



**Board Meeting
Tuesday, January 26, 2010 7:00 p.m.
Board Room**

Members: June Szeman (Chair), Joe McPherson (Vice-Chair), Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Chris Radojewski (Student Trustee)

1. Call to Order

- 1.1 Opening Prayer - June Szeman, Chair of the Board
- 1.2 Attendance

2. Routine Matters

- 2.1 Approval of the Agenda
- 2.2 Declaration of Interest
- 2.3 Approval of Minutes from the Board Meeting – December 8, 2009 Pages 3-10
- 2.4 Business Arising from Minutes

3. Presentations and Delegations

The Board will recognize the St. John's College Senior Girls' Basketball team for their winning efforts in achieving the OFSAA Championship.

4. Committee and Staff Reports

- 4.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting from January 19, 2010

Presenter: Joe McPherson, Chair of the Committee of the Whole

- a. Unapproved Minutes and Recommendations from the Budget Committee Meeting
– January 6, 2010 Pages 11-17
 - Revised Budget Estimates (Pages 18-36)
- b. Unapproved Minutes and Recommendations from the Accommodation Committee Meeting
– January 6, 2010
 - Southwest Brantford School (Pages 37-39)
 - Addition to St. John's College (Pages 40-42)
- c. Unapproved Minutes and Recommendations from the Policy Committee Meeting
– January 19, 2010
 - Trustee Expenses (Pages 43-46)



- d. Internal Audit and Audit Committee (Pages 47-50)
- e. Mission Trip – New Orleans, Louisiana (Page 51)
- f. Excursion: Canadian World Studies Department to Washington, D.C. (Page 52)

4.2 Monitoring Strategies (Pages 53-60)

Presenter: Cathy Horgan, Director of Education and Trish Kings, Superintendent of Education

5. Information and Correspondence

6. Notices of Motion

7. Trustee Inquiries

8. Business In-camera

207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,

- a. The security of the property of the board;
- b. The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
- c. The acquisition or disposal of a school site;
- d. Decisions in respect of negotiations with employees of the board; or
- e. Litigation affecting the board.

9. Report on the In-Camera Session

10. Future Meetings and Events (Page 61)

11. Moment of Silent Reflection

12. Adjournment

Next Meeting: Tuesday, February 23, 2010 - Board Room



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, December 8, 2009
Board Meeting
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

PRESENT AT MEETING:

1. Call to Order

The meeting was called to order by Chair June Szeman.

1.1 Opening Prayer

The meeting was opened with a prayer.

1.2 Attendance

Trustees: Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Joe McPherson and June Szeman
Student Trustee: Chris Radojewski
Administration: Cathy Horgan, Director of Education and Secretary, Wally Easton, Associate Director and Treasurer; Bill Chopp, Trish Kings, Chris Roehrig, Superintendents of Education, Claire Dodgson, Recording Secretary and Tracey Austin, Coordinator of Communications & Community Relations

2. Routine Matters

2.1 Approval of the Agenda

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve the agenda for the December 8, 2009 meeting.

CARRIED

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Board Meeting – November 24, 2009 and the December 1, 2009 Annual Meeting

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Board Meeting of November 24, 2009.

CARRIED



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, December 8, 2009
Board Meeting
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the December 1, 2009 Annual Meeting of the Board.

CARRIED

2.4 Business Arising from the Minutes: Nil

3. Presentations/Delegations:

Chair of the Board June Szeman recognized the talent of two students, Emily Jambrosic, Grade 7 student from Resurrection and Amelia Dolezal, Grade 12 student from St. John's College, who were acknowledged for their artwork which was selected for the 2009 Board Christmas cards.

4. Committee and Staff Reports

4.1 Strategic Plan

Director of Education Cathy Horgan reviewed the work completed to establish the board's strategic action plan. Senior administration was commended for their effort in creating the draft action plan. This information is being shared with the Regional School Council, school staff and various committees.

Each month at the board meeting, the status of one commitment of the action plan is to be reviewed. In June, a compilation of all comments and feedback will be brought to the board in order to set out the plan for the next two years.

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve the Strategic Action Plan for the 2009-10 school year.

CARRIED

4.2 Special Education Plan: 2009-10

Superintendent of Education Bill Chopp provided updates to the Special Education Plan. This is the document that is available to parents and staff outlining the services that the board provides for students with special needs.



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Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Special Education Plan and that the Plan be forwarded to the Ministry of Education

CARRIED

4.3 Minutes – Policy Committee Meeting – December 2, 2009

Chair of the Policy Committee Bonnie McKinnon reviewed the minutes from the December 2, 2009 meeting. At that meeting a schedule of policies for development or revision was presented and the status of policies will be presented at each meeting in the future. The policy regarding Accessibility – Customer Service Standards was reviewed. The Social Services Ministry has mandated that all boards must be compliant by January 2010. The Admissions Policy will be reviewed and amended at the January meeting. The Policy Committee will review the Board bylaws at the January 19 meeting. It will begin at 4:30 p.m. and all trustees are encouraged to attend.

Trustee Bonnie McKinnon requested approval and receipt of the following recommendations:

THAT the Policy Committee refer the Accessibility – Customer Service Standards Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee review the current Admission Policy and bring back an amended policy for review to the next meeting.

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Policy Committee of December 2, 2009 and that the Accessibility – Customer Service Standards Policy be approved.

CARRIED

4.4 Unapproved Special Education Advisory Committee Minutes – November 11, 2009

Trustee representative Dennis Blake reviewed the minutes of the Special Education Advisory Committee from the November 11, 2009 meeting.

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Special Education Advisory Committee from the November 11, 2009 meeting.

CARRIED



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**4.5 Student Transportation Services of Brant Haldimand and Norfolk Minutes –
November 3, 2009**

Associate Director Wally Easton reviewed the minutes from the Student Transportation Services of Brant Haldimand and Norfolk. Discussion took place regarding the establishment of a Transportation Corporation and Wally Easton will present the advantages and disadvantages of a corporation in January. The board will be provided with copies of the policies and procedures as they pertain to the Transportation Consortia. An Efficiency and Effectiveness review was undertaken and the results are not yet available. The outcome of the review will be provided to trustees at a future date.

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Student Transportation Services of Brant Haldimand and Norfolk from the November 3, 2009 meeting.

CARRIED

4.6 Bank Operating Credit

Associate Director Wally Easton reviewed the requirement and need for the bank operating credit. This year, the credit limit has been extended to seven million dollars due to the construction of a school in SW Brantford in conjunction with the Grand Erie District School Board.

Resolved:

On the motion of Dan Dignard and Cliff Casey, THAT the Brant Haldimand Norfolk Catholic District School Board approve:

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

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the "Act"), the Board considers it necessary to borrow the amount of up to Seven Million, Seven Hundred Thousand Dollars (\$7,700,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2012 (the "Period").
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.



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- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Seven Hundred Thousand Dollars (\$7,700,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act), and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;
2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

CARRIED



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4.7 Borrowing By-law 2009A3

Associate Director Wally Easton reviewed the need for the borrowing by-law. This is to assist with interim financing of several capital projects.

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve:

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

WHEREAS:

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

THEREFORE, BE IT RESOLVED as follows:

- 1. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to borrow \$22,351,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Secretary and the Treasurer of the Board are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to this By-Law.

CARRIED

4.7 Student Trustee Report

Student Trustee Christopher Radojewski reviewed his Student Trustee report. In his comments, he provided an update of the Student Senate activities as well as the activities at the three secondary schools.

Resolved:

On the motion of Dan Dignard and Cliff Casey, the Brant Haldimand Norfolk Catholic District School Board receive the Student Trustee Report.

CARRIED



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5. Information and Correspondence:

Director of Education Cathy Horgan distributed information regarding Bill 177. The Bill has passed and information regarding the changes have been outlined in a document from OCSTA.

Chair June Szeman advised the Board that the Brant County Health Unit has awarded the Eat Smart! Award of Excellence for the 2009-10 school year to both Assumption College School and St. John's College, through the services of Chartwells Compass Group. Chair Szeman also read a letter that she is sending to Chartwells on behalf of the board.

Associate Director Wally Easton distributed a memo in trustee's mailboxes regarding the procedure for cell phones by board employees.

Appreciation was extended to Superintendent of Education Chris Roehrig for the information he sent to trustees via email regarding the withdrawal and entry information of students.

Chair June Szeman distributed the trustee committee structure during the 2009 year. Trustees are asked to contact June if they have any changes they would like to make to the current membership.

Superintendent of Education Trish Kings reported on the request by the Ministry of Education to provide additional classes for the Early Learning Program. These were to be prioritized.

Chair June Szeman advised the board that she would respond to Noel Martin, Director, Catholic Education with OCSTA, regarding the information he sent regarding Sacred Space.

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board receive the information and correspondence items received since the last meeting.

CARRIED

6. Notices of Motion: Nil

7. Trustee Inquiries:

Trustee Dennis Blake inquired about the Design and Tech program and the interruption of the classes. Senior administration advised that it is necessary to ensure the machinery is maintained and repaired. The program will be shut down for two classes, however, students will have the opportunity to complete their individual projects.



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8. Business In-Camera:

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board move to an In-Camera session.

CARRIED

9. Report on the In-camera Session:

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve the business of the In-camera session.

10. Future Meetings

11. Moment of Silent Reflection

12. Adjournment

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of December 8, 2009.

CARRIED

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

Held on January 19, 2010

AGENDA ITEM	MOTION
4.1 a	THAT the Budget Committee recommends that the Committee of the Whole refer the 2009-10 Revised Budget Estimates, in the amount of 110,946,161 to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.1 b	THAT the Accommodations Committee recommends that the Committee of the Whole refer the floor plans and site plan for the new elementary school in south west Brantford to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.1 b	THAT the Accommodations Committee recommends that the Committee of the Whole refer the floor plans for the addition to St. John's College to the Brant Haldimand Norfolk Catholic District School Board for approval. THAT the Accommodations Committee recommends that the Committee of the Whole refer that staff be authorized to investigate the cost to upgrade the mechanical and electrical systems at St. John's College, at a cost not to exceed \$30,000 and to provide the Accommodations Committee with the results of their investigation to the Brant Haldimand Norfolk Catholic District School Board.
4.1 c	THAT the Policy Committee recommends that the Committee of the Whole refer the Trustee Reimbursement Policy to the Brant Haldimand Norfolk Catholic District School Board for approval. THAT the Brant Haldimand Norfolk Catholic District School Board rescinds Policy 100.6 Trustee Support Services.
4.1 d	THAT the Committee of the Whole and recommend the Brant Haldimand Norfolk Catholic District School Board approve the formation of an Audit Committee and approve the Audit Committee Guidelines.
4.1 e	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the excursion request, Mission Trip to New Orleans from January 22 to January 30, 2010.
4.1 f	THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to Washington, D.C. from May 6, 2010 to Sunday, May 9, 2010.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of January 19, 2010.

THAT the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of January 19, 2010.



**Committee of the Whole
Tuesday, January 19, 2010 7:00 pm
Board Room**

Present: Trustees:

Joe McPherson (Chair, Committee of the Whole), Dennis Blake, Dan Dignard, Bonnie McKinnon, June Szeman, Chris Radojewski (Student Trustee)

Senior Administration:

Cathy Horgan (Director of Education), Wally Easton (Associate Director, Corporate Services & Treasurer) Trish Kings, Chris Roehrig (Superintendents of Education)

Absent: Cliff Casey

1. Call to Order

1.1 Opening Prayer

The meeting was opened with a prayer led by Joe McPherson, Chair of the Committee of the Whole.

2. Routine Matters

2.1 Approval of the Agenda

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda for January 19, 2010.

Carried

2.2 Declaration of Interest: Nil

2.3 Approval of Minutes from the Committee of the Whole from November 17, 2009.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the minutes from November 17, 2009.

Carried

2.4 Business Arising from Minutes: Nil

3. Presentations and Delegations: Nil



4. Discussion Items

4.1 Unapproved Joint Catholicity/Faith Advisory Committee Meeting – December 15, 2009

June Szeman Chair of the Catholicity and Faith Advisory Committees, reviewed the minutes of the joint meeting of the committees in December. The goals and action items for the 2009-10 school year were set out and it was noted that these items are aligned with the Catholicity Strategic Action Plan.

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receive the minutes of the Joint Catholicity and Faith Advisory meeting of December 15, 2010.

Carried

4.2 Unapproved Budget Committee Minutes – January 6, 2010

Dennis Blake Chair of the Budget Committee, reviewed the minutes and requested approval of the recommendations from the meeting of January 6, 2010 as follows:

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Budget Committee recommends the Committee of the Whole refer the 2009-10 Revised Budget Estimates, in the amount of \$110,946,161 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole receive the unapproved minutes from the Budget Committee meeting from January 6, 2010.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole approve and refer the recommendations from the Budget Committee meeting of January 6, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.3 Unapproved Accommodation Committee Minutes – January 6, 2010

Dennis Blake Trustee, reviewed the minutes and requested approval of the recommendations from the meeting of January 6, 2010 as follows:

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Accommodation Committee recommends the Committee of the Whole refer the floor plan and site plan for the new elementary school in south west Brantford to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Accommodation Committee recommends the Committee of the Whole refer the floor plans for the addition to St. John's College to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Accommodation Committee recommends the Committee of the Whole refer that staff be authorized to investigate the cost to upgrade the mechanical and electrical systems at St. John's College, at a cost not to exceed \$30,000 and to provide the Accommodations Committee with the results of their investigation to the Brant Haldimand Norfolk Catholic District School Board.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole receive the unapproved minutes from the Accommodation Committee meeting from January 6, 2010.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole approve and refer the recommendations from the Accommodation Committee meeting of January 6, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried



4.4 Unapproved Policy Committee Minutes – January 19, 2010

Bonnie McKinnon Chair of the Policy Committee, reviewed the minutes and requested approval of the recommendation from the meeting of January 19, 2010 as follows:

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends the Committee of the Whole refer the Trustee Expense Reimbursement Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: June Szeman

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole receive the unapproved minutes from the Policy Committee meeting from January 19, 2010.

