

**Committee of the Whole**  
**January 17, 2012 7:00 pm**  
**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 & Secretary), Tom Grice (Superintendent of Business & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education)

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**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 - Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

- 4.1 Approval of Committee of the Whole Meeting Minutes – November 15, 2011 Pages 3-8
- 4.2 Unapproved Special Education Advisory Committee Meeting Minutes – December 14, 2011 Pages 9-10
- 4.3 Unapproved STSBHN Board of Directors Meeting Minutes – December 20, 2011 Pages 11-12

**5. Committee and Staff Reports**

- 5.1 Unapproved Policy Committee Meeting Minutes and Recommendations - January 10, 2012 Pages 13-15  
*Presenter: June Szeman, Chair of Policy Committee*
  - Home Instruction Policy 200.17 (pgs. 16-23)
- 5.2 2011-12 Revised Budget Pages 24-41  
*Presenter: Tom Grice, Superintendent of Business & Treasurer*
- 5.3 Early Learning Kindergarten Program – Additions: St. Mary's/St. Gabriel Schools Page 42  
*Presenter: Tom Grice, Superintendent of Business & Treasurer*

## **6. Information and Correspondence**

6.1 OCSTA Update

## **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**

Page 43

## **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 visions. 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**

*Next Meeting: February 21, 2012 7:00 pm*



**Committee of the Whole**  
**Tuesday, November 15, 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), Wally Easton (Associate Director, Corporate Services & Treasurer), Bill Chopp, Trish Kings and Chris Roehrig (Superintendents of Education), Tom Grice (Assistant Superintendent of Business)

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**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: Bonnie McKinnon

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the November 15, 2011 meeting.

**Carried**

**1.4 Declaration of Interest – Nil**

**2. Presentations – Nil**

**3. Delegations - Nil**

**4. Consent Agenda**

Trustee Blake requested that Item 4.2 be discussed separately.

**4.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the October 18, 2011 meeting.



- 4.3** THAT the Committee of the Whole refers the unapproved minutes from the Regional Catholic Parent Involvement Committee meeting of November 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4** THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee meeting of November 9, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Rick Petrella

Seconded by: Dan Dignard

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

**Carried**

Trustee Blake asked several questions of clarification regarding the minutes from the recent Student Transportation Services BHN Board of Directors' meeting including Brantford city taxi rates, bus carrier contracts, Safety Patrollers' recognition, and goals. Staff responded to Trustee Blake's inquiries.

- 4.2** THAT the Committee of the Whole refers the unapproved minutes from the Student Transportation Services Brant Haldimand Norfolk Board of Directors' meeting of October 25, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: Rick Petrella

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives Item 4.2 under the Consent Agenda.

**Carried**

## **5. Committee and Staff Reports**

### **5.1 Unapproved Policy Committee Meeting Minutes and Recommendations – November 8, 2011**

Trustee Blake, Chair of the Policy Committee, brought forward two recommendations from the Policy Committee meeting, as follows:

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 Policy Committee recommends that the Committee of the Whole refers the Trustees' Code of Conduct Policy 100.04 (Interim) to the Brant Haldimand Norfolk Catholic District School Board for approval.



Trustee Petrella made the following motion:

THAT the Committee of the Whole refers the Trustees' Code of Conduct Policy 100.04 (Interim) back to the Policy Committee for additional review and consideration.

Moved by: Rick Petrella

Seconded by: Dan Dignard

**Carried**

There was no discussion regarding the Volunteers Policy.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

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

**Carried**

## **5.2 Unapproved Accommodations Committee Meeting Minutes and Recommendations – November 8, 2011**

Trustee Dignard, Chair of the Accommodations Committee, commented that he was pleased with the direction the Committee had taken to develop a process and to initiate dialogue with stakeholders regarding potential school closures rather than going directly into Accommodation Reviews. Director Horgan clarified that staff were in the process of investigating these options, which would be presented to Trustees in the near future. Trustee Dignard presented the following recommendations from the Committee meeting:

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.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole refers the unapproved minutes from the Accommodations Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations from the Accommodations Committee Meeting of November 8, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



### **5.3 Monitoring Student Achievement: School Supervision**

Superintendent Kings updated Trustees on the development of a new Catholic Elementary School Evidence Portfolio that every elementary principal will maintain in an effort to promote ongoing reflection, dialogue, monitoring and evaluation. The Portfolio will be reviewed by the Superintendent and Principal at regular school visits to assist with more structured, focused conversations on the progress of the School Improvement Plan, the principal's annual growth plan, and general school operational issues. Director Horgan expressed her thanks to Superintendents Kings and Chopp for their efforts and work in developing this excellent resource.

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Monitoring Student Achievement: School Supervision report.

**Carried**

### **5.4 Board Enrolment**

Assistant Superintendent Grice reported that the October 31, 2011 Average Daily Enrolment numbers provided to the Ministry reflect seven Full Time Equivalent (FTE) students lower than June's projected enrolment, and 64.5 FTE higher at the secondary panel. The Ministry uses the October 31 enrolment data for grant purposes.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Board Enrolment report.

**Carried**

### **5.5 Excursion – Cleveland, OH**

Superintendent Roehrig advised that approximately 50 Grades 10-12 students from Assumption College School have an opportunity to participate in a field trip in May 2012 that will enhance the cultural and social components of the school's music curriculum. They will also participate in two performances during their excursion.

Moved by: Dan Dignard

Seconded by: Rick Petrella

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.

**Carried**



**5.6 Excursion – Washington, DC**

Superintendent Roehrig advised that approximately 48 Grade 11 students from Assumption College School have an opportunity in May 2012 to visit numerous cultural and historical landmarks and sites to further enhance their understanding of world history.

Moved by: Bonnie McKinnon

Seconded by: June Szeman

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, 2012.

**Carried**

**6. Information and Correspondence**

Director Horgan brought forward a recommendation that the award that trustees present annually at secondary school graduations be given a more descriptive name. Trustees agreed that the award should be called the *Catholic Christian Service Award*, rather than the Rainbow Award. Director Horgan will advise the secondary schools of the new name.

Vice Chair Szeman commented on the annual Remembrance Day Service that she attended at St. John's College last week. It was a very powerful and moving service, in particular the visual production on the Canadian Heritage War Museum. She expressed her pride in the students' exemplary conduct.

Moved by: Dennis Blake

Seconded by: June Szeman

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

**Carried**

**7. Notices of Motion - Nil**

**8. Trustee Inquiries**

Trustee Blake asked that the Board's sign on the front lawn of the Catholic Education Centre be lit up at night.

In response to Trustee Petrella's inquiry regarding the status of the Information Technology Strategic Plan, Assistant Superintendent Grice advised that it would be presented to Trustees in the new year.

**9. Business In-Camera**

Moved by: June Szeman

Seconded by: Rick Petrella

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

**Carried**



**10. Report on the In-Camera Session**

Moved by: 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 2011-12 meetings and events was reviewed by Trustees. Meetings for the Accommodations Committee and Audit Committee were scheduled for December.

**12. Closing Prayer**

**13. Adjournment**

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of November 15, 2011.

**Carried**



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**JOINT SPECIAL EDUCATION ADVISORY COMMITTEE**  
**Wednesday, December 14, 2011 – 7:00 p.m.**  
**Boardroom - Catholic Education Centre, 322 Fairview Drive, Brantford**

**MINUTES**

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**1. Welcome**

Cliff Casey, Chair of the BHNCDSB Board, welcomed all attendees.

**2. Opening Comments**

Rita Collver, Chair of the GEDSB Board and the GEDSB SEAC, thanked those individuals who worked to put together the joint SEAC meeting and spoke to the importance of the Mental Health and Addictions Strategy being introduced.

**3. Opening Reading**

Dianne Wdowczyk, BHNCDSB SEAC Chair, led the reading of "The Station".

**4. Introductions of SEAC Members & Champion School Representatives**

Terre Slaght, BHNCDSB Principal of Program: Special Education and Wayne Hobbs, GEDSB Executive Supervisor of Student Support Personnel, introduced representatives from their Board's Champion Schools.

**5. Approval of Minutes**

**5.1. Grand Erie District School Board**

Moved by: David Dean

Seconded by: Jane Angus

THAT the SEAC Committee approves the minutes for the November 10, 2011 meeting.

**Carried**

**5.2. Brant Haldimand Norfolk Catholic District School Board**

Moved by: Lisa Stockmans

Seconded by: Colleen Demarest

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

**Carried**

**6. Approval of Agenda**

The agenda was approved as distributed.

**7. Presentation on the Child and Youth Mental Health Strategy for Local School Boards**

**7.1. Overview**

Wayne Hobbs gave an overview of the mental health strategy. He explained the working relationship between the two school boards. Wayne distributed a copy of a media release and it was discussed.



**7.2. Open Minds, Healthy Minds - Ontario's Comprehensive Mental Health and Addictions Strategy – Provincial Overview**

Bill Chopp introduced Barry Finlay, Director of the Special Education branch of the Ministry of Education. Barry Finlay spoke of the importance of the relationship between the two boards. Various other Ministries worked together to create the mental health strategy. The first three years of this strategy will focus on children and youth. \$257 million (\$93 million a year) has been budgeted to fund the different components of the strategy. Barry outlined the themes, indicators and initiatives that comprise the three-year plan. A resource guide for mental health related to K-12 will be released. Next steps are already being planned. Wayne Baker, Superintendent of Education, GEDSB, thanked Barry for his presentation.

**7.3. Introduction of Mental Health Workers in School District**

Flora Ennis, Woodview Children's Mental Health & Autism Services, gave a brief introduction of Woodview, explaining what services they provide. Deb Young, Haldimand-Norfolk REACH then offered an overview of the programs and services provided by H-N REACH. Flora and Deb explained the school-based clinical support program and explained the focus of the service and the objectives. Services available were outlined. Mental health workers will be housed at their respective mental health agencies. Each school board will have one main contact regarding the mental health services (Wayne Hobbs –GEDSB/Terre Slaght – BHNCDSB). Discharge planning will also be done and support plans/next steps will be made available to them. An advisory group was formed and will continue to meet to discuss barriers, etc. Terre Slaght thanked Flora and Deb for their work, dedication and support.

