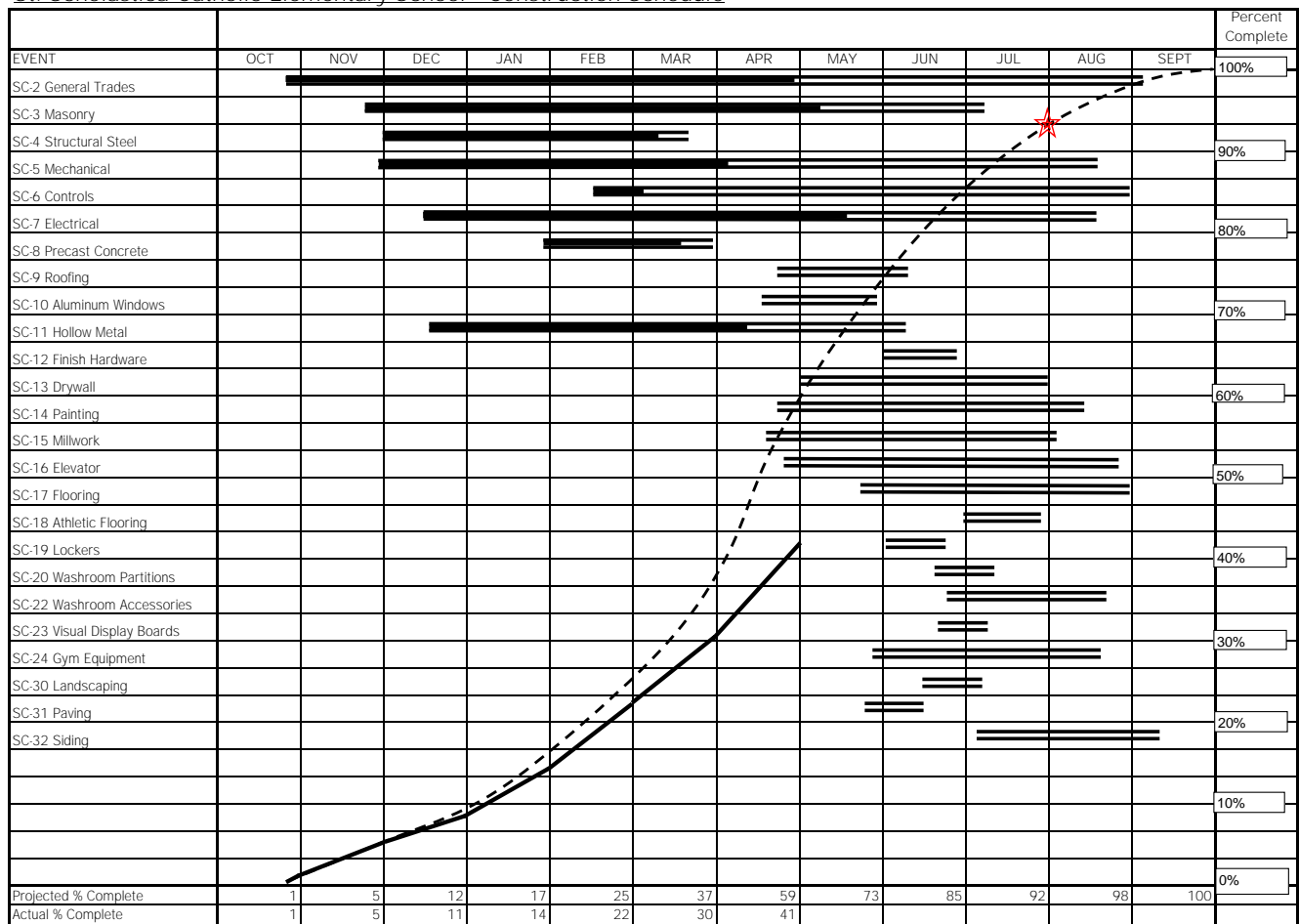
- The pictures above were taken on May 7, 2018. The top-left picture shows trusses installed in the gymnasium. The top-right picture shows grading work commencing in the play area. The bottom-left picture shows window frames installed in the classrooms. The bottom-right picture shows a typical kindergarten room.
- Work completed included load bearing walls, some ground floor concrete slabs and window installation.

Schedule Update

- Completion of roof decking.
- Completion of floor slabs.
- Exterior grading.
- Installation of mechanical equipment.

If you have any comments or questions about the new school, please contact Camillo Cipriano, Superintendent of Education, at (905) 632-6300 ext. 127 or e-mail Ciprianoc@hcdsb.org. For school construction information contact Ryan Merrick, Superintendent, Facility Management Services at (905) 632-6300 ext. 171 or e-mail merrickr@hcdsb.org.

St. Scholastica Catholic Elementary School - Construction Schedule



★ Projected Occupancy Date

▬ Projected Construction Progress
▬ Actual Construction Progress

INFORMATION REPORT

ITEM 10.5

Talent Edge Conference 2018

North America User Group Annual Conference
April 16-17 Kansas City, Missouri

PURPOSE:

The purpose of this report is to share information about Halton Catholic District School Board's representation at the Talent Edge Conference in Kansas City, Missouri for April 16-17, 2018. HCDSB is committed to supporting staff professional development and recognizes the importance of these learning experiences in ensuring that our goals of achieving, believing and belonging for our students are met. At the Solutions Summit, School Boards from across North America participated in breakout sessions, listened to keynote speakers and discussed development priorities and best practices related to the use of the PeopleAdmin suite of products, including SmartFind Express and Perform.

BACKGROUND INFORMATION:

SmartFind Express is an automated absence reporting system used to record and maintain all employee absences as well as assign replacement staff to fill the short term vacancies of Teachers, Educational Assistants and Early Childhood Educators. Perform is an automated performance management system, which Board staff are currently in the process of implementing for select groups of support staff. Annually, PeopleAdmin holds a conference for all School Boards who use their products. This event provides opportunities for School Board Administrators to discuss development priorities for the system, preview new products, improve technical skills and review processes and best practices through networking with peers from across Canada and United States.

REMARKS:

It was announced at the conference that People Admin were acquired by PowerSchool, who also recently acquired Trillium, the student information system for School Boards in Ontario. It was important for HCDSB to hear what this change in leadership would mean for Ontario clients and more specifically for the development priorities and technical support needs of our Board. Staff were provided with the opportunity to preview the company's vision for a fully integrated software solution which aims to connect the people management software, the classroom experience software and the student information software creating efficiencies and eliminating software silos.

In addition, staff received a demonstration of two new PeopleAdmin solutions, Analytics and Records. Analytics allows organizations to visualize and drill down into the data held in the SmartFind Express system in intuitive dashboards. The system provides the tools to analyze the Board's absenteeism trends and substitute activity with the goal of identifying differentiating factors and improving fill rates. Records is an electronic record management system which features an automated onboarding process, digital storage of personnel records, customizable E-forms, as well as the ability to create automated workflows and built-in document retention schedules. It has the ability to streamline and automate HR workflow processes creating efficiencies for the department and the Board as a whole.