Carried

4.5 Internal Audit and Audit Committee

Wally Easton Associate Director, reviewed the recommendation from the Ministry's School Board Governance Review Committee, to establish an Internal Audit Committee. Guidelines for the committee were also reviewed and approval requested for them. Committees are to be appointed by March 31, 2010 and the Ministry will provide training seminars in May or June 2010.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the formation of an Audit Committee and approve the Audit Committee Guidelines.

Carried

4.6 New Ministry Curriculum Updates

Trish Kings Superintendent of Education, reviewed the new Ministry curriculum initiatives which have are being implemented during the 2009-10 school year.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on New Ministry Curriculum Updates.

Carried



4.7 Excursion: Mission Trip to New Orleans, Louisiana

Chris Roehrig Superintendent of Education, requested approval for secondary schools to participate in a Mission trip to New Orleans to assist in the rebuilding as a result of the devastation caused by Hurricane Katrina.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the excursion request, Mission Trip to New Orleans from January 22 to January 30, 2010.

Carried

4.8 Excursion: Canadian World Studies Department to Washington, D.C.

Chris Roehrig Superintendent of Education, requested approval for an excursion for Assumption College School to Washington, D.C. This is covered under the Canadian World Studies Department.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to Washington, D.C. from May 6, 2010 to Sunday, May 9, 2010.

Carried

4.9 Bi-annual Report on Excursions

Chris Roehrig Superintendent of Education reviewed the bi-annual list of excursions.

Moved by: Bonnie McKinnon

Seconded by: Dennis Blake

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

Carried

5. Information and Correspondence.

Joe McPherson advised trustees that he attended the Chair and Vice Chair seminar hosted by OCSTA. Trustee McPherson highlighted the program.

Cathy Horgan advised trustees that the Bishops are recommending that any fundraising for Haiti relief be directed towards the School Sisters of St. Joseph or the Development and Peace Organization.

Chris Radojewski advised that Assumption College School had raised \$7000 in two hours for relief for Haiti.

Chris Radojewski distributed the Burford Times and advised trustees that there is an article on page 14 regarding the Student Senate.



Moved by: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole receive the information and correspondence since the last meeting.
Carried

6. Notices of Motion: Nil

7. Trustee Inquiries: Nil

8. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: June Szeman

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

Carried

9. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded: by Bonnie McKinnon

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

Carried

10. Future Meetings

11. Moment of Silent Reflection

12. Adjournment

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of January 19, 2010.

Carried

Next Meeting: Tuesday, February 16, 2010 - Board Room

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Budget Committee
Submitted on: January 6, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

REVISED BUDGET ESTIMATES: 2009-10
Public Session

BACKGROUND INFORMATION:

Each year, the Ministry requires that school boards provide their revised budgeted revenue and expenditures for the school year. The original estimates are normally approved by Board and submitted to the Ministry by June 30. Although the Ministry does not require the revised estimates to be approved by Board, our practice has been to recommend approval by the Board.

DEVELOPMENTS:

The 2009-10 Revised Budget Report is attached for your information as Appendix A. There are several major changes, primarily, due to the decline in enrolment from that in the original budget. Actual enrolment at October 2009 was less the originally expected by about 70 elementary pupils and 40 secondary pupils. This resulted in a reduction of about \$1.0 million in General Operating grants. There are some additional grants to fund specific initiatives such as the High Skills Major, Schools in the Middle and Math/Literacy.

The teacher salary budget has been reduced by 5.5 teachers to reflect the lesser enrolment and other supplies and services have been reduced where possible. There has been an increase of 3.5 Educational Assistants to provide service to identified students. The upgrade in some computers at the secondary level has been deferred to next year. The reduction in grants was also partially offset by the surplus carried forward from 2008-09 in the amount of \$412,000.

RECOMMENDATION:

THAT the Budget Committee recommend the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Revised Budget Estimates, in the amount of \$110,946,161.

Brant Haldimand Norfolk Catholic District School Board

REVENUE ESTIMATES 2009-2010

	Revised 2009-10	Preliminary 2009-10	Incr (Decr)
GENERAL LEGISLATIVE GRANTS			
Foundation Allocation - Base Amount - Elementary	27,061,045	27,355,209	(294,164)
Foundation Allocation - Base Amount - Secondary	21,077,542	21,393,932	(316,390)
Total: Foundation Allocation	48,138,587	48,749,141	(610,554)
Primary Class size Allocation	2,243,113	2,270,494	(27,381)
School Foundation	8,176,307	8,335,526	(159,219)
Special Education Allocation	10,010,029	10,090,263	(80,234)
Language Allocation	1,375,850	1,407,002	(31,152)
Distant Schools/Small Schools Allocation	95,654	96,483	(829)
Remote & Rural Allocation	1,228,518	1,216,082	12,436
Learning Opportunity Allocation	1,212,456	1,258,504	(46,048)
Adult & Continuing Education & Summer School	-	73,104	(73,104)
Teacher Compensation Allocation	5,483,955	5,748,270	(264,315)
New Teacher Induction Program (NTIP)	111,488	111,488	-
Transportation Allocation	5,036,627	5,063,277	(26,650)
Administration & Governance Allocation	3,495,630	3,523,620	(27,990)
School Operations Allocations	10,238,085	10,295,481	(57,396)
Community Use of Schools	149,758	149,758	-
Declining Enrolment Adjustment	310,448	27,119	283,329
Program Enhancement	328,100	337,750	(9,650)
First Nation Supplemental Allocation	66,000	66,821	(821)
Safe Schools	197,054	199,570	(2,516)
Total: OPERATING	97,897,659	99,019,753	(1,122,094)
School Renewal Allocation	1,511,820	1,517,868	(6,048)
Good Places to Learn	515,571	518,571	(3,000)
New Pupil Places Allocation	3,568,870	3,588,291	(19,421)
Pupil Accommodation Allocation-Best Start	72,741	72,741	-
Pre amalgamation Capital Grants	146,395	146,395	-
Debt Charges Allocation	-	-	-
TOTAL LEGISLATIVE GRANT	103,713,056	104,863,619	(1,150,563)
OTHER REVENUE			
Tuition fees	1,298,363	1,141,518	156,845
Transportation recovery	-	-	-
Rental Revenue	73,140	50,400	22,740
Interest Earned	62,910	100,000	(37,090)
Sinking fund Interest	-	-	-
Insurance	-	-	-
Miscellaneous Revenue	67,694	67,694	-
Transfer from Reserve for Retiree Benefits	200,000	200,000	-
Transfer from Pupil Accommodation reserve fund	3,367,733	2,523,538	844,195
EDC Fund Revenue (re: Debenture Payment)	119,858	119,858	-
<i>Miscellaneous Gov't Grants</i>			
Misc Grants	960,000	421,170	538,830
Deferred Revenue	275,516	-	275,516
CODE Program	-	-	-
French Monitor Program	36,000	18,000	18,000
School Effectiveness Fund (Bd Capacity)	198,735	150,000	48,735
MISA	69,768	69,768	-
SCWI	-	-	-
Ontario Youth Apprenticeship Program	90,748	90,748	-
TOTAL REVENUE	110,533,521	109,816,313	717,208
Prior Year Carry Forward	412,640		412,640
NET REVENUE	110,946,161	109,816,313	1,129,848
EXPENDITURE	110,946,161	109,816,313	1,129,848
Surplus(deficit)	(0)	-	(0)

12/21/2009

2009-2010 Budget

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Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
INSTRUCTION						
Total Salaries & Wages	48,215,161	-329,822	47,885,339	45,240,957	45,596,032	2,644,382
Total Employee Benefits	5,707,515	-63,727	5,643,788	5,374,556	5,443,108	269,192
10 315 Professional Development - Academic & S.O.'s	66,575	16,000	82,575	106,800	106,936	-23,225
10 319 Religion Course	10,000		10,000	11,500	11,500	0
Total Staff Development	76,575	16,000	92,575	115,300	118,436	-23,225
10 320 Textbooks & Learning Materials	0	0	0	50,000	407,554	-50,000
10 325 Program Supplies	434,250	97,682	531,932	564,815	817,701	-32,883
10 329 Grassroots	0		0	0	0	0
10 330 Instructional Supplies	991,998	-17,257	974,741	987,150	436,703	-12,409
10 331 Application Software	0		0	-1,000	-1,000	0
10 333 New Classroom Set-Up	10,000		10,000	12,000	-2,000	0
10 335 Printing & Photocopying - Instructional	200,000		200,000	200,000	216,286	0
10 336 Printing & Photocopying - Non-Instructional	5,000		5,000	4,100	1,731	900
10 339 First Aid Supplies	51,500	7,700	59,200	71,475	5,911	0
10 361 Automobile Reimbursement	5,000		5,000	10,000	58,236	-12,275
10 401 Repairs - Furniture & Equipment	0		0	0	15,258	-5,000
10 402 Repairs - Computer Technology	0		0	46,210	4,262	-46,210
10 406 Telephone - Data Communications Services	3,900		3,900	3,900	2,768	0
10 414 Student Senate	8,000	2,000	10,000	8,000	49,018	2,000
10 540 School Trips - Transportation	1,717,148	90,125	1,807,273	1,965,150	2,014,446	-157,877
Total Supplies & Services	30,000	35,000	65,000	72,000	60,768	-7,000
10 501 Replacement of Furniture & Equipment - General	0		0	73,940	73,940	0
10 502 Replacement of Furniture & Equipment - Computer Technology	49,125	1,875	51,000	72,000	60,768	51,000
10 503 Replacement of Furniture & Equipment - Network Connectivity	79,125	110,815	189,940	400,000	252,722	117,940
Total Replacement of F&E	365,000		365,000	100,000	91,578	-35,000
10 602 Rental/Lease - Furniture & Equipment - Computer Technology	65,000		65,000	500,000	344,299	-70,000
10 603 Rental/Lease - Furniture & Equipment - Network Connectivity	430,000		430,000	4,300	11,257	6,000
Total Rental Expenditures	10,300		10,300	113,513	115,986	114,282
10 640 Instructional Advertising	113,513	114,282	227,795	137,000	162,436	-35,000
10 654 Other Contractual Services	102,000	1,000	103,000	54,350	39,241	36,341
10 661 Software Fees & Licenses	91,691		92,691	1,000	1,000	0
10 662 Maintenance Fees - Computer Technology	1,000		1,000	310,163	328,930	123,623
10 702 Association & Membership Fees - Individuals	318,504	115,282	433,786	0	1,704	0
Total Fees & Contractual Services	0		0	0	1,704	0
10 705 Student Bursaries/Awards	0		0	0	0	0
Total Other	35,000	-35,000	0	280,471	415,750	-280,471
10 551 Additional Furniture & Equipment - General	73,940	-73,940	0	115,125	152,002	-115,125
10 552 Additional Furniture & Equipment - Computer Technology	0		0	395,596	567,752	-395,596
10 553 Additional Furniture & Equipment - Network Connectivity	108,940	-108,940	0	53,974,262	54,475,477	2,508,439
Total Capital Expenditures	56,652,968	-170,267	56,482,701	53,974,262	54,475,477	2,508,439
Total INSTRUCTION						

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

SPECIAL EDUCATION

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	10,047,050	95,278	10,142,328	9,602,210	9,609,995	540,118
Total Employee Benefits	1,849,064	14,453	1,863,517	1,702,241	1,688,341	161,276
12 315 Professional Development - Academic & S.O.'s	23,500	3,000	26,500	24,000	19,648	2,500
12 317 Professional Development - Non Teaching	14,200	-2,150	12,050	5,450	35,380	6,600
Total Staff Development	37,700	850	38,550	29,450	55,028	9,100
12 320 Textbooks & Learning Materials	0	0	0	0	948	0
12 325 Program Supplies	118,126	0	118,126	162,400	130,386	-44,274
12 330 Instructional Supplies	8,000	0	8,000	15,050	22,687	-7,050
12 331 Application Software	0	0	0	0	0	0
12 335 Printing & Photocopying - Instructional	0	0	0	0	1,177	0
12 336 Printing & Photocopying - Non-Instructional	0	10,800	10,800	89,500	70,387	10,800
12 361 Automobile Reimbursement	93,500	-4,720	88,780	3,050	5,560	-720
12 402 Repairs - Computer Technology	5,000	0	5,000	3,050	5,560	1,950
12 404 Telephone - Cellular	3,375	-250	3,125	4,625	3,052	-1,500
12 405 Telephone - Voice	600	3,000	3,600	600	438	3,000
12 407 Postage	0	200	200	500	200	200
12 410 Office Supplies & Services	0	4,500	4,500	500	384	4,500
12 416 SEAC	1,000	0	1,000	500	0	500
12 540 School Trips - Transportation	0	0	0	0	0	0
Total Supplies & Services	229,601	13,530	243,131	275,725	235,019	-32,594
12 501 Replacement of Furniture & Equipment - General	0	500	500	194,000	433,878	500
12 502 Replacement of Furniture & Equipment - Computer Technology	182,000	10,000	192,000	194,000	433,878	-2,000
Total Replacement of F&E	182,000	10,500	192,500	194,000	433,878	-1,500
12 654 Other Contractual Services	55,000	200	55,000	55,000	43,414	0
12 702 Association & Membership Fees - Individuals	0	200	200	55,000	267	200
Total Fees & Contractual Services	55,000	200	55,200	55,000	43,681	200
12 551 Additional Furniture & Equipment - General	0	0	0	0	0	0
12 552 Additional Furniture & Equipment - Computer Technology	10,000	-10,000	0	0	0	0
Total Capital Expenditures	10,000	-10,000	0	0	0	0
Total SPECIAL EDUCATION	12,410,415	124,811	12,535,226	11,858,626	12,065,942	676,600

