



Board Meeting
Tuesday, December 13, 2011 7:00 p.m.
Boardroom

Members:

Trustees:

Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon, Rick Petrella, Maxine Smitiuch (Student Trustee)

Senior Administration:

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

1. Opening Business

- 1.1 Opening Prayer – Cliff Casey
- 1.2 Attendance
- 1.3 Approval of the Agenda
- 1.4 Declaration of Interest

2. Presentations

The Board will recognize Rebecca Lacroix, Grade 12 student at Holy Trinity Catholic High School, for her winning design of the annual Board Christmas card.

The Board will recognize the Assumption College School Junior Football Team for winning the 2011 Ontario Regional Junior Football Championship game.

The Board will recognize Mary Gallo, Principal of Program: Secondary, who will retire on December 31, 2011.

The Board will recognize Anne Evanoff, Elementary Principal, who will retire on December 31, 2011.

3. Delegations - Nil

4. Consent Agenda

- 4.1 Approval of Minutes from the Board Meeting of November 22, 2011 Pages 4-7
- 4.2 Approval of Minutes from the Annual Board Meeting of December 6, 2011 Pages 8-9



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- 4.3** Unapproved Minutes from the Special Education Advisory Committee meeting of November 9, 2011 Pages 10-11
- 4.4** Unapproved Minutes from the Faith Advisory Committee meeting of November 30, 2011 Pages 12-13
- 5. Committee and Staff Reports**
- 5.1** Unapproved Accommodations Committee Meeting Minutes and Recommendations - December 6, 2011 Pages 14-17
Presenter: Dan Dignard, Chair of Accommodations Committee
Accommodations Review (pgs. 18-20)
Five-Year School Renewal Plan (pgs. 21-27)
- 5.2** Financial Statements – Year Ended August 31, 2011 Pages 28-49
Presenter: Rick Petrella, Chair, Audit Committee
- 5.3** Insurance Renewal Pages 50-51
Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer
- 5.4** Robotics and Pathways Program Page 52
Presenter: Chris N. Roehrig, Superintendent of Education
- 5.5** Excursion – New York City Page 53
Presenter: Chris N. Roehrig, Superintendent of Education
- 5.6** Student Trustee Report Page 54
Presenter: Maxine Smitiuch, Student Trustee
- 6. Information and Correspondence**
- 6.1** OCSTA Update
- 6.2** London Diocese Retreat
- 7. Notices of Motion**
- 8. Trustee Inquiries**
- 9. Business In-camera**
207. (2) Closing of certain committee meetings. A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- The security of the property of the board;
 - The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - The acquisition or disposal of a school site;
 - Decisions in respect of negotiations with employees of the board; or
 - Litigation affecting the board.
- 10. Report on the In-Camera Session**



11. Future Meetings and Events

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12. Closing Prayer

Gracious God, as we prepare to conclude this meeting, we once again lift up our hearts to You.

We thank you for the gifts that have been present within this act of service to the community, for the gifts of fellowship and understanding, of mutual respect and shared vision.

We are grateful for the gifts of perseverance and insight into the common concerns we share.

Now bless our departure and journeys homeward, in the name of the Father, Son, and Holy Spirit. Amen

13. Adjournment



Board Meeting
Tuesday, November 22, 2011 7:00 pm
Boardroom

Trustees:

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

Absent:

Senior Administration:

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

1. Opening Business

1.1 Opening Prayer

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

1.2 Attendance – as noted above

1.3 Approval of the Agenda

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the November 22, 2011 meeting.

Carried

1.4 Declaration of Interest – Nil

2. Presentations

Chair Cliff Casey introduced Arts Itinerant Teachers Steven Glowala, Chris Rait and Danielle Boschman who were instrumental in the successful launch of the Board's Year 3 theme, "Because we believe ... our faith comes alive in our community". Director Horgan commended Mr. Rait for writing the lyrics and composing the music for the song "Shine" that was used in the launch of the Board theme, and thanked Steve Glowala for assisting with the arrangement and production of the song, and Danielle Boschman for her choreography skills.

3. Delegations - Nil



4. Consent Agenda

- 4.1 THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the October 25, 2011 Board meeting.
- 4.2 THAT the Brant Haldimand Norfolk Catholic District School Board approves the Minutes from the November 2, 2011 Special Meeting of the Board.
- 4.3 THAT the Brant Haldimand Norfolk Catholic District School Board approves the Minutes from the November 16, 2011 Special Meeting of the Board

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole meeting of November 15, 2011

Vice Chair Szeman reviewed the business of the November 15, 2011 meeting of the Committee of the Whole and presented the following recommendations for approval:

THAT the Policy Committee recommends that the Committee of the Whole refers the Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration develops a process to seek input from stakeholders at affected schools and to identify the resources necessary to complete such a process.

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration begins the consultation process in Brant County schools.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Cleveland, OH from Thursday, May 10, 2012 to Sunday, May 13, 2012.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School for an excursion to Washington, DC from Thursday, May 10, 2012 to Sunday, May 13, 2012n excursion to Chicago, IL from Saturday, March 10, 2012 to Tuesday, March 13, 2012.



Moved by: June Szeman
Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes from the Committee of the Whole Meeting of November 15, 2011.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations from the Committee of the Whole Meeting of November 15, 2011.

Carried

5.2 Student Trustee Report

Student Trustee Smitiuch reported that Student Senators had begun planning for the annual Student Leadership Symposium. Dan Moynihan, Youth Ministry Specialist with the Diocese of London, helped the group develop ideas of how to integrate faith into every day school activities and assisted them with goal setting for the Symposium. She also brought trustees up to date on school news. Of special note was the joint Halloween for Hunger food drive challenge involving students of St. John's College and Assumption College School, who surpassed their goal of collecting 20,000 food items.

Moved by: Bonnie McKinnon
Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.

Carried

6. Information and Correspondence

Vice Chair Szeman reported that Trustees McKinnon, Petrella and herself had attended the Academic Awards Night at St. John's College and congratulated Student Trustee Smitiuch on being one of the award recipients. Vice Chair Szeman also extended the Board's congratulations to MPP Dave Levac on being appointed Speaker for the Ontario Legislative Assembly. A congratulatory letter will be sent to Mr. Levac.

Moved by: June Szeman
Seconded by: Rick Petrella

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

Carried

7. Notices of Motion - Nil

8. Trustee Inquiries

Trustee Blake requested that trustees be provided with a copy of the elementary school progress report.



9. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

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

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board receives the report on the Elementary Principal assignment of Joe Ernst to St. Michael's School, Walsh.

Carried

10. Report on the In-Camera Session

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried

11. Future Meetings

The list of upcoming year-end meetings and events was reviewed by Trustees. Trustees were informed that Bishop Crosby will preside at the Official Opening and Blessing of St. Basil School on April 11, 2012.

12. Closing Prayer

A closing prayer was recited in unison.

13. Adjournment

Moved by: Rick Petrella

Seconded by: June Szeman

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

Carried



**Annual Board Meeting
Tuesday, December 6, 2011 7:00 p.m.
Norfolk Room**

Members: **Trustees:**
Dennis Blake, Cliff Casey, Dan Dignard, Bonnie McKinnon, Rick Petrella, June Szeman,
Maxine Smitiuch (Student Trustee)

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

1. Call to Order

1.1 Opening Prayer

The meeting opened with prayer, lead by Director Horgan.

1.2 Attendance and Welcome

Director Horgan welcomed trustees, senior administrators and guests.

2. Routine Matters

2.1 Approval of Agenda

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the Annual Meeting of the Board of December 6, 2011.

Carried

2.2 Declaration of Interest - Nil

3. Appointment of Scrutineers

Director Horgan appointed Superintendent of Education Bill Chopp and Assistant Superintendent of Business Tom Grice as Scrutineers for the nomination and election of the Chair and Vice Chair of the Board.

4. Nomination and Election of Chair

Director Horgan requested that ballots for the nomination of the Chair of the Board be distributed. Cliff Casey was nominated and agreed to let his name stand. Director Horgan declared trustee Casey acclaimed to the position of Chair of the Board.

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of Chair of the Board.

Carried



5. Nomination and Election of Vice Chair

Newly elected Chair Casey assumed the Chair and requested that ballots for the nomination of the Vice Chair be distributed. Dennis Blake and June Szeman were nominated as Vice Chair of the Board and each gave a short address in support of their nomination. Ballots for the election of Vice Chair were distributed and voting took place by secret ballot. A tie was declared, and another vote took place. Following another tie, trustees Blake and Szeman drew lots as per Section 208(8) of the Education Act. Chair Casey declared Trustee Szeman as Vice Chair.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board destroys all ballots in the nomination and election of Vice Chair of the Board.

Carried

6. Appointment of Board Auditor

Associate Director Easton recommended that the Board continue to use the services of Millard, Rouse & Rosebrugh, Chartered Accountants, as auditors.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the appointment of Millard, Rouse & Rosebrugh, Chartered Accountants, as auditors for the year ending August 31, 2012.

