



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

**Agenda
Board Meeting**
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

**BOARD MEETING
TUESDAY, OCTOBER 27, 2009 7:00 pm
Board Room**

1. Call to Order

1.1 Opening Prayer – June Szeman, Chair of the Board

1.2 Attendance

2. Routine Matters

2.1 Approval of the Agenda

2.2 Declaration of Interest

2.3 Approval of Minutes from the Board Meeting

a) June 23, 2009

Pages

b) September 29, 2009

Pages

2.4 Business Arising from Minutes

3. Presentations and Delegations: Nil

4. Committee and Staff Reports

4.1 Financial Statements for 2008-09

Pages

Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer

4.2 Unapproved Minutes and Recommendations from the
Committee of the Whole Meeting of October 20, 2009

Pages

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

4.2.1 Approved SEAC minutes – September 9, 2009

4.2.2 Unapproved Faith Advisory Committee minutes – September 24, 2009

4.2.3 Unapproved Accommodation Committee minutes – October 13, 2009

4.2.4 Unapproved Policy Committee minutes – October 14, 2009

o Policy: Progressive Discipline for Students

4.2.5 Surplus Accommodation

4.2.6 Primary Class Size

4.2.7 OCSTA Membership Fees

4.2.8 Student Trustee Report

4.3 Policy: Performance Appraisal of the Director of Education

Presenter: Bonnie McKinnon, Chair of the Policy Committee



5. INFORMATION AND CORRESPONDENCE

- 5.1** Letter from the Corporation of the City of Brantford re: Support the Community School Alliance for a review of the Providence's Accommodation Review Committee process. Pages 62-63
Presenter: June Szeman, Chair of the Board
- 5.2** Letter from OCSTA re: Provincial Review of Accessibility for Ontarians with Disabilities Act, 2005 Page 64
Presenter: June Szeman, Chair of the Board
- 5.3** Memo from OCSTA re: Bill 177 Ordered to Standing Committee Page 65
Presenter: June Szeman, Chair of the Board

6. NOTICES OF MOTION

7. TRUSTEE INQUIRIES

8. BUSINESS IN-CAMERA

207. **(2) Closing of certain committee meetings.** A meeting of a committee of a board, including a committee of the whole board, may be closed to the public when the subject-matter under consideration involves,
- a) The security of the property of the board;
 - b) The disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
 - c) The acquisition or disposal of a school site;
 - d) Decisions in respect of negotiations with employees of the board; or
 - e) Litigation affecting the board.

9. REPORT ON THE IN-CAMERA SESSION

10. FUTURE MEETINGS AND EVENTS

Pages 66-67

11. MOMENT OF SILENT REFLECTION

12. ADJOURNMENT

Brant Haldimand Norfolk Catholic District School Board
Minutes of the Meeting of the 2009 Board – Tuesday, June 23, 2009

PRESENT AT THE MEETING

Trustees: Dennis Blake, Cliff Casey, Dan Dignard,
Bonnie McKinnon, Joe McPherson and June Szeman

Student Trustee: Chris Radojewski

Administration: Cathy Horgan, Director of Education & Secretary,
Wally Easton, Associate Director & Treasurer,
Bill Chopp, Trish Kings and Chris Roehrig, Superintendents of Education;
Tracey Austin, Communications Coordinator and Linda Luciani, Recording Secretary

A. CALL TO ORDER:

The meeting was called to order by Chair June Szeman.

OPENING PRAYER: The meeting was opened with a prayer.

B. APPROVAL OF THE AGENDA:

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve the agenda for the June 23, 2009 Board Meeting.

CARRIED

DECLARATION OF INTEREST:

Chair June Szeman and Trustees Cliff Casey and Bonnie McKinnon declared a conflict of interest regarding Agenda Item #D1.ii, Budget Committee Minutes. Trustee Dan Dignard declared a conflict of interest regarding In-Camera Agenda Item #6.1ii, Accommodation Committee Minutes.

APPROVAL OF MINUTES:

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board, approve the minutes of the May 26, 2009 Meeting of the Board.

CARRIED

BUSINESS ARISING FROM MINUTES:

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve that the Student Transportation Walking Distance report and motion be put back on the table for discussion.

CARRIED

C. PRESENTATIONS & DELEGATIONS:

Chair June Szeman welcomed Lindsay Kalliokoski from St. Joseph's School. Lindsay was congratulated for winning the Ontario English Catholic Teachers' Association's (OECTA's) Young Authors Award for her story, *Queen of the Pirating Sea*.

Chair, June Szeman welcomed and congratulated John Burroughs, Principal of Holy Trinity Catholic High School for being named the Canadian Outstanding Principal by the Learning Partnership.

Chair June Szeman welcomed and introduced Fatima Malloy, President of OSSTF – Clerical-ESS and Cindy Miller, a Child & Youth Worker, who, as a delegation, made a presentation to the Board regarding its decision to lay-off four Child and Youth Workers and transfer these positions to educational assistants.

STAFF REPORTS:

1. Unapproved Minutes and Approval of Recommendations from the Committee of the Whole Meeting of June 16, 2009

Chair of the Committee of the Whole Joe McPherson reviewed the minutes and recommendations from the meeting of June 16, 2009. Trustees asked that a review of the Attendance Support Coordinator position be brought to the Board in June 2010. Trustee McPherson requested approval of the following recommendations:

THAT the Committee of the Whole receive the approved minutes from the Special Education Advisory Committee Meeting from May 13, 2009.

THAT the Committee of the Whole receive the approved minutes from the Budget Committee Meeting from May 19, 2009.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the following goals for the 2009-10 Budget:

- High levels of student achievement.
- Reduced gaps in student achievement.
- High levels of public confidence in public education.
- Enhanced faith development of students and staff.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Revenue Estimates report.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board receive the Expenditure Estimates report.