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
SCHOOL MANAGEMENT						
Total Salaries & Wages	6,604,008	134,939	6,738,947	6,445,430	6,401,812	293,517
Total Employee Benefits	916,751	17,626	934,377	911,123	849,491	23,254
15 315 Professional Development - Academic & S.O.'s	20,000	22,900	42,900	20,000	20,070	22,900
15 317 Professional Development - Non Teaching	6,000	6,000	6,000	98,000	15,813	-98,000
15 319 Religion Course	0	0	0	0	0	0
Total Staff Development	26,000	22,900	48,900	119,000	35,883	-70,100
15 320 Textbooks & Learning Materials	0	0	0	0	16,829	0
15 325 Program Supplies	0	17,500	17,500	0	0	17,500
15 336 Printing & Photocopying - Non-instructional	35,350	35,350	35,350	35,350	3,964	0
15 361 Automobile Reimbursement	17,500	3,000	20,500	17,500	19,701	3,000
15 401 Repairs - Furniture & Equipment	0	0	0	0	66	0
15 404 Telephone - Cellular	0	0	0	0	11,899	0
15 405 Telephone - Voice	75,405	0	75,405	75,405	62,653	0
15 406 Telephone - Data Communications Services	0	0	0	0	2,796	0
15 407 Postage	32,046	32,046	32,046	32,046	49,362	0
15 410 Office Supplies & Services	130,954	130,954	130,954	130,954	173,728	0
15 415 School Council Supplies	8,000	8,000	8,000	18,000	37,540	-10,000
Total Supplies & Services	299,255	20,500	319,755	309,255	378,539	10,500
15 501 Replacement of Furniture & Equipment - General	10,000	10,000	10,000	10,000	31,450	0
15 502 Replacement of Furniture & Equipment - Computer Technology	0	0	0	0	1,947	0
15 503 Replacement of Furniture & Equipment - Network Connectivity	9,825	375	10,200	5,324	1,129	4,876
Total Replacement of F&E	19,825	375	20,200	15,324	34,426	4,876
15 601 Rental/Lease - Furniture & Equipment - General	0	0	0	5,555	0	-5,555
15 602 Rental/Lease - Furniture & Equipment - Computer Technology	0	0	0	30,654	30,852	-30,654
15 603 Rental/Lease - Furniture & Equipment - Network Connectivity	0	0	0	0	0	0
15 621 Rental/Lease - Photocopier	0	0	0	0	60,636	0
Total Rental Expenditures	0	0	0	36,209	91,489	-36,209
15 654 Other Contractual Services	0	0	0	0	0	0
15 661 Software Fees & Licenses	12,500	12,500	12,500	37,500	30,285	-25,000
15 662 Maintenance Fees - Computer Technology	120,000	120,000	120,000	120,000	147,915	0
15 719 School Counter	20,000	20,000	20,000	42,000	43,607	-22,000
Total Fees & Contractual Services	152,500	152,500	152,500	199,500	221,816	-47,000
15 551 Additional Furniture & Equipment - General	0	0	0	0	0	0
15 552 Additional Furniture & Equipment - Computer Technology	0	0	0	0	0	0
15 553 Additional Furniture & Equipment - Network Connectivity	0	53,000	53,000	0	0	53,000
Total Capital Expenditures	0	53,000	53,000	0	0	53,000
Total SCHOOL MANAGEMENT	8,018,339	249,340	8,267,679	8,035,841	8,004,456	231,838

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

STUDENT SUPPORT SERVICES

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	524,147	19,892	544,039	545,124	542,530	-1,085
Total Employee Benefits	73,209	2,387	75,596	43,986	69,943	31,810
21 315 Professional Development - Academic & S.O.'s	0	1,500	1,500			1,500
Total Staff Development	0	1,500	1,500			1,500
21 325 Program Supplies	0	1,000	1,000			1,000
21 361 Automobile Reimbursement	0	1,000	1,000			1,000
21 404 Telephone - Cellular	0	400	400	0	472	400
Total Supplies & Services	0	2,400	2,400	0	472	2,400
Total STUDENT SUPPORT SERVICES	597,356	26,179	623,535	589,110	612,944	34,425

COMPUTER SERVICES

Total Salaries & Wages	829,687		829,687	838,594	762,475	-8,907
Total Employee Benefits	187,983		187,983	183,891	159,254	4,092
22 317 Professional Development - Non Teaching	17,500	-2,500	15,000	24,500	10,709	-9,500
Total Staff Development	17,500	-2,500	15,000	24,500	10,709	-9,500
22 325 Program Supplies	1,550	350	1,900	1,500	3,393	400
22 332 Books & Periodicals	500		500	500		0
22 361 Automobile Reimbursement	33,000	-1,000	32,000	30,000	29,851	2,000
22 402 Repairs - Computer Technology	15,000		15,000	15,000	16,532	0
22 404 Telephone - Cellular	10,000		10,000	10,000	8,654	0
22 406 Telephone - Data Communications Services	228,700		228,700	239,800	233,894	-11,100
22 410 Office Supplies & Services	0		0	0	253	0
Total Supplies & Services	288,750	-650	288,100	296,800	292,577	-8,700
22 501 Replacement of Furniture & Equipment - General	0		0	0	492	0
22 502 Replacement of Furniture & Equipment - Computer Technology	5,000		5,000	5,000	6,826	0
22 503 Replacement of Furniture & Equipment - Network Connectivity	0		0	0	2,126	0
Total Replacement of F&E	5,000		5,000	5,000	9,444	0
22 653 Other Professional Fees	0		0	0	42,495	0
22 654 Other Contractual Services	7,000		7,000	5,300	1,700	1,700
22 661 Software Fees & Licenses	1,430		1,430	3,430	1,422	-2,000
22 662 Maintenance Fees - Computer Technology	38,012	2,230	40,242	28,810	11,432	11,432
22 702 Association & Membership Fees - Individuals	0		0	0	203	0
Total Fees & Contractual Services	46,442	2,230	48,672	37,540	44,120	11,132
22 551 Additional Furniture & Equipment - General	0		0	0	0	0
22 552 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total COMPUTER SERVICES	1,375,362	-920	1,374,442	1,386,325	1,278,579	-11,883

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
LIBRARY SERVICES						
Total Salaries & Wages	810,732		810,732	787,048	774,046	23,684
Total Employee Benefits	168,906		168,906	157,630	159,379	11,276
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	5,391	0
Total Staff Development	2,000		2,000	2,000	5,391	0
23 320 Textbooks & Learning Materials	15,000		15,000	15,000	12,369	0
23 321 Library Books	0		0	55,000	88,013	-55,000
23 325 Program Supplies	35,000		35,000	35,000	42,214	0
23 330 Instructional Supplies	0		0	0	7,512	0
23 335 Printing & Photocopying - Instructional	2,000		2,000	2,000	2,125	0
23 361 Automobile Reimbursement	5,000		5,000	5,000	8,566	0
23 404 Telephone - Cellular	0		0	0	263	0
Total Supplies & Services	57,000		57,000	112,000	161,061	-55,000
Total LIBRARY SERVICES	1,038,638		1,038,638	1,058,678	1,099,878	-20,040
GUIDANCE SERVICES						
Total Salaries & Wages	922,357		922,357	844,962	896,863	77,395
Total Employee Benefits	92,913		92,913	88,870	91,387	4,043
24 330 Instructional Supplies	0		0	0	3	0
24 335 Printing & Photocopying - Instructional	0		0	0	1,846	0
Total Supplies & Services	0		0	0	1,849	0
Total GUIDANCE SERVICES	1,015,270		1,015,270	933,832	990,099	81,438

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

TEACHER SUPPORT SERVICES

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	1,214,234	-60,000	1,154,234	1,118,470	1,101,335	35,764
Total Employee Benefits	145,829	-9,600	136,229	133,997	122,419	2,232
25 315 Professional Development - Academic & S.O.'s	14,600	2,400	17,000	15,100	16,388	1,900
Total Staff Development	14,600	2,400	17,000	15,100	16,388	1,900
25 325 Program Supplies	21,500		21,500	74,000	568,393	-52,500
25 331 Application Software	2,000		2,000	2,000		0
25 335 Printing & Photocopying - Instructional	31,500	3,500	35,000	32,500	15,218	2,500
25 336 Printing & Photocopying - Non-Instructional	12,000	-10,800	1,200	12,000	9,045	-10,800
25 361 Automobile Reimbursement	26,500	2,000	28,500	29,000	38,031	-500
25 404 Telephone - Cellular	4,200	900	5,100	4,200	5,299	900
25 405 Telephone - Voice	3,500		3,500	4,500	6,897	-1,000
25 406 Telephone - Data Communications Services	0	500	500	3,500		-3,000
25 407 Postage	1,600	-800	800	1,600	229	-800
25 410 Office Supplies & Services	2,500		2,500	5,000	5,190	-2,500
Total Supplies & Services	105,300	-4,700	100,600	168,300	648,302	-67,700
25 501 Replacement of Furniture & Equipment - General	0		0	5,000	789	-5,000
25 502 Replacement of Furniture & Equipment - Computer Technology	0	700	700			700
Total Replacement of F&E	0	700	700	5,000	789	-4,300
25 640 Instructional Advertising	0		0	0	7,475	0
25 653 Other Professional Fees	0		0	0	27,000	0
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,728	0
25 702 Association & Membership Fees - Individuals	2,700	1,150	3,850	2,700	1,276	1,150
Total Fees & Contractual Services	12,700	1,150	13,850	12,700	45,480	-1,150
25 551 Additional Furniture & Equipment - General	0		0			0
Total Capital Expenditures	0		0			0
Total TEACHER SUPPORT SERVICES	1,492,663	-70,050	1,422,613	1,453,567	1,934,712	-30,954

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
GOVERNANCE/TRUSTEES						
Total Salaries & Wages	64,700		64,700	65,044	64,781	-344
Total Employee Benefits	2,588		2,588	2,602	1,406	-14
317 Professional Development - Non Teaching	20,000		20,000	20,000	22,561	0
Total Staff Development	20,000		20,000	20,000	22,561	0
359 Student Trustees	5,000		5,000	5,000	3,282	0
361 Automobile Reimbursement	7,000		7,000	0	10,885	7,000
362 Travel and/or Expense Allowance	0		0	14,400	0	-14,400
31 Telephone - Cellular	3,000		3,000	3,000	2,588	0
31 Telephone - Data Communications Services	3,600		3,600	3,600	4,169	0
31 Postage	200		200	200	274	0
31 Office Supplies & Services	500		500	500	1,440	0
31 Replacement of Furniture & Equipment - Computer Technology	8,000		8,000	2,000	0	6,000
Total Supplies & Services	27,300		27,300	28,700	22,639	-1,400
701 Association & Membership Fees - Board	49,000		49,000	49,000	47,717	0
702 Association & Membership Fees - Individuals	250		250	250	0	0
725 Miscellaneous	2,000		2,000	2,000	1,270	0
Total Other	51,250		51,250	51,250	48,987	0
31 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total GOVERNANCE/TRUSTEES	165,838		165,838	167,596	160,375	-1,758

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
GENERAL ADMINISTRATION						
Total Salaries & Wages	1,183,706	10,710	1,194,416	1,109,237	1,125,267	85,179
Total Employee Benefits	171,892	1,071	172,963	154,545	160,732	18,418
32 315 Professional Development - Academic & S.O.'s	32,000		32,000	32,000	30,161	0
32 316 Professional Memberships - Academic	1,000		1,000	1,000	975	0
32 317 Professional Development - Non Teaching	3,000	3,000	6,000	5,000	10,813	1,000
Total Staff Development	36,000	3,000	39,000	38,000	41,949	1,000
32 322 Books & Periodicals	500		500	500	4,317	0
32 336 Printing & Photocopying - Non-instructional	16,000		16,000	16,000	13,171	0
32 361 Automobile Reimbursement	9,500	1,000	10,500	9,500	9,724	1,000
32 363 Other Travel Expense	0		0	15,000		-15,000
32 404 Telephone - Cellular	10,500	700	11,200	10,500	8,225	700
32 405 Telephone - Voice	0		0	0	1,663	0
32 406 Telephone - Data Communications Services	600		600	600		0
32 410 Office Supplies & Services	9,000		9,000	6,000	10,327	3,000
Total Supplies & Services	46,100	1,700	47,800	58,100	47,426	-10,300
32 501 Replacement of Furniture & Equipment - General	0	1,000	1,000	1,000	3,975	0
32 502 Replacement of Furniture & Equipment - Computer Technology	1,500		1,500	1,500	525	0
Total Replacement of F&E	1,500	1,000	2,500	2,500	4,500	0
32 640 Instructional Advertising	15,000		15,000	18,000	5,364	-3,000
32 641 Community Relations	5,000		5,000	5,000		0
32 652 Legal Fees	15,000		15,000	15,000	18,459	0
32 653 Other Professional Fees	0		0	30,000	19,652	-30,000
32 654 Other Contractual Services	10,000		10,000	10,000		0
32 661 Software Fees & Licenses	0		0	0	723	0
32 672 Liability Insurance	110,000		110,000	125,000	100,832	-15,000
32 701 Association & Membership Fees - Board	200		200	200	245	0
Total Fees & Contractual Services	155,200		155,200	203,200	145,076	-48,000
32 702 Association & Membership Fees - Individuals	9,900		9,900	9,900	11,743	0
32 710 Interest	0		0	0	74,270	0
32 725 Miscellaneous	20,200		20,200	18,000	26,620	2,200
Total Other	30,100		30,100	27,900	112,633	2,200
32 551 Additional Furniture & Equipment - General	1,000	-1,000	0	0	0	0
32 552 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
Total Capital Expenditures	1,000	-1,000	0	0	0	0
Total GENERAL ADMINISTRATION	1,625,498	16,481	1,641,979	1,593,482	1,637,584	48,497