Carried

7. Inaugural Address by the Chair of the Board

Chair Casey thanked trustees for their support and confidence. In reviewing the highlights of the past year, Chair Casey commented that the Board had succeeded in once again approving a balanced budget and that the Board continues to move forward with Year 3 of the three-year Strategic Plan. He also expressed pride in the building of the St. John's College addition and looks forward to the opening of St. Basil Catholic Elementary School in January, 2012. He expressed pride in our students' consistent strong results in provincial standard assessments and the ongoing roll-out of the 21st Century Learner Project. The Board also completed its first Accommodation Review Committee (ARC) process which will see the construction of a new school on St. Pius X property and the amalgamation of St. Bernard and St. Pius X students; as well as the merging of students from St. Mary and Holy Cross schools in the Holy Cross building. Looking ahead, Chair Casey is excited about the development of a new multi-year Strategic Plan, the implementation of a new public consultation process in preparation for possible future ARCs, and working with the newly appointed Superintendent of Business & Treasurer, Tom Grice.

8. Adjournment

Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Annual meeting of December 6, 2011.

Carried



**Special Education Advisory Committee Meeting
Wednesday, November 9, 2011 7:00 p.m.
Special Education Services, Sacred Heart School, Paris, ON**

Present: Terre Slaght, June Szeman, Bill Chopp, Lisa Stockmans, Colleen Demarest,
Dianne Wdowczyk, Paul Sanderson

Guests: Dave Szuty, Megan Vickers, Evelyn Linz, Gracie Hart

Regrets: Cathy Pearson, Nancy Smith, Theresa Westergaard-Hager, Barb Mitchell, Ashley Jakovljevic

1. Opening Prayer

Terre Slaght opened the meeting with a prayer.

2. Opening Remarks

A discussion was held regarding sending out a letter of renewed commitment to SEAC members. Bill Chopp will prepare and release the letter.

3. Approval of Minutes

Moved by: Paul Sanderson
Seconded by: June Szeman

THAT the SEAC Committee approves the minutes from the September 14, 2011 meeting.
Carried

4. Approval of the Agenda

Moved by: Paul Sanderson
Seconded by: June Szeman

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

5. Community Agency Updates

Dianne Wdowczyk, Woodview Children's Mental Health Services, informed the committee the organization is working through accreditation in November 2011. She also noted that they are preparing for National Addiction Awareness Week, which starts November 13. The health unit is participating and they will be focusing on healthy choices.

6. Presentation – What Is Moodle and How Can SEAC Use It?

Dave Szuty, IT Consultant, explained the uses and benefits of using Moodle, a free learning management system. Teachers, students and parents can access this system. Dave provided an example of an elementary school Moodle page. This tool is very useful for special education purposes. The SEAC can use Moodle to provide and share information online, as well as to store minutes and agendas. The group completed the three questions provided for them on the wiki and reviewed the data collected by members present. A link will be sent to the committee to continue its use.



7. Correspondence - Nil

8. Reports

8.1. Principal of Program: Special Education

8.1.1. Mental Health

Terre Slaght reviewed a Ministry memorandum from Barry Finlay regarding mental health. The student support leader initiative was also reviewed. Discussion was held regarding the December SEAC meeting and its format as a joint meeting with the Grand Erie District School Board.

8.1.2. Professional Development for Educational Assistants

Terre Slaght reviewed the professional development schedule for educational assistants and highlighted the training opportunities.

8.1.3. Special Education Goals for 2011-12

Terre Slaght discussed the special education goals related to the Board Improvement Plan for student achievement as per a distributed summary sheet.

8.2. Superintendent of Education

8.2.1. IEP Night Review

Bill Chopp provided a summary of the content of the evening including content of IEP, working document, consultation with parents, accommodations and modifications.

9. Business for Next Meeting

Discussion was held regarding the format for the December joint SEAC meeting. The focus will be on Mental Health. Barry Finlay, Director, Ministry of Education Special Education Branch, will be invited to speak at the meeting. MPPs and related community agencies will also be invited.

Moved by: Dianne Wdowczyk

Seconded by: Lisa Stockmans

THAT the SEAC Committee approves the format of the December 14, 2011 joint SEAC meeting with the Grand Erie District School Board.

Carried

10. Closing Remarks

Dianne Wdowczyk thanked the guests for their participation at the meeting.

11. Adjournment

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



**Faith Advisory Committee Meeting
November 30, 2011; 1:30-3:30 p.m.
Boardroom**

Present: Cliff Casey (Chair), Carolyn Boerboom, Ryan Cattrysse, Father Al Dufraimont, Kathleen Evans, Annette Finnie, Father Tim Hingston, Cathy Horgan, Trish Kings, Derek McEachen, Deanne Smith, Joyce Young

Absent: Mary Theresa Coene, Christina Morrison, June Szeman

1. Opening Prayer

The meeting opened with prayer, led by Cliff Casey.

2. Approval of the Agenda

The agenda was approved as distributed.

3. Approval of the Minutes of October 6, 2011

The minutes from the October 6, 2011 meeting were approved as distributed.

4. Discussion Items

4.1 Revised Draft “Foundational Document” (Goal #3)

Joyce Young reviewed the draft “Foundational Document”. Revisions were suggested for consideration by the “Foundational Document” Committee. In suggesting next steps, Joyce will speak with Tracey Austin regarding commissioning the graphic designer of the Virtues posters to create a graphic with a similar look for this project. Kathleen Evans suggested that if the graphic was ready in time, it could be used as the front cover of the student planners. It was also suggested that reflection questions be developed for staff, then students and parents, to support the Document.

4.2 Draft Key Learnings Document for Family Life Curriculum (Goal #2)

Joyce Young presented the draft Key Learnings Document for Family Life. Before this document is printed, it was suggested that feedback be gathered as to how widely and effectively the Key Learnings for Religion publication is being used. This would help determine if the cost should be incurred to print and distribute the Key Learnings for Family Life document.

4.3 Equity and Inclusive Education (Goal #1)

Trish Kings provided a summary of the four goals for Equity and Inclusion (E&I). She advised that Carla DiFelice has been appointed Program Consultant for equity and inclusion. She is in the process of developing and implementing various strategies. Some of these strategies include the formation of a Cross Panel E&I Committee, representatives attending both the Equity Walk and Quest conferences, providing classroom supports, and organizing a possible future conference for Grades 5-6 students. An “Interim” Equity and Inclusive Education Policy is posted on the Board’s website; this interim Policy and the new Administrative Procedures are in the process of being vetted in preparation for final approval by the Board. An Elementary Professional Activity day focusing on equity and inclusion is planned for April, 2012. In all



strategies, a connection is always made to the principles of Catholic social teachings as well as the Ontario Catholic School Graduate Expectations (OCSGE).

4.4 Assessment & Evaluation Update – Letter to Parents (Goal #4)

A draft letter to parents regarding the assessment and evaluation of Religion & Family Life on report cards was reviewed by the Committee. It was suggested that a paragraph be added at the beginning that makes a connection to the OCSGE's "a discerning believer". It was also suggested that the last sentence be deleted and that the sentence, "we respect the key role for faith development is held by the parent and the parish" be added.

5. Information Items

5.1 ICE Religion Curriculum Document for Elementary Schools

Joyce Young reported that the document is in draft. The Faith in Education committee of the Catholic Curriculum Corporation has had an opportunity to provide feedback.

5.2 Pastoral Plans for our Secondary Schools

Joyce Young updated the Committee on the process being used to develop pastoral plans at each of our secondary schools. This will be a living document, developed through discernment, reflecting input from all sectors that make up the secondary community.

5.3 Brant Deanery Meeting – November 9, 2011

Joyce Young attended the Deanery meeting and updated the pastors on the steps the Board has taken to help schools become familiar with the new translation of the Roman Missal.

5.4 Pastoral Handbook, Liturgy and Sacraments from Hamilton Diocese

Joyce Young reported that a Pastoral Handbook is being developed by Hamilton Diocese. Once it is finalized, the committee may have a discussion as to the ways that the Board can support parents and parishes, especially in the area of Sacramental preparation.

5.5 Ontario Catholic School Graduates Expectations (OCSGE) booklet/DVD

Committee members were given a copy of the revised OCSGE Booklet. The DVD and booklet have been distributed to every school. The "Welcome to Kindergarten" booklet also contains the OCSGEs. Other suggestions for the use of the OCSGEs would be welcome.

5.6 Copies of the books, "The Future Church" by John Allen and "Will There be Faith?" by Thomas Groome were distributed to each member. These books will assist with future discussions.

6. Adjournment

The meeting was adjourned by Cliff Casey.

MINUTES AND RECOMMENDATIONS

ACCOMMODATIONS COMMITTEE

December 6, 2011

AGENDA ITEM	MOTION
6.1	THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves that two staff members receive training through the International Association for Public Participation at a cost not to exceed \$10,000.
6.2	THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Five-Year School Renewal Plan.

THAT the Brant Haldimand Norfolk Catholic District School receives the unapproved minutes from the December 6, 2011 Accommodations Committee meeting.