**7.4. Enhancing Mental Health Literacy in Our Schools**

Lisa Hill, Coordinator for the Brant, Haldimand, Norfolk Student Support Leadership Initiative, explained the plans that are being developed for student support leadership. She spoke to the work of the local "cluster" group. She explained how we are supporting mental health literacy in our schools. A guide to promote mental health literacy has been developed to help educators. A database is being developed that will have information for teachers. Promotion materials are also being developed.

**7.5. Question and Answer Session**

A question and answer session was held.

**7.6. Closing Remarks**

Cathy Horgan expressed her pleasure in hosting this meeting. Wayne Baker spoke of the momentum that has started with this initiative and his hope that it will continue.

**8. Adjournment**

Dianne Wdowczyk thanked all for attending and adjourned the meeting.



**GRAND ERIE DISTRICT SCHOOL BOARD  
BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD  
CONSEIL SCOLAIRE DE DISTRICT CATHOLIQUE CENTRE-SUD**

**STUDENT TRANSPORTATION SERVICES OF BRANT HALDIMAND NORFOLK (STSBHN)**

**Board of Directors' Special Meeting  
Tuesday, December 20, 2011 2:00 p.m.  
Teleconference**

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**Present on Teleconference:**

Jamie Gunn, Superintendent of Business & Treasurer, GEDSB – President  
Don Werden, Trustee, GEDSB – Director  
Tom Grice, Assistant Superintendent of Business, BHCNDSB  
Dan Dignard, Trustee, BHCNDSB – Director  
Mario Nantel, Director of Transportation and Payroll, CSDCCS – Director  
Philip Kuckyt, Manager of Transportation, STSBHN – Secretary / Treasurer

**Regrets:**

Wally Easton, Associate Director and Treasurer, BHCNDSB – Director  
Bobby Somaroo, Superintendent of Business, CSDCCS – Director  
Paula Curran, Assistant to the Superintendent of Business, GEDSB – Recording Secretary

**Minutes Only:**

John Forbeck, Director of Education & Secretary, GEDSB  
Cathy Horgan, Director of Education & Secretary, BHCNDSB  
Réjean Sirois, directeur de l'éducation, CSDCCS

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**Minutes**

- 1.0 Call to Order, Welcome and Introductions – Secretary
- 2.0 Points of Discussion on the Teleconference
  - 2.1 Board of Directors' Special Report
    - P. Kuckyt highlighted the key points of the Board of Directors' Report – relating to the BPS Directive, E&E recommendations, and the RFP process.

## 2.2 Current and Future Environment Analysis

- P. Kuckyt highlighted the known information about RFP activity in the province and what details were known about consortiums' intentions to RFP services over the next 18 months.

## 2.3 Opportunity to Work with neighbouring Consortia

- P. Kuckyt highlighted potential opportunities of achieving economies of scale by working with a neighbouring consortium.

## 2.4 Specific items included in the draft RFP document

The Board of Directors reviewed and assessed various components of the draft RFP document for Home to School Transportation Services. The following components were agreed to for inclusion in the final draft:

- No single proponent shall be contracted to provide more than 55% of the total routes with no cap on the % of routes per zone.
- The responses will be evaluated and scored with equal weighting on Stage II – Technical Requirements and Stage III – Financial Proposal.
- To be considered, a proponent must score at least 65% on Stage II – Technical Requirements. Those scoring less than 65% will not be considered for Stage III.
- Bidders would be asked to provide a separate price for the value added feature of GPS devices linked to the consortium server.
- The evaluation committee would be M. Nantel, P. Kuckyt, and one additional member to be determined.

## 3.0 Next Steps

- The Board of Directors requires more information on some matters covered in the RFP discussion and is interested to see if information contained in the Task Force Report will influence the RFP document. The Report has been submitted to the Ministry of Education and may be released as a public document in the future.

That the Board of Directors accept the information discussed at the Special Meeting and will reconvene, via teleconference, on January 13, 2012 at 1:00 p.m. to finalize a decision on the release and items to be included in the RFP document.

## 4.0 Adjournment – Secretary 4:15p.m.

Moved: J. Gunn

Seconded by: M. Nantel

“That the Board of Directors’ special meeting on December 20, 2011 be adjourned.”

**CARRIED**

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Jamie Gunn, President

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Date

# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

January 10, 2012

<b>AGENDA ITEM</b>	<b>MOTION</b>
2.1	THAT the Policy Committee recommends that the Committee of the Whole refers the Home Instruction Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of January 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendation from the Policy Committee Meeting of January 10, 2012 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Policy Committee**  
**January 10, 2012 7:00 pm**  
**Boardroom**

**Present:** June Szeman (Chair), Cliff Casey, Bill Chopp, Dan Dignard, Cathy Horgan, Bonnie McKinnon, Rick Petrella  
**Absent:** Dennis Blake

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with a prayer led by June Szeman.

**1.2 Attendance** – as noted above.

**1.3 Approval of the Agenda**

Trustee Petrella requested the addition of 3.2 with regards to bylaws.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Policy Committee approves the agenda for the January 10, 2012 meeting, as modified.

**Carried**

**1.4 Approval of Policy Committee Meeting Minutes – November 8, 2011**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes of the November 8, 2011 meeting.

**Carried**

**2. Committee and Staff Reports**

**2.1 Home Instruction Policy**

Superintendent of Education Bill Chopp presented the revised Home Instruction Policy. Minor changes were made.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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

**Carried**

**3. Discussion Items**

**3.1 Posting of trustee expenses**

This item was deferred to the next meeting. Trustees will receive a copy of the specific Ministry requirements regarding trustee expenses.

### **3.2 Bylaws**

Trustee Petrella added this item to the agenda. A review of the bylaws was requested and Trustees will receive a copy of the bylaws, for future discussion, no later than Tuesday, January 17, 2012.

### **4. Adjournment**

Chair June Szeman will set future Policy Committee meeting dates. The next agenda will include Admissions.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Policy Committee adjourns the meeting of January 10, 2012.

**Carried**

*Next Meeting: To be determined.*

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: January 10, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

**HOME INSTRUCTION**  
Public Session

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**BACKGROUND INFORMATION:**

In order to conform to the attendance policy of the district, there was a need to review the Home Instruction Policy.

**DEVELOPMENTS:**

The Home Instruction Policy was reviewed by the elementary and secondary administrators and the Human Resource Department. The purpose of the review accomplished two goals:

1. To distinguish the differences between Home Instruction and Home Schooling.
2. To propose a process for the hiring of home instruction teachers.

All feedback was reviewed and included as required into the final attached version.

**RECOMMENDATION:**

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



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Home Instruction**

		<b>Policy Number:</b>	200.17
<b>Adopted:</b>	April 24, 2001	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>		<b>Policy Category:</b>	Students
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board recognizes the need for all students to succeed. The Board, in cases where a student registered in the district will be absent from school for a prolonged period of time, will provide home instruction to ensure continuity of programming.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will ensure that home instruction is provided for student(s) who cannot attend regular day school classes. The appropriate Superintendent of Education will arrange for home instruction to be provided for a student when:

- § Medical evidence that the pupil cannot attend school is provided to the Principal; and
- § A Principal of a school becomes aware that a student will be absent for an extended period of time (more than three (3) weeks). It should be noted that a pupil with an infectious disease is not eligible for home instruction during the contagious stages of the disease, but school work and/or assignments can be provided for the student by the classroom teacher upon request from the parent. Such work/assignments will only be provided if it is deemed by school personnel that the student is willing and able to complete the work/assignments given. Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. This “waiting period” can be waived if the Principal is made aware of the need for home instruction well in advance of the first day of the anticipated absence of the student. It is understood that the home instruction arrangement is a temporary measure to assist the student in making the transition back to regular school attendance.

**Glossary of Key Policy Terms:**

**Home Instructors**

Home Instructors are board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors shall be qualified teachers and hired through the Home Instructor application process as designed by the Human Resources department. They may be the student’s teacher or another teacher from the staff of the student’s school. If the student’s teacher or another teacher from the staff of the student’s school is willing to provide home instruction, this instruction will occur outside the regular hours of the school day.

**References:**

Regulation 298 Subsection 11 (11) – School Attendance  
Education Act – Section 21 (2)(b)



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## Home Instruction AP 200.17

<b>Procedure for:</b>	Principals	<b>Adopted:</b>	April 24, 2001
<b>Submitted by:</b>	Bill Chopp, Superintendent of Education	<b>Revised:</b>	Month, dd. yyyy
<b>Category:</b>	Students		

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### Purpose

To provide direction for school principals/vice-principals regarding students requiring home instruction.

### Responsibilities

#### Superintendent of Education

The Superintendent of Education will coordinate the implementation of the home instruction procedures.

#### Principal

The school Principal will complete the application for home instruction and monitor the home instruction.

#### Parents (Students over 18)

Parents will provide necessary documentation to apply for home instruction.

#### Home Instruction Teacher

The Home Instruction Teacher will provide instruction as per school direction.

### Procedures

#### 1.0 Superintendent of Education

##### The Superintendent of Education will:

- § compile a list of qualified candidates willing to be employed as Home Instruction Teachers within various subject/grade levels and within specific geographic areas of the Board. It is understood that for students in Grades 11 and 12, every attempt will be made to employ a subject specialist for the student.
- § cancel home instruction if:
  - § the student cannot or does not make himself/herself available.
  - § the student is oppositional to Home Instruction.
  - § the Home Instructor's safety is in question.