As in previous years, one of the sessions this year was specifically designed for Canadian School Boards. This session focused on distinctly Canadian challenges and potential solutions. There was active discussion about optimizing SmartFind efficiencies for various employee groups and strategies for improving fill rates for areas of need. These sessions are an ideal environment to discuss Canadian challenges, share best practices and suggest future product enhancements.

CONCLUSION:

Joe O'Hara, Executive Officer, Human Resources Services and Katie Ongaro, Human Resources Analyst represented the Halton Catholic District School at this year's Talent Edge conference. The conference provided them with the opportunity to network with other School Board Administrators within Canada and the United States as well as receive information about valuable upcoming software solutions and developments.

REPORT PREPARED BY:	K. ONGARO Human Resources Analyst, Human Resources Services
REPORT SUBMITTED BY:	J. O'HARA Executive Officer, Human Resources Services
REPORT APPROVED BY:	P. DAWSON DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

INFORMATION REPORT

ITEM 10.6

AMERICAN EDUCATIONAL RESEARCH ASSOCIATION (AERA)

ATTENDING THE ANNUAL MEETING: APRIL 13-17, 2018

PURPOSE:

This information report contains details of the 2018 Annual Meeting of the *American Educational Research Association* and a summary of the learnings after attending this year's annual meeting. It is provided to the Board of Trustees in accordance with Policy I-42 *Out of Province Staff Travel*.

BACKGROUND INFORMATION:

Founded in 1916, the American Educational Research Association (AERA) supports the dissemination and practical application of educational research results. Its mission is to encourage scholarly inquiry related to education, and to encourage the use of research to improve education and education policy. Each year AERA holds its Annual Meeting in one of three regions of the United States (and occasionally in Canadian locations) and attracts more than 15,000 attendees. In April 2018, the annual meeting was held in New York, New York, and the theme was "*The Dreams, Possibilities, and Necessity of Public Education*". This report highlights some of the learnings from attending this year's annual meeting.

COMMENTS:

The 2018 AERA Annual Meeting offered a wellrounded program of Presidential and AERA speakers; division and Special Interest Group paper symposiums, roundtable presentations and discussions, poster sessions, professional development courses, as well as off-site visits to neighbouring school communities. Being familiar with our Multi-Year Strategic Plan, our Board Improvement Plan, and various Ministry of Education initiatives, I was able to select topics that pertained to our Board priorities – things like parental engagement, Mathematics achievement, school improvement etc. I also attended sessions that focused on the current trends/norms in educational research as well as those that focused on evaluation and assessment in schools, more generally. Sessions were informative and interactive. I had the opportunity to ask questions at sessions, to share our research activities and successes with others, to exchange contacts with other attendees. I left with a number of resources to further build my capacity in areas that are less familiar to me but are of interest to the Board. I gained new knowledge and have brought this learning to the Research team here in order to enhance the educational research activities at our Board.

CONCLUSION:

The annual AERA meeting allowed for professional growth in the domain of Educational Research. I was able to listen and learn from top researchers in the field about the current work being done around the world on important educational issues. It was a great opportunity to discuss our research initiatives with others in the field and to learn from other likeminded individuals. I am thankful for the opportunity to have attended on behalf of our Board, and I look forward presenting our research efforts at future meetings.

**REPORT PREPARED &
SUBMITTED BY:**

L. COLLIMORE, PHD
CHIEF OFFICER, RESEARCH AND DEVELOPMENT SERVICES

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

INFORMATION REPORT

ITEM 10.7

2018 LONG-TERM CAPITAL PLAN (LTCP) UPDATE

PURPOSE:

To provide the Board of Trustees with an opportunity to further discuss the content of the DRAFT 2018 Long-Term Capital Plan (LTCP) following the presentation to the Board of Trustees at the May 1, 2018 Regular Meeting of the Board.

BACKGROUND INFORMATION:

- 1) Staff Report Item 9.1, "2018 Long-Term Capital Plan (LTCP)" from the May 1, 2018, Regular Board Meeting.
- 2) Information Report Item 10.4, "2018 LTCP Enrolment Projection Update and Annual Facility Accommodation Report" from the April 17, 2018, Regular Board Meeting.
- 3) Information Report Item 10.5, "2018 Long-Term Accommodation Plan (LTAP) Update" from the February 20, 2018, Regular Board Meeting.
- 4) Information Report Item 10.5, "Four Year Ministry Enrolment Projection and Long-Term Accommodation Plan (LTAP) Preliminary Enrolment Projection" from the December 19, 2017 Regular Board Meeting.
- 5) Information Report Item 10.4, "2017-18 Planning Services Work Plan: 2018 Education Development Charges (EDC) By-Law and 2018 Long-Term Accommodation Plan (LTAP)" from the October 3, 2017 Regular Board Meeting.

COMMENTARY:

At the May 1, 2018, regular meeting of the Board, staff provided Trustees a printed DRAFT 2018 Long-Term Capital Plan for their review. The same document was made available on the website following the meeting of May 1, 2018, which can be accessed by [clicking here](#).

On May 7, 2018, Board staff held a Public Meeting to present the DRAFT 2018 Long-Term Capital Plan and the 2018 Annual Facility Accommodation Report. A total of nineteen (19) individuals attended the meeting, including representatives from the City and Towns, the Region of Halton, and Child Care providers, and members from the community. The presentation can be accessed by [clicking here](#).

For the May 15, 2018, Regular Meeting of the Board, staff allotted time for the public to speak to the LTCP and have an opportunity to discuss the LTCP with Trustees. No delegations have been received.

Board staff is also reaching out to the community to complete a survey to provide comments on the DRAFT Long-Term Capital Plan. The survey can be accessed by [clicking here](#). The survey will be open until May 25, 2018.

Information gathered from the May 15 Regular Board Meeting and the survey closing on May 25 will inform the final revised version of the plan.

Below are the project milestones that have been completed thus far, and the next steps in the process:

TENTATIVE DATE	FORUM	ACTIONS
October 3, 2017	Board Meeting	Report to Board regarding 2017 Planning Services Work Plan
October-November, 2017	Internal	Develop and complete preliminary enrolment projections for submission to the Ministry of Education
December 6, 2017	Ministry Submission	Memorandum 2017: SB28 Enrolment Projection Submission
December 19 2017	Board Meeting	LTCP – Preliminary Enrolment Projection Report
March/April 2018	Publish Materials Online	LTCP - Updated Projections Posted Online
April 17, 2018	Board Meeting	LTCP – 2018 Annual Facility Accommodation Report
April 2018	Notification	Notifications sent regarding LTCP Public Meeting
May 1, 2018	Board Meeting	Draft Report for LTCP
May 7, 2018	Public Meeting	Draft CPFP & 2018 LTCP Public Meeting
May 15, 2018	Board Meeting	Delegations and Information Report for LTCP
June 5, 2018	Board Meeting	Report to Board for finalized LTCP for Approval in principle

CONCLUSION:

Staff will continue to refine the 2018 LTCP as it progresses through its consultation with the community, stakeholders, and Trustees. It is anticipated that the 2018 Long-Term Capital Plan will be completed for June 5, 2018 and be brought forward for approval in principle. The Draft Recommendation is as follows:

DRAFT RECOMMENDATION:

RESOLUTION:	Moved by: Seconded by:
WHEREAS , the 2018 Long-Term Capital Plan will serve as a framework to guide the implementation of the Board's long-term capital and accommodation planning strategies for the next 15-year period;	
WHEREAS , the implementation of Pupil Accommodation Review and School Boundary Review projects contained within the 2018 Long-Term Capital Plan requires the Board to follow the legislative requirements under the Education Act, Ministry of Education Guidelines, and relevant Board Operating Policies and Administrative Procedures; and,	
WHEREAS , the commencement and consideration for implementation of Pupil Accommodation Review and School Boundary Review projects contained within the 2018 Long-Term Capital Plan will require subsequent Board of Trustee approvals.	
BE IT RESOLVED , that the Halton Catholic District School Board hereby approves, in principle, the 2018 Long-Term Capital Plan.	