THAT the Brant Haldimand Norfolk Catholic District School approves the recommendations from the December 6, 2011 Accommodations Committee meeting.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Accommodations Committee
Tuesday, December 6, 2011 – 3:00 p.m.
Haldimand Room, Catholic Education Centre**

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

1. Opening Prayer

Dan Dignard opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Accommodations Committee approves the Agenda of December 6, 2011.

Carried

3. Approval of the Minutes

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Accommodations Committee approves the Minutes of November 8, 2011.

Carried

4. Declaration of Conflict of Interest: Nil

5. Business Arising from the Minutes: Nil

6. Information Items

6.1 Accommodations Review

The Committee requested that staff prepare a process for consulting with the community regarding accommodations issues prior to future Accommodation Reviews being approved by the Board. Wally Easton explained the process developed by staff, which included training for two staff members in public consultation/participation.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves that two staff members receive training through the International Association for Public Participation at a cost not to exceed \$10,000.

Carried



Moved by: Rick Petrella

Seconded by: Dennis Blake

THAT the Accommodations Committee recommends that a timeline be developed for the consultation and accommodation review process and that this process be presented to the Accommodations Committee at a meeting immediately following the International Association for Public Participation training and presented to the Board in the future for approval.

Carried

6.2 Five-Year School Renewal Plan

Tom Grice reviewed the School Renewal Plan for the 2012 to 2016 period, which included roofing, mechanical, electrical and other upgrades required at several schools. Mr. Grice also explained the funding available during the five-year period.

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Five-Year School Renewal Plan.

Carried

6.3 St. Peter / St. Joseph's Schools Update

The Committee received an update on the plans for the construction of additions to St. Joseph's and St. Peter Schools. A Special Meeting of the Board, via teleconference, has been scheduled on Thursday, December 22, 2011 at 1:00 p.m. to approve the awarding of construction contracts.

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board receives the St. Peter / St. Joseph's Schools update.

Carried

6.4 St. Bernard / St Pius X Schools Update

The Committee received an update on the design of the replacement school for St. Pius X and St. Bernard Schools.

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Accommodations Committee recommends that the Brant Haldimand Norfolk Catholic District School Board Accommodations Committee receives the St. Bernard / St. Pius X Schools update.

Carried



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

7. **Trustee Inquiries** - Nil
8. **Move to In-Camera Session:** n/a
9. **Report on the In-Camera Session:** n/a
10. **Adjournment**
The meeting was adjourned at 4:35 p.m.

Next Meeting: TBD

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: December 6, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

ACCOMMODATIONS REVIEW Public Session

BACKGROUND INFORMATION:

In May 2011, staff presented a report to the Committee regarding proposed future accommodation reviews. The Committee requested that Watson & Associates Economists Ltd. prepare a report on future enrolment projections to provide more current information. The Watson & Associates report was presented to the Committee in September 2011. At the Accommodations Committee meeting in November 2011, staff presented a further report and the Committee approved the following resolution:

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that Administration develops a process to seek input from stakeholders at affected schools and to identify the resources necessary to complete such a process.

DEVELOPMENTS:

The Calgary Catholic School District developed a similar process a few years ago. In order to ensure a successful outcome, they trained two supervisory officers in conducting public consultation through The International Association for Public Participation (IAP2). IAP2 provides training in public consultation throughout the world. Training sessions are available in January 2012 to March 2012 in Calgary, Alberta and Vancouver, British Columbia. Training is approximately one week in duration, depending on the number of modules participants require. Total cost for one week of training is approximately \$4,000 per person, including registration fee, travel and accommodation.

The IAP2 has developed the following core values for the public participation process:

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.

6. Public participation provides participants with the information they require to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision.

Based on the IAP2 training and the core values, it is intended that a consultation process be established to obtain public feedback on pupil accommodation issues. This could be achieved through the Pupil Accommodation Review process, prescribed in Policy #416; however, the Ministry directive requires that staff present at least one option for possible school closure. This may negatively affect the public consultation process, which is intended to obtain feedback from the general community regarding solutions to accommodation pressures.

For purposes of accommodation review, it is intended that public consultation precede the Pupil Accommodation Review process as described in Policy #400.16. The consultation should include all schools in a review area rather than just those that might be the subject of a Pupil Accommodation Review. The public consultation process would be administered by the staff facilitators trained by IAP2 and include other participants such as:

- Local trustee(s)
- School administration
- School council members
- Local parish priest(s)
- Parents of children and students enrolled in schools in the review area
- Other stakeholders in the review area

The process should include three or four meetings, approximately two hours each, in the following format:

1. During Meeting #1, facilitators review the consultation process and the core values as established by IAP2 as well as the issues facing the Board and education in general. Before the meeting's end, consensus would be reached on the process and information required.
2. Meeting #2 would include dialogue and information sharing as determined through the IAP2 training. Information should include enrolment trends, space utilization, financial implications, educational needs and other resource issues.
3. Meeting #3 and Meeting #4 (if required) would be conducted according to the IAP2 training, including a summary and how the feedback received will be used.

The results of the consultation process should then be used by staff in formulating options to address accommodation issues. These options would then be presented to an approved Accommodation Review Committee constituted in accordance with Policy #416.

RECOMMENDATION:

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that two supervisory officers receive training through the International Association for Public Participation, at a cost not to exceed \$10,000.

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

Prepared by: Tom Grice, Assistant Superintendent of Business
Presented to: Accommodations Committee
Submitted on: December 6, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

FIVE-YEAR SCHOOL RENEWAL PLAN Public Session

BACKGROUND INFORMATION:

In an effort to maintain facility assets of the Brant Haldimand Norfolk Catholic District School Board to their highest standard, the Facilities Department monitors building conditions and allocates funds from the Ministry's School Renewal Grant to finance facility projects to maintain our buildings. Yearly, based on enrolment, the Board receives, on average, a School Renewal Grant of approximately \$1.4 million. In addition, beginning in the 2011-12 school year, and yearly for three years, the Board will receive a School Condition Improvement Grant of approximately \$1,050,000 for capital-related projects.

Over a period of years, the Board has identified and completed capital projects that were to be financed from future revenues. School Renewal was one of the revenue streams that was considered a funding source for past capital projects.

This report will detail future school renewal projects that must be considered for completion within the next five years so that the Board may continue to maintain quality learning assets for our students.

DEVELOPMENTS:

The following sections summarize the main facility areas which must be addressed in order that the Board's buildings are maintained in a safe and operational manner. Some of the sections contain charts that detail potential expenditures on a year-by-year basis.

Structural Upgrades

SIPOREX is a lightweight autoclaved aerated concrete (AAC) structural roof panel and have been installed in five of our elementary schools. They are highly susceptible to moisture and lose strength when wet. They are prone to creep or sag after long periods of time. To date, there is no evidence that these panels are unsafe in our schools; however, the Facilities Department will continue to monitor the panels and if problems arise, immediate action will be taken. If the panels were to fail, the anticipated repair cost to all five schools would total approximately \$1,175,000. The Board should consider an engineering study, estimated to cost \$20,000 in 2011-12 year, in order to be proactive in its assessment of panel condition.

Roof Ladder Access - Life Safety

A recent technical study, which assessed the condition and code compliance of roof access ladders and perimeter guards at all schools, indicated deficiencies and exposure to infractions by the Ministry of Labour in the event of an accident. The cost to repair and/or replace roof access ladders and install perimeter guards, where required by code at various school locations, totals approximately \$160,000.

Roofing

IRC Roofing Consultants prepared a five-year roof membrane report with recommendations based on investigative studies using scans, cut tests, life cycle and engineering observation to determine roof replacement. Their five-year roofing budget forecast is as follows:

School	Recommendations	2012	2013	2014	2015	2016
Assumption College	Replace Roof Area 3.1	\$20,000				
Resurrection	Replace Roof Areas 1.1,1.4,2.1		\$296,000			
St. Anthony Daniel	Replace Roof Area 1.2				\$135,000	
St. Bernard of Clairvaux	Replace all Roof Areas			\$342,000		
St. John's College	Replace Roof Areas 1.1,1.3,3.4,3.5,3.6	\$330,000				
	Replace Roof Areas 1.5,2.1,2.2,3.1,3.1A			\$280,000		
	Replace Roof Areas 3.7,3.8		\$330,000			
	Replace Roof Areas 5.1				\$280,000	
St. Joseph's	Replace Roof Areas 3.1,4.1,5.1,5.2	\$220,000				
	Replace Roof Areas 1.1,1.2				\$200,000	
St. Michael's, Dunnville	Replace Roof Areas 1.2,1.3,1.5					\$223,000
St. Peter	Replace Roof Areas 1.1,1.2,2.1					\$260,000
St. Theresa	Replace Roof Areas 1.1,1.2,2.2			\$67,000		
TOTAL		\$570,000	\$626,000	\$689,000	\$615,000	\$483,000

St Johns College

While an extensive renovation/addition was completed over the last two years, some items, which were to be replaced as part of the original construction tender, were eliminated from the tender when project costs came in over budget. These items still remain to be completed. The remaining heat pumps still need replacing. Most are in corridor ceiling cavities so ceiling tiles and grid must be removed and replaced to access them. A lighting retrofit will also be completed while the ceiling tile is being replaced. The cost to replace the heat pumps is approximately \$456,000 and the cost to replace the ceiling tile and lights is approximately \$140,000.