#### 2.0 Principal

##### The Principal will:

- on becoming aware that a student will be absent for an extended period of time (more than 3 weeks), inquire of the parent/guardian whether the student is able to take instruction and receive an estimated length of time instruction will be needed.
- have the family obtain and present to the school a completed Home Instruction Application (Form A), indicating the nature of the medical condition, the fact that the student is unable to attend school but is able to receive instruction and complete school work/assignments, and provide the expected date of return to school.
- ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at a location other than the school. Some subjects require emphasis on practical experience and do not lend themselves to effective instruction outside the school setting.
- take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs.
- determine the optimum number of instruction hours per week to a maximum of three (3) hours.



- complete Form A and send it to the appropriate Superintendent for approval.

### 3.0 Classroom Teacher

#### The Classroom Teacher will:

- prepare appropriate materials to be given to the Home Instruction Teacher. These include: syllabus, course outlines, marking scheme, text, novel, course documents, etc.
- provide assessments and evaluations for the Home Instruction Teacher, i.e. tests, quizzes, final exams, written assignments.
- work cooperatively with the Home Instruction Teacher.

### 4.0 Home Instruction Teacher

#### The Home Instruction Teacher will:

- § contact/visit the school to obtain relevant information regarding the pupil's educational needs.
- § contact the home to arrange a schedule of up to 3 (three) hours per week of instruction. The instruction may take place in the home, hospital or another mutually agreed upon location.
- § prior to designated reporting periods, provide the classroom teacher with all relevant assessment, evaluation and reporting information collected on behalf of the student. This includes comments for the report card.
- § complete the appropriate payroll sheets (Form C) monthly and attach a report (Form B) of the instruction given and progress made by the student. These must be sent to the Principal who will sign and forward to the appropriate Superintendent.
- § be paid at the Continuing Education pay rate as per the elementary and secondary teacher's collective agreements.
- § contact the Principals if:
  - § there is concern of personal safety;
  - § the student cannot or will not make himself/herself available; and/or,
  - § the student is oppositional to Home Instruction.

### 5.0 Parent/Guardian

#### The Parent/Guardian will:

- § create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur.
- § notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled.
- § ensure a quiet working area conducive for learning where the Home Instruction can take place.
- § be present in the home or alternative location while the instruction is taking place.

### 6.0 Student

#### The Student will:

- § complete as much work as possible independently and use the home instruction time to ask questions/seek clarification.
- § complete assignments by the deadline(s) provided.
- § be prepared to work with the Home Instruction Teacher during the arranged time.

## Definitions

### Home Instructors

Home Instructors are board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors will be hired through the Home Instructor application process as designed by the Human Resources department. They may be the student's own teacher or another teacher from the staff of the student's school. If the student's own teacher, or another teacher from the staff of the student's school are willing to provide home instruction, this instruction will occur outside the regular hours of the school day.



**References**

Regulation 298 Subsection 11 (11) – School Attendance  
Education Act – Section 21 (2)(b)



Student \_\_\_\_\_ OEN: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Male  Female

Name of Parent/Guardian: \_\_\_\_\_ Tel: \_\_\_\_\_

Nature of student's inability to attend school: \_\_\_\_\_

Medical certificate attached:  To follow:

Date last attended school: \_\_\_\_\_ Date home instruction to commence: \_\_\_\_\_

Anticipated date of return: \_\_\_\_\_

Signature of Principal or Vice-Principal: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Grade/Level:</b>
<b>Subject:</b>
<b>Date to begin:</b>

Approval: \_\_\_\_\_ hours per week

\_\_\_\_\_  
Name of Home Instruction Teacher

\_\_\_\_\_  
Superintendent of Education

Date: \_\_\_\_\_  
yy mm dd

Home Instruction is now complete:

Last day of instruction: \_\_\_\_\_  
yy mm dd

\_\_\_\_\_  
Principal

When instruction is complete, please return this form to the Superintendent of Education.



Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Date of Instruction: \_\_\_\_\_

**Summary/Comment**

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Date: \_\_\_\_\_

**Summary/Comment**

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Date: \_\_\_\_\_

**Summary/Comment**

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Date: \_\_\_\_\_

**Summary/Comment**

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Date: \_\_\_\_\_



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

Prepared by: T. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: January 17, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

**REVISED BUDGET ESTIMATES – 2011-12**

Public Session

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**BACKGROUND INFORMATION:**

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

**DEVELOPMENTS:**

The 2011-12 Revised Budget is attached for your information as Appendix A. Actual enrolment at October 2011 was less than preliminary projections by ten elementary pupils and more than preliminary projections by 56 secondary pupils. This resulted in a net increase of approximately \$240,000 in General Operating grants. Since the approval of the original budget, the Ministry has introduced some additional grants to fund specific curriculum initiatives in the amount of approximately \$290,000.

There have been some changes in the Revised Budget as a result of restating the Teacher Salary budget to reflect actual staff at October 31, 2011 as well as a reduction of approximately \$215,000 in the Teacher Compensation allocation and \$200,000 in Tuition Fee Revenue. The 21<sup>st</sup> Century Learning initiative has had its costing reviewed and, as a result of additional work being completed in the prior year, a net savings of \$200,000 has been realized. An additional reduction of approximately \$150,000 in Transportation expenditures has been adjusted as a result of the Transportation policy changes made earlier this year.

Included in the Revised Budget is a benefit increase with respect to premium cost for six months, March to September, of approximately \$155,000 and the inclusion of \$158,854 in Vacation Accrual for Public Sector Accounting Board (PSAB) compliance purposes.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the 2011-12 Revised Budget Estimates, in the amount of \$121,596,393.