REPORT PREPARED BY:

D. GUNASEKARA
PLANNING OFFICER OF PLANNING SERVICES

F. THIBEAULT
SENIOR ADMINISTRATOR OF PLANNING SERVICES

REPORT SUBMITTED BY:

R. NEGOI
SUPERINTENDENT OF BUSINESS SERVICES AND TREASURER OF THE BOARD

REPORT APPROVED BY:

P. DAWSON
DIRECTOR OF EDUCATION AND SECRETARY OF THE BOARD

POLICY COMMITTEE MEETING MINUTES

Date: April 10, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present: A. Danko A. Quinn (by phone)
H. Karabela D. Rabenda
A. Iantomasi J. M. Rowe
P. Marai S. Trites
J. Michael

Regrets:

Staff Present: P. Dawson, Director of Education
T. Overholt, Superintendent of Education, School Services
C. Cipriano, Superintendent of Education, School Services
L. Collimore, Chief Officer, Research and Development
R. Merrick, Superintendent, Facility Management Services
C. McGillicuddy, Superintendent of Education, School Services
R. Negoï, Superintendent, Business Services
J. O'Hara, Executive Officer, Human Resources
T. Pinelli, Superintendent of Education, School Services
A. Prkacin, Superintendent of Education, Curriculum Services
A. Swinden, Administrator, Strategic Communications
Also Present: S. Saevil, Indigenous Education Advisor

Recording Secretary: J. Neuman

1. Call to Order

1.1 Opening Prayer (A. Iantomasi)

The meeting began at 7:00 p.m. with a prayer led by A. Iantomasi

2. Approvals

2.1 Approval of Agenda

P#31/18

Moved by: J. Michael

Seconded by: S. Trites

THAT, the agenda be approved

CARRIED

2.2 Approval of Minutes

P#32/18

Moved by: A. Iantomasi

Seconded by: J. M. Rowe

THAT, the minutes of the Policy Committee Meeting held on Feb 27, 2018 be approved, as submitted.

CARRIED

3. Action Items

3.1 Policy V-04 School Fundraising Activities (T. Overholt)

P#33/18

Moved by: S. Trites

Seconded by: A. Iantomasi

THAT, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and that the solicited views be presented in a staff report for discussion at a future board meeting.

Policy V-04 was reviewed. Amendments were made specific to Resolution #61/18 and Resolution #91/18 As Amended. Language and definitions were added to clarify the intent of the policy to ensure the resolution is clearly defined within.

Changes to Administrative Procedure VI-59 School Fundraising Activities were also noted.

The following amendment to the policy was moved by A. Iantomasi and seconded by D. Rabenda, that the words “abortion related” be inserted prior to every reference of embryonic stem cell research in the policy

Chair called for a vote and the amendment was *DEFEATED*.

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai (Chair)

Discussion ensued regarding the Stakeholder consultation process.

The following references will be added to the policy: Resolution #61/18; Education Act; Education Act Fundraising Regulation 612 Guidelines.

Discussion ensued, and the following amendment to the policy was moved by H. Karabela and seconded by A. Quinn, that, in the first bullet of the Principles section, the words “sanctity of life as a Catholic value embraced the school community” be replaced with “the truth that human life is sacred from the moment of conception until natural death as a principle tenet of the Catholic faith”.

The Chair called for a vote and the amendment *UNANIMOUSLY CARRIED*.

The following amendment to the policy was moved by H. Karabela and seconded by S. Trites that the following changes be made in the first bullet of the Requirements section:

School and/or board fundraising efforts shall not be ~~directed to~~ *provided or facilitated* for any registered charity and non profit (including subsidiaries, affiliates and associates) ~~where the donation will~~ whose activities support advocacy, programs, financing or material support for abortion, contraception, sterilization, euthanasia, or human embryonic stem cell research.

The Chair called for a vote and the amendment *CARRIED*.

In Favor	Opposed
H. Karabela	J. Michael
A. Iantomasi	D. Rabenda
S. Trites	J. M. Rowe
A. Danko	
A. Quinn	

It was noted that the wording in the recommendation was updated to include Resolution #91/18 As Amended.

P#33/18 (Amendment - 1)

Moved by: D. Rabenda

Seconded by: J. Michael

THAT, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting.

Discussion ensued regarding stakeholder feedback submission date.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 1) UNANIMOUSLY CARRIED.**

P#33/18 (Amendment - 2)

Moved by: A. Iantomasi

Seconded by: D. Rabenda

THAT, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018, and that the solicited views be presented in a staff report to then go back to a newly created ad hoc committee comprised of trustees, stakeholders and staff for discussion at a future board meeting.

The Chair called for a vote. Recommendation **#33/18 (Amendment -2) was DEFEATED**

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai (Chair)

Discussion ensued and the following amendment to the policy was moved by A. Danko and seconded by S. Trites, that a section be added to the Policy titled Transparency and Public Participation and include:

1. The Director of Education will publish a list of approved charities and non-profits on the HCDSB website as a sign of the school board's commitment to the social good and charitable activities by June 1, 2018;
2. The Director of Education will publish on the HCDSB website, in a clear and organized fashion, all documents discovered during research by staff which prove the charity's or non-profit's compliance with Resolution #61/18.
3. The Director of Education will publish on the HCDSB website, in a clear and organized fashion, all documents discovered by staff in relation to Resolution #61/18 which may undermine the approval of any approved charities or non-profits;
4. The staff doing the research must not simply rely on written statements of a charity's or non-profit's compliance with Resolution #61/18 mentioned above, but must make an effort to find, review and publish on the HCDSB website all materials associated with the charity or non-profit on their website or any other website which relates to the charity's or non-profit's support for or against the organization's commitment to any funding or public support for abortion, euthanasia, sterilization, contraception or embryonic stem cell research.
5. The Director of Education must have an open, public and transparent process for the public to submit new research which may contradict or support the position of any approved or non-approved charity or non-profit.
6. The Director of Education will immediately encourage and ensure all approved charities are fully supported by the rest of the administration, and in no way shall students or staff be dissuaded from on-going or new fundraising activities for charities or non-profits which have been approved.