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
BUSINESS ADMINISTRATION						
Total Salaries & Wages	486,368		486,368	489,128	457,629	-2,760
Total Employee Benefits	109,808		109,808	109,711	101,840	97
33 317 Professional Development - Non Teaching	5,000		5,000	5,000	3,354	0
33 318 Professional Memberships - Non Teaching	2,000		2,000	2,000	1,885	0
Total Staff Development	7,000		7,000	7,000	5,239	0
33 336 Printing & Photocopying - Non-instructional	10,000		10,000	10,000	1,940	0
33 361 Automobile Reimbursement	1,500		1,500	1,500	1,397	0
33 402 Repairs - Computer Technology	0		0	0	262	0
33 405 Telephone - Voice	12,000		12,000	12,000	18,113	0
33 406 Telephone - Data Communications Services	0		0	0	1,513	0
33 407 Postage	12,000		12,000	12,000	13,676	0
33 410 Office Supplies & Services	25,000		25,000	25,000	17,588	0
Total Supplies & Services	60,500		60,500	60,500	54,489	0
33 501 Replacement of Furniture & Equipment - General	10,000	10,000	20,000	35,000	56,149	-15,000
33 502 Replacement of Furniture & Equipment - Computer Technology	0	5,000	5,000	5,000	4,569	0
Total Replacement of F&E	10,000	15,000	25,000	40,000	60,718	-15,000
33 601 Rental/Lease - Furniture & Equipment - General	5,000	-5,000	0	5,000	5,000	-5,000
Total Rental Expenditures	5,000	-5,000	0	5,000	5,000	-5,000
33 640 Instructional Advertising	2,655		2,655	2,655	1,221	0
33 651 Audit Fees	40,000	5,000	45,000	40,000	37,201	5,000
33 653 Other Professional Fees	65,000	-65,000	0	65,000	11,717	-65,000
33 654 Other Contractual Services	71,000		71,000	71,000	68,733	0
33 661 Software Fees & Licenses	8,000		8,000	20,500	43,289	-12,500
33 662 Maintenance Fees - Computer Technology	93,200		93,200	88,000	59,861	5,200
33 702 Association & Membership Fees - Individuals	2,000		2,000	2,000	909	0
Total Fees & Contractual Services	281,855	-60,000	221,855	289,155	222,932	-67,300
33 729 Foreign Exchange Gain/Loss	0		0	0	1,423	0
Total Other	0		0	0	1,423	0
33 551 Additional Furniture & Equipment - General	10,000	-10,000	0	0	0	0
33 552 Additional Furniture & Equipment - Computer Technology	5,000	-5,000	0	0	0	0
Total Capital Expenditures	15,000	-15,000	0	0	0	0
Total BUSINESS ADMINISTRATION	975,531	-65,000	910,531	1,000,494	904,270	-89,963

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

HUMAN RESOURCES ADMINISTRATION

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	416,803	-36,606	380,197	374,907	367,270	5,290
Total Employee Benefits	79,648	-5,857	73,791	68,773	79,398	5,018
34 317 Professional Development - Non Teaching	4,500		4,500	3,500	1,963	1,000
34 318 Professional Memberships - Non Teaching	1,900		1,900	1,200	1,182	700
Total Staff Development	6,400		6,400	4,700	3,145	1,700
34 322 Books & Periodicals	2,000		2,000	1,000	211	1,000
34 361 Automobile Reimbursement	2,000		2,000	1,500	1,168	500
34 410 Office Supplies & Services	3,500		3,500	3,500	2,655	0
34 421 Recruitment of Staff	20,000		20,000	20,000	9,650	0
Total Supplies & Services	27,500		27,500	26,000	13,684	1,500
34 650 Labour Relations	80,000		80,000	80,000	131,373	0
34 652 Legal Fees	0		0	0	0	0
34 653 Other Professional Fees	0	2,000	2,000	0	0	2,000
34 654 Other Contractual Services	28,000		28,000	10,000	442	19,000
34 661 Software Fees & Licenses	20,000	10,000	30,000	28,000	0	10,000
34 662 Maintenance Fees - Computer Technology	2,500		2,500	2,000	0	500
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,000	945	400
Total Fees & Contractual Services	132,900	12,000	144,900	113,000	132,761	31,900
Total HUMAN RESOURCES ADMINISTRATION	663,251	-30,463	632,788	587,380	596,257	45,408

TECHNICAL ADMINISTRATION

Total Salaries & Wages	48,729		48,729	47,310	47,310	1,419
Total Employee Benefits	9,575		9,575	8,475	8,471	1,100
35 503 Replacement of Furniture & Equipment - Network Connectivity	6,550	250	6,800	3,550	4,131	3,250
Total Replacement of F&E	6,550	250	6,800	3,550	4,131	3,250
35 661 Software Fees & Licenses	12,500		12,500	12,500	12,124	0
Total Fees & Contractual Services	12,500		12,500	12,500	12,124	0
35 553 Additional Furniture & Equipment - Network Connectivity	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total TECHNICAL ADMINISTRATION	77,354	250	77,604	71,835	72,036	5,769

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

SCHOOL OPERATIONS

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	3,637,571		3,637,571	3,538,533	3,660,544	99,038
Total Employee Benefits	910,155		910,155	910,951	846,720	-796
40 317 Professional Development - Non Teaching	2,000		2,000	2,000	0	0
Total Staff Development	2,000		2,000	2,000	0	0
40 340 Plant Operations Supplies	215,000		215,000	180,000	231,677	95,000
40 341 Electricity	1,277,028		1,227,028	1,284,199	1,084,552	-7,171
40 343 Heating - Gas	481,337	-50,000	481,337	573,776	563,021	-92,439
40 346 Water & Sewage	134,831		134,831	145,573	132,100	-10,742
40 361 Automobile Reimbursement	14,000		14,000	14,000	15,009	0
40 404 Telephone - Cellular	2,000		2,000	2,000	1,939	0
40 430 Maintenance Supplies	50,000		50,000	55,000	39,670	-5,000
40 435 Caretakers Supplies	25,000		25,000	45,000	0	-20,000
Total Supplies & Services	2,199,196	-50,000	2,149,196	2,249,547	2,067,968	-100,351
40 501 Replacement of Furniture & Equipment - General	20,000		20,000	31,000	23,109	-11,000
40 502 Replacement of Furniture & Equipment - Computer Technology	2,000		2,000	2,000	0	0
Total Replacement of F&E	22,000		22,000	33,000	23,109	-11,000
40 610 Rental/Lease - Instructional Accommodation	201,113	0	201,113	186,970	209,106	14,143
Total Rental Expenditures	201,113	0	201,113	186,970	209,106	14,143
40 654 Other Contractual Services	700,000		700,000	700,000	749,573	0
40 661 Software Fees & Licenses	18,000		18,000	18,000	34,255	0
40 681 Moving of Portables	15,000		15,000	25,000	11,582	-10,000
Total Fees & Contractual Services	733,000		733,000	743,000	795,411	-10,000
40 551 Additional Furniture & Equipment - General	25,000		25,000	0	0	25,000
Total Capital Expenditures	25,000		25,000	0	0	25,000
Total SCHOOL OPERATIONS	7,730,035	-50,000	7,680,035	7,664,000	7,602,858	16,035

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

SCHOOL MAINTENANCE

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	700,060		700,060	740,685	633,806	-40,625
Total Employee Benefits	144,429		144,429	153,977	134,907	-9,548
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	32,391	0
Total Staff Development	2,500		2,500	2,500	32,391	0
41 361 Automobile Reimbursement	22,000		22,000	21,000	20,173	1,000
41 370 Vehicle Fuel	30,000		30,000	25,000	27,044	5,000
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41 404 Telephone - Cellular	6,000		6,000	6,000	5,241	0
41 430 Maintenance Supplies	125,000		125,000	100,000	131,683	25,000
41 431 Maintenance Services	300,000		300,000	300,000	379,620	0
41 432 Landscaping	6,000		6,000	6,000		0
41 433 School Beautification	0		0	0	500	0
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	27,305	0
41 438 Municipal Improvements	5,000		5,000	5,000	586	0
41 439 Local Improvement Supplies	0		0	0	107,088	0
41 440 Vehicle Maintenance & Supplies	14,000		14,000	14,000	14,267	0
41 441 Vehicle Licences/Permits	0		0	0		0
41 449 Health & Safety	20,000		20,000	20,000	11,928	0
Total Supplies & Services	590,368		590,368	559,368	725,435	31,000
41 501 Replacement of Furniture & Equipment - General	3,000	8,000	11,000	35,000	3,767	-24,000
Total Replacement of F&E	3,000	8,000	11,000	35,000	3,767	-24,000
41 754 Debenture Interest - post May 15, 1998	96,786		96,786	97,703	99,653	-917
Total Interest Charges on Long Term Debt	96,786		96,786	97,703	99,653	-917
41 625 Rental/Lease - Vehicles	2,200		2,200	6,600	5,764	-4,400
Total Rental Expenditures	2,200		2,200	6,600	5,764	-4,400
41 653 Other Professional Fees	2,000		2,000	2,000	8,090	0
41 654 Other Contractual Services	8,000		8,000	8,000	8,033	0
41 661 Software Fees & Licenses	18,000		18,000	18,000	31,498	0
41 671 Property Insurance	60,000		60,000	52,000	68,121	8,000
41 673 Vehicle Insurance	8,000		8,000	8,000	5,777	0
41 681 Moving of Portables	0		0	0		0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000	610	0
Total Fees & Contractual Services	98,000		98,000	90,000	122,128	8,000
41 753 Debenture Principal - post May 15, 1998	61,071		61,071	57,065	58,204	4,006
Total Principal & Sinking Fund Payments	61,071		61,071	57,065	58,204	4,006
41 439 Local Improvement Supplies	10,000		10,000	10,000	144,333	0
41 551 Additional Furniture & Equipment - General	0		0	0		0
41 554 Additional Equipment - Vehicles	0	71,000	71,000	0	35,991	71,000
Total Capital Expenditures	10,000	71,000	81,000	10,000	180,325	71,000
Total SCHOOL MAINTENANCE	1,708,414	79,000	1,787,414	1,752,898	1,996,380	34,516

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

SCHOOL RENEWAL

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
42 760 Local Improvements	1,517,870	-6,050	1,511,820	1,206,880	1,213,256	304,940
42 768 Energy Efficient Schools	0	0	0	0	430,151	0
Total Capital Expenditures	1,517,870	-6,050	1,511,820	1,206,880	1,643,407	304,940
Total SCHOOL RENEWAL	1,517,870	-6,050	1,511,820	1,206,880	1,643,407	304,940

NEW PUPIL PLACES

43 754 Debernture Interest - post May 15, 1998	1,711,180	595,748	2,306,928	1,754,112	1,766,093	552,816
Total Interest Charges on Long Term Debt	1,711,180	595,748	2,306,928	1,754,112	1,766,093	552,816
43 753 Debernture Principal - post May 15, 1998	706,342	248,448	954,790	666,426	665,314	288,364
43 756 Debernture Sinking Fund - post May 14, 1999	226,287	0	226,287	226,287	365,226	0
Total Principal & Sinking Fund Payments	932,629	248,448	1,181,077	892,713	1,030,540	288,364
43 757 Cost of Issuing Debernture	0	0	0	0	6,131	0
43 761 Capital Loan Interest	0	0	0	0	66,010	0
Total Capital Expenditures	0	0	0	0	72,141	0
Total NEW PUPIL PLACES	2,643,809	844,196	3,488,005	2,646,825	2,868,774	841,180