Brant Haldimand Norfolk Catholic District School Board

**REVENUE ESTIMATES 2011-2012**

	Revised 2011-12	Preliminary 2011-12	Incr (Decr)
<b>GENERAL LEGISLATIVE GRANTS</b>			
Foundation Allocation - Base Amount - Elementary	29,253,402	29,298,488	(45,086)
Foundation Allocation - Base Amount - Secondary	21,663,969	21,378,912	285,057
<b>Total: Foundation Allocation (includes Primary Class size)</b>	<b>50,917,371</b>	<b>50,677,400</b>	<b>239,971</b>
School Foundation	8,593,575	8,570,665	22,910
Special Education Allocation	11,113,399	11,087,990	25,409
Language Allocation	1,352,821	1,301,957	50,864
Distant Schools/Small Schools Allocation	82,763	82,530	233
Remote & Rural Allocation	1,320,900	1,323,369	(2,469)
Learning Opportunity Allocation	1,526,988	1,525,243	1,745
Adult & Continuing Education & Summer School	3,224	-	3,224
Teacher Compensation Allocation	8,466,474	8,681,192	(214,718)
New Teacher Induction Program (NTIP)	83,028	98,330	(15,302)
Restraint Savings	(67,355)	(67,355)	-
Transportation Allocation	5,076,010	5,065,796	10,214
Administration & Governance Allocation	3,460,733	3,453,058	7,675
School Operations Allocations	10,413,247	10,385,586	27,661
Community Use of Schools	154,041	154,041	-
Declining Enrolment Adjustment	973,130	947,662	25,468
Program Enhancement	328,100	328,100	-
First Nation Supplemental Allocation	118,722	118,278	444
Safe Schools	201,916	200,965	951
Permanent Financing of NPF	146,395	146,395	-
<b>Total: OPERATING</b>	<b>104,265,482</b>	<b>104,081,202</b>	<b>184,280</b>
Deduct MTCA Allocation	(2,606,637)	(2,602,030)	(4,607)
Temporary Accommodation	140,000	140,000	-
<b>TOTAL LEGISLATIVE GRANT-OPERATING</b>	<b>101,798,845</b>	<b>101,619,172</b>	<b>179,673</b>
<b>Capital Allocation</b>			
School Renewal Allocation	1,452,555	1,450,094	2,461
Short Term Financing	28,550	-	28,550
Debt Charges Allocation -Interest	2,828,956	2,828,956	-
<b>TOTAL LEGISLATIVE GRANT-OPERATING</b>	<b>106,108,906</b>	<b>105,898,222</b>	<b>210,684</b>
Amortization of DCC	3,844,850	3,844,850	-
Allocate to Deferred Revenue DCC(re MTA)	2,579,637	2,575,030	4,607
SEA Formula based Funding (fr Deferred)	69,294	-	69,294
	112,602,687	112,318,102	284,585
<b>OTHER REVENUE</b>			
Tuition fees	1,273,841	1,472,597	(198,756)
Rental Revenue	89,184	73,140	16,044
Interest Earned	60,000	40,000	20,000
Sinking fund Interest	-	-	-
Miscellaneous Revenue	80,988	80,988	-
Shared Facilities	135,732	149,215	(13,483)
EDC Fund Revenue (re: Debenture Payment)	68,367	68,367	-
<i>Miscellaneous Gov't Grants</i>			
Early Learning Program	1,181,615	1,150,824	30,791
Misc Grants	<b>707,558</b>	<b>414,788</b>	292,770
Deferred Revenue	378,553	-	378,553
French Monitor Program	18,000	18,000	-
SCWI / SWAC	1,000,000	1,000,000	-
Ontario Youth Apprenticeship Program	90,748	90,748	-
<b>TOTAL REVENUE</b>	<b>117,687,273</b>	<b>116,876,769</b>	<b>810,504</b>
School Generated Funds	4,000,000	4,000,000	-
<b>Prior Year Carry Forward</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET REVENUE</b>	<b>121,687,273</b>	<b>120,876,769</b>	<b>810,504</b>
<b>EXPENDITURE (including School funds)</b>			
	121,596,393	120,876,769	719,624
<b>Surplus(deficit) PSAB</b>	<b>90,880</b>	<b>(0)</b>	<b>90,880</b>
Reverse School Funds Surplus(Deficit) for Compliance	-	-	-
50% Vacation Accrual (for Compliance Purposes)	(158,854)	-	(158,854)
<b>Surplus(deficit) For Compliance</b>	<b>(67,974)</b>	<b>(0)</b>	<b>(67,974)</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>INSTRUCTION</b>								
<b>Total Salaries &amp; Wages</b>			<b>50,447,095</b>	<b>652,795</b>	<b>51,099,890</b>	<b>49,278,578</b>	<b>49,563,567</b>	<b>1,821,312</b>
<b>Total Employee Benefits</b>			<b>5,832,678</b>	<b>103,930</b>	<b>5,936,608</b>	<b>5,626,498</b>	<b>6,015,691</b>	<b>310,110</b>
10	315	Professional Development - Academic & S.O.'s	218,265	160,600	378,865	200,809	128,251	178,056
10	316	Professional Memberships - Academic	150,000	-150,000	0	0	0	0
10	319	Religion Course	5,000		5,000	5,000	5,500	0
<b>Total Staff Development</b>			<b>373,265</b>	<b>10,600</b>	<b>383,865</b>	<b>205,809</b>	<b>133,751</b>	<b>178,056</b>
10	320	Textbooks & Learning Materials	65,000		65,000	55,000	204,104	10,000
10	325	Program Supplies	477,642	29,793	507,435	535,539	779,459	-28,104
10	330	Instructional Supplies	974,741		974,741	974,741	431,688	0
10	331	Application Software	0		0	0	624	0
10	333	New Classroom Set-Up	0		0	0	0	0
10	335	Printing & Photocopying - Instructional	200,000		200,000	200,000	179,671	0
10	336	Printing & Photocopying - Non-instructional	5,000	-500	4,500	5,000	220	-500
10	339	First Aid Supplies	7,500		7,500	7,500	5,103	0
10	361	Automobile Reimbursement	60,500	20,950	81,450	60,263	55,885	21,187
10	362	Travel - Contingent Rate Increase	13,300		13,300	0	0	13,300
10	401	Repairs - Furniture & Equipment	5,000		5,000	5,000	2,706	0
10	402	Repairs - Computer Technology	0		0	0	0	0
10	406	Telephone - Data Communications Services	265,000		265,000	298,400	238,896	-33,400
10	414	Student Senate	3,900		3,900	3,900	7,331	0
10	540	School Trips - Transportation	33,000	-4,000	29,000	28,100	79,043	900
<b>Total Supplies &amp; Services</b>			<b>2,110,583</b>	<b>46,243</b>	<b>2,156,826</b>	<b>2,173,443</b>	<b>1,984,730</b>	<b>-16,617</b>
10	501	Replacement of Furniture & Equipment - General	60,000		60,000	65,000	53,621	-5,000
10	502	Replacement of Furniture & Equipment - Computer Technology	659,906	-250,000	409,906	100,296	91,610	309,610
10	503	Replacement of Furniture & Equipment - Network Connectivity	95,000		95,000	61,128	40,461	33,872
<b>Total Replacement of F&amp;E</b>			<b>814,906</b>	<b>-250,000</b>	<b>564,906</b>	<b>226,424</b>	<b>185,692</b>	<b>338,482</b>
10	602	Rental/Lease - Furniture & Equipment - Computer Technology	0		0	0	0	0
10	603	Rental/Lease - Furniture & Equipment - Network Connectivity	0		0	0	0	0
<b>Total Rental Expenditures</b>			<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
10	640	Instructional Advertising	15,400		15,400	10,300	9,599	5,100
10	654	Other Contractual Services	142,000	16,300	158,300	142,000	163,074	16,300
10	661	Software Fees & Licenses	150,274		150,274	152,274	78,854	-2,000
10	662	Maintenance Fees - Computer Technology	144,350		144,350	56,350	59,673	88,000
10	702	Association & Membership Fees - Individuals	1,000		1,000	1,000	0	0
<b>Total Fees &amp; Contractual Services</b>			<b>453,024</b>	<b>16,300</b>	<b>469,324</b>	<b>361,924</b>	<b>311,199</b>	<b>107,400</b>
10	705	Student Bursaries/Awards	0		0	0	276	0
<b>Total Other</b>			<b>0</b>		<b>0</b>	<b>0</b>	<b>276</b>	<b>0</b>
10	790	Amortization	650,294		650,294	662,397	567,612	-12,103
<b>Total Amortization</b>			<b>650,294</b>		<b>650,294</b>	<b>662,397</b>	<b>567,612</b>	<b>-12,103</b>
<b>Total INSTRUCTION</b>			<b>60,681,845</b>	<b>579,868</b>	<b>61,261,713</b>	<b>58,535,073</b>	<b>58,762,518</b>	<b>2,726,640</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>SPECIAL EDUCATION</b>							
	<b>Total Salaries &amp; Wages</b>	<b>11,282,409</b>	<b>45,560</b>	<b>11,327,969</b>	<b>10,620,368</b>	<b>10,329,484</b>	<b>707,601</b>
	<b>Total Employee Benefits</b>	<b>2,110,776</b>	<b>24,170</b>	<b>2,134,946</b>	<b>1,939,232</b>	<b>1,807,124</b>	<b>195,714</b>
12	315 Professional Development - Academic & S.O.'s	21,500	12,500	34,000	23,500	11,549	10,500
12	317 Professional Development - Non Teaching	12,800	4,000	16,800	11,600	7,435	5,200
	<b>Total Staff Development</b>	<b>34,300</b>	<b>16,500</b>	<b>50,800</b>	<b>35,100</b>	<b>18,984</b>	<b>15,700</b>
12	320 Textbooks & Learning Materials	17,000		17,000	13,000	2,121	4,000
12	325 Program Supplies	92,500		92,500	106,750	95,247	-14,250
12	330 Instructional Supplies	11,000		11,000	11,000	26,003	0
12	335 Printing & Photocopying - Instructional	0		0	0	816	0
12	336 Printing & Photocopying - Non-instructional	10,800		10,800	10,800	2,823	0
12	361 Automobile Reimbursement	80,670	12,000	92,670	80,670	67,893	12,000
12	402 Repairs - Computer Technology	2,000		2,000	5,000	3,754	-3,000
12	404 Telephone - Cellular	3,375		3,375	3,375	1,669	0
12	405 Telephone - Voice	3,000		3,000	3,600	826	-600
12	407 Postage	200		200	200	55	0
12	410 Office Supplies & Services	4,500		4,500	4,500	5,892	0
12	416 SEAC	1,000		1,000	1,000	327	0
12	540 School Trips - Transportation	0		0	0	83	0
	<b>Total Supplies &amp; Services</b>	<b>226,045</b>	<b>12,000</b>	<b>238,045</b>	<b>239,895</b>	<b>207,507</b>	<b>-1,850</b>
12	501 Replacement of Furniture & Equipment - General	50,000		50,000	128,500	104,888	-78,500
12	502 Replacement of Furniture & Equipment - Computer Technology	307,500	69,000	376,500	207,500	137,169	169,000
12	503 Replacement of Furniture & Equipment - Network Connectivity	0		0	0	6,094	0
	<b>Total Replacement of F&amp;E</b>	<b>357,500</b>	<b>69,000</b>	<b>426,500</b>	<b>336,000</b>	<b>248,152</b>	<b>90,500</b>
12	654 Other Contractual Services	49,300		49,300	49,300	41,280	0
12	702 Association & Membership Fees - Individuals	200		200	200	119	0
	<b>Total Fees &amp; Contractual Services</b>	<b>49,500</b>		<b>49,500</b>	<b>49,500</b>	<b>41,399</b>	<b>0</b>
	<b>Total SPECIAL EDUCATION</b>	<b>14,060,530</b>	<b>167,230</b>	<b>14,227,760</b>	<b>13,220,095</b>	<b>12,652,651</b>	<b>1,007,665</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>SCHOOL MANAGEMENT</b>								
<b>Total Salaries &amp; Wages</b>			<b>6,936,030</b>	<b>204,104</b>	<b>7,140,134</b>	<b>6,729,227</b>	<b>6,727,618</b>	<b>410,907</b>
<b>Total Employee Benefits</b>			<b>1,000,779</b>	<b>30,788</b>	<b>1,031,567</b>	<b>1,007,718</b>	<b>899,451</b>	<b>23,849</b>
15	315	Professional Development - Academic & S.O.'s	42,900	20,310	63,210	42,900	31,199	20,310
15	317	Professional Development - Non Teaching	6,000		6,000	6,000	818	0
<b>Total Staff Development</b>			<b>48,900</b>	<b>20,310</b>	<b>69,210</b>	<b>48,900</b>	<b>32,018</b>	<b>20,310</b>
15	320	Textbooks & Learning Materials	0		0	0	27,527	0
15	325	Program Supplies	0	5,500	5,500	0	40,333	5,500
15	335	Printing & Photocopying - Instructional	0		0	0		0
15	336	Printing & Photocopying - Non-instructional	35,350		35,350	35,350	25,648	0
15	361	Automobile Reimbursement	20,500	-3,400	17,100	20,500	13,702	-3,400
15	401	Repairs - Furniture & Equipment	0		0	0		0
15	404	Telephone - Cellular	0		0	0	7,836	0
15	405	Telephone - Voice	75,405		75,405	75,405	58,207	0
15	406	Telephone - Data Communications Services	0		0	0	2,583	0
15	407	Postage	32,046		32,046	32,046	40,740	0
15	410	Office Supplies & Services	130,954		130,954	130,954	120,410	0
15	415	School Council Supplies	25,500	18,482	43,982	38,342	34,488	5,640
15	502	Replacement of Furniture & Equipment - Computer Technology	0		0	0	2,647	0
<b>Total Supplies &amp; Services</b>			<b>319,755</b>	<b>20,582</b>	<b>340,337</b>	<b>332,597</b>	<b>374,121</b>	<b>7,740</b>
15	501	Replacement of Furniture & Equipment - General	10,000		10,000	10,000	30,982	0
15	502	Replacement of Furniture & Equipment - Computer Technology	0		0	0		0
15	503	Replacement of Furniture & Equipment - Network Connectivity	14,998		14,998	37,222	34,504	-22,224
<b>Total Replacement of F&amp;E</b>			<b>24,998</b>		<b>24,998</b>	<b>47,222</b>	<b>65,486</b>	<b>-22,224</b>
15	621	Rental/Lease - Photocopier	0		0	0		0
<b>Total Rental Expenditures</b>			<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
15	661	Software Fees & Licenses	14,406		14,406	14,406	10,781	0
15	662	Maintenance Fees - Computer Technology	264,750	-25,000	239,750	124,750	83,375	115,000
15	719	School Courier	20,000		20,000	20,000	19,667	0
<b>Total Fees &amp; Contractual Services</b>			<b>299,156</b>	<b>-25,000</b>	<b>274,156</b>	<b>159,156</b>	<b>113,823</b>	<b>115,000</b>
<b>Total SCHOOL MANAGEMENT</b>			<b>8,629,618</b>	<b>250,784</b>	<b>8,880,402</b>	<b>8,324,820</b>	<b>8,212,516</b>	<b>555,582</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>STUDENT SUPPORT SERVICES</b>								
	<b>Total</b>	<b>Salaries &amp; Wages</b>	375,876	19,996	395,872	567,375	529,283	-171,503
	<b>Total</b>	<b>Employee Benefits</b>	71,216	3,008	74,224	77,861	73,966	-3,637
21	315	Professional Development - Academic & S.O.'s	1,500		1,500	1,500		0
	<b>Total</b>	<b>Staff Development</b>	1,500		1,500	1,500		0
21	325	Program Supplies	1,000		1,000	1,000		0
21	361	Automobile Reimbursement	1,000		1,000	1,000		0
21	404	Telephone - Cellular	400		400	400	645	0
	<b>Total</b>	<b>Supplies &amp; Services</b>	2,400		2,400	2,400	645	0
	<b>Total</b>	<b>STUDENT SUPPORT SERVICES</b>	450,992	23,004	473,996	649,136	603,894	-175,140
<b>COMPUTER SERVICES</b>								
	<b>Total</b>	<b>Salaries &amp; Wages</b>	796,922	16,126	813,048	833,951	801,687	-20,903
	<b>Total</b>	<b>Employee Benefits</b>	178,646	4,047	182,693	189,612	175,322	-6,919
22	317	Professional Development - Non Teaching	18,000		18,000	15,000	10,301	3,000
	<b>Total</b>	<b>Staff Development</b>	18,000		18,000	15,000	10,301	3,000
22	325	Program Supplies	1,710		1,710	1,900	1,606	-190
22	332	Books & Periodicals	450		450	500		-50
22	336	Printing & Photocopying - Non-instructional	1,200		1,200	0	490	1,200
22	361	Automobile Reimbursement	30,500	-2,500	28,000	27,000	25,418	1,000
22	402	Repairs - Computer Technology	25,000		25,000	21,000	13,730	4,000
22	404	Telephone - Cellular	11,000	-2,500	8,500	11,000	6,153	-2,500
22	405	Telephone - Voice	3,500		3,500	0		3,500
22	406	Telephone - Data Communications Services	39,000		39,000	15,200	4,929	23,800
22	407	Postage	800		800	0	189	800
22	410	Office Supplies & Services	3,600		3,600	1,500	3,238	2,100
	<b>Total</b>	<b>Supplies &amp; Services</b>	116,760	-5,000	111,760	78,100	55,752	33,660
22	501	Replacement of Furniture & Equipment - General	0		0	0	2,993	0
22	502	Replacement of Furniture & Equipment - Computer Technology	5,850		5,850	5,000	2,063	850
	<b>Total</b>	<b>Replacement of F&amp;E</b>	5,850		5,850	5,000	5,056	850
22	653	Other Professional Fees	0		0	0		0
22	654	Other Contractual Services	23,000		23,000	23,000	39,157	0
22	661	Software Fees & Licenses	1,430		1,430	1,430		0
22	662	Maintenance Fees - Computer Technology	59,102		59,102	48,325	34,562	10,777
22	702	Association & Membership Fees - Individuals	500		500	0		500
	<b>Total</b>	<b>Fees &amp; Contractual Services</b>	84,032		84,032	72,755	73,719	11,277
	<b>Total</b>	<b>COMPUTER SERVICES</b>	1,200,210	15,173	1,215,383	1,194,418	1,121,836	20,965

## Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>LIBRARY SERVICES</b>								
<b>Total Salaries &amp; Wages</b>			885,772	-55,735	830,037	832,759	860,591	-2,722
<b>Total Employee Benefits</b>			194,687	-3,944	190,743	173,332	172,622	17,411
23	317	Professional Development - Non Teaching	2,000		2,000	2,000	2,866	0
<b>Total Staff Development</b>			2,000		2,000	2,000	2,866	0
23	320	Textbooks & Learning Materials	5,000		5,000	15,000	14,693	-10,000
23	321	Library Books	35,000		35,000	51,360	84,995	-16,360
23	325	Program Supplies	10,000		10,000	35,000	34,062	-25,000
23	330	Instructional Supplies	0		0	0	860	0
23	335	Printing & Photocopying - Instructional	1,000		1,000	2,000	1,549	-1,000
23	361	Automobile Reimbursement	4,000		4,000	5,000	5,790	-1,000
23	404	Telephone - Cellular	0		0	0	355	0
23	410	Office Supplies & Services	0		0	0	255	0
<b>Total Supplies &amp; Services</b>			55,000		55,000	108,360	142,558	-53,360
<b>Total LIBRARY SERVICES</b>			1,137,459	-59,679	1,077,780	1,116,451	1,178,637	-38,671
<b>GUIDANCE SERVICES</b>								
<b>Total Salaries &amp; Wages</b>			986,862		986,862	931,885	973,366	54,977
<b>Total Employee Benefits</b>			96,603	1,318	97,921	95,286	91,394	2,635
24	320	Textbooks & Learning Materials	0		0	0	0	0
24	330	Instructional Supplies	0		0	0	2,387	0
24	335	Printing & Photocopying - Instructional	0		0	0	3,629	0
<b>Total Supplies &amp; Services</b>			0		0	0	6,015	0
<b>Total GUIDANCE SERVICES</b>			1,083,465	1,318	1,084,783	1,027,171	1,070,776	57,612

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>TEACHER SUPPORT SERVICES</b>							
	<b>Total Salaries &amp; Wages</b>	<b>1,323,469</b>	<b>-143,965</b>	<b>1,179,504</b>	<b>1,197,686</b>	<b>1,124,655</b>	<b>-18,182</b>
	<b>Total Employee Benefits</b>	<b>147,749</b>	<b>-15,148</b>	<b>132,601</b>	<b>141,102</b>	<b>121,393</b>	<b>-8,501</b>
25	315 Professional Development - Academic & S.O.'s	18,000	-500	17,500	18,000	13,371	-500
	<b>Total Staff Development</b>	<b>18,000</b>	<b>-500</b>	<b>17,500</b>	<b>18,000</b>	<b>13,371</b>	<b>-500</b>
25	325 Program Supplies	984,500	20,224	1,004,724	33,500	654,319	971,224
25	331 Application Software	0		0	2,000		-2,000
25	335 Printing & Photocopying - Instructional	31,500	-5,000	26,500	33,000	12,419	-6,500
25	336 Printing & Photocopying - Non-instructional	0		0	1,200	492	-1,200
25	361 Automobile Reimbursement	30,000	-500	29,500	29,500	24,329	0
25	404 Telephone - Cellular	5,100	-400	4,700	5,300	4,112	-600
25	405 Telephone - Voice	0		0	3,500	2,028	-3,500
25	406 Telephone - Data Communications Services	500		500	500		0
25	407 Postage	0		0	800	26	-800
25	410 Office Supplies & Services	0		0	2,500	1,847	-2,500
	<b>Total Supplies &amp; Services</b>	<b>1,051,600</b>	<b>14,324</b>	<b>1,065,924</b>	<b>111,800</b>	<b>699,573</b>	<b>954,124</b>
25	502 Replacement of Furniture & Equipment - Computer Technology	0		0	0		0
	<b>Total Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
25	640 Instructional Advertising	0		0	0	9,477	0
25	653 Other Professional Fees	45,000		45,000	0	41,681	45,000
25	701 Association & Membership Fees - Board	10,000		10,000	10,000	9,626	0
25	702 Association & Membership Fees - Individuals	3,250	-200	3,050	3,300	1,326	-250
	<b>Total Fees &amp; Contractual Services</b>	<b>58,250</b>	<b>-200</b>	<b>58,050</b>	<b>13,300</b>	<b>62,111</b>	<b>44,750</b>
	<b>Total TEACHER SUPPORT SERVICES</b>	<b>2,599,068</b>	<b>-145,489</b>	<b>2,453,579</b>	<b>1,481,888</b>	<b>2,021,103</b>	<b>971,691</b>

# Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>GOVERNANCE/TRUSTEES</b>							
	<b>Total Salaries &amp; Wages</b>	<b>64,700</b>		<b>64,700</b>	<b>64,700</b>	<b>64,590</b>	<b>0</b>
	<b>Total Employee Benefits</b>	<b>2,588</b>		<b>2,588</b>	<b>2,588</b>	<b>1,303</b>	<b>0</b>
31	317 Professional Development - Non Teaching	23,000		23,000	23,000	24,690	0
	<b>Total Staff Development</b>	<b>23,000</b>		<b>23,000</b>	<b>23,000</b>	<b>24,690</b>	<b>0</b>
31	336 Printing & Photocopying - Non-instructional	3,500		3,500	0		3,500
31	359 Student Trustees	5,000		5,000	5,000	4,234	0
31	361 Automobile Reimbursement	10,000		10,000	10,000	11,546	0
31	404 Telephone - Cellular	3,000		3,000	3,000	4,233	0
31	406 Telephone - Data Communications Services	3,600		3,600	3,600	5,885	0
31	407 Postage	200		200	200		0
31	410 Office Supplies & Services	500		500	500	792	0
31	501 Replacement of Furniture & Equipment - General	0		0	0		0
31	502 Replacement of Furniture & Equipment - Computer Technology	2,000		2,000	8,000	406	-6,000
	<b>Total Supplies &amp; Services</b>	<b>27,800</b>		<b>27,800</b>	<b>30,300</b>	<b>27,097</b>	<b>-2,500</b>
31	701 Association & Membership Fees - Board	49,000		49,000	49,000	46,922	0
31	702 Association & Membership Fees - Individuals	250		250	250	25	0
31	725 Miscellaneous	5,000		5,000	10,000	2,921	-5,000
	<b>Total Other</b>	<b>54,250</b>		<b>54,250</b>	<b>59,250</b>	<b>49,868</b>	<b>-5,000</b>
	<b>Total GOVERNANCE/TRUSTEES</b>	<b>172,338</b>		<b>172,338</b>	<b>179,838</b>	<b>167,547</b>	<b>-7,500</b>

## Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>GENERAL ADMINISTRATION</b>								
<b>Total Salaries &amp; Wages</b>			<b>1,400,880</b>	<b>-102,455</b>	<b>1,298,425</b>	<b>1,373,152</b>	<b>1,367,194</b>	<b>-74,727</b>
<b>Total Employee Benefits</b>			<b>197,619</b>	<b>-10,640</b>	<b>186,979</b>	<b>183,867</b>	<b>188,037</b>	<b>3,112</b>
32	315	Professional Development - Academic & S.O.'s	30,600	14,727	45,327	48,992	37,003	-3,665
32	316	Professional Memberships - Academic	1,000		1,000	1,000	1,226	0
32	317	Professional Development - Non Teaching	5,900		5,900	6,000	5,332	-100
<b>Total Staff Development</b>			<b>37,500</b>	<b>14,727</b>	<b>52,227</b>	<b>55,992</b>	<b>43,561</b>	<b>-3,765</b>
32	322	Books & Periodicals	2,250		2,250	2,500	2,436	-250
32	325	Program Supplies	0		0	39,397	1,393	-39,397
32	336	Printing & Photocopying - Non-instructional	16,000		16,000	16,000	4,471	0
32	361	Automobile Reimbursement	11,900	-1,000	10,900	11,500	9,442	-600
32	404	Telephone - Cellular	12,200		12,200	12,200	7,043	0
32	405	Telephone - Voice	0		0	0	1,372	0
32	406	Telephone - Data Communications Services	600		600	600	868	0
32	410	Office Supplies & Services	8,100		8,100	9,000	9,055	-900
<b>Total Supplies &amp; Services</b>			<b>51,050</b>	<b>-1,000</b>	<b>50,050</b>	<b>91,197</b>	<b>36,081</b>	<b>-41,147</b>
32	501	Replacement of Furniture & Equipment - General	1,800		1,800	2,000	1,586	-200
32	502	Replacement of Furniture & Equipment - Computer Technology	1,350		1,350	1,500	15	-150
<b>Total Replacement of F&amp;E</b>			<b>3,150</b>		<b>3,150</b>	<b>3,500</b>	<b>1,602</b>	<b>-350</b>
32	640	Instructional Advertising	13,900		13,900	11,900	8,302	2,000
32	641	Community Relations	0		0	0	0	0
32	652	Legal Fees	15,000		15,000	15,000	10,160	0
32	653	Other Professional Fees	0	20,000	20,000	0	0	20,000
32	654	Other Contractual Services	2,000		2,000	10,000	4,927	-8,000
32	661	Software Fees & Licenses	0		0	0	0	0
32	672	Liability Insurance	128,430		128,430	130,930	114,735	-2,500
32	701	Association & Membership Fees - Board	200		200	200	5,257	0
<b>Total Fees &amp; Contractual Services</b>			<b>159,530</b>	<b>20,000</b>	<b>179,530</b>	<b>168,030</b>	<b>143,381</b>	<b>11,500</b>
32	702	Association & Membership Fees - Individuals	13,650		13,650	11,400	11,701	2,250
32	710	Interest	0		0	0	805	0
32	725	Miscellaneous	28,200		28,200	36,700	32,118	-8,500
<b>Total Other</b>			<b>41,850</b>		<b>41,850</b>	<b>48,100</b>	<b>44,623</b>	<b>-6,250</b>
32	790	Amortization	62,949		62,949	50,846	47,123	12,103
<b>Total Amortization</b>			<b>62,949</b>		<b>62,949</b>	<b>50,846</b>	<b>47,123</b>	<b>12,103</b>
<b>Total GENERAL ADMINISTRATION</b>			<b>1,954,528</b>	<b>-79,368</b>	<b>1,875,160</b>	<b>1,974,684</b>	<b>1,871,602</b>	<b>-99,524</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

		Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>BUSINESS ADMINISTRATION</b>							
	<b>Total Salaries &amp; Wages</b>	<b>548,899</b>	<b>41,241</b>	<b>590,140</b>	<b>514,563</b>	<b>512,960</b>	<b>75,577</b>
	<b>Total Employee Benefits</b>	<b>122,882</b>	<b>6,309</b>	<b>129,191</b>	<b>113,316</b>	<b>108,604</b>	<b>15,875</b>
33	317 Professional Development - Non Teaching	4,500		4,500	5,000	1,968	-500
33	318 Professional Memberships - Non Teaching	2,000		2,000	2,000	2,025	0
	<b>Total Staff Development</b>	<b>6,500</b>		<b>6,500</b>	<b>7,000</b>	<b>3,993</b>	<b>-500</b>
33	336 Printing & Photocopying - Non-instructional	4,000		4,000	4,000	1,155	0
33	361 Automobile Reimbursement	1,500		1,500	1,500	1,073	0
33	405 Telephone - Voice	18,000		18,000	18,000	11,386	0
33	406 Telephone - Data Communications Services	1,800		1,800	0	1,801	1,800
33	407 Postage	12,000		12,000	12,000	11,640	0
33	410 Office Supplies & Services	17,100		17,100	19,000	13,869	-1,900
	<b>Total Supplies &amp; Services</b>	<b>54,400</b>		<b>54,400</b>	<b>54,500</b>	<b>40,925</b>	<b>-100</b>
33	501 Replacement of Furniture & Equipment - General	9,000		9,000	10,000	5,222	-1,000
33	502 Replacement of Furniture & Equipment - Computer Technology	4,500		4,500	5,000		-500
	<b>Total Replacement of F&amp;E</b>	<b>13,500</b>		<b>13,500</b>	<b>15,000</b>	<b>5,222</b>	<b>-1,500</b>
33	640 Instructional Advertising	2,655		2,655	2,655	601	0
33	651 Audit Fees	45,000		45,000	45,000	62,478	0
33	653 Other Professional Fees	0		0	0	2,554	0
33	654 Other Contractual Services	71,000		71,000	71,000	85,320	0
33	661 Software Fees & Licenses	8,000		8,000	8,000	5,775	0
33	662 Maintenance Fees - Computer Technology	93,200		93,200	93,200	69,762	0
33	702 Association & Membership Fees - Individuals	2,000		2,000	2,000	996	0
	<b>Total Fees &amp; Contractual Services</b>	<b>221,855</b>		<b>221,855</b>	<b>221,855</b>	<b>227,486</b>	<b>0</b>
33	729 Foreign Exchange Gain/Loss	0		0	0	-481	0
	<b>Total Other</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>-481</b>	<b>0</b>
	<b>Total BUSINESS ADMINISTRATION</b>	<b>968,036</b>	<b>47,550</b>	<b>1,015,586</b>	<b>926,234</b>	<b>898,709</b>	<b>89,352</b>

## Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>HUMAN RESOURCES ADMINISTRATION</b>								
<b>Total Salaries &amp; Wages</b>			481,315		481,315	467,298	466,158	14,017
<b>Total Employee Benefits</b>			99,088	890	99,978	77,278	94,452	22,700
34	317	Professional Development - Non Teaching	4,050	500	4,550	4,500	4,275	50
34	318	Professional Memberships - Non Teaching	1,700		1,700	1,700	1,565	0
<b>Total Staff Development</b>			5,750	500	6,250	6,200	5,840	50
34	322	Books & Periodicals	2,000	-500	1,500	2,000	1,111	-500
34	325	Program Supplies	5,000	-5,000	0	0	0	0
34	361	Automobile Reimbursement	2,000		2,000	2,000	1,605	0
34	410	Office Supplies & Services	3,150		3,150	3,500	2,082	-350
34	421	Recruitment of Staff	15,000	10,000	25,000	15,000	14,912	10,000
34	449	Health & Safety	0	5,000	5,000	0	0	5,000
<b>Total Supplies &amp; Services</b>			27,150	9,500	36,650	22,500	19,709	14,150
34	650	Labour Relations	130,000	70,000	200,000	130,000	259,620	70,000
34	653	Other Professional Fees	4,000		4,000	2,000	9,307	2,000
34	654	Other Contractual Services	29,000		29,000	29,000	28,777	0
34	661	Software Fees & Licenses	6,720		6,720	0	0	6,720
34	662	Maintenance Fees - Computer Technology	0		0	2,500	2,365	-2,500
34	702	Association & Membership Fees - Individuals	1,400		1,400	1,400	1,346	0
<b>Total Fees &amp; Contractual Services</b>			171,120	70,000	241,120	164,900	301,416	76,220
<b>Total HUMAN RESOURCES ADMINISTRATION</b>			784,423	80,890	865,313	738,176	887,575	127,137
<b>TECHNICAL ADMINISTRATION</b>								
<b>Total Salaries &amp; Wages</b>			53,363	3,000	56,363	40,190	46,807	16,173
<b>Total Employee Benefits</b>			13,497	360	13,857	7,963	8,773	5,894
35	503	Replacement of Furniture & Equipment - Network Connectivity	10,000		10,000	8,150	6,772	1,850
<b>Total Replacement of F&amp;E</b>			10,000		10,000	8,150	6,772	1,850
35	661	Software Fees & Licenses	14,408		14,408	14,408	13,380	0
<b>Total Fees &amp; Contractual Services</b>			14,408		14,408	14,408	13,380	0
<b>Total TECHNICAL ADMINISTRATION</b>			91,268	3,360	94,628	70,711	75,732	23,917

## Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>SCHOOL OPERATIONS</b>								
<b>Total Salaries &amp; Wages</b>			<b>3,895,331</b>	<b>40,000</b>	<b>3,935,331</b>	<b>3,832,617</b>	<b>3,782,438</b>	<b>102,714</b>
<b>Total Employee Benefits</b>			<b>999,592</b>	<b>11,575</b>	<b>1,011,167</b>	<b>936,339</b>	<b>904,947</b>	<b>74,828</b>
40	317	Professional Development - Non Teaching	2,000		2,000	2,000	2,998	0
<b>Total Staff Development</b>			<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>2,998</b>	<b>0</b>
40	340	Plant Operations Supplies	270,235		270,235	250,235	245,309	20,000
40	341	Electricity	1,369,805	-27,891	1,341,914	1,180,219	1,200,579	161,695
40	343	Heating - Gas	397,201	-38,685	358,516	437,225	303,862	-78,709
40	346	Water & Sewage	173,087	-550	172,537	133,213	160,946	39,324
40	361	Automobile Reimbursement	15,000		15,000	15,000	8,598	0
40	404	Telephone - Cellular	2,000		2,000	2,000	1,408	0
40	430	Maintenance Supplies	50,000		50,000	50,000	17,604	0
40	431	Maintenance Services	0		0	0	51	0
40	435	Caretakers Supplies	3,500		3,500	0		3,500
<b>Total Supplies &amp; Services</b>			<b>2,280,828</b>	<b>-67,126</b>	<b>2,213,702</b>	<b>2,067,891</b>	<b>1,938,358</b>	<b>145,811</b>
40	501	Replacement of Furniture & Equipment - General	40,500		40,500	45,000	36,882	-4,500
40	502	Replacement of Furniture & Equipment - Computer Technology	1,800		1,800	2,000		-200
<b>Total Replacement of F&amp;E</b>			<b>42,300</b>		<b>42,300</b>	<b>47,000</b>	<b>36,882</b>	<b>-4,700</b>
40	610	Rental/Lease - Instructional Accommodation	101,429		101,429	185,098	185,043	-83,669
<b>Total Rental Expenditures</b>			<b>101,429</b>		<b>101,429</b>	<b>185,098</b>	<b>185,043</b>	<b>-83,669</b>
40	654	Other Contractual Services	700,000		700,000	700,000	758,063	0
40	661	Software Fees & Licenses	20,000		20,000	20,000	24,384	0
40	681	Moving of Portables	60,000		60,000	10,000		50,000
<b>Total Fees &amp; Contractual Services</b>			<b>780,000</b>		<b>780,000</b>	<b>730,000</b>	<b>782,447</b>	<b>50,000</b>
40	790	Amortization	3,131,607		3,131,607	3,131,607	3,252,362	0
<b>Total Amortization</b>			<b>3,131,607</b>		<b>3,131,607</b>	<b>3,131,607</b>	<b>3,252,362</b>	<b>0</b>
<b>Total SCHOOL OPERATIONS</b>			<b>11,233,087</b>	<b>-15,551</b>	<b>11,217,536</b>	<b>10,932,552</b>	<b>10,885,475</b>	<b>284,984</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>SCHOOL MAINTENANCE</b>								
<b>Total Salaries &amp; Wages</b>			<b>800,378</b>		<b>800,378</b>	<b>722,318</b>	<b>704,461</b>	<b>78,060</b>
<b>Total Employee Benefits</b>			<b>174,115</b>	<b>1,905</b>	<b>176,020</b>	<b>150,500</b>	<b>156,791</b>	<b>25,520</b>
41	317	Professional Development - Non Teaching	2,500		2,500	2,500	1,715	0
<b>Total Staff Development</b>			<b>2,500</b>		<b>2,500</b>	<b>2,500</b>	<b>1,715</b>	<b>0</b>
41	340	Plant Operations Supplies	0		0	0		0
41	361	Automobile Reimbursement	15,000		15,000	15,000	5,884	0
41	370	Vehicle Fuel	30,000		30,000	30,000	34,420	0
41	401	Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41	404	Telephone - Cellular	6,000		6,000	6,000	4,405	0
41	430	Maintenance Supplies	125,000		125,000	125,000	122,767	0
41	431	Maintenance Services	300,000		300,000	300,000	346,663	0
41	432	Landscaping	6,000		6,000	6,000	8,030	0
41	434	Building & Grounds (School Based)	61,368		61,368	61,368	10,184	0
41	438	Municipal Improvements	5,000		5,000	5,000	515	0
41	439	Local Improvement Supplies	10,000		10,000	10,000		0
41	440	Vehicle Maintenance & Supplies	10,000		10,000	10,000	17,528	0
41	449	Health & Safety	18,000		18,000	12,000	11,751	6,000
<b>Total Supplies &amp; Services</b>			<b>587,368</b>		<b>587,368</b>	<b>581,368</b>	<b>562,147</b>	<b>6,000</b>
41	501	Replacement of Furniture & Equipment - General	4,500		4,500	5,000	5,195	-500
<b>Total Replacement of F&amp;E</b>			<b>4,500</b>		<b>4,500</b>	<b>5,000</b>	<b>5,195</b>	<b>-500</b>
41	754	Debenture Interest - post May 15, 1998	88,847		88,847	93,778	93,778	-4,931
<b>Total Interest Charges on Long Term Debt</b>			<b>88,847</b>		<b>88,847</b>	<b>93,778</b>	<b>93,778</b>	<b>-4,931</b>
41	625	Rental/Lease - Vehicles	0		0	0		0
<b>Total Rental Expenditures</b>			<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
41	653	Other Professional Fees	2,000		2,000	2,000		0
41	654	Other Contractual Services	8,000		8,000	8,000	4,223	0
41	661	Software Fees & Licenses	20,000		20,000	20,000	37,207	0
41	671	Property Insurance	90,793		90,793	88,293	99,407	2,500
41	673	Vehicle Insurance	8,000		8,000	8,000	11,046	0
41	702	Association & Membership Fees - Individuals	2,000		2,000	2,000	1,022	0
<b>Total Fees &amp; Contractual Services</b>			<b>130,793</b>		<b>130,793</b>	<b>128,293</b>	<b>152,906</b>	<b>2,500</b>
<b>Total SCHOOL MAINTENANCE</b>			<b>1,788,501</b>	<b>1,905</b>	<b>1,790,406</b>	<b>1,683,757</b>	<b>1,676,993</b>	<b>106,649</b>

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Revised Expenditure Estimates excluding TCA**

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>SCHOOL RENEWAL</b>								
42	760	Local Improvements	1,450,094	2,461	1,452,555	1,483,959	914,613	-31,404
42	767	Green Schools Pilots	0		0	0		0
		<b>Total Supplies &amp; Services</b>	<b>1,450,094</b>	<b>2,461</b>	<b>1,452,555</b>	<b>1,483,959</b>	<b>914,613</b>	<b>-31,404</b>
		<b>Total SCHOOL RENEWAL</b>	<b>1,450,094</b>	<b>2,461</b>	<b>1,452,555</b>	<b>1,483,959</b>	<b>914,613</b>	<b>-31,404</b>
<b>NEW PUPIL PLACES</b>								
43	754	Debenture Interest - post May 15, 1998	1,442,313		1,442,313	2,772,129	2,780,691	-1,329,816
43	761	Capital Loan Interest	0		0	0		0
		<b>Total Interest Charges on Long Term Debt</b>	<b>1,442,313</b>		<b>1,442,313</b>	<b>2,772,129</b>	<b>2,780,691</b>	<b>-1,329,816</b>
		<b>Total NEW PUPIL PLACES</b>	<b>1,442,313</b>		<b>1,442,313</b>	<b>2,772,129</b>	<b>2,780,691</b>	<b>-1,329,816</b>

## Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>								
<b>Total Salaries &amp; Wages</b>			<b>47,216</b>		<b>47,216</b>	<b>45,843</b>	<b>47,131</b>	<b>1,373</b>
<b>Total Employee Benefits</b>			<b>12,755</b>	<b>176</b>	<b>12,931</b>	<b>11,802</b>	<b>11,857</b>	<b>1,129</b>
44	336	Printing & Photocopying - Non-instructional	3,000		3,000	3,000	1,951	0
44	340	Plant Operations Supplies	0		0	0	17,749	0
44	341	Electricity	22,955	-1,539	21,416	32,189	34,481	-10,773
44	343	Heating - Gas	8,419	-708	7,711	12,362	11,480	-4,651
44	346	Water & Sewage	2,914	-190	2,724	3,914	4,395	-1,190
44	361	Automobile Reimbursement	0		0	0	558	0
44	405	Telephone - Voice	4,200		4,200	4,200	427	0
44	410	Office Supplies & Services	2,500		2,500	2,500	4,183	0
44	430	Maintenance Supplies	45,000		45,000	45,000	28,592	0
44	431	Maintenance Services	20,000		20,000	20,000	25,484	0
<b>Total Supplies &amp; Services</b>			<b>108,988</b>	<b>-2,437</b>	<b>106,551</b>	<b>123,165</b>	<b>129,300</b>	<b>-16,614</b>
44	501	Replacement of Furniture & Equipment - General	2,000		2,000	2,000	1,949	0
<b>Total Replacement of F&amp;E</b>			<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>1,949</b>	<b>0</b>
44	754	Debenture Interest - post May 15, 1998	47,877		47,877	49,122	49,122	-1,245
<b>Total Interest Charges on Long Term Debt</b>			<b>47,877</b>		<b>47,877</b>	<b>49,122</b>	<b>49,122</b>	<b>-1,245</b>
44	611	Rental/Lease - Non-Instructional Accommodation	49,500		49,500	50,500	25,500	-1,000
<b>Total Rental Expenditures</b>			<b>49,500</b>		<b>49,500</b>	<b>50,500</b>	<b>25,500</b>	<b>-1,000</b>
44	653	Other Professional Fees	0		0	0		0
44	654	Other Contractual Services	30,000		30,000	30,000	35,827	0
<b>Total Fees &amp; Contractual Services</b>			<b>30,000</b>		<b>30,000</b>	<b>30,000</b>	<b>35,827</b>	<b>0</b>
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>			<b>298,336</b>	<b>-2,261</b>	<b>296,075</b>	<b>312,432</b>	<b>300,685</b>	<b>-16,357</b>
<b>DIRECT CAPITAL &amp; DEBT</b>								
45	754	Debenture Interest - post May 15, 1998	1,455,012		1,455,012	383,497	359,761	1,071,515
<b>Total Interest Charges on Long Term Debt</b>			<b>1,455,012</b>		<b>1,455,012</b>	<b>383,497</b>	<b>359,761</b>	<b>1,071,515</b>
45	762	Other Capital	146,395		146,395	146,395	146,395	0
<b>Total Other</b>			<b>146,395</b>		<b>146,395</b>	<b>146,395</b>	<b>146,395</b>	<b>0</b>
<b>Total DIRECT CAPITAL &amp; DEBT</b>			<b>1,601,407</b>		<b>1,601,407</b>	<b>529,892</b>	<b>506,156</b>	<b>1,071,515</b>

## Brant Haldimand Norfolk Catholic District School Board 2011-2012 Revised Expenditure Estimates excluding TCA

			Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>TRANSPORTATION - GENERAL</b>								
<b>Total Salaries &amp; Wages</b>			111,500	-1,110	110,390	107,929	30,778	2,461
<b>Total Employee Benefits</b>			23,690	-236	23,454	22,934	5,751	520
50	317	Professional Development - Non Teaching	8,834	224	9,058	7,256		1,802
<b>Total Staff Development</b>			8,834	224	9,058	7,256		1,802
50	361	Automobile Reimbursement	1,420	-14	1,406	945	600	461
50	404	Telephone - Cellular	74	395	469	474	308	-5
50	410	Office Supplies & Services	6,736	-2,215	4,521	5,363		-842
<b>Total Supplies &amp; Services</b>			8,230	-1,834	6,396	6,782	908	-386
50	654	Other Contractual Services	25,149	3,751	28,900	20,676	94,887	8,224
50	661	Software Fees & Licenses	9,401	-94	9,307	9,717		-410
50	702	Association & Membership Fees - Individuals	497	-5	492	395		97
<b>Total Fees &amp; Contractual Services</b>			35,047	3,652	38,699	30,788	94,887	7,911
<b>Total TRANSPORTATION - GENERAL</b>			187,301	696	187,997	175,689	132,324	12,308
<b>TRANSPORTATION - HOME TO SCHOOL</b>								
51	654	Other Contractual Services	5,041,950	-132,267	4,909,683	5,116,084	5,012,386	-206,401
51	720	Transfers to Other Boards	0		0	0	-57,140	0
<b>Total Fees &amp; Contractual Services</b>			5,041,950	-132,267	4,909,683	5,116,084	4,955,246	-206,401
<b>Total TRANSPORTATION - HOME TO SCHOOL</b>			5,041,950	-132,267	4,909,683	5,116,084	4,955,246	-206,401
<b>TRANSPORTATION - SCHOOL TO SCHOOL</b>								
52	654	Other Contractual Services	10,000	-10,000	0	56,700	55,107	-56,700
52	725	Miscellaneous	5,000	-5,000	0	5,000		-5,000
<b>Total Fees &amp; Contractual Services</b>			15,000	-15,000	0	61,700	55,107	-61,700
<b>Total TRANSPORTATION - SCHOOL TO SCHOOL</b>			15,000	-15,000	0	61,700	55,107	-61,700
<b>TRANSPORTATION - OTHER</b>								
53	654	Other Contractual Services	5,000	-5,000	0	5,000	5,000	-5,000
<b>Total Fees &amp; Contractual Services</b>			5,000	-5,000	0	5,000	5,000	-5,000
<b>Total TRANSPORTATION - OTHER</b>			5,000	-5,000	0	5,000	5,000	-5,000

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Revised Expenditure Estimates excluding TCA**

	Prelim Budget	Revised Change	Revised Budget	Revised 2010-2011	Actual 2010-2011	Increase (Decrease)
<b>CONTINUING EDUCATION</b>						
<b>Total Salaries &amp; Wages</b>	0		0	0		0
<b>Total Employee Benefits</b>	0		0	0		0
55 330 Instructional Supplies	0		0	0		0
55 335 Printing & Photocopying - Instructional	0		0	0		0
<b>Total Supplies &amp; Services</b>	0		0	0		0
<b>Total CONTINUING EDUCATION</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>OTHER NON-OPERATING</b>						
59 462 SGF Expense	4,000,000		4,000,000	0		4,000,000
59 722 Claims & Settlements	0		0	0		0
<b>Total Other</b>	<b>4,000,000</b>		<b>4,000,000</b>	<b>0</b>		<b>4,000,000</b>
<b>Total OTHER NON-OPERATING</b>	<b>4,000,000</b>		<b>4,000,000</b>	<b>0</b>		<b>4,000,000</b>
<b>TOTAL BUDGET</b>	<b>120,876,769</b>	<b>719,624</b>	<b>121,596,393</b>	<b>112,511,889</b>	<b>111,737,386</b>	<b>9,084,504</b>

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

Prepared by: Tom Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: January 17, 2012  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EARLY LEARNING KINDERGARTEN PROGRAM –  
ADDITIONS – ST. MARY’S AND ST. GABRIEL SCHOOLS**

Public Session

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**BACKGROUND INFORMATION:**

In May 2011, the Ministry of Education requested that school boards identify sites for the Early Learning Kindergarten Program (ELKP). The Board has received approval from the Ministry for the implementation of the ELKP at seven sites for the 2013-14 school year. The seven approved sites are:

1. Holy Family Catholic Elementary School, Brant
2. Our Lady of Fatima School, Norfolk
3. Sacred Heart Catholic Elementary School, Brant
4. St. Gabriel Catholic Elementary School, Brant
5. St. Leo School, Brant
6. St. Mary’s School, Haldimand
7. St. Michael’s School, Norfolk

**DEVELOPMENTS:**

The Ministry has approved \$1,439,775 to address the capital needs related to the implementation of the Year 4 ELKP. The Ministry has allocated \$479,925 to St. Mary’s School in Hagersville and \$959,850 to St. Gabriel Catholic Elementary School in Brantford for classroom additions.

**RECOMMENDATION:**

THAT the Committee of the Whole refers the report on classroom additions at St. Mary’s School, Hagersville and St. Gabriel Catholic Elementary School, Brantford to the Brant Haldimand Norfolk Catholic District School Board for receipt.



## 2011-12 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>January 17, 2012</b>	4:30 pm 7:00 pm	Foundation Presentation by Huron-Perth <b>Committee of the Whole</b>	<b>X</b>
<b>January 24, 2012</b>	7:00 pm	<b>Board Meeting</b>	
February 1, 2012	4:00 pm	Trustee Tour – St. John’s College addition	<b>X</b>
February 8, 2012	7:00 pm	SEAC Meeting	
February 14, 2012	9:30 am	Executive Council Mtg.	
February 16, 2012	1:30 pm	Faith Advisory Committee Mtg.	
<b>February 21, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
February 28, 2012	1:00 pm	Student Transportation Services BHN Board of Directors’ Mtg.	
<b>February 28, 2012</b>	7:00 pm	<b>Board Meeting</b>	
March 6, 2012	9:30 am	Executive Council Mtg.	
March 7, 2012	1:30 pm	Catholicity Committee Mtg.	
<i>March 12 – 16, 2012</i>		<i>MARCH BREAK</i>	
<b>March 20, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
March 21, 2012	7:00 pm	SEAC Meeting	
March 23-24, 2012	3:30 pm	Trustee Retreat with Bishop Fabbro	<b>X</b>
<b>March 27, 2012</b>	7:00 pm	<b>Board Meeting</b>	
April 10, 2012	9:00 am	Executive Council Mtg.	
April 11, 2012	7:00 pm	Official Opening & Blessing – St. Basil – Bishop Crosby	
April 11, 2012	7:00 pm	SEAC Meeting	
<b>April 17, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
<b>April 24, 2012</b>	7:00 pm	<b>Board Meeting</b>	
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	
<b>May 15, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
May 16, 2012	7:00 pm	SEAC Meeting	
<b>May 22, 2012</b>	7:00 pm	<b>Board Meeting</b>	
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	
<b>June 19, 2012</b>	7:00 pm	<b>Committee of the Whole</b>	
June 25, 2012	4:45 pm	Assumption College Graduation	
<b>June 26, 2012</b>	7:00 pm	<b>Board Meeting</b>	
June 28, 2012	7:00 pm	St. John’s College Graduation	
June 28, 2012	7:00 pm	Holy Trinity Graduation	