7. After June 1, 2018 all additional charities and non-profits will be approved within 60 days of application for approval. Any delay in approval must be due to on-going investigation of documents found during research but must be resolved within 90 days of application for approval. A non-approved organization cannot be fundraised for using the resources of the HCDSB.
8. Any charity or non-profit which continues to directly or indirectly support the activities mentioned in Resolution #61/18 may never, under any circumstances, be entered into a financial relationship with the HCDSB;
9. Any charity or non-profit which in the past has directly or indirectly publicly supported the activities mentioned in Resolution #61/18, but pledges to not do so again, must not have done so for at least 5 years before it is approved; further, it must prove it has not done so for at least 5 years before it is approved.
10. The Director of Education will publish on the HCDSB website:
 - A) a list of all charities which the HCDSB has fundraised for in the last 3 years (2015, 2016, 2017), by June 1, 2018;
 - B) the amounts raised for each charity, by year, over the last 3 years by June 1, 2018;
 - C) every year, starting in 2018, a list of all charities and non-profits, and the total amount raised for each organization, on or by June 29.

Discussion ensued regarding the amendment, implementation and Reg. 612/00 sec. 21.

The Chair called for a vote and the amendment *CARRIED*.

In Favor	Opposed
H. Karabela	A. Iantomasi
S. Trites	J. Michael
A. Danko	D. Rabenda
A. Quinn	J. M. Rowe
P. Marai (Chair)	

Recommendation P#33/18 (Amendment - 3)

Moved by: J. M. Rowe

Seconded by: A. Iantomasi

THAT, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting, and that these changes will take effect on Sept. 1, 2018.

Questions regarding the amendment were asked and answered.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 3) CARRIED**

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	A. Danko
S. Trites	A. Quinn
D. Rabenda	
J. M. Rowe	

Questions regarding charities and non-profit organizations definitions were asked and answered. It was noted that the definitions were included to ensure there is no confusion.

P#34/18 Motion to Reconsider**Moved by:** S. Trites**Seconded by:** H. Karabela**THAT**, the committee reconsider the amendment to Recommendation **P#33/18 (Amendment - 3)**.The Chair called for a vote. **P#34/18 Motion to Reconsider CARRIED.**

In Favor	Opposed
H. Karabela	A. Iantomasi
S. Trites	J. Michael
A. Danko	D. Rabenda
A. Quinn	J. M. Rowe
P. Marai (Chair)	

Recommendation P#33/18 (Amendment - 3)**Moved by:** J. M. Rowe**Seconded by:** A. Iantomasi

THAT, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting, and that these changes will take effect on Sept. 1, 2018.

The Chair called for a vote. Recommendation **P#33/18 (Amendment - 3)** was **DEFEATED**.

In Favor	Opposed
A. Iantomasi	H. Karabela
J. Michael	S. Trites
D. Rabenda	A. Danko
J. M. Rowe	A. Quinn
	P. Marai (Chair)

The Chair returned to the Main Motion as amended.

P#33/18 As Amended**Moved by:** D. Rabenda**Seconded by:** J. Michael

THAT, the Policy Committee recommends that HCDSB staff submit Policy V-04, as amended, for stakeholder input, in accordance with Operating Policy I – Governance of Policy, sending the correspondence to all stakeholders as well as all parents and staff, and requesting that stakeholders, parents, and staff return their feedback to Senior Staff by June 1, 2018 and that the solicited views be presented in a staff report for discussion at a future board meeting.

The Chair called for a vote and Recommendation **P#33/18 As Amended CARRIED.**

In Favour	Opposed
H. Karabela	J. Michael
A. Iantomasi	D. Rabenda
S. Trites	
A. Danko	
J. M. Rowe	
A. Quinn	

3.2 Policy II-38 Educational Research Surveys and Pilot Projects (L. Collimore)

L. Collimore shared the amendments to the policy which include changed to the purpose and application and scope. References were added and the definitions section was updated.

P#35/18

Moved by: A. Iantomasi

Seconded by: J. Michael

THAT, the Policy Committee recommends that Policy II-38 Educational Research – Surveys and Pilot Projects name be changed to Policy II -38 – Educational Research, and be forwarded, along with amendments, to the April 17, 2018 Regular Board Meeting for approval.

There was no discussion.

The Chair call for a vote. Recommendation **P#35/18 UNANIMOUSLY CARRIED.**

3.3 Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students (S. Saevil, A. Prkacin, T. Overholt)

P#36/18

Moved by: J. M. Rowe

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy II-43 Voluntary, Confidential, Self-Identification of First Nation, Metis and Inuit Students, be forwarded to the April 17, 2018 Regular Board Meeting for approval.

S. Saevil shared the changes to the policy, which include refining the purpose, and application and scope sections of the policy, clarification of definitions, and implementation of requirements.

Questions regarding number of self-identified students were asked and answered.

D. Rabenda left the meeting.

The Chair call for a vote. Recommendation **P#36/18 UNANIMOUSLY CARRIED.**

D. Rabenda returned to the meeting.

3.4 Policy II-15 - International Languages Elementary Program (C. McGillicuddy, T. Overholt)

Minor changes to Policy II-15 were reviewed. It was noted that pertinent information from the Administrative Procedure VI-75 has been added and Administrative Procedure VI-75 will be rescinded.

P#37/18

Moved by: J. M. Rowe

Seconded by: D. Rabenda

THAT, the Policy Committee recommends that Policy II-15 International Languages Elementary Program, be forwarded to the April 17, 2018 Regular Board Meeting for approval.

There was no discussion.

The Chair call for a vote. Recommendation **P#37/18 UNANIMOUSLY CARRIED.**

3.5 Policy II-31 Risk Management/First Aid (T. Overholt)

Minor amendments have been made to Policy II-31, which include an addition in the reference section to Workplace Safety Insurance Board (WSIB) Regulation 1101, which addresses first aid requirements such as equipment, facilities and training.

P#38/18

Moved by: A. Iantomasi

Seconded by: S. Trites

THAT, the Policy Committee recommends that Policy II-31 Risk Management – First Aid, be forwarded to the April 17, 2018 Regular Board Meeting for approval.

There was no discussion.

The Chair call for a vote. Recommendation **P#38/18 UNANIMOUSLY CARRIED.**

3.6 Policy II-33 Safe Arrival at School Program (T. Overholt)

Changes to Policy II-33 were required to make it consistent with current practices, which include amendments to the purpose to recognize the need to maintain and review rather than to develop. It was noted that additional requirements have been included to indicate the schools process of following the safe arrival program.

P#39/18

Moved by: J. M. Rowe

Seconded by: A. Danko

THAT, the Policy Committee recommends that Policy II-33 Safe Arrival as School Program, be forwarded to the April 17, 2018 Regular Board Meeting for approval.

Questions regarding email communication from parents regarding student safe arrival and verification of validity of email address(es) were asked and answered. It was noted that verification of the email on file in the Board's database would be used. Schools will be asked to request parents confirm verified email address.

The Chair call for a vote. Recommendation **P#39/18 UNANIMOUSLY CARRIED.**

4. Discussion Items

4.1 Policy I-40 Performance Appraisal of Director of Education (P. Marai, P. Dawson)

P. Dawson shared her suggested feedback to amendments to the process and the form: Appendix A.

It was suggested to add language of strategic priorities to the Policy.

A. Danko will review and return to future policy meeting.

Feedback on Appendix A can be directed to the Director.