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

OP & MAINT/CAPITAL-NON INSTRUCTIONAL

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	44,512		44,512	43,212	43,802	1,300
Total Employee Benefits	11,474		11,474	11,200	11,241	274
44 317 Professional Development - Non Teaching	0	0	0	0	0	0
44 317 Staff Development	0	0	0	0	0	0
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	544	0
44 340 Plant Operations Supplies	0		0	0	5,303	0
44 341 Electricity	35,640		35,640	34,927	28,136	713
44 343 Heating - Gas	13,723		13,723	16,511	16,976	-2,788
44 346 Water & Sewage	2,564		2,564	3,159	3,097	-595
44 361 Automobile Reimbursement	0		0	0	637	0
44 405 Telephone - Voice	4,200		4,200	4,200	2,905	0
44 410 Office Supplies & Services	2,500		2,500	2,500	6,030	0
44 430 Maintenance Supplies	20,000		20,000	20,000	43,052	0
44 431 Maintenance Services	20,000		20,000	20,000	15,970	0
Total Supplies & Services	101,627		101,627	104,237	122,550	-2,670
44 501 Replacement of Furniture & Equipment - General	0	2,000	2,000	2,000	1,956	0
44 502 Replacement of Furniture & Equipment - Computer Technology	0	0	0	5,000	5,000	-5,000
Total Replacement of F&E	0	2,000	2,000	7,000	1,956	-5,000
44 754 Debiture Interest - post May 15, 1998	50,698		50,698	52,247	52,199	-1,549
Total Interest Charges on Long Term Debt	50,698		50,698	52,247	52,199	-1,549
44 611 Rental/Lease - Non-Instructional Accommodation	66,078	-16,078	50,000	43,371	44,801	6,629
Total Rental Expenditures	66,078	-16,078	50,000	43,371	44,801	6,629
44 654 Other Contractual Services	25,000		25,000	25,000	37,729	0
Total Fees & Contractual Services	25,000		25,000	25,000	37,729	0
44 753 Debiture Principal - post May 15, 1998	31,990		31,990	30,516	30,488	1,474
Total Principal & Sinking Fund Payments	31,990		31,990	30,516	30,488	1,474
44 551 Additional Furniture & Equipment - General	2,000	-2,000	0	0	0	0
44 552 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
44 759 Buildings	0		0	0	45,933	0
44 760 Local Improvements	0		0	0	0	0
Total Capital Expenditures	2,000	-2,000	0	0	45,933	0
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	333,379	-16,078	317,301	316,843	390,699	458

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
DIRECT CAPITAL & DEBT						
45 754 Debenture Interest - post May 15, 1998	344,555	-20	344,535	229,574	250,467	114,961
Total Interest Charges on Long Term Debt	344,555	-20	344,535	229,574	250,467	114,961
45 762 Other Capital	146,395		146,395	146,395	146,395	0
45 763 Other Capital Expenditure	0		0	0	33,310	0
Total Other	146,395		146,395	146,395	179,705	0
45 753 Debenture Principal - post May 15, 1998	171,037		171,037	115,723	115,723	55,314
Total Principal & Sinking Fund Payments	171,037		171,037	115,723	115,723	55,314
45 761 Capital Loan Interest	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total DIRECT CAPITAL & DEBT	661,987	-20	661,967	491,692	545,895	170,275

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2009-2009	Increase (Decrease)
TRANSPORTATION - GENERAL						
Total Salaries & Wages	105,588		105,588	92,333	69,625	13,255
Total Employee Benefits	23,826		23,826	22,342	14,184	1,484
50 317 Professional Development - Non Teaching	2,000		2,000	2,000	167	0
Total Staff Development	2,000		2,000	2,000	167	0
50 361 Automobile Reimbursement	5,000		5,000	5,000	4,709	0
50 404 Telephone - Cellular	1,000		1,000	1,000	369	0
50 410 Office Supplies & Services	1,000		1,000	1,000		0
Total Supplies & Services	7,000		7,000	7,000	5,078	0
50 661 Software Fees & Licenses	40,000		40,000	40,000		0
50 702 Association & Membership Fees - Individuals	750		750	750		0
Total Fees & Contractual Services	40,750		40,750	40,750		0
Total TRANSPORTATION - GENERAL	179,164		179,164	164,425	89,055	14,739
TRANSPORTATION - HOME TO SCHOOL						
51 654 Other Contractual Services	5,100,000	300,000	5,400,000	5,065,019	5,644,539	384,981
Total Fees & Contractual Services	5,100,000	300,000	5,400,000	5,065,019	5,644,539	334,981
Total TRANSPORTATION - HOME TO SCHOOL	5,100,000	300,000	5,400,000	5,065,019	5,644,539	334,981
TRANSPORTATION - SCHOOL TO SCHOOL						
52 654 Other Contractual Services	75,000		75,000	75,000	66,021	0
52 725 Miscellaneous	10,000		10,000	10,000	594	0
Total Fees & Contractual Services	85,000		85,000	85,000	66,615	0
Total TRANSPORTATION - SCHOOL TO SCHOOL	85,000		85,000	85,000	66,615	0
TRANSPORTATION - OTHER						
53 654 Other Contractual Services	5,000		5,000	5,000		0
Total Fees & Contractual Services	5,000		5,000	5,000		0
Total TRANSPORTATION - OTHER	5,000		5,000	5,000		0
TRANSPORTATION - BLIND & DEAF						
54 654 Other Contractual Services	0	0	0	40,000		-40,000
Total Fees & Contractual Services	0	0	0	40,000		-40,000
Total TRANSPORTATION - BLIND & DEAF	0	0	0	40,000		-40,000

Brant Haldimand Norfolk Catholic District School Board 2009-2010 Revised Expenditure Estimates

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
CONTINUING EDUCATION						
Total Salaries & Wages	72,000	-72,000	0	72,000		-72,000
Total Employee Benefits	8,640	-8,640	0	8,250		-8,250
55 330 Instructional Supplies	1,000	-1,000	0	1,000		-1,000
55 335 Printing & Photocopying - Instructional	500	-500	0	500		-500
Total Supplies & Services	1,500	-1,500	0	1,500		-1,500
Total CONTINUING EDUCATION	82,140	-82,140	0	81,750		-81,750
OTHER NON-OPERATING						
59 722 Claims & Settlements	0	0	0	0	101,759	0
59 779 Contingency	0	0	0	0	0	0
Total Other	0	0	0	0	101,759	0
59 733 Provision for Reserve for Pupil Accommodation	3,661,032	-19,421	3,641,611	3,661,662	3,661,032	-20,051
Total Provision for Reserves	3,661,032	-19,421	3,641,611	3,661,662	3,661,032	-20,051
Total OTHER NON-OPERATING	3,661,032	-19,421	3,641,611	3,661,662	3,762,791	-20,051
TOTAL BUDGET	109,816,313	1,049,848	110,946,161	105,893,024	108,443,620	5,053,137

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: January 6, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

SOUTH WEST BRANTFORD SCHOOL
Public Session

BACKGROUND INFORMATION:

The Board of Trustees approved the construction of a new joint elementary school in the south west area of Brantford. The design of the school has been completed and the construction tender is expected to be issued in January 2010. Construction of the project will begin in April 2010 and the school will open September 2011. The school will accommodate 450 pupils for each school board.

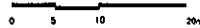
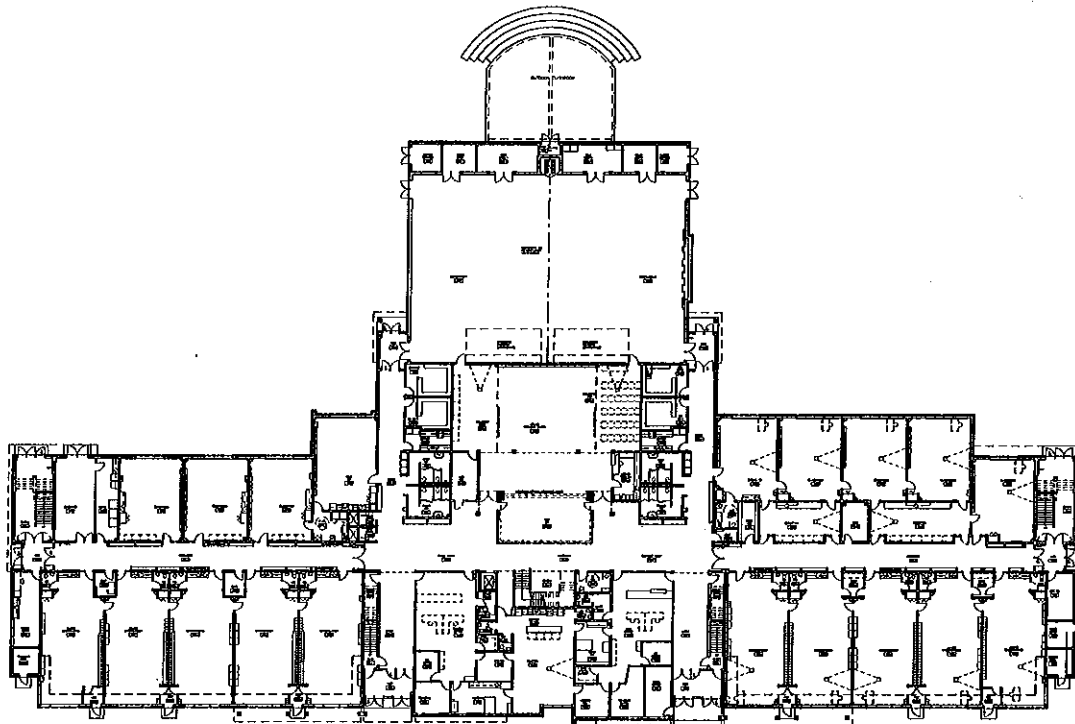
DEVELOPMENTS:

The school was originally designed with five kindergarten classrooms for each school board. This was based on expected enrolment of 90 pupils in junior kindergarten and senior kindergarten and a class size of 20 pupils. The province's recent announcement regarding the Early Learning Program (ELP) provides for an average class size of 26 pupils in junior kindergarten and senior kindergarten. As a result, only four classrooms are required for kindergarten. Through discussions with The Ventin Group, Architects, it has been determined that the reduction in cost by eliminating the extra classroom is not significant (less than \$60,000 for each board) therefore, the plan remains with the additional classroom. The use of that classroom, however, may change.

Attached are the plans for the new school. Paul Sapounzi of The Ventin Group, Architects will attend the Committee meeting to review the design.

RECOMMENDATION:

THAT the Accommodations Committee recommend that the Brant Haldimand Norfolk Catholic District School Board approve the floor plans and site plan for the new elementary school in south west Brantford.

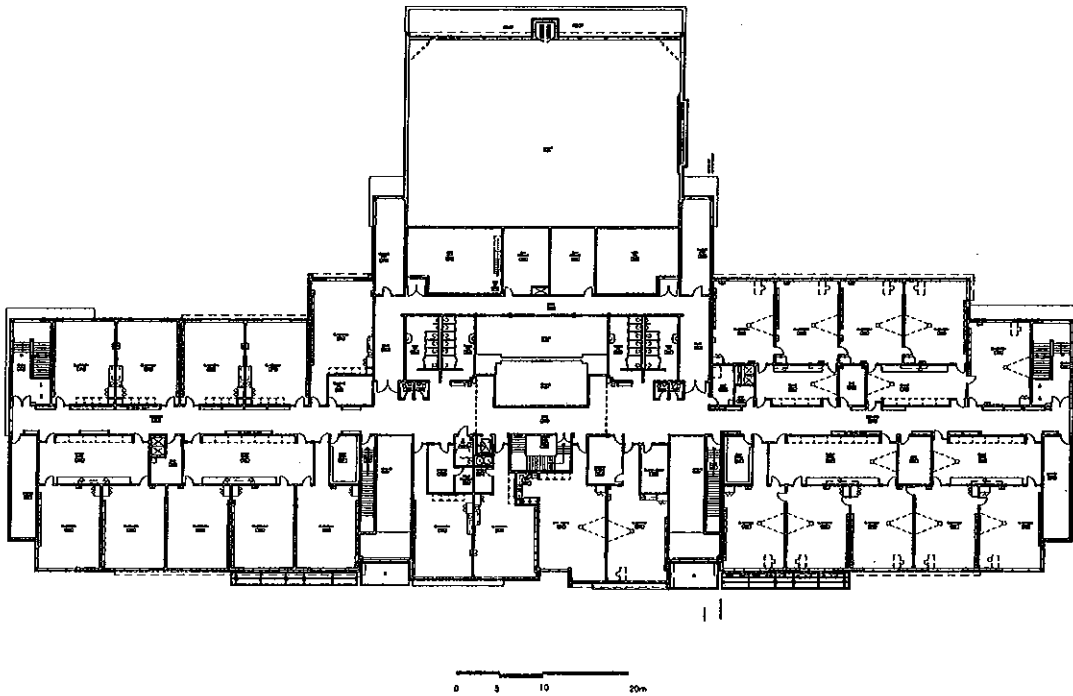


Brant Haldimand Norfolk Catholic
District School Board

Grand Erie District School Board

Southwest Branford Combined Elementary School
GROUND FLOOR PLAN
Branford, Ontario
January 17, 2010

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Brant Haldimand Norfolk Catholic
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Grand Erie District School Board

Southwest Brantford Combined Elementary School
SECOND FLOOR PLAN
Brantford, Ontario
January 12, 2010

IVG ARCHITECTS
THE VENTH GROUP LTD
30 Dalhousie Street
Brantford, Ontario, Canada
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**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC
DISTRICT SCHOOL BOARD ACCOMMODATIONS COMMITTEE**

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Accommodations Committee
Submitted on: January 6, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

ST. JOHN'S COLLEGE ADDITION
Public Session

BACKGROUND INFORMATION:

The Board has approved an addition to St. John's College scheduled to be completed by September 2011.