In addition, two remaining roof top heating/air conditioning units also need replacing. The cost to replace both units is estimated to be \$30,000. If required, an asbestos abatement contingency will cost approximately \$40,000 and approximately \$20,000 for electrical deficiencies in the ceiling cavity.

The total cost to complete mechanical and electrical upgrades at St Johns College is approximately \$666,000.

Assumption College

Otis Elevator has informed the Board that the hydraulic cylinder casing of the elevator at the School may be vulnerable to corrosion from ground water and recommends replacing the casing. The cost to replace the underground casing and upgrade electronic controls is approximately \$80,000.

Accessibility for Ontarians with Disabilities Act (AODA) Compliance

Future building code changes and compliance with the AODA 2005, which is currently being implemented, will have a financial impact on Board budgets. New building design and older building retrofits will be required. Currently, the Board undertakes retrofits and it is anticipated that these will increase in order to maintain compliance. Approximately \$50,000 annually should be allocated for retrofits or to purchase equipment to comply with AODA legislation over the next five years.

Security Panel Upgrades

The existing NAPCO security panels used in Board buildings are an aging, obsolete technology. The cost to replace these panels with an industry standard panel is approximately \$50,000. The cost to add battery back-up for card access will cost an additional \$50,000. The total security upgrade is approximately \$100,000.

Boiler Upgrades

A number of boilers were identified in the Morrison Hershfield engineering study and also as part of the RECAPP report as being critical components in need of replacement based on inefficiency or age. The total cost for boiler replacement if completed today is approximately \$675,000. However, boilers are closely monitored and Facilities Services staff have recommend that they be replaced as part of a five-year cycle beginning in 2016.

Roof Top Units - HVAC

A number of schools have heat exchangers in roof top units (RTU) that are failing. On a proactive basis, it is necessary to budget for the replacement of these units within the current five-year cycle. In total there are 16 units that require replacement within five years. Based on a per unit cost of \$15,000, the total cost is estimated at approximately \$240,000.

Electrical Panels

A few of the Board's schools still have their original primary panel with incoming overhead electrical wires fed by transformers mounted on poles at the road. These panels should be replaced with new 400 amp pad mount transformers with an incoming service buried underground, especially if these schools will be receiving any major mechanical upgrades or building additions. At this time, no major renovations or additions are being considered in any of the identified schools. However, if an upgrade becomes necessary, the cost per school will be approximately \$100,000.

St Joseph's School

St Joseph School has a number of heating and ventilation system designs working throughout the building. This includes combinations of electric baseboard heaters, window air conditioners, gas fired furnaces within the School and gas-fired units on the roof. The school has been identified as being inefficient from an energy efficiency standpoint. Morrison Hershfield Engineers provided a design brief in 2007 that required substantial capital dollar allocation in order to decrease the inefficiency. On a priority basis, this project does not require immediate attention; however, costing for an engineering study within five years should be considered. Estimated cost for the study is approximately \$20,000.

Water Savings Measures

The Board has been very proactive with respect to energy efficiency measures, especially when the capital cost payback is short due to energy efficiency savings. Water savings measures have included flush boxes, water softeners and Bradley basin retrofits. Total cost for anticipated water savings measures throughout the Board within the current five-year cycle is approximately \$69,000.

Cooling Tower Technology

The Board's experience with Envirotower's new technology through the Green Schools Pilot Initiative at Assumption College School has shown positive results in reducing operating costs, lowering water usage, improving efficiency, reducing chemicals, and minimizing scaling. This technology should be incorporated in our remaining three sites that have cooling towers. Total cost to install the water tower treatment at all three sites is approximately \$130,000.

Site Improvement Walsh Drain

In order to resolve ongoing complaints about runoff from the St. Michael School, Simcoe property flooding neighbouring property on the west side, a Mutual Agreement was sought with the aggrieved owner to allow the Board to cross private property and connect into a registered drain on County Road 10. This Agreement was subsequently rejected. The Board's only option is to petition Norfolk County to divert water to the south, cross county property with an underground pipe and discharge directly into the Walsh Outlet Drain. The cost of the drain and engineering fees is approximately \$65,000.

Site Improvement - Sacred Heart School, Paris Playfield

The playfield at Sacred Heart School is built on soil typically associated with glacial till; an unconsolidated and unsorted mixture of sediment, sand, clay, gravel and rocks deposited by a glacier. Stones surface annually by the frost heaving action. The existing soccer field on the west side is not level and has a small hill in the center of the playfield. Recommendation is made to build a new soccer field on the south side. The cost to truck topsoil, profile and over seed is approximately \$15,000.

Parking Lot and Play Area Pavement

The Board has a number of shared parking lot agreements with local parishes whereby the Diocese own most or all of the parking lot. Schools use these parking lots for staff or bus parking. Many of these parking lots are in poor condition and in need of replacing. The Board has been approached to share some of the replacement costs. As well, the Board has a number of school parking lots that are in poor condition or require additional work. An engineering study should be completed for all paved areas and recommendations made in a five-year plan. The cost for an engineering study is approximately \$30,000. The recommendation is to carry an annual allowance of \$80,000 for paving projects.

Hardware

Door hardware replacement and repair at Holy Trinity Catholic High School is a major annual expenditure. The problem lies with the initial installation of the doors where substandard door hardware was used, which was not made for heavy duty use or extreme cycles. The cost to replace interior door hardware at the School is approximately \$55,000. The cost to replace exterior door hardware is an additional \$10,000.

Masonry

In 2006, \$200,000 in masonry repairs were made at Blessed Sacrament, Our Lady of LaSalette, St. Frances Cabrini, St Joseph's and St Theresa Schools through Good Places to Learn funding. In 2007, repairs were made at Assumption College School at a cost of \$60,000. Based on these experiences as well as condition assessment reports by Morison Hershfield in 2005 and 2010, a recommendation is made to budget \$40,000 annually for masonry repairs.

Annual Improvements – School Renewal

In the Fall of each school year, school principals identify items within their school that they feel are in need of repair, replacement or modernizing. Most requests from principals are aesthetic and non-critical, however, they are viewed as a school improvement. These requests may include items such as painting, flooring, CCTV systems, new door hardware for lockdown procedures, new PA systems, paving and window covering replacement. These items typically consume \$350,000 per year of the school renewal allocation. The recommendation is to continue this allocation in the current five-year cycle.

Classroom Renovation - St. Joseph's and St. Peter Schools

The tender for construction of the ELKP classes at St. Joseph's and St. Peter Schools has been issued to the market at the time of this report. If submitted bid responses exceed budget allocation, some costs may be borne through school renewal funding.

St. John's College Addition/Renovation

The St. John's College Addition/Renovation project is nearing completion; however, it is over budget. While final numbers are not available at the time of writing this report, it is anticipated that the project will be over budget by approximately \$500,000. This over budget amount is not supported by Ministry funding and should be considered as part of the School Renewal/School Condition allocation over the next few years.

Five-Year Costing Summary

The following table details the above-mentioned projects budgeted over a five-year cycle. The last column includes costs that are either being deferred from the current cycle or costs that are cyclical and will be anticipated in a future five-year cycle as well.

Recommendation	2012	2013	2014	2015	2016	2017/2021
Structural Upgrade SIPOREX	\$20,000					\$1,175,000
Roof Ladder Access Life Safety	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	
Roof Replacement	\$570,000	\$626,000	\$689,000	\$615,000	\$483,000	\$2,500,000
Classroom HVAC Upgrades						\$900,000
Heat Pumps – St. John’s College	\$666,000					
Elevator Upgrade – Assumption College	\$80,000					
AODA Compliance	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Security Panel Upgrade	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Boiler Upgrade						\$675,000
Roof Top Unit Replacement	\$15,000	\$15,000	\$15,000	\$15,000	\$180,000	\$150,000
Electrical Panel Upgrade						\$500,000
Engineers Report – St. Joseph’s					\$20,000	
Water Savings Measures		\$69,000				
Cooling Tower Upgrade				\$43,000	\$87,000	
Walsh Drain	\$65,000					
Site Restoration - St John’s College/St. Bernard			\$330,000			
Play Field – Sacred Heart	\$15,000					
Paving	\$62,500	\$160,000	\$80,000	\$80,000	\$80,000	
Door Hardware – Holy Trinity				\$65,000		
Masonry	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	
Principals’ Renewal	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$1,750,000
Five Renovated Classrooms - St. John’s College	\$75,000					
Family Studies Room - St. Joseph’s	\$20,000					
Design and Technology Room - St. Joseph’s		\$25,000				
Design and Technology Room - St. Patrick’s		\$25,000				
Office Relocation – St. Peter	\$150,000					
Addition/Renovation Estimate – St. John’s College	\$170,000	\$330,000				
TOTAL	\$2,400,000	\$1,742,000	\$1,606,000	\$1,310,000	\$1,342,000	\$7,900,000

Additionally, there are two items that may need inclusion into the five-year summary, which may have an impact on the allocation of school renewal and school condition grants to projects within the Board. At the current time, some of these costs are anticipated in a future, undefined year and some have not been considered or reviewed by Trustees.