4.2 Executive Compensation Policy (P. Marai)

The following items were discussed:

- Changes and additions to the draft of the policy
- Clarification of merit based pay and grid advancement
- Reference to Education Act - Approval of Contracts
- Clarification of pensionable earnings
- Recommendation to take policy under legal advisement
- Definition of compensation and benefits needs clarification
- Allocation clause be included

The draft policy will be brought to the next Policy Committee Meeting as an action item.

5. Information Items

5.1 Administrative Procedure VI-59 School Fundraising Activities (T. Overholt)

5.2 Administrative Procedure VI-25 Educational Research (L. Collimore)

5.3 RESCIND: Administrative Procedure VI-75 International Languages Elementary Program (C. McGillicuddy, T. Overholt)

5.4 Administrative Procedure VI-74 Risk Management - First Aid (T. Overholt)

5.5 Administrative Procedure VI-18 Safe Arrival at School Program (T. Overholt)

Proposed changes to Administrative Procedure VI-59 were suggested. It was noted that the changes agreed to in this meeting will be added to the Administrative Procedure and will be sent out for Stakeholder Feedback. Motion #91/18 As Amended will be included in the communication when stakeholders are invited to participate.

6. Miscellaneous Information

There was no miscellaneous information.

7. Correspondence

There was no correspondence.

8. In Camera

There was no In Camera Session.

9. New Business

There was no new business.

10. Motion to Excuse Absent Committee Members

All trustees were present.

11. Motion to Adjourn/ Closing Prayer (H. Karabela)

P#40/18

Moved by: J. M. Rowe

Seconded by: J. Michael

That the meeting adjourn.

UNANIMOUSLY CARRIED

H. Karabela closed meeting with prayer, at 9:03 pm.

MINUTES OF THE CATHOLIC PARENT INVOLVEMENT COMMITTEE (CPIC)

Date: April 09, 2018
Time: 7:00 pm
Location: Catholic Education Centre - Board Room
802 Drury Lane
Burlington, Ontario

Members Present	C. Cipriano	G. Merritt-Murrell
	V. Monaco	R. Stagg
	C. Thompson	S. Guevara
	H. Karabela;	Fr. Francis Salaslar
	K. Bivand	
	R. Alfaro	

Regrets A.A. LeMay
A. Gonzalez
D. Garell-Teti

Chair: R. Stagg
Recording Secretary M. Zammit

1. Opening Prayer: R. Stagg

The meeting opened at 7:00 p.m. with a prayer led by R. Stagg

2. Approval & Revisions

2.1 Agenda

Moved by: K. Bivand

Seconded by: C. Thompson

That, the agenda be approved as amended;

CARRIED

2.2 Minutes from the March 5, 2018 meeting deferred to April meeting.

3. Board Update

C. Cipriano provided Board update on the following:

- March Break took place from March 12-16, 2018
- Secondary Progress Reports went home in March
- Budget Telephone Town Hall took place on March 19, 2018
- English Regional Public Speaking Competitions took place on March 21, 2018 at various sites; The French Regional Public Speaking Competition took place on March 22, 2018 at St. Benedict CES
- Staff Appreciation Day was March 21, 2018
- See the Problem, Be the Solution Gala took place on April 5, 2018 at Jean Vanier CSS
- 30th Annual Student Awards of Excellence Ceremony Elementary taking place on April 30, 2018 at Corpus Christi CSS
- Upcoming PA Day April 27, 2018

4. **Trustee Update**

H. Karabela provided Trustee update on the following:

- At the March 6, 2018 Regular Board Meeting Trustee Determination and Distribution was discussed and has since gone out for stakeholder input.
- At the March 20, 2018 Regular Board Meeting Trustees heard 19 delegations concerning Resolution #61/18. A motion was put forth to add resolution #61/18 into *Operating Policy V-04 School Fundraising Activities*. Subsequently after Operating Policy V-04 is reviewed at the upcoming Policy Meeting, it will be sent out for stakeholder input.
- At the April 3, 2018 Regular Board meeting Trustees heard delegations from parents with respect to Programming Options for Gifted High School Students, Halton Area Clerks related to the 2018 October PA Day, and students relating to Resolution #61/18.
- The April 3, 2018 Regular Board Meeting quorum was lost and the meeting was adjourned early. The five Trustees that left the meeting felt the Board's Bylaws were omitted. All actions items will be deferred to next Board Meeting. Discussion followed.
- C. Cipriano provided information on the list of approved charities.

5. **Business Arising from Previous Meetings**

Nothing to report.

6. **Council of Chairs Agenda Review (May)**

Members shared ideas for upcoming meeting in May. Fr. Francis requested to be on the agenda for approx. 10 minutes. Agenda will be reviewed at the May 7, 2018 CPIC Meeting.

7. **Other Business**

Parish Rep/OAPCE Retreat – G. Merritt-Murrell provided information and feedback from the Retreat.

PRO GRANT Suggestions – Members shared different suggestions for possible speakers. It was noted that the speakers need to be booked in advance.

8. **OAPCE Directors Report**

R. Stagg provided the following information:

- Next Board of Director's meeting will take place April 12-15, 2018 in Toronto
- Overview of message from OAPCE President 's mandate to Board of Directors to "strengthen the collective voice of OAPCE"
- Initiatives to be taken:
 - I. To increase OAPCE presence in person, on paper and online-creation of marketing/advertising package to help explain to others who OAPCE is and what is their overall mission, vision and purpose.
 - II. To continue to educate Educational Partners/Ministry of Education etc. on what OAPCE is doing from a regional and provincial standpoint
 - III. To create communication opportunities within each region to have two-way communications with parents so that the parent voice is represented at the Board of Director's table and at the tables of Educational Partners and the Ministry of Education.

9. Board Committee Report

- **School Year Calendar**– C. Cipriano provided an update on 2018-19 School Year Calendar and timelines.
- **Mental Health** – G. Merritt-Murrell announced that Tanya Melykuty is the new Chief of Mental Health Programming
- **CPIC Nominations:** G. Merritt-Murrell provided information regarding the upcoming orientation nights on April 16th and May 2nd. Members volunteered to assist. Further information will be forthcoming.

10. CPIC Subcommittee

Nothing to report.

11. Future Agenda Items

- Pro-Grant speakers
- Council of Chairs Agenda
- Parish Rep/OAPCE Roles

12. Moved by: S. Guevara

Seconded by: Fr. F. Salaslar

That, the meeting adjourn.

CARRIED

13. Closing Prayer

G. Merritt-Murrell closed the meeting with a prayer.

The meeting adjourned at 8:12 p.m.

From: Claudine Waddick [REDACTED]
Sent: March 23, 2018 3:27 PM
To: Dawson, Paula <DawsonP@hcdsb.org>
Cc: Danko, Anthony <DankoA@hcdsb.org>; Iantomasi, Arlene <IantomasiA@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; DiPietro, Rosie <DiPietroR@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>; Trites, Susan <TritesS@hcdsb.org>
Subject: Re: 2018 03 20 Delegation Response

Good afternoon,

I am still trying to contain my frustration with the events of Tuesday night's Board meeting when this letter arrived in my inbox. I know it is a procedural matter but it is inflammatory because it confirms the Board's approach to this motion. You have accepted all of the delegations' presentations - for information purposes only. As the Chair said, this means nothing more will be done.