DEVELOPMENTS:

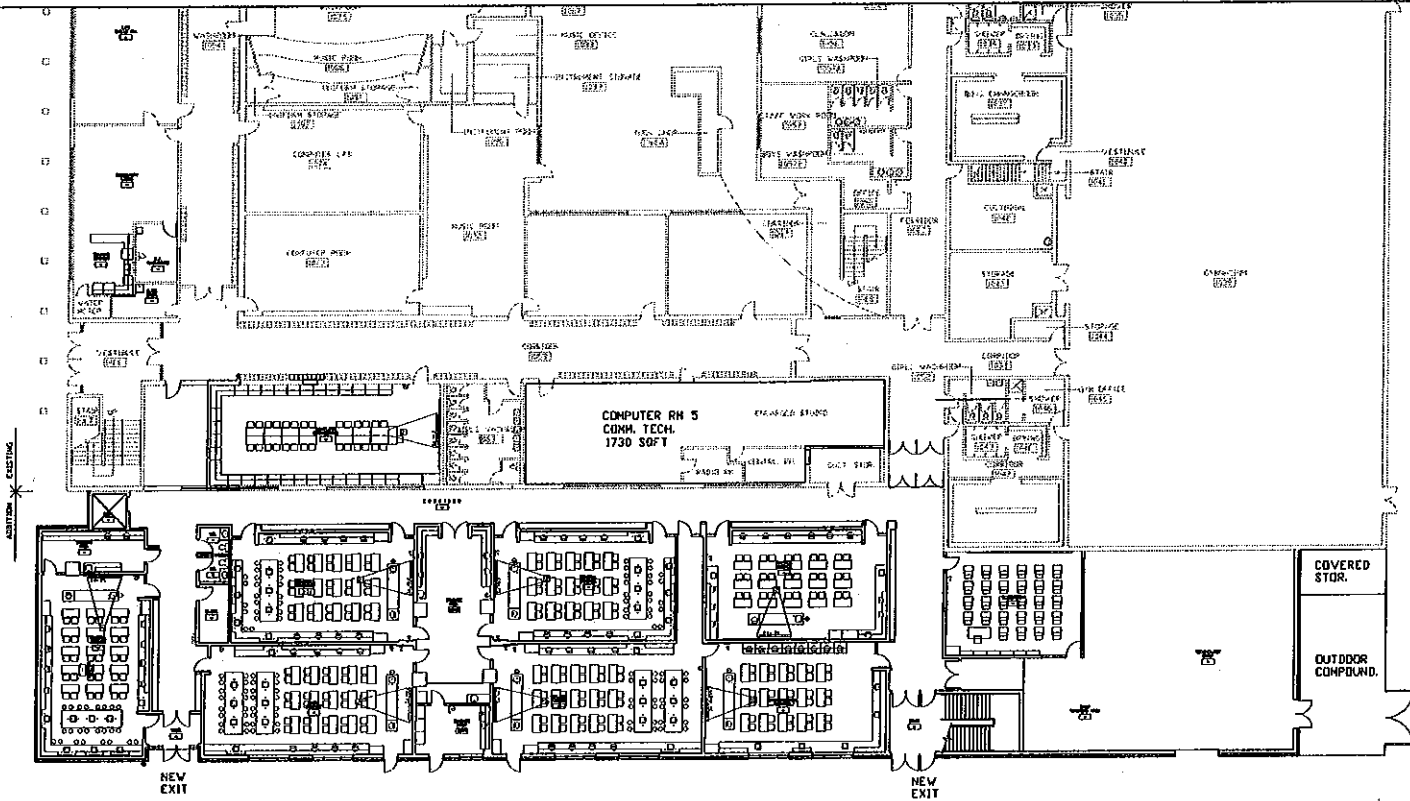
The design of the addition is now complete. The tender for the construction project is expected to be issued in May 2010 and construction will begin in late June 2010. Attached is the floor plan for the two-storey addition. Paula Sapounzi of The Ventin Group, Architects will be at the Committee meeting to review the floor plan.

The existing St. John's College requires some upgrades to its mechanical and electrical systems. These upgrades include replacement of the existing boiler system, cooling tower and lighting. It is prudent to upgrade these systems at the same time as the addition is being built to achieve some economies by coordinating the system upgrades with the required mechanical and electrical systems of the addition. A portion of the upgrades can be charged to the construction budget for the addition, however, not all of the costs. Upgrades are normally charged to the school renewal budget. The total budget for the addition, inclusive of consultants' fees, furniture and equipment, is \$6.0 million. The estimated cost to replace the boilers, cooling tower and lighting systems in the existing school is \$1.4 million. The upgrades to the existing school will also include energy saving measures. Estimated annual savings in energy are \$65,000 based on the total energy costs of \$260,000 per year.

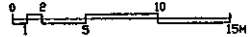
At the time of writing this report, staff were still working on the details for the upgrades, however, in order to expedite the process; we are recommending approval pending a final report at the next Committee meeting.

RECOMMENDATION:

1. THAT the Accommodations Committee recommend that the Brant Haldimand Norfolk Catholic District School Board approve the floor plans for the addition to St. John's College Addition.
2. THAT the Accommodations Committee recommend that the Brant Haldimand Norfolk Catholic District School Board approve the plans for upgrading the mechanical/electrical systems at St. John's College Addition at an estimated cost of \$1.4 million, subject to approval of the final report.



LEVEL ONE FLOOR PLAN - ADDITION
 GROSS AREA = 16,464 SQ FT



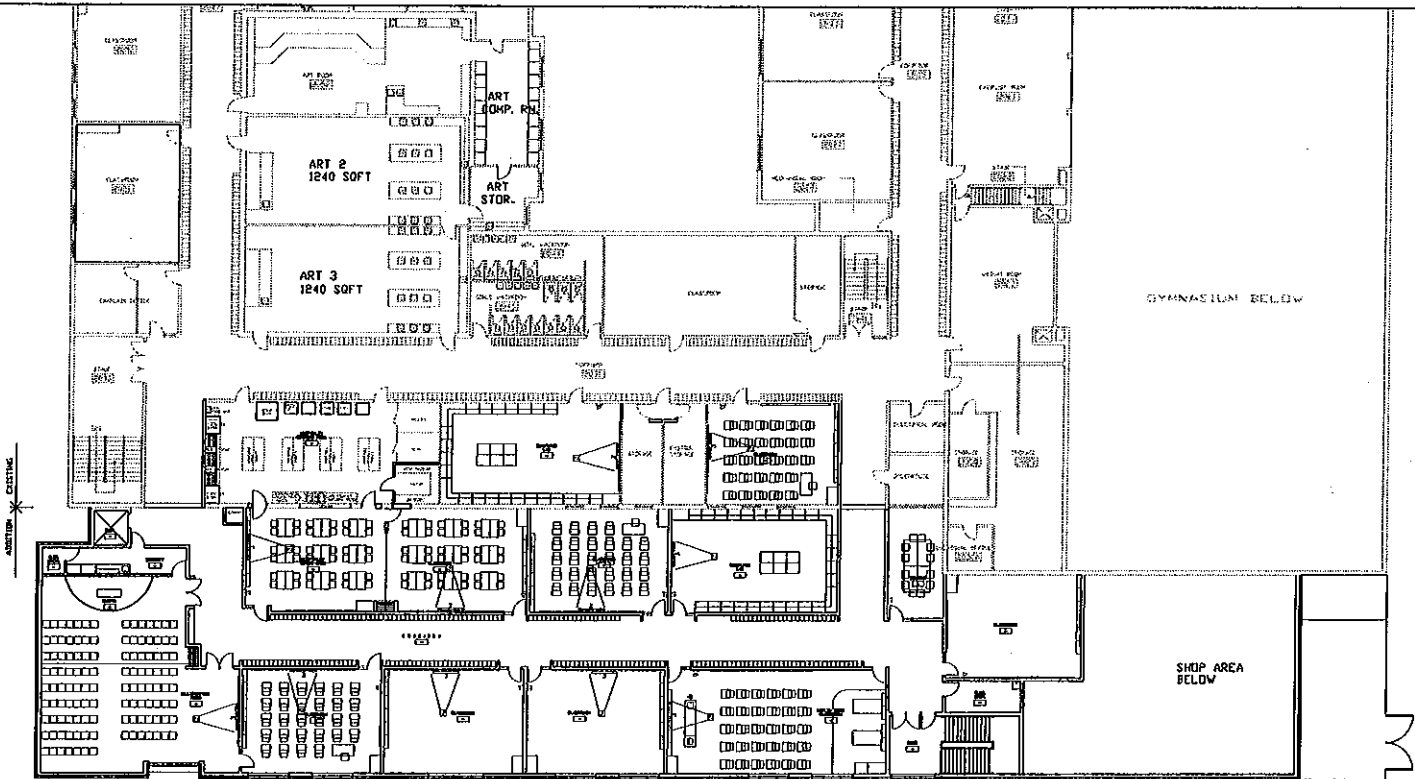
BRANT HALDIMAND NORFOLK
 CATHOLIC DISTRICT SCHOOL BOARD

327 FAIRVIEW DR.
 BRANTFORD, ON L6T 6W8
 P. 519 754 4000
 F. 519 754 9113

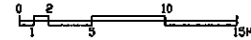


ST. JOHN'S COLLEGE ADDITION
 PARK RD., BRANTFORD, ON
 19/12/2017 12:23:00

IVG ARCHITECTS
 THE VENTINI GROUP LTD
 10 DUNDAS STREET
 BRANTFORD, ONTARIO, CANADA
 N6T 5W8
 P. 519 754 4000
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 www.ventinigroup.com



LEVEL TWO FLOOR PLAN - ADDITION
 GROSS AREA = 13,968 SQ FT



BRANT HALDIMAND NORFOLK
 CATHOLIC DISTRICT SCHOOL BOARD

323 FARVIEW DR.
 BRANTFORD, ONT. N0T 5M4
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ST. JOHN'S COLLEGE ADDITION
 PARIS RD. BRANTFORD, ONT.
 1992/93/12/2010

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Brant Haldimand Norfolk Catholic District School Board

POLICY: TRUSTEE EXPENSE REIMBURSEMENT

Adopted: 03/29/05	Policy No: 100.6 Former Policy #: 700.4
Revised: 26/06/07	Policy Category: Governance
Subsequent Review Dates:	Pages: 4

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that trustees, in their role of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations, as allowed through the Education Act and the parameters and guidelines of this policy.

Policy Statement:

The Board will reimburse trustees for expenses incurred while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures. The Board also recognizes that, during their term of elected office, trustees require support services to effectively service their constituents.

Statutory/Regulatory/
Related Board Policy
Linkages: n/a



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: TRUSTEE EXPENSE REIMBURSEMENT

Adopted: 03/29/05	Policy No: 100.6 Former Policy #: 700.4
Revised: 26/06/07	Policy Category: Governance
Subsequent Review Dates:	Pages: 4

Travel Costs - Personal Automobile

1. Trustees will be paid mileage based on the number of kilometres from their home to the location of the meeting or Board event and back to their home.
2. Trustees requesting reimbursement must submit an approved *Expense Report*, in prescribed form to the Finance Department. Trustees should retain a copy of the form for their records as copies will not be provided.

Travel Costs - Other

1. Trustees may use methods of travel other than a personal automobile, in which case, they will be reimbursed based on actual cost as supported by an invoice. The cost must be no greater than the amount incurred when using a personal automobile as determined in (2) above.
2. Parking costs will be reimbursed based on actual receipts.

Hotels and Meals

1. Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if the trustee is required to be away from home overnight. Lunch will be reimbursed if the trustee is required to attend meetings over the lunch hour. Actual receipts or invoices must be submitted. Credit card receipts are not acceptable.
2. Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the Board. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.

Professional Development

1. Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed if approved by the Chair of the Board.
2. Trustees will be reimbursed for travel to conferences, workshops and other events **as approved by the Board. Attendance at the Annual General meeting of the Ontario Catholic School Trustees' Association, the Annual General Meeting of the Canadian Catholic School Trustees' Association and When Faith Meets Pedagogy Conference are deemed approved for all trustees when those events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada.**
3. Other approved costs incurred while attending conferences and workshops related to Board business will be reimbursed.
4. If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

Hospitality

1. Hospitality is defined as entertainment or token gifts of appreciation for which an expense is incurred and may be extended on behalf of the Board only by trustees or supervisory officers.
2. Hospitality expenses will be recognized when:
 - token gifts are given to individuals in appreciation or recognition of service.
 - engaging in an appropriate event on behalf of the Board.
 - sponsoring events related to the business of the Board.
3. When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
4. Moderate and reasonable consumption of alcohol during a meal or reception is permissible and expenses shall be reimbursed.
5. Original invoices or receipts which clearly show costs and applicable sales taxes must be submitted with the prescribed *Expense Report* form. The reimbursement for hospitality expenses is subject to approvals as are other expenses referred to in this policy.

Service Equipment

1. The following equipment will be provided, as required, by the trustee:
 - Cellular telephone, including hands-free device, connection fees, air time and long distance charges.
 - Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
 - Connection and monthly charges for internet provision.
 - Calendaring devices.
2. All user fees for telephone and internet access will be terminated at the end of the trustees' term of office.

Other

1. Only forms prescribed by the Finance Department are acceptable. **Expense reports are to be submitted monthly if over \$250 or quarterly if less than \$250.**
2. The Chair of the Board will approve *Expense Reports* for trustees and the Director of Education. The Associate Director, Corporate Services and Treasurer will approve *Expense Reports* for the Chair of the Board.
3. Original invoices or receipts which clearly show costs and applicable sales taxes are required for expenses other than automobile mileage costs.
4. Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director at least ten (10) business days prior to when the funds are required.
5. **Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.**
6. **Should there be a dispute about the eligibility of any expense, the trustee may contest the decision during a public session of the Board.**
7. **Trustee Expenses will be reported to the Board in public session annually.**

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services and Treasurer
Presented to: Committee of the Whole
Submitted on: January 19, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

INTERNAL AUDIT AND AUDIT COMMITTEE Public Session

BACKGROUND INFORMATION:

The Report from the School Board Governance Review Committee included the following recommendation:

School boards should be required to establish an audit committee as a standing committee of the board to provide oversight of financial policy, at a minimum, and report on the management of risk. An audit committee should comprise a minimum of two trustees, where possible with appropriate knowledge of financial reporting, and at least one external member who has experience with financial and operational management and an understanding of accounting principles.