St Johns College Athletic Field

The sports field at St John’s College is nonconforming to any standard and in poor condition. It is currently used for practice purposes only. The cost to install a new athletic field is estimated at \$100,000 and the cost to install an irrigation system with separate water meter is approximately \$30,000.

St Bernard School, Brantford Demolition and Site Remediation

Pending approval from the Board regarding the best use for St. Bernard School after the replacement school is operational on the current St. Pius School site, a \$200,000 allowance will be required should the Board determine that St. Bernard School be demolished, the remaining portables be removed and the field be remediated. If the Board does not pursue demolition, this allowance would not be needed

Use of School Renewal and School Condition Grant to Offset Other Commitments to Date

Year	2011-12	2012-13	2013-14	2014-15	2015-16
School Renewal Grant (Approximate)	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
School Condition Grant (Approximate)	1,050,000	1,050,000	1,050,000		
Total Grant Available	2,450,000	2,450,000	2,450,000	1,400,000	1,400,000
Facilities Renewal Projected Costs	2,400,000	1,742,000	1,606,000	1,310,000	1,342,000
Surplus Grant Available to Offset Other Previously Committed Projects	\$50,000	\$708,000	\$844,000	\$90,000	\$58,000

RECOMMENDATION:

THAT the Accommodations Committee recommends that the Committee of the Whole refers the Five-Year Facility Renewal Plan to the Brant Haldimand Norfolk Catholic District School Board for approval.

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented by: Rick Petrella, Chair, Audit Committee
Presented to: Board of Trustees
Submitted on: December 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

FINANCIAL STATEMENTS – YEAR ENDED AUGUST 31, 2011

Public Session

BACKGROUND INFORMATION:

Annually, the Board must report on the financial results for the year. With the creation of the Audit Committee, the financial statements are first presented to the Audit Committee and the Committee makes a recommendation to the Board of Trustees.

Over the last five years, the government has been implementing the standards set by the Public Sector Accounting Board (PSAB). These are standards for all public sector bodies and school boards are now required to report based on full PSAB standards, which includes tangible asset reporting.

DEVELOPMENTS:

The draft Financial Statements for the year ended August 31, 2011, as well as the Audit Report by the Board's auditor, Millard, Rouse, Rosebrugh LLP, have been completed and are attached as Appendix A. Also, the Management Report is attached as Appendix B.

The operating results for the 2010-11 year reflect an excess of revenue over expenditures in the amount of \$1,488,541 and a cumulative surplus of \$159,374 as at August 31, 2011 as shown in the Consolidated Statement of Operations on Page 4 of the financial statements. The significant surplus for the year is, primarily, a result of additional miscellaneous grants as well as under spending in some areas, compared to budget.

You will notice on Page 3 of the Consolidated Statement of Financial Position, a new account referred to as *Deferred Capital Contribution* (DCC). The DCC amount represents the balance of capital acquisitions, supported by the province, which are not yet fully utilized; and therefore, are shown as a liability payable to the province. As these assets are expended, the DCC liability will reduce.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Financial Statements for the year ended August 31, 2011.

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2011



Millard, Rouse & Rosebrugh LLP
Chartered Accountants

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

For the year ended August 31, 2011

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Millard, Rouse & Rosebrugh LLP

Chartered Accountants
P.O. Box 367, 96 Nelson Street
Brantford, Ontario N3T 5N3
Telephone: (519) 759-3511
Facsimile: (519) 759-7961

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Brant Haldimand Norfolk Catholic District School Board

We have audited the accompanying consolidated financial statements of Brant Haldimand Norfolk Catholic District School Board, which comprise the consolidated statement of financial position as at August 31, 2011, and the consolidated statements of operations, changes in net debt and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information. The consolidated financial statements have been prepared by management based on the financial reporting provisions described in note 1 to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with the basis of accounting described in note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

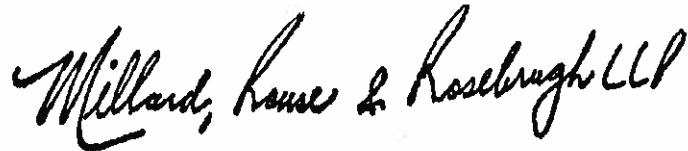
In common with many school boards, individual schools derive revenue from school fundraising activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the individual schools. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, net revenue and cash flows from operations for the year ended August 31, 2011, financial assets and net financial assets as at August 31, 2011.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements for the year ended August 31, 2011 present fairly, in all material respects, the consolidated financial position of Brant Haldimand Norfolk Catholic District School Board at as August 31, 2011, and its consolidated results of operations and its consolidated change in net debt and its consolidated cash flows for the year then ended in accordance with the basis of accounting described in note 1 to the consolidated financial statements.

Basis of Accounting

Without modifying our opinion, we draw attention to note 1 to the consolidated financial statements which describes the basis of accounting. The consolidated financial statements are prepared to assist Brant Haldimand Norfolk Catholic District School Board to meet the requirements of the Ontario Ministry of Education. As a result, the consolidated financial statements may not be suitable for another purpose.



December 7, 2011

CHARTERED ACCOUNTANTS
Licensed Public Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at August 31	2011	2010 (Restated Note 2)
FINANCIAL ASSETS		
Cash and bank	5,074,448	12,622,926
Accounts receivable		
Municipalities	2,168,803	1,982,050
Government of Ontario - Approved Capital (Note 3)	53,221,405	46,015,584
Other (Note 4)	3,708,751	2,217,772
	64,173,407	62,838,332
LIABILITIES		
Accounts payable and accrued liabilities	7,486,179	7,587,877
Accounts Payable - other School Boards	4,323,261	4,120,729
Deferred revenue (Note 5)	1,512,931	1,382,209
Accrued vacation pay	317,707	383,269
Accrued future paid sick leave benefits (Note 7)	7,868,762	7,348,112
Post employment/retirement benefits	842,247	1,031,010
Accrued interest on long term liabilities	1,105,778	1,134,699
Net long term liabilities (Note 9)	56,044,355	57,877,613
Deferred capital contributions (Note 6)	91,858,126	83,424,620
Total Financial Liabilities	171,359,346	164,290,138
Net Debt	(107,185,939)	(101,451,806)
NON-FINANCIAL ASSETS		
Tangible Capital Assets	107,345,313	100,844,235
NET ASSETS	159,374	(607,571)
ACCUMULATED SURPLUS	159,374	(607,571)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended August 31	Budget 2011	Actual 2011	Actual 2010 (Restated Note 2)
	<i>(unaudited)</i>		
Revenues			
Local taxation	20,191,006	20,303,519	20,391,030
General legislative grants	85,733,776	84,596,546	129,714,090
Provincial grants - other	1,575,034	2,689,394	3,575,073
Federal grants and fees	1,328,898	1,376,426	1,221,809
Other fees and revenue	369,140	497,383	1,799,559
Investment income	40,000	248,333	190,460
School funded activities	1,610,945	3,867,882	4,029,912
	110,848,799	113,579,483	160,921,933
Expenses			
Instruction	85,387,156	85,156,320	84,706,851
Administration	3,962,627	4,154,728	3,753,384
Transportation	5,590,079	5,147,678	5,652,713
School operations and maintenance	9,474,275	9,310,106	9,934,146
Pupil accommodation	4,642,260	4,093,451	3,652,080
Other	146,395	146,395	146,395
School funded activities	1,621,435	3,711,711	4,011,875
	110,824,227	111,720,389	111,857,444
Net Revenue Before Under-Noted Items	24,572	1,859,094	49,064,489
Amortization of tangible capital assets	(3,844,850)	(3,867,098)	(3,735,944)
Amortization of deferred capital contributions	3,617,462	3,496,545	-
DCC on disposal of assets	-	329,726	-
Gain/(loss) on disposal of tangible capital assets	-	(329,726)	81,863
	(227,388)	(370,553)	(3,654,081)
Annual Surplus	(202,816)	1,488,541	45,410,408
Accumulated Deficit - Beginning of Year	-	(607,571)	37,406,641
Ministry adjustment of prior years (Note 3)	-	(721,596)	-
Adjustment for DCC (Note 2)	-	-	(83,424,620)
Accumulated Surplus - End of Year	-	159,374	(607,571)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CHANGES IN NET DEBT