Over and over last night, you were told, you had violated the requirement to seek consultation with parents, councils, and constituents of your Board. You have received this information and you choose to ignore it. At one point, Trustee Quinn, even questioned whether he had received the information that the Board was in violation of the Education Act. In fact, the Board had received the information twice that I am aware of: in an email dated Feb 26, 2018 from Mr. Harvey and again last night from Ms. Monte's presentation (item 5.14). I am not sure if either of these individuals are lawyers but you do not need to be a lawyer to understand this wording -

Ontario Regulation 612/00 19.1.iv states, "Every board shall solicit the views of the school councils established by the board with respect to the following matters: . . . policies and guidelines respecting the fundraising activities of school councils."

The Board has also ignored its own guidelines and policies.

Policy No: V-04: School fundraising is any activity, permitted under this policy, to raise money or other resources, that is approved by the school principal, in consultation with, and upon the advice of the Catholic School Council, and/or a school fundraising organization ..."

Currently, we are seeking advice on how these violations may be brought to the attention of the Ministry of Education. I believe the majority of delegations last night, were seeking to encourage consultation before moving forward. The issue is not the words or intent of the motion but the process that was followed.

You are required to consult with your constituents and I would like to know how you are planning on completing this requirement before implementing this resolution.

Yours truly,
Claudine Waddick

Please add this letter to any future meetings where the motion #61/18 is discussed.

-----Original Message-----

From: Claudine Waddick [REDACTED]

Sent: April 5, 2018 11:18 AM

To: DiPietro, Rosie <DiPietroR@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>; Dawson, Paula <DawsonP@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>; Iantomasi, Arlene <IantomasiA@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>

Cc: emmanuel.dowuona@ontario.ca; ted.arnottco@pc.ola.org

Subject: Unanswered questions regarding Motion #61/18

Morning Rosie,

Thank you for your response but it does not answer my question as to how Trustee Danko's motion was put on the Board's agenda after it was had been dismissed at the March 20th meeting.

I was at the meeting and watched in dismay the shenanigans surrounding this motion. I was proud of Chair Rabenda for doing the correct thing but I need to ask, why did she have to do it twice. She dismissed the exact motion at the March 20th meeting. How was it allowed to be brought up again?

The 5 trustees are abusing the power and process in order to push their personal agendas. This abuse is affecting students today! No one has told me how the Board is continuing to implement the resolution without consultation occurring. They did not follow the process and therefore everything needs to be stopped and restarted following the appropriate process. I have copied Diane Rabenda, Paula Dawson, and Mark Rowe because I believe they need to answer that question. If it is easier, I'll pose a direct question - Why was Relay for Life cancelled for this spring at Ctk? What policy demanded that to be done? I know the resolution was passed with the majority of the Board but the resolution requires a policy change and that revised policy has not been passed by the majority of the Board or abided by the Education Act or Board policies.

I look forward to reaching out to the Ctk community to get their feedback on the eventual amended policy but until then please let me know why the Board continues to implement the resolution and entertain Motions at the Board which compound the underlying problem with this resolution that - no consultation has occurred!

This question needs to be answered.

I have also copied my contact from the Ministry of Education and Ted Arnott's office because I believe they are interested in receiving this answer as well.

Please add this correspondence to the record for other opportunities where Motion #61/18 is discussed at the Board.

Yours truly,
Claudine Waddick

On Apr 5, 2018, at 9:11 AM, DiPietro, Rosie <DiPietroR@hcdsb.org> wrote:

Good morning,

At the April 3, 2018 Board meeting Trustee Danko's motion was dismissed.

Take care,

Rosie

-----Original Message-----

From: Claudine Waddick [REDACTED]
Sent: April 3, 2018 4:03 PM
To: DiPietro, Rosie <DiPietroR@hcdsb.org>
Subject: Re: Tonight's Agenda - Action Item 8.2

Thank you.

So if I am correct this is what happened -

Trustee Danko had his motion added to the agenda at the March 20th meeting as an information item without providing a copy to the student trustees. He tried to have it addressed as a motion in response to the delegations. At that time, the motion was dismissed by the Chair. But because the meeting went so late and it was not considered as part of information later in the meeting, it is automatically moved to an action item at the next meeting. It is irrelevant that he tried to have it addressed and failed once. He has another chance at this meeting with again having no need to justify his rationale or reason for the motion. This is clearly abuse of his power to bring a personal agenda.

Why is no one questioning the purpose of his motion? I had to justify my purpose in being a delegate to the meeting but a trustee does not? Please help me understand.

Claudine

On Apr 3, 2018, at 3:28 PM, DiPietro, Rosie <DiPietroR@hcdsb.org> wrote:

Good afternoon,

On March 20th during the approval of the agenda, Trustee Danko made a notice of motion (hard copy of the text was provided to Trustees). The Chair added this item to the March 20, 2018 meeting as information. The Chair called for a vote on the agenda, as amended and it unanimously carried. The meeting adjourned and we did not get to the Information items. It therefore is sent out electronically to all Trustees and the text is part of the March 20th minutes.

A Notice of Motion becomes an Action item at the next scheduled meeting of the Board (April 3rd).

I hope this helps.

Rosie

-----Original Message-----

From: Claudine Waddick [REDACTED]

Sent: April 3, 2018 1:58 PM

To: DiPietro, Rosie <DiPietroR@hcdsb.org>

Cc: Rowe, Mark <RoweM@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>; Dawson, Paula <DawsonP@hcdsb.org>

Subject: Tonight's Agenda - Action Item 8.2

Hi Rosie,

Can you please refer me to the vote where Trustee Danko's Motion under Action Item 8.2 was agreed to be put on the Agenda for the Board Meeting of April 3rd, 2018?

Thank you - Claudine Waddick

From: Claudine Waddick <[REDACTED]>
Date: April 18, 2018 at 7:22:41 PM EDT
To: "Dawson, Paula" <dawsonp@hcdsb.org>, "Rabenda, Diane" <rabendad@hcdsb.org>
Subject: Modification of Consultation Process on Amended Fundraising policy

Hello Ms. Dawson & Ms. Rabenda,

The activities surrounded the Board of Trustees over the past few months has been a real eye opener for me and unfortunately, has damaged my faith in good governance; however, I still believe the Board can remedy the situation.

I accept that motion #61/18 has been reflected in policy and sent out for stakeholder consultation as per the regular, defined process for amending policies at the Board. This is good. This is what we have been asking for, and even the Trustees who supported this motion all along, should want. At the end of the day - everyone wants a fundraising policy that reflects the principles of upholding the sanctity of life in a manner that is consistent with the views of all stakeholders.

However, there is a flaw in the process. The stakeholder consultation process typically used by the Board is not appropriate for this issue. Collecting stakeholder input does not mean merely collecting stakeholder views and opinions. The views and opinions must be informed and relevant.

Currently, there is not a basic understanding of the revised policy and its implications to provide informed and relevant input. Unfortunately, when people do not understand an issue they will dismiss it and silence could be assumed to imply endorsement. I do not believe any one who says they want input, can honestly agree that, because stakeholders did not say anything, they must want this change. On the contrary, I would contend silence means they were happy with the status quo.