School boards collectively manage budgets that total more than \$19 billion annually; therefore, the government is initiating an increased focus on *financial transparency and accountability*. Many boards do not have an Internal Audit function to review and provide advice and recommendations on financial matters and risk management activities. In addition, most boards do not have an Audit Committee to provide clear oversight for the policies and administrative/financial controls of the board. The government will provide \$2 million 2009-10 to assist in establishing Audit Committees and internal audit functions. This funding will grow to \$5 million annually in subsequent years. Boards will be encouraged to establish Audit Committees with external representation. The Ministry will provide more information and direction regarding Audit Committees and their composition and will also consult with the sector on the best approach to implementing internal audit functions.

DEVELOPMENTS:

The internal audit program is being developed by the Ministry. Internal audit teams will be established in regions and one board in each region will be the *lead* board. We are in a region with nine other boards and the lead board is the Thames Valley District School Board. Funding for this initiative will flow to Thames Valley District School Board and the Thames Valley District School Board will *employ* the staff of the Internal Audit Team. A member of that team will make regular audit visits to each board in the region.

The Audit Committees will be appointed by each board to serve that Board. The Committee will have trustee and external representation as well as staff resource personnel. Attached are guidelines for the Audit Committee as well as an application process. Committees are to be appointed by March 31, 2010 and the Ministry will provide training seminars in May or June 2010.

RECOMMENDATION:

THAT the Committee of the Whole and recommend the Brant Haldimand Norfolk Catholic District School Board approve the formation of an Audit Committee and approve the Audit Committee Guidelines.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

AUDIT COMMITTEE GUIDELINES

MISSION

To provide advice to the Board of Trustees in the areas of financial reporting, external audit process and risk management and internal controls and ensuring compliance with Ministry of Education Acts and Regulations.

MEMBERSHIP

- The Audit Committee will be comprised of two trustees and one community member.
- The community member must be a Catholic school ratepayer, support the vision and mission of the Brant Haldimand Norfolk Catholic District School Board and must hold a position in financial management. An accounting designation (CMA, CGA, CA) is preferred.
- Trustee members are to be appointed by the Board Chair and the community members will be appointed by the Board, upon recommendation of the Director of Education, through an application process.
- Community members shall not be employed by the Brant Haldimand Norfolk Catholic District School Board or the auditor on record (Millard, Rouse, Rosebrugh LLP) for the Board.
- Community members are volunteers and will not receive remuneration. Reimbursement for mileage and parking will be paid in accordance with existing Board policy.
- The Manager of Finance will report directly to the Audit Committee for audit matters only and will act as the Committee's primary resource.
- The Associate Director, Corporate Services & Treasurer and the Director of Education will provide information as required.
- The community member must be available for any meeting to proceed.
- The Chair of the Board will appoint the Chair of the Audit Committee

TERM OF OFFICE

- The community member will hold their positions for a term of two years.
- A minimum of three meetings will be held annually. The meetings should coincide with the significant financial reporting dates of the Board including estimates, seven month financial reporting, revised estimates and year-end reporting.
- Minutes of the meetings will be brought forward to the monthly Board meeting for approval.

RESPONSIBILITIES

Financial Reporting

- Creation of an Annual Plan that reflects the mandate of the Committee.
- Review and provide feedback to the Board on regular financial and budget reports and any other audit reports as required by the Board or Ministry of Education.

External Audit

- Review the Engagement Letter of the external auditor.
- Receive and review the external auditor's Annual Audit Plan and make recommendations to the Board regarding the Plan and the scope of the audit.
- Review the Letter of Independence presented by the external auditors.
- Receive and review the Management Letter and responses provided by the external auditors.
- Recommend the approval of the Audited Financial Statements to the Board.

Internal Audit and Control

- Review and approve the Annual Audit Plan as prepared by the Manager of Finance.
- Review any areas of concern brought forward by the Manager of Finance.

CODE OF CONDUCT

- The Committee must uphold and respect the mission of the Brant Haldimand Norfolk Catholic District School Board.
- Committee members must declare any conflicts of interest that would impede their independence.
- The Committee must review its mandate annually.
- The Committee must be accountable to the Board of Trustees, representing the interest of all stakeholders.
- Each Committee member must act ethically and independently.
- The Committee must communicate effectively with staff, management, other committee members and advisors to ensure that they have sufficient knowledge in regard to current and perspective audit issues.



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

EXTERNAL COMMUNITY MEMBER/AUDIT COMMITTEE

APPLICATION GUIDELINES

The Brant Haldimand Norfolk Catholic District School Board requires three members of the community with financial expertise to serve on the Audit Committee.

The Audit Committee is comprised of two Board Trustees, one external community member and members of Senior Administration. Its mandate is to provide review and recommendation in regard to financial reporting, external audit and risk management and controls while ensuring compliance with the Ministry of Education Act and Regulations. This is a volunteer position and members are required to attend a minimum of three scheduled meetings annually with additional meetings added as required.

ELIGIBILITY FOR APPLICATION:

- Must be a catholic school ratepayer and support the values of Catholic education.
- Must hold an appropriate accounting designation (CMA, CGA, CA).
- Must not be employed by the Brant Haldimand Norfolk Catholic District School Board or the Board's current auditor of record (Millard, Rouse & Rosebrugh LLP).
- Must be a resident of the City of Brantford, Brant County, Haldimand County or Norfolk County.

The successful candidates will be appointed for a term of two years with the possibility of extension to a maximum of one additional term. The current term will be effective as of April 1, 2010. To align with the Board's fiscal year, the first term will end as of August 31, 2011. Each subsequent term will be two full years in length.

Eligible candidates interested in this volunteer position can complete the attached Application Form and return to the address below no later than February 26, 2010:

Cathy Horgan, Director of Education
Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive, P.O. Box 217
Brantford ON N3T 5M8
chorgan@bhncdsb.ca

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 19, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

MISSION TRIP – NEW ORLEANS, LOUISIANA
Public Session

BACKGROUND INFORMATION:

Our school year began with a highly motivating message from Father Tony Ricard from New Orleans, Louisiana. Father Ricard shared the touching story of the devastation, survival and ultimate triumph resulting from Hurricane Katrina. It was obvious from the presentation that the re-building is continuing in New Orleans and the people need help.

DEVELOPMENTS:

A group of teachers and students are preparing to support the victims of Hurricane Katrina through a Catholic Charity in the Archdiocese of New Orleans from January 22 to January 30, 2010. Operation Helping Hands is a volunteer program that has been established to help families re-occupy their homes in New Orleans. Students from all three secondary schools and staff will work with this organization to assist with general labour in a highly supervised environment. Some of the work will take place in Father Ricard's parish and the students will attend mass at Father Ricard's church, Our Lady of the Sea.

The key teacher contacts are Dante Dalia and Peter Svec. Experienced male and female chaperones will also accompany the students on this trip. The cost of the trip is covered by local donations and arrangements have been made to ensure that all classroom responsibilities are met. This is the 16th mission trip of its type that has been organized by Board staff.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the excursion request, Mission Trip to New Orleans from January 22 to January 30, 2010.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 19, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION CANADIAN WORLD STUDIES DEPARTMENT
TO WASHINGTON, D.C.**

Public Session

BACKGROUND INFORMATION:

Assumption College School is requesting approval for an excursion to Washington D.C. from Thursday, May 6, 2010 to Sunday, May 9, 2010 (two school days).

DEVELOPMENTS:

Approximately forty (40) Grades 11-12 students will be participating in this field trip. Supervising teachers will include Carissa Weiler and Ryan O'Donoghue as chaperones. The anticipated cost of the trip for each student is approximately \$550.00.

The students will visit historic sites that relate to American History. Students will also visit sites with particular relevance such as the National Gallery of Art and the Capitol Buildings.

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

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the request from Assumption College School for an excursion to Washington, D.C. from May 6, 2010 to Sunday, May 9, 2010.

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Bill Chopp and Trish Kings, Superintendents of Education
Presented to: Committee of the Whole
Submitted on: Tuesday, January 26, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

MONITORING STRATEGIES

Public Session

BACKGROUND INFORMATION:

The three ministry's goals of education are:

- a. high levels of student achievement;
- b. reduced gaps in student achievement; and,
- c. increased public confidence in publicly funded education.

Our Board Strategic Plan states our revised mission statement:

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

Our motto is:

Excellence in Learning ~ Living in Christ.

One of the strategic commitments is student achievement. Senior staff has been assigned to each strategic commitment and will report to the board monthly on the progress of one of the commitments and annually the board will receive a report on the annual achievements and based on the progress present recommended revisions to the plan for approval.

Over the past years instructional leadership has been the definition for school and system leaders. The focus is on monitoring our continuous improvement for staff and student learning.

This past fall Bill 177, legislates that the primary role of trustees is to be responsible for student achievement.

DEVELOPMENTS:

Monitoring student achievement is a task that involves several processes. Currently our school superintendents monitor the achievement of students through their school visits. This involves a minimum of three school visits with specific purposes:

- a review of the School Improvement Plan (Appendix A)
- a dialogue with respect to expectations related to goals and strategies outlined in the Board Improvement Plan; and,
- a "walk through" which provides evidence of the level of implementation related to a particular school focus in terms of student achievement and teacher practice.

Appendix B provides a rubric which forms the basis of a conversation and a sharing of evidence.

In addition to school visits, District Reviews provide an opportunity to focus on student achievement through the lens of teacher practice as well as student work. During the 2009-10 school year, the District Review team will visit ten schools and provide feedback in specific areas to the principal and teaching staff.

Student achievement can also be monitored through the Academic Warehouse on an on-going basis.

The Principal Performance Appraisal process also provides a vehicle to monitor student achievement based on the SMART goals identified by the principal in their Performance Plan and Annual Growth Plan.

It is the responsibility of the Director to review the strategic plan with the superintendents cyclically. Our meetings revolve around a discussion of the following questions: What is the current level of progress/achievement? How do you know this is the level of achievement? Where are the successes and areas of concern or "gaps"? What is the plan to address them and within what timeline?

Our discussions always must centre on building capacity which is a "combination of skills and knowledge, attitudes and actions taken together and is focused in generating results. It involves using resources wisely and committing to get important things done collectively and continuously." (Fullan, In Conversation, Fall 2008)

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the report on the Monitoring Strategies.



**The School Self-Assessment and School Improvement Planning Process
2009-2010**

<p>SEPTEMBER → Establish Priorities</p> <ul style="list-style-type: none"> • review SEF School Self Assessment data collected • collect and begin to analyze student data. EQAO results, June DRA and report card data to inform needs assessment • begin process of deciding on school strategies/action steps related to system SMART goals for Reading, Writing, Numeracy and Community, Culture and Caring • ensure a school-wide involvement in the process • focus of September 2, 2009 P.D. day 	<p>OCTOBER → Review Data</p> <ul style="list-style-type: none"> • analyze data EQAO, DRA, classroom assessments to determine areas of greatest need • establish school-based actions in the areas of Reading, Writing, Math and Community, Culture and Caring which support the Board Improvement Plan SMART goals • identify, short term 4-6 week, monitoring strategies to measure progress of explicit school based actions • submit S.I.P. to Superintendent by Tuesday, October 13, 2009
<p>NOVEMBER → Monitor Progress</p> <ul style="list-style-type: none"> • monitor school based action in Reading, Writing and Math • monitor school based student achievement goals • monitor system teacher practice goals • SEF Lead and principal of Program (Elem.) will assist with monitoring of S.I.P. through school visits • Focus for PLC discussions 	<p>DECEMBER → Examine Evidence</p> <ul style="list-style-type: none"> • what is the evidence to support school based actions? • continue to monitor school based actions. • collect and analyze current data, DRA, common writing assessments, MCS success maker gains reports • review assessment and evaluation practices, summative assessments (report card marks) • use evidence to inform the work of P.L.C.'s, next steps for moderation
<p>JANUARY → Re-establish Priorities</p> <ul style="list-style-type: none"> • review School Improvement Plan (S.I.P) • review priorities, targets • identify and celebrate successes • identify challenges • establish new priorities/school based actions as required 	<p>FEBRUARY → Review Data</p> <ul style="list-style-type: none"> • continue to monitor school based actions • monitor student achievement • monitor teacher practice • use information to inform the work of P.L.C.'s
<p>MARCH → Monitor Progress</p> <ul style="list-style-type: none"> • continue to monitor school based actions • collect and analyze current data, DRA, report card marks • assess progress of student achievement in identified SMART goal areas 	<p>APRIL → Examine Evidence</p> <ul style="list-style-type: none"> • evaluate S.I.P. • assess planned outcomes in student achievement for SMART goals identified • identify successes and challenges
<p>MAY → Examine Evidence</p> <ul style="list-style-type: none"> • review the revised 21 indicators in the 4 essential component areas of the SEF Framework • identify indicators of progress / areas requiring improvement <p>How effective have we been in achieving our student learning and achievement goals? What is the evidence? What actions will we take to ensure continuous improvement?</p> <ul style="list-style-type: none"> • Begin to refine/revise S.I.P. for 2010-2011 school year 	<p>JUNE → Establish Priorities</p> <ul style="list-style-type: none"> • what do our students need to get better at? • Begin to establish new / refined school based actions • Complete draft copy of 2010-2011 S.I.P.