For the year ended August 31	2011	2010 (Restated Note 2)
Excess of Revenues over Expenses	1,488,541	45,410,408
Amortization of tangible capital assets	3,867,098	3,735,944
Acquisition of tangible capital assets	(10,697,902)	(6,631,351)
Proceeds on sale of tangible capital assets	-	544,663
Loss/(gain) on sale of tangible capital assets	329,726	(81,863)
Change in inventory and prepaid expenses	-	579,878
Ministry adjustment for approved capital	(721,596)	-
	(5,734,133)	43,557,679
Net Debt - Beginning of Year	(101,451,806)	(145,009,485)
Net Debt - End of Year	(107,185,939)	(101,451,806)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended August 31	2011	2010 (Restated Note 2)
Cash Flows From Operating Activities		
Annual surplus	1,488,541	45,410,408
Non-cash charges to operations		
Amortization	3,867,098	3,735,944
Loss/(gain) on disposal of tangible capital assets	329,726	-
Amortization of deferred capital contributions	(3,496,545)	-
Deferred revenue transferred to deferred capital contributions	2,662,334	-
	4,851,154	49,146,352
Sources (Uses) of Cash:		
Accounts receivable- Municipalities	(186,753)	215,831
Accounts receivable - Government of Ontario, Approved capital	(7,927,417)	(46,015,584)
Accounts receivable - other	(1,490,979)	(519,817)
Accounts payable and accrued liabilities	(101,698)	1,884,833
Accounts payable - other School Boards	202,532	(140,000)
Deferred revenues	130,722	(1,274,901)
Accrued vacation pay	(65,562)	25,685
Employee retirement gratuity plan	-	(20,323)
Accrued future paid sick leave	520,650	291,372
Post employment/retirement benefits	(188,763)	(170,707)
Accrued interest on long term liabilities	(28,921)	168,167
Inventories and prepaid expenses	-	579,878
	(9,136,189)	(44,975,566)
Cash Flows From Capital Activities		
Acquisition of tangible capital assets	(10,697,902)	(6,631,351)
Proceeds on disposal of capital assets	-	462,800
	(10,697,902)	(6,168,551)
Cash Flows From Financing Activities		
Bank loan	-	(3,305,020)
Debt issued	-	9,984,397
Debenture and loan repayments	(1,833,258)	(1,594,714)
Capital grants received	9,267,717	-
	7,434,459	5,084,663
Net Decrease in Cash and Cash Equivalents	(7,548,478)	3,086,898
Opening Cash and Cash Equivalents	12,622,926	9,536,028
Closing Cash and Cash Equivalents	5,074,448	12,622,926

See accompanying notes

Millard, Rouse & Rosebrugh LLP
Chartered Accountants

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BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements have been prepared by management in accordance with generally accepted accounting principles for government established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants (PSAB). The consolidated financial statements are the representation of management.

a) Basis of Accounting

These consolidated financial statements have been prepared in accordance with Ontario Regulation 196/10 which requires school boards to comply with all regulations, policies, guidelines, directives and similar instruments. In 2004, directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Public Sector Accounting Standards established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

In March 2011, PSAB released a new Public Sector Accounting Standard PS 3410 "Government Transfers". The Ontario Ministry of Education provided direction on the adoption of this new standard in memorandum 2011:B08. The Ontario Ministry of Education required the implementation of this Government Transfers standard on a retroactive basis as described in Note 2 to the financial statements.

The Ministry direction requires school boards to record a liability (deferred capital contribution) equal to the amount of the net book value of the depreciable assets at September 1, 2010 that have been Ministry approved. This direction, therefore, results in property tax revenue which was used to acquire or construct depreciable capital assets prior to 1998 when school boards ceased to have taxing authority, being afforded the same treatment as government capital grants, which is to recognize related revenue over the remaining useful life of the asset as disclosed in Note 2. Under the Public Sector Accounting Standards property tax revenue should be recorded as revenue when received or receivable in accordance with Public Sector Accounting Standard PS 3510 "Tax Revenue".

These consolidated financial statements have been prepared in accordance with the financial reporting framework described above.

b) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

c) Trust Funds

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

d) Cash and Cash Equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

e) Investments

Temporary investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the Consolidated Statement of Financial Position at the lower of cost or market value.

Long-term investments consist of investments that have maturities of more than one year. Long-term investments are recorded at cost, and assessed regularly for permanent impairment.

f) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

g) Employee Future Benefits

The Board provides future benefits to specified employee groups. These benefits include non-vesting accumulated sick leave benefits and subsidized post-retirement health, dental and life insurance for certain retirees. The Board has adopted the following policies with respect to accounting for these employee benefits:

(i) The costs of the employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care costs trends, disability recovery rates, long-term inflation rates and discount rates.

For those self insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance & health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

(ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;

(iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

h) Tangible Capital Assets

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated Useful Life in Years
Land improvements with finite lives	15
Buildings and building improvements	40
Portable Structures	20
Other Buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10
Leasehold improvements	Over the lease term

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the Consolidated Statement of Financial Position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

i) Government Transfers

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

j) Investment Income

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

k) Long-term Debt

Long-term debt is recorded net of related sinking fund asset balances.

l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and the basis of accounting used by the school board in the preparation of the financial statements, the budget figures presented have been adjusted to conform with this basis of accounting as it is used to prepare the consolidated financial statements. The budget figures are unaudited.

m) Use of Estimates

The preparation of consolidated financial statements in conformity with the basis of accounting described in note 1a requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to significant estimates include: Accruals - Other School Boards. Actual results could differ from these estimates.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

2. CHANGE IN ACCOUNTING POLICIES

In fiscal 2011, the Board early adopted Public Sector Accounting Handbook section 3410 Government Transfers as described in Note 1a. This change has been applied retroactively and prior periods have been restated. Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

At the direction of the Ministry, the Board has calculated the opening DCC balance as at September 1, 2010 as the value of the depreciable tangible capital assets less the unsupported capital debt, both at August 31, 2010. The unsupported capital debt is the portion of the board's outstanding debt that is not supported by Ministry funding. This calculation provides a cost effective solution to determine the opening balance, allowing for the standard to be implemented retroactively. Retroactive implementation results in a set of financial statements that is relevant, understandable to the user, and comparable over periods and amongst school boards in Ontario.

This change in accounting policy has changed amounts reported in the prior period as follows:

Accumulated surplus at August 31, 2010:

Accumulated surplus, as previously reported	82,817,049
Transfer to deferred capital contributions	(83,424,620)
<hr/>	
Accumulated surplus, as restated	(607,571)

The DCC balance at August 31, 2010 was recorded retrospectively through accumulated surplus without changing the statement of operations.

3. GOVERNMENT OF ONTARIO - APPROVED CAPITAL

In 2010, the Province of Ontario (Province) replaced variable capital funding with a one-time debt support grant. The Board received a one time grant that recognized capital debt as of August 31, 2010 that was supported by the existing capital programs. The Board will receive this grant in cash over the remaining term of the existing capital debt instruments.

The Board had accrued a receivable from the Province of \$46,015,584 as at August 31, 2010 with respect to this grant. Upon the Province's final review of the debt support grant, the Province reduced the grant by \$721,596. This adjustment is reflected through accumulated surplus in the current year.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

4. ACCOUNTS RECEIVABLE - OTHER	2011	2010
Other school boards	1,527,438	743,938
Government of Ontario	1,083,683	785,049
Government of Canada	1,016,136	535,253
Other	81,494	153,534
	3,708,751	2,217,774

5. DEFERRED REVENUE

The use of certain funds are restricted by Provincial government regulations. It is a requirement of the public sector accounting principles of the Canadian Institute of Chartered Accountants that these funds be reported as deferred revenue.

	Balance at 08/31/2010	Externally restricted revenue and interest	Revenue recognized	Transferred to DCC	Balance at 08/31/2011
Proceeds of disposition Education	81,864	-	-	-	81,864
Development Charge	704,803	227,915	120,273	-	812,445
Supplier advance	30,000	-	30,000	-	-
Green schools	85,773	-	38,386	-	47,387
Special education	-	10,381,480	10,312,186	-	69,294
Other Education grants	479,769	543,928	521,756	-	501,941
Other grants	-	8,811,800	6,149,466	2,662,334	-
	1,382,209	19,965,123	17,172,067	2,662,334	1,512,931

6. DEFERRED CAPITAL CONTRIBUTIONS 2011 2010 (restated)

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. The Ministry provided direction to the school boards in the establishment of the opening balance of the deferred capital contributions as disclosed in Note 2.

Beginning balance	83,424,620	83,424,620
Additions to capital contributions (net)	9,267,717	-
Revenue recognized in the period	(3,496,545)	-
Transfers from deferred revenue	2,662,334	-
	91,858,126	83,424,620

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

7. ACCRUED FUTURE PAID SICK LEAVE BENEFITS

During the year, the board undertook an actuarial valuation with respect to future paid sick leave benefits for the employees of the board. The valuation, which is performed every three years, calculated a total liability of \$10,204,862 consisting of an accrued benefit obligation of \$7,868,762 (2010 - \$7,348,112) and an unamortized actuarial loss of \$2,339,129. The loss is being recorded at \$168,455 per year over the expected average remaining service life of the employee group.