I am proposing that the Board pass a motion that will allow Board staff to amend the stakeholder input process for this policy change. The process needs to include an information sharing aspect where stakeholders can fully understand the intent and the implications of the policy change. I assume Board staff would be best qualified to determine the best way to disseminate this information being it a town hall, email communications, council communications, survey? ...

Secondly, the current process must accept all input from all stakeholders yet has no transparent process to weigh the input of different stakeholders. This could lead to abuse as simply as an individual could send in 1000 feedback sheets. Also, there is no impartial approved method for Board staff to say that the input received from a council is more valuable than a grandparents view from Thunder Bay. I highlight these potential abuses because I have been witness to so many and I refuse to be taken advantage of by playing by the rules when others are not. No one wants false, irrelevant input added to the stakeholder feedback.

I am aware that if the Board staff does ask for this remedy, it will not likely be passed by the majority of the Board (probably defeated 5-4) but I am willing to make this proposal because I do believe that all Trustees should want informed, relevant feedback. If nothing more than to support the original motion brought to the Board in January.

Time is of the essence with this matter because stakeholders have already received an initial email and are struggling with a response.

Please exert any influence you may have to allow for a proper consultation process to occur - everyone will benefit and nobody will lose.

Thank you for your time - Claudine Waddick

Can you please add this letter to correspondence for the special Board meeting on April 24th or at any time the matter of #61/18 is discussed at the Board or policy meetings.

From: Maria Lourenco <[REDACTED]>
Date: May 11, 2018 at 3:55:06 PM EDT
To: "Dawson, Paula" <dawsonp@hcdsb.org>, "RabendaD@hcdsb.org" <RabendaD@hcdsb.org>
Cc: "Marai, Paul" <MaraiP@hcdsb.org>, "Danko, Anthony" <DankoA@hcdsb.org>, "Rowe, Mark" <RoweM@hcdsb.org>, "AnthonyQuinn@hcdsb.org" <AnthonyQuinn@hcdsb.org>, "KarabelaH@hcdsb.org" <KarabelaH@hcdsb.org>, "Trites, Susan" <TritesS@hcdsb.org>, Arlene Iantomasi <Iantomasia@hcdsb.org>, "Michael, Jane" <michaelj@hcdsb.org>
Subject: FW: School Generated Funds reporting including charities

Hello Paula,

Thank you for confirming that the information shared with Trustees at the April 10th Policy Committee meeting, and at previous meetings regarding School Council fundraising planning, was incorrect. As you have acknowledged, the "Annual School Generated Funds Plan" does not include any information regarding external charities and in fact, that information is explicitly excluded from said report.

The "School Generated Funds Reporting Template" to which you have referred (Appendix C in the Procedure) does include a line for External Charities, however, it simply reports the TOTAL of funds raised and allocated, with absolutely no detail of the specific charities. Furthermore, this is a report of activities that have occurred, not a planning document. The information provided at the April 10th Policy Committee meeting was with respect to fundraising PLANNING.

With respect to the Audit Report comments, obviously I am not privy to what is shared in-camera, and Trustee Rowe has not commented so I don't know if he was referring to in-camera reports or not.

That said, in reviewing the audio from that meeting, I note that Trustee Rowe specifically said that "**the Audit Committee ensures that every School Council publishes a list of all the fundraising they've done and all the charities they've supported**"; so whether or not this information is shared in camera, I would think that the reference to "publishing" the list would refer to public disclosure of this information. Again, neither of the previously mentioned reporting templates provide for a listing of the actual charities supported.

Again, this does not match with my experience and I have still not been provided with evidence to the contrary, although I am still happy to receive that if it does in fact exist.

Also, again, I am not familiar with any public reporting of funds raised for external charities either by the schools my children attend, or by the school board as a whole. The only information I have seen in this regard is in recent media reports that HCDSB raised \$316,000 for external charities last year; previously this was reported as \$12 million so I have no idea if this number is accurate, or any detail by school or particular charity.

The whole discussion about what School Councils may or may not do, or report, stemmed from a concern over lack of transparency regarding charities supported. In the absence of any evidence to the contrary, it would seem that this lack of transparency is indeed a very valid concern.

Please include this correspondence in the May 15th Board report along with Appendix A and Appendix C of Policy VI-59.

Kind regards
Maria

Sent from [Mail](#) for Windows 10

From: [Dawson, Paula](#)

Sent: May 4, 2018 6:12 PM

To: [Maria Lourenco](#)

Cc: [Quinn, Anthony](#); [Rowe, Mark](#); [Danko, Anthony](#); [Marai, Paul](#); [Trites, Susan](#); [Michael, Jane](#); [Iantomasi, Arlene](#); [Karabela, Helena](#); [Rabenda, Diane](#); [Overholt, Tim](#); [DiPietro, Rosie](#); [Negoi, Roxana](#)

Subject: RE: School Generated Funds reporting including charities

Dear Mrs. Lourenco,

You are correct in that the “**Annual** School Generated Funds Plan” (**Appendix A** in procedure VI-59 School Fundraising Activities [https://www.hcdsb.org/Board/Policies/PoliciesProcedures/VI-59%20School%20Fundraising%20Activities%20\(status%20-%20Stakeholder%20Consultation\).pdf](https://www.hcdsb.org/Board/Policies/PoliciesProcedures/VI-59%20School%20Fundraising%20Activities%20(status%20-%20Stakeholder%20Consultation).pdf) that is posted to the school website does not include any funds raised or donations made to external charities. That said, Principals are also to report on School Generated Funds (SGF) at Catholic School Council meetings a minimum of three (3) times per year and post these reports on the school website.

The template for this SGF report is **Appendix C** in the procedure and it includes a line for “External Charities”. These SGF reports can be found on elementary school webpages under ‘School Council – School Generated Funds’ and found on secondary school webpages where there is a link to the Catholic School Council.

As for Trustee Rowe’s comment, I believe he was referencing the types of reports the Audit Committee receives about SGF audits performed on individual schools during the year and these results are presented to Trustees in-camera.

Hope that helps clarify.

Best regards,

Paula Dawson

Director of Education

Halton Catholic District School Board

802 Drury Lane, Burlington, ON L7R 2Y2

(905) 632-6314, ext. 115 | dawsonp@hcdsb.org

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From: Maria Lourenco [REDACTED]
Sent: April-27-18 4:28 PM
To: Dawson, Paula <DawsonP@hcdsb.org>; Overholt, Tim <OverholtT@hcdsb.org>; Rabenda, Diane <RabendaD@hcdsb.org>
Cc: Quinn, Anthony <AnthonyQuinn@hcdsb.org>; Rowe, Mark <RoweM@hcdsb.org>; Danko, Anthony <DankoA@hcdsb.org>; Marai, Paul <MaraiP@hcdsb.org>; Trites, Susan <TritesS@hcdsb.org>; Michael, Jane <MichaelJ@hcdsb.org>; Iantomasi, Arlene <IantomasiA@hcdsb.org>; Karabela, Helena <KarabelaH@hcdsb.org>
Subject: RE: School Generated Funds reporting including charities

I am following up on the e-mail below as I don't seem to have received a response. I would appreciate clarification of the several questions I have posed in this communication.

In the meantime, please include this as correspondence in the May 1st Board report, as well as the response if it is available by then.