SCHOOL VISITS



Date: _____

Name of School: _____

	Awareness	Early Implementation Data Drive Dialogue	Implementation	Routine Use
What data (e.g. DRA, EQAO Reports), did staff look at to determine their focus with regard to improving student learning and achievement?	<p>Little evidence to show that EQAO reports (e.g. IIR) and other data were used to inform planning for School Improvement Plan.</p> <p>There is no analysis of relationship between scores on EQAO and Report Cards and other data.</p>	<p>Some evidence shows that EQAO reports (e.g. IIR) and other data were used to inform planning for School Improvement Plan.</p> <p>There is limited analysis of relationship between scores on EQAO and Report Cards and other data.</p>	<p>Evidence shows that EQAO reports (e.g. IIR) and other data were used to inform planning for School Improvement Plan. Some cohort data used to identify trends, patterns and level 2 students.</p> <p>There is good analysis and alignment between scores on EQAO and Report Cards and other data in most classes.</p>	<p>Evidence shows that EQAO reports (e.g. IIR) and other data were thoroughly used to inform planning for School Improvement Plan. Cohort data used effectively to identify trends, patterns and level 2 students.</p> <p>There is good analysis and alignment between scores on EQAO and Report Cards and other data and this is consistent throughout all classes.</p>
How is student progress tracked and have you identified level 2 students?	<p>Evidence shows that data from formal (i.e. Running Records) and informal assessment tools are used to evaluate student learning but are not used to drive instruction.</p> <p>Data (i.e. Data Wall, Academic Warehouse) is not used to track student progress.</p>	<p>Evidence shows that some data from formal (i.e. Running Records) and informal assessment tools are analyzed and then used to drive instruction.</p> <p>Data (i.e. Data Wall, A.W.) is sometimes presented visually to track student performance.</p>	<p>Evidence shows that data from formal (i.e. Running Records) and informal assessment tools are analyzed and then used to drive instruction.</p> <p>Data (i.e. Data Wall, A.W.) is usually presented visually and sometimes used to track student performance.</p>	<p>Evidence shows that data from formal (i.e. Running Records) and informal assessment tools are analyzed and then used to drive instruction and that assessments are administered based on student need.</p> <p>Data (i.e. Data Wall, A.W.) is consistently presented visually and used regularly to track student performance.</p>

	Awareness	Early Implementation	Implementation	Routine Use
	Data from these is not used to set targets/predictions or identify specific groups of students for intervention.	Data from these is sometimes used to set targets/predictions but not to identify specific groups of students for intervention. (Students at risk)	Data from these is used to set targets/predictions for students and identify 'students at risk' for focused intervention.	Data from these is used to set ambitious targets/predictions for students and identify specific groups of students (including Special Education, ELL, gender) for focused intervention.
	BHNCDSEB mandated assessments in Literacy are used sporadically.	BHNCDSEB mandated assessments in Literacy are administered as per Board guidelines.	BHNCDSEB mandated assessments in Literacy are used consistently and with some precision to inform instruction in the classroom.	BHNCDSEB mandated assessments in Literacy are used effectively and with precision to inform instruction in the classroom.
Catholic Professional Learning Communities				
To what extent are CPLCs and/or divisional meetings in place?	Catholic Professional Learning Communities (CPLC) are not in place.	CPLCs are functioning in the school.	CPLCs are functioning in the school and focus on student learning.	CPLCs are running effectively. Teachers and principal are attending and sharing best practice.
	Student work and professional learning is not the focus of discussion at staff/divisional/grade level meetings.	Student work and professional learning are rarely the focus of staff discussions at staff/divisional/grade level meetings.	Discussion at staff/divisional/grade level meetings sometimes focuses on student work and professional learning.	Discussion at staff/divisional/grade level meetings consistently focuses on student work and professional learning.
School Effectiveness Framework				
Is the school using the School Effectiveness Framework as a tool to inform their planning?	The School Improvement Plan is developed mainly by administration. The SEF Document is not used to inform the School Learning Plan.	The school has established a School Improvement Team that has limited understanding of the SEF Document.	The school has an established School Improvement Team that uses the SEF Document to some degree in the development of an effective School Improvement Plan.	The school has a well established School Improvement Team that works with the SEF Document to develop an effective School Improvement Plan.
	There is no established School Improvement Team.	The School Improvement Team members are from the teaching staff but there may not necessarily be representation from all areas.	The School Improvement Team includes members from each division.	This team includes members from each division and Special Education/ELL.
	Although there may be some discussion at staff meetings, no formal process for looking at school improvement as a staff is evident.	The team meets occasionally together and rarely with staff to monitor student achievement and the school's progress.	The team meets together and sometimes with staff to monitor student achievement and the school's progress.	The team meets regularly together and with staff to monitor student achievement and the school's progress.

Awareness	Early Implementation	Implementation	Routine Use
<p>The school's SMART Goals are inconsistently aligned with the Board Improvement Plan.</p>	<p>The school's SMART Goals are somewhat aligned with the Board Improvement Plan.</p>	<p>The school's SMART Goals are aligned with the Board Improvement Plan.</p>	<p>The school's SMART Goals are thoughtfully aligned with the Board Improvement Plan.</p>
Planning and Instruction			
<p>Timetables indicate that some classes have the recommended learning blocks functioning effectively for both literacy and numeracy.</p>	<p>Timetables indicate that some divisions have the recommended learning blocks functioning for both literacy and numeracy.</p>	<p>Timetables and evidence of practice indicate that, most of the time, divisions have the recommended learning blocks functioning effectively for both literacy and numeracy.</p>	<p>Timetables and evidence of practice indicate that the recommended learning blocks are functioning consistently and effectively for both literacy and numeracy on a school-wide basis.</p>
<p>Effective school wide strategies to protect instructional time have not been discussed or implemented.</p>	<p>Effective school wide strategies to protect instructional time have been discussed but are not implemented or monitored consistently.</p>	<p>There is evidence of implementation of effective school wide strategies to protect instructional time, but little monitoring are in place.</p>	<p>Effective school wide strategies protect and maximize instructional time and are monitored consistently.</p>
<p>Student's academic engagement is inconsistent or not monitored.</p>	<p>Student's academic engagement is inconsistent but is beginning to be monitored and discussed by staff.</p>	<p>Students are academically engaged for a good percentage of the time.</p>	<p>Students are academically engaged for a high percentage of the time.</p>
<p>Ministry expectations and the "Math Makes Sense" program are not used consistently.</p>	<p>There is evidence that ministry expectations and the program are used consistently but there is inconsistent evidence that all components are used effectively.</p>	<p>Ministry expectations and Math Makes Sense program are used consistently.</p>	<p>Ministry expectations and the Math Makes Sense program are used consistently and effectively.</p>
<p>Successmaker is used on a limited basis.</p>	<p>Successmaker is used at least one per week.</p>	<p>Successmaker is used at least 3 times per week.</p>	<p>Successmaker is used at least 3 times per week and tracked monthly.</p>
<p>Explicit and systematic instruction of reading comprehension strategies is not evident.</p>	<p>There is evidence that reading comprehension strategies are taught with limited precision and consistency and precision.</p>	<p>Reading comprehension strategies are taught with consistency.</p>	<p>Reading comprehension strategies are taught consistently and explicitly, with precision.</p>
<p>There is no evidence of a focus on non-fiction reading and writing in the content areas.</p>	<p>There is some evidence of, but, inconsistent focus on, non-fiction reading and writing in the content areas.</p>	<p>There is evidence of a focus on non-fiction reading and writing in the content areas.</p>	<p>There is a strong focus on non-fiction reading and writing in the content areas.</p>
<p>Are the recommended daily divisional learning blocks in place for both literacy and numeracy?</p>	<p>Is the focus of classroom instruction in numeracy and literacy of reflective the SMART goals indicated in the School Improvement Plans?</p>		

	Awareness	Early Implementation Assessment	Implementation	Routine Use
<p>Are students given immediate and precise feedback?</p>	<p>The school is inconsistently aware of the need to give students immediate and precise feedback on what they are doing well and what they need to improve.</p>	<p>The school is aware of the need to give students immediate and precise feedback on what they are doing well and what they need to improve but do not do this with consistency.</p>	<p>The school is aware of the need to give students immediate and precise feedback on what they are doing well and what they need to improve and do this with some consistency.</p>	<p>It is a school focus to give students immediate and precise feedback on what they are doing well and what they need to improve on a consistent basis.</p>
	<p>Teaching students strategies to monitor their own progress is not a school focus and/or understanding.</p>	<p>Teachers have some knowledge of strategies to assist students in monitoring their own progress, but this is not a school focus.</p>	<p>Teachers have knowledge of strategies to assist students in monitoring their own progress. Students are sometimes taught these strategies explicitly.</p>	<p>Teachers consistently implement strategies to assist students in monitoring their own progress.</p>
	<p>Assessment is limited to assessment of learning. Assessment is rarely used for instruction or as instruction.</p>	<p>Assessment is sometimes used for instruction but rarely used as instruction.</p>	<p>Assessment is used for and as instruction throughout the school on a fairly regular basis.</p>	<p>Assessment is consistently used for and as instruction throughout the school.</p>
	<p>Students are generally not asked to evaluate their own work or that of their peers and do not have the strategies to do this.</p>	<p>Students are beginning to be able to evaluate their own work and that of their peers with limited accuracy.</p>	<p>Students are mostly able to evaluate their own work and that of their peers with accuracy.</p>	<p>Students are consistently able to evaluate their own work and that of their peers with accuracy and confidence.</p>
	<p>Students are rarely asked to articulate their learning strengths and areas that they need to improve. No explicit teaching.</p>	<p>Students are sometimes asked to articulate their learning strengths and areas that they need to improve. Some explicit teaching.</p>	<p>Students are often asked to articulate their learning strengths and areas that they need to improve and are able to do this with some success.</p>	<p>Students are consistently asked to articulate their learning strengths and areas that they need to improve and are able to do this articulately and with confidence.</p>

Awareness	Early Implementation	Implementation	Routine Use
Implementation of Individual Education Plan (IEP)	<p>The IEP accessible in the classroom and the teacher is aware of the varying identifications in his/her classroom.</p>	<p>Teachers have an understanding of the expectations / modifications / accommodations in each student's IEP.</p>	<p>Teachers can provide strategies used daily in the classroom as outlined in the IEP that they and the SERT have developed.</p>
Use of Assistive Technology	<p>School staff are aware of students requiring assistive technology as part of their daily program.</p>	<p>Evidence shows that assistive technology training has been accessed by staff to support students and enhance learning.</p>	<p>Evidence shows that assistive technology supports are consistently used in all classrooms.</p>
Collaborative Planning for Special Education Students	<p>No team meetings are held to discuss students on IEPs.</p>	<p>Team meetings are regularly held to discuss individual students on IEPs as part of the school.</p>	<p>Team meetings are regularly held to discuss all students on IEPs and their progress and strategies to improve achievement.</p>

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

January 26, 2010	7:00 pm	Board Meeting
January 27, 2010	1:30 pm	Catholicity Committee
February 4, 2010	1:30 pm	Faith Advisory Committee
February 10, 2010	7:00 pm	SEAC
February 15, 2010		Family Day – Board holiday, schools closed
February 16, 2010	3:00 pm	Policy Committee
February 16, 2010	7:00 pm	Committee of the Whole
February 17, 2010		Ash Wednesday
February 18, 2010	6:00 pm	Parliamentary Procedures Workshop
February 23, 2010	7:00 pm	Board Meeting
February 24, 2010	6:00 pm	50 th Anniversary – Our Lady of Fatima, Courtland
March 9, 2010	3:00 pm	Policy Committee
March 10, 2010	7:00 pm	SEAC
March 15-19, 2010		March Break
March 23, 2010	7:00 pm	Committee of the Whole
March 30, 2010	7:00 pm	Board Meeting
April 2, 2010		Good Friday
April 5, 2010		Easter Monday
April 13, 2010	3:00 pm	Policy Committee
April 14, 2010	7:00 pm	SEAC
April 16, 2010		PA Day
April 20, 2010	7:00 pm	Committee of the Whole
April 27, 2010	7:00 pm	Board Meeting
April 28-30		Board Art Show
April 28, 2010	1:30 pm	Catholicity Committee
April 29-May 1		OCSTA AGM – Thunder Bay
May 2-7, 2010		Catholic Education Week
May 4, 2010	7:00 pm	Celebration of the Arts – Sanderson Centre
May 11, 2010	3:00 pm	Policy Committee
May 12, 2010	7:00 pm	SEAC
May 13, 2010	1:30 pm	Faith Advisory Committee
May 18, 2010	7:00 pm	Committee of the Whole
May 24, 2010		Victoria Day
May 25, 2010	7:00 pm	Board Meeting
May 27, 2010	7:00 pm	Jean Vanier Blessing
June 3-5, 2010		CCSTA AGM - Ottawa
June 8, 2010	3:00 pm	Policy Committee
June 9, 2010	1:30 pm	Catholicity Committee
June 9, 2010	7:00 pm	SEAC
June 15, 2010	7:00 pm	Committee of the Whole
June 22, 2010	7:00 pm	Board Meeting
June 25, 2010	7:00 pm	ACS Graduation
June 25, 2010	7:00 pm	Holy Trinity Graduation
June 29, 2010		Last Day of Classes
June 29, 2010	7:00 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day