8. POST EMPLOYMENT/RETIREMENT BENEFITS

The board offers retired employees the option to continue with the board's group dental and health insurance plan until the age of 65. In order to stay in the plan, pre August 2005, retired employees are required to pay premiums at the average rate for all members of the plan rather than the actual rate for each retired employee.

As of September 1, 2007, staff retired after August 2005 pay actual retiree rates, if they chose to stay in the plan. Staff retired prior to August 2005 are grandfathered and will continue to benefit from the reduced rates.

The board undertook an actuarial valuation with respect to future retiree benefits for the pre-August 2005 retiree group. An estimated liability of \$845,276 (2010 - \$1,031,010) has been recorded in the accounts.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

9. LONG TERM LIABILITIES	2011	2010
4.90% debenture payable, semi-annual payments of \$58,141 including principal and interest.	1,546,915	1,585,958
6.5% debenture payable, semi-annual payments of \$772,885 including principal and interest	14,908,884	15,451,330
5.9% sinking fund debenture, annual sinking payments of \$226,287	6,111,797	6,111,797
4.867% debenture payable, semi-annual payments of \$375,851	8,945,498	9,250,640
4.56% OFA debenture payable, semi-annual payments of \$114,007	3,029,377	3,117,236
5.062% OFA debenture payable, semi-annual payments of \$170,274	2,288,977	2,341,385
5.384% OFA debenture payable, semi-annual payments of \$925,249	12,121,442	12,383,445
5.232% PCS Stage 1 loan payable, semi-annual payments of \$104,966	1,422,624	1,452,000
5.232% GPL Stage 4 loan payable, semi-annual payments of \$65,593	889,005	907,362
5.232% PTR Phase 2 loan payable, semi-annual payments of \$507,842	6,882,908	7,025,035
3% promissory note payable to the Roman Catholic Episcopal Corp. payable at \$40,000 per year plus interest.	400,000	400,000
Interest free note payable to the Roman Catholic Episcopal Corp., payable at \$20,000 per year	200,000	200,000
	58,747,427	60,226,188
Less: sinking fund assets	2,703,072	2,348,575
	56,044,355	57,877,613

Of the net long term liabilities outstanding of \$56,044,355, principal and sinking fund payments are payable over the next five years as follows:

	Principal	Sinking Fund Contributions	Total
2012	1,748,992	226,287	1,975,279
2013	1,968,704	-	1,968,704
2014	2,069,191	-	2,069,191
2015	2,175,302	-	2,175,302
2016	2,287,364	-	2,287,364
	10,249,553	226,287	10,475,840

As of August 31, 2011, the Board had \$224,500 in letters of credit outstanding related to ongoing construction projects.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

10. TRUST FUNDS

Trust funds administered by the Board amounting to \$26,569 (2010 - \$32,937) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

11. PENSION PLAN COSTS

All non-teaching employees of the school board are eligible to be members of the Ontario Municipal Employees Retirement System which is a multi-employer final average pay contributory plan. Not shown in the financial statements of the Board are the employer's contributions to the Teachers' Pension Plan. The funding for such is provided directly by the Provincial Government.

12. TRANSPORTATION CONSORTIUM

On October 1, 2008, the Board entered into an agreement with Grand Erie District School Board and Conseil Scolaire de District Catholique Centre-Sud Board in order to provide common administration of student transportation in the Region. This agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the Boards. Under the agreement, decisions related to the financial and operating activities of Student Transportation Services of Brant Haldimand Norfolk are shared. No partner is in a position to exercise unilateral control.

On October 14, 2010 Student Transportation Services of Brant Haldimand Norfolk was incorporated.

Below provides condensed financial information for the consortium.

	2011	
	Total	Board Portion
Financial Position		
Financial Assets	72,387	21,027
Liabilities	72,387	21,027
Accumulated Surplus	-	-
Operations		
Revenues	17,915,487	5,204,229
Expenses	17,915,487	5,204,229
Annual Surplus	-	-

The Board's consolidated financial statements reflect proportionate consolidation, whereby they include the assets that it controls, the liabilities that it has incurred and its pro-rata share of revenues and expenses.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

13.	EXPENDITURES BY OBJECT	Budget 2011 <i>(unaudited)</i>	Actual 2011	Actual 2010
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The following is a summary of current expenditures reported on the Consolidated Statement of Operations by object:

Current expenditures:

Salary and wages	78,503,980	77,932,767	75,933,884
Employee benefits	10,881,473	10,837,479	11,555,177
Staff development	275,232	293,861	320,163
Supplies and services	9,863,006	11,552,369	12,182,654
Interest on long term debt	3,298,526	3,271,718	3,047,226
Rental expenditures	185,098	210,543	765,127
Fees and contract services	7,589,167	7,381,434	7,822,826
Other	227,745	240,218	230,387
	110,824,227	111,720,389	111,857,444

14. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$20 million per occurrence.

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2011.

15. WORKPLACE SAFETY INSURANCE BOARD

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE FINANCIAL STATEMENTS

For the year ended August 31, 2011

16. CONTINGENCIES

The School Board has shared student transportation with the Grand Erie District School Board. There was an agreement that each Board invoiced each other at year end for transportation costs based on pre-1998 provincial funding determined by a mutually agreed calculation. The provincial funding changed in 2004 and the agreement expired August 31, 2004. The two boards reached an agreement in 2008, however any amounts owing, if any, have not been finalized. The board has recorded an estimated liability for the current year. Any adjustments to the estimate will be made when a final calculation has been agreed upon between the Boards.

The Board has received a statement of claim regarding certain employment matters. The claim is being reviewed by legal counsel. The amount and nature of the possible outcome is not determinable at this time and as a result, no provision has been made in the financial statements.

17. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

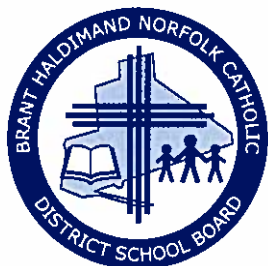
On June 1, 2003, the Board received \$1,965,017 from The 55 School Board Trust for its capital related debt eligible for provincial funding support pursuant to a 30-year agreement it entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, The 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable to the Board in respect of the NPF debt.

As a result of the above agreement, the liability in respect of the NPF debt is no longer reflected in the Board's financial position.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

SCHEDULE OF TANGIBLE CAPITAL ASSETS For the year ended August 31, 2011

Cost	Land	Building (40 years)	Portable structures	Equipment (5 years)	Equipment (10 years)	Computer hardware	Computer software	Vehicles	Construction in progress	Total 2011	Total 2010
Balance, beginning of year	6,602,328	114,773,076	3,277,200	6,142	2,162,482	3,703,125	540,220	140,987	2,329,261	133,534,821	127,905,118
Additions during the year	14,614	721,875	-	7,419	71,848	367,606	28,094	26,239	9,460,207	10,697,902	13,356,820
Disposals during the year	-	(503,699)	-	-	-	-	-	-	-	(503,699)	(7,727,117)
Balance, end of year	6,616,942	114,991,252	3,277,200	13,561	2,234,330	4,070,731	568,314	167,226	11,789,468	143,729,024	133,534,821
Accumulated Amortization											
Balance, beginning of year	-	25,551,114	2,432,983	-	1,330,091	2,961,211	396,207	18,980	-	32,690,586	29,493,490
Amortization during the year	-	3,136,479	113,322	1,228	194,126	321,865	71,880	28,198	-	3,867,098	3,735,944
Disposals, writeoffs & adjustments	-	(173,973)	-	-	-	-	-	-	-	(173,973)	(538,848)
Balance, end of year	-	28,513,620	2,546,305	1,228	1,524,217	3,283,076	468,087	47,178	-	36,383,711	32,690,586
Net book value of tangible capital assets	6,616,942	86,477,632	730,895	12,333	710,113	787,655	100,227	120,048	11,789,468	107,345,313	100,844,235



Brant Haldimand Norfolk Catholic District School Board

322 Fairview Drive, P.O. Box 217, Brantford, ON N3T 5M8
Phone: 519.756.6369 • Fax: 519.756.9913 • www.bhncdsb.ca

Cathy Horgan, Director of Education & Secretary

MANAGEMENT REPORT

Financial Statements ended August 31, 2011

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Brant Haldimand Norfolk Catholic District School Board are the responsibility of the board management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants, except that school generated funds balances and activities have not been included in these financial statements. A summary of the significant accounting policies is described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Board management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The board meets with management and the external auditors to review the financial statements and discuss any significant reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Millard, Rouse, Rosebrugh, Chartered Accountants, independent external auditors which have been appointed by the board. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

Cathy Horgan
Director of Education and Secretary

G. Wallace Easton
Associate Director and Treasurer

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Board of Trustees
Submitted on: December 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

INSURANCE RENEWAL Public Session

BACKGROUND INFORMATION:

The Board's property and liability insurance is currently covered by the Ontario School Boards' Insurance Exchange (OSBIE), which is a reciprocal cooperative established in 1987. Premiums are established annually based on OSBIE's overall experience. OSBIE insures most school boards and several joint ventures in Ontario.