Kind regards
Maria

Sent from [Mail](#) for Windows 10

From: Maria Lourenco
Sent: Wednesday, April 11, 2018 11:40:18 AM
To: Dawson, Paula; Overholt, Tim
Cc: AnthonyQuinn@hcdsb.org; Rowe, Mark; Danko, Anthony; Marai, Paul; RabendaD@hcdsb.org; Trites, Susan; Michael, Jane; Arlene Iantomasi; KarabelaH@hcdsb.org
Subject: School Generated Funds reporting including charities

I am writing to seek some clarification on information provided to Trustees at last night's Policy Committee meeting, which has also been stated several times in past Board and Policy Committee meetings, including most recently at the February 20th Board meeting.

The information is with respect to School Councils' fundraising plans, including the charities that will be supported, and that these are decided by, or in consultation with School Councils at the start of the year and then subsequently published on the schools' websites as part of the School Generated Funds plan.

I am seeking clarity because I am having difficulty reconciling these comments with my own personal experience.

In my 13 years with children in this Board, I have served a combined total of 10 years on Parent Councils, at three different schools, under a total of 5 different Principals - I have never been consulted on what charities we will support, much less seen this reported.

I have checked a few other school websites and reviewed other Councils' minutes to see if this is happening elsewhere; I can't find any evidence that it is. Perhaps it is happening at some schools, but it is certainly not prevalent, not that I can see.

In fact, this is actually the first year I have seen a School Generated Funds Plan presented to School Council, and I do see a plan published on most school websites, all using the School Generated Funds Plan template that is included as Appendix A to Administrative Procedure VI-59, School Fundraising Activities, mostly recently presented to Trustees as part of last night's Policy Committee Agenda. However, in my personal experience, this report is used for fundraising efforts to support local school initiatives. Other than providing support to families in need within our own school community, usually with school related activities (pizza day, school trips etc.,) we have never used the proceeds of the fundraising activities reported here for external charities – at least, not that I know of.

In fact, the template clearly states via note at the bottom **“Do not include....fundraisers to be donated to external charities...”** So it would seem that charities are not even *supposed* to be included on this report...the report that staff say schools are using to report the charities they support....


If you could please provide clarity on this, I would really appreciate it.

Also, Trustee Rowe mentioned last night that a list of charities is included annually in the Audit Report. I quickly scrolled through the Audit Report presented at the November 17th Audit Committee meeting but could not find the information there, either. I'm not sure if I am looking in the right place, and its a long report so I may very well have missed it; if someone could please direct me to where that information can be found, I would really appreciate that as well. I assume that would be public information.

I look forward to your response and clarification of the above.

Thanks

Annual School Generated Funds Plan Template

		Annual School Generated Funds Plan				
School Name:		Family of Schools:				
Principal:		School Year:				
Category of Funds	Fundraising Timeline	Intended Use of Anticipated Proceeds	Opening Balance	Projected Revenues	Projected Expenses	Closing Balance

Principal Signature: _____
Date: _____

School Superintendent Signature: _____
Date: _____

Note: Do not include break-even events (ie. plays, trips, etc.) or fundraisers to be donated to external charities (ie. United Way, Heart and Stroke, etc.).

HCDSB – School Generated Funds Reporting Template

YOUR SCHOOL NAME Catholic Elementary School				
School Generated Funds				
As at REPORTING DATE				
	Opening Balance	Revenues	Expenses	Ending Balance
Administration				\$ -
Clubs				\$ -
Departments				\$ -
External Charities				\$ -
Field Trips/Excursions				\$ -
Halton Food For Thought				\$ -
Other				\$ -
School Fundraising				\$ -
Special Events				\$ -
	\$ -	\$ -	\$ -	\$ -

YOUR SCHOOL NAME Catholic Secondary School				
School Generated Funds				
As at REPORTING DATE				
	Opening Balance	Revenues	Expenses	Ending Balance
Administration				\$ -
Athletics				\$ -
Clubs and Activity Fees				\$ -
Commissions				\$ -
Departments				\$ -
External Charities				\$ -
Field Trips/Excursions				\$ -
Fundraising				\$ -
Halton Food For Thought				\$ -
Other				\$ -
School Council				\$ -
Special Events				\$ -
	\$ -	\$ -	\$ -	\$ -



May 15, 2018

Board of Trustees
Halton Catholic District School Board
802 Drury Lane
Burlington, ON
L7R 2Y2

Attention: Ms. Diane Rabenda, Chair

Dear Ms. Rabenda:

Re: Halton Catholic District School Board Education Development Charges Study and Draft Proposed By-law

With more than 1,500 member-companies, BILD is the voice of the land development, home building and professional renovation industry in the Greater Toronto Area. Our industry is essential to the Region of Halton's long-term economic strength and prosperity. In 2016 alone, the residential construction industry in Halton generated over 15,500 on-site and off-site jobs in new home building, renovation and repair – one of the Region's largest employers. As a simple rule of thumb, one crane in the sky represents 500 jobs. These jobs paid over \$900 million in wages and contributed \$2.8 billion in investment value to the local economy.

It is the understanding of BILD and its Halton Chapter members that this evening, the Halton Catholic District School Board will consider for approval the new 2018 Education Development Charges By-law. This By-law presents a 61% increase to the Board's residential charges and 43% increase to non-residential charges. If approved, the new By-law is proposed to take effect on May 21st.

We would like to take this opportunity to thank your staff and consultants for the opportunity to engage in this process and provide feedback. In addition to BILD attending the stakeholder meeting on March 23rd, comments on the Background Study were submitted through our retained consultant Altus Group on April 27th. BILD received a response to this letter from Watson & Associates on May 8th.

While we appreciate the dialogue that has taken place and the transparency in information sharing, the time to conduct an in-depth review of the material has been limited. BILD's consultants have reviewed Watson & Associates' May 8th response and submit the following comments as outstanding items to be addressed:

1. Catholic Elementary Pupil Yield Factors

We continue to question the appropriateness of the Catholic pupil yield factors in Milton and Halton Hills, and would like to continue the discussion on this topic at the next EDC by-law review. Not discussed thus far, but an emerging development of note related to this issue is that the French Catholic school board has acquired a site in Milton (across the street from Craig Kielburger Secondary School), which may divert much of the Catholic elementary pupils from HCDSB.

2. Stacked Townhouses

Given the significant proportion of housing units in Halton that are stacked townhouses, we would like to see the Boards consider re-defining high-density housing to include stacked townhouses, and remove these unit types from the medium-density category. This would ensure that the pupils generated from new housing development is more realistic and doesn't assume that stacked towns are generating pupils at the same rates as traditional townhouses. The Town of Oakville has recently shifted these units into the Apartments category in the definitions in its municipal Development Charges by-law.

Thank you again for the opportunity to participate in this process. We trust you will find our comments above helpful as you consider adoption of the new rates. Should you have any questions, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carmina Tupe', with a stylized, flowing script.

Carmina Tupe, B.URPl
Planner, Policy and Government Relations BILD

CC: Paula Tenuta, Vice-President Government Relations, BILD
Jason Sheldon, BILD Halton Chapter Co-Chair
Daryl Keleher, Altus Group
Denise Baker, WeirFoulds LLP
BILD Halton Chapter Members