DEVELOPMENTS:

For 2012, based on actuarial estimates, the following rate adjustments are required:

Liability	+2%
Property	0%
Boiler	0%
Crime	0%
Automobile	0%

Due to inflationary costs, a nominal rate increase was required for the base liability insurance. Appendix A is a summary which includes a history of OSBIE premiums, as well as the current premiums for our Board.

In addition to their regular insurance program, OSBIE provides an incentive program to help reduce fees even further.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2012 insurance renewal premium, payable to the Ontario School Board's Insurance Exchange, in the amount of \$209,114.70, plus PST.

Brant Haldimand Norfolk Catholic District School Board

OSBIE INSURANCE

Insurance Premium Excluding Taxes				
Description	2009	2010	2011	2012
Property	\$56,067.00	\$68,526.00	\$85,511.00	\$100,091.00
Crime	\$5,413.00	\$5,395.00	\$5,335.00	\$5,132.00
Boiler and Machinery	\$3,838.00	\$3,939.00	\$3,939.00	\$3,838.00
Liability	\$102,181.00	\$122,791.00	\$107,608.00	\$88,156.00
Non-Owned Auto	\$1,032.00	\$1,240.00	\$1,086.00	\$890.00
Subtotal	\$168,531.00	\$201,891.00	\$203,479.00	\$198,107.00
Fleet Automobile	\$8,735.00	\$9,961.00	\$9,960.00	\$11,007.70
Total Insurance Premium	\$177,266.00	\$211,852.00	\$213,439.00	\$209,114.70
Coverages:				
· Total Property	Unlimited			
· Crime	\$500,000			
· Deductible	\$10,000			
· Boiler and Machinery	Unlimited			
· Auto Limit	\$24 million			
· Liability	\$24 million			

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

ROBOTICS AND PATHWAYS PROGRAM

Public Session

BACKGROUND INFORMATION:

Last spring the Board endorsed a strategy to support our elementary schools in providing access to a robotics program for our Grade 8 students beginning in September 2011.

DEVELOPMENTS:

Beginning in the fall of 2011, Board staff began the process of introducing the VEX Robotics program to all Grade 8 classrooms in our system. The Robotics program introduces students to elements of technological design, problem solving, cooperative learning, report writing, construction, physics and information technology in a way that is aligned with the revised Ontario Curriculum (Science and Technology).

To date, twelve schools have been introduced to the program encompassing fourteen classrooms. Our itinerant technology teacher spends two - 300 minute sessions with classroom teachers (co-teaching lessons related to robotics). The classroom teachers are supported in the lessons using SmartBoard technology. The remainder of the classes in the system will be visited after Christmas, ending at the beginning of May. Following the completion of the program, schools will be invited to participate in a VEX Robotics Competition. In the late spring, the results of the competition and a demonstration will be brought to the Board.

In addition to the VEX Robotics program, classes will visit secondary schools during exam weeks in January and June. Grades 7/8 and 8 classes will visit in January and Grades 6/7 and 7 will participate in June. The students will spend two days at the secondary school cycling through the different technology areas and doing hands-on work.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Robotics and Pathways report.

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

Prepared by: Chris N. Roehrig, Superintendent of Education
Presented to: Board of Trustees
Submitted on: December 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

EXCURSION – NEW YORK CITY, NY

Public Session

BACKGROUND INFORMATION:

St. John's College is requesting approval for an excursion to New York City, NY from Saturday, March 10, 2012 to Tuesday, March 13, 2012 (no school days).

DEVELOPMENTS:

Approximately ten (10) Grade 12 Specialist High Skills Major Hospitality students will participate in this field trip. The supervising male teacher will be Tom Mercante with the female chaperone yet to be determined. The anticipated cost of the trip for each student is approximately \$840.

This excursion will complement and enhance the curriculum by providing a visual and interactive approach to learning. Students will enjoy new culinary and educational activities and return to the classroom with hands-on-experience. They will also explore New York City's famous culinary neighbourhoods which will include the Institute of Culinary Education and the Food Network Studios. The students will also participate in a guided National 9/11 Memorial tour.

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

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to New York City, NY from Saturday, March 10, 2012 to Tuesday, March 13, 2012.

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

Prepared by: Maxine Smitiuch, Student Trustee
Presented to: Board of Trustees
Submitted on: December 13, 2011
Submitted by: Cathy Horgan, Director of Education & Secretary

STUDENT TRUSTEE REPORT

Public Session

BACKGROUND INFORMATION:

The Student Senate held its most recent meeting on November 15, 2011.

DEVELOPMENTS:

At the meeting, we reviewed the thoughts and notes that Dan Moynihan left us with, and went further in depth with our analysis and planning for the spring symposium. Logistics were discussed including setting a date for the event, and ideas regarding the way we would like to go about formatting the symposium were exchanged.

SCHOOL NEWS:

Veterans joined students at Assumption College School for a meaningful Remembrance Day service where everything that soldiers did and still do for us was remembered. The school's annual "Pennies for Heaven" campaign in support of the needy in the community is off to a great start.

Holy Trinity started November with a Bullying Awareness week, which included some students committing to a "vow of silence." Students did not speak for a full day to mirror the way that bullying victims feel when not having a voice. A successful Coffee House was held on November 23, which showcased students' talents including singing, playing instruments, and reading poetry.

St. John's College held a beautiful Remembrance Day service, which featured a video on the War Museum in Brantford that the Technology class made to share with the Veterans in attendance. At the museum, there is a wall made of bricks and when a donation is made, a brick is added to the wall. Students hosted a bake sale so a brick could be donated by St. John's College. The Leadership class organized an "11:11 Make a Wish" event, an evening of fun and music for everyone. Proceeds were donated to the Make a Wish Foundation. The annual Angel campaign kicked off in mid-November. Monies collected from all homeroom classes will be used to create gift baskets filled with essentials for families in the school community. The goal is to raise \$10,000.

Academic Award ceremonies have taken place in all three secondary schools and all schools held their Semi Formals on December 3, 2011.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Student Trustee Report.



2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
December 13, 2011	7:00 pm	Board Meeting	
December 14, 2011	7:00 pm	Joint SEAC Meeting with GEDSB	X
December 20, 2011	1:00 pm	Student Transportation Services BHN Board of Directors' Mtg.	
<i>December 26, 2011 - January 6, 2012</i>		<i>CHRISTMAS BREAK</i>	
January 10, 2012	9:30 am	Executive Council Mtg.	X (time)
January 10, 2012	7:00 pm	Policy Committee Meeting	X
January 11, 2012	7:00 pm	SEAC Meeting	
January 13-14		OCSTA PD Seminar	
January 17, 2012	7:00 pm	Committee of the Whole	
January 24, 2012	7:00 pm	Board Meeting	
February 8, 2012	7:00 pm	SEAC Meeting	
February 14, 2012	9:30 am	Executive Council Mtg.	X (time)
February 16, 2012	1:30 pm	Faith Advisory Committee Mtg.	
February 21, 2012	7:00 pm	Committee of the Whole	
February 28, 2012	1:00 pm	Student Transportation Services BHN Board of Directors' Mtg.	
February 28, 2012	7:00 pm	Board Meeting	
March 6, 2012	9:30 am	Executive Council Mtg.	X (time)
March 7, 2012	1:30 pm	Catholicity Committee Mtg.	
<i>March 12 – 16, 2012</i>		<i>MARCH BREAK</i>	
March 20, 2012	7:00 pm	Committee of the Whole	
March 21, 2012	7:00 pm	SEAC Meeting	
March 27, 2012	7:00 pm	Board Meeting	
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	Official Opening & Blessing – St. Basil – Bishop Crosby	X
April 11, 2012	7:00 pm	SEAC Meeting	
April 17, 2012	7:00 pm	Committee of the Whole	
April 24, 2012	7:00 pm	Board Meeting	
April 26 - 28, 2012		OCSTA AGM	
May 2 – 4, 2012		Board Art Show	
May 3, 2012	5:00 pm	Catholic Student Leadership Awards; with Bishop Fabbro	
<i>May 6 – 11, 2012</i>		<i>Catholic Education Week</i>	
May 8, 2012	2:00 pm	Executive Council Mtg.	
May 8, 2012	6:00 pm 6:30 pm	Celebration of the Arts – art viewing Celebration of the Arts - performances	
May 15, 2012	7:00 pm	Committee of the Whole	
May 16, 2012	7:00 pm	SEAC Meeting	
May 22, 2012	7:00 pm	Board Meeting	
May 23, 2012	1:00 pm	Catholicity Committee Mtg.	
May 29, 2012	1:30 pm	Faith Advisory Committee Mtg.	
June 7-9, 2012		CCSTA Convention	
June 12, 2012	9:00 am	Executive Council Mtg.	
June 13, 2012	7:00 pm	SEAC Meeting	
June 19, 2012	7:00 pm	Committee of the Whole	
June 25, 2012	4:45 pm	Assumption College Graduation	
June 26, 2012	7:00 pm	Board Meeting	
June 28, 2012	7:00 pm	St. John's College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	