THAT the Committee of the Whole approve and refer the recommendations from the Budget Committee Meeting of May 19, 2009.

THAT the Committee of the Whole receive the unapproved minutes from the Budget Committee Meeting from June 9, 2009.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Operations Budget in the amount of \$23,274,695.

THAT the Budget Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Capital Budget in the amount of \$15,908.733.

THAT the Committee of the Whole approve and refer the recommendations from the Budget Committee Meeting of June 9, 2009.

THAT the Committee of the Whole receive the unapproved minutes from the Faith Advisory Committee Meeting of May 21, 2009.

THAT the Committee of the Whole receive the unapproved minutes from the Accommodations Committee Meeting of June 15, 2009.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board review the Watson and Associates, inc. recommendations to consolidate St. Leo School and Resurrection School in 2012-13.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board complete an Attendance Area Review for St. John's College and Assumption College School in 2010-11.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board complete an Attendance Area Review for Notre Dame and St. Patrick's Schools in Caledonia in 2009-10.

THAT the Accommodations Committee recommend to the Committee of the Whole that the Brant Haldimand Norfolk Catholic District School Board approve the following projects:

- School Renewal Projects of \$5.1 million for the years 2008-14.
- Energy Efficient Schools Projects for the years 2008-10.
- Good Places to Learn Projects for 2008-10.

THAT the Committee of the Whole approve and refer the recommendations from the Accommodations Committee Meeting of June 15, 2009.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the annual tuition fee of \$11,500 for secondary non-resident in Ontario students, as defined by the Education Act.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve a non-refundable Administration/Application Fee of \$200.

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the implementation of an Attendance Support w

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the position of Attendance Support Coordinator, effective September 1, 2009 with an annual salary grid of :

Start	\$64, 427
Year 1	\$67,356
Year 2	\$70, 285
Year 3	\$73, 213

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the request from St. John's College for an excursion to Greece from Friday, March 12, 2010 to Saturday, March 20, 2010.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Educational Field Trip Summary report.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Ontario Secondary School Literacy Test Results – March 2009 report.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve the appointment of Peter Svec for the position of Program Consultant: Pathways to Success, effective September 1, 2009 to June 30, 2010.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve Agnes Grafton for the position of Secondary Program Consultant, effective September 2009 to June 2012.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve Derek MacEachen for the position of Department Head – Religious Studies, effective September 2009 to June 2012.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve Mariette Lauriault for the position of Department Head – Special Education, effective September 2009 to June 2012.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School Board approve Karen Wilkinson for the position of Elementary Program Consultant, effective September 2009 to June 2012.

THAT the Committee of the Whole recommend the Brant Haldimand Norfolk Catholic District School terminate the contract of James Ali, Behaviour Therapist, effective August 31, 2009.

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of June 16, 2009.

CARRIED

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting June 16, 2009.

CARRIED

On the motion of Dennis Blake and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board approve the 2009-10 Salary and Benefits Budget in the amount of \$86,541,618.

CARRIED

On the motion of Joe McPherson and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board designate a parcel of land identified as Part Lots 1 to 3, Concession 5, Urban Area of Simcoe, Norfolk County for use as a future school site.

CARRIED

2. Student Transportation Walking Distance.

Associate Director, Wally Easton noted that that this item had been tabled from the Committee of the Whole meeting of June 16, 2009 so that further information could be provided to trustees. He reported that the change in walking distances had been precipitated by the Ministry of Education who have mandated that school Boards form Transportation Consortia and that each Consortium would be required to undergo an Efficiency and Effectiveness (E & E) Review. A pre-visit was conducted during the summer of 2008 and a strong recommendation was made by the Review Committee to harmonize walking distances of the Consortia. Past practice has proven that consortias

that did not harmonize their walking distances did not receive a favourable rating which resulted in a loss of transportation grant monies. The Student Transportation Services of Brant Haldimand Norfolk (STSBHN) proposed walking distances of 1.6 kilometres for elementary students and 3.2 kilometres for secondary students.

Trustees expressed concern that a walking distance of 1.6 kilometres was too far and, potentially, unsafe for rural students. Mr. Easton noted that each route will be carefully investigated for hazards such as four-lane major roads, rivers, bridges, etc. and exemptions to the walking distance will be made accordingly to address safety concerns.

Some trustees felt that that walking distance should be reduced for elementary students. Mr. Easton noted that reducing the walking distance for elementary students to 1.0 kilometres or 1.3 kilometres would increase the number of buses required in Brantford and Brant County, therefore, increasing transportation costs. Trustee Dennis Blake asked that the motion be amended to reflect a walking distance of 1.3 kilometres for all elementary students. The motion was not seconded.

Trustee Casey asked that the motion be amended to reflect a walking distance of 1.0 kilometres for Junior/Senior Kindergarten students, 1.6 kilometres for students in Grade 1 to Grade 8 and 3.2 kilometres for secondary students. Trustee Blake seconded the motion
CARRIED

Associate Director Wally Easton commented that the proposed motion would result in opposing the concept of harmonization recommended by the Ministry and that the Grand Erie District School Board has already passed the motion to harmonize at their board meeting.

Trustee McKinnon rescinded her vote and the Chair declared the motion defeated. Trustee Casey called a challenge to the Chair.

On the motion of Dan Dignard and Bonnie McKinnon, that the Chair of the Brant Haldimand Norfolk Catholic District School Board call the motion.
CARRIED

Trustees requested that a recorded vote be taken.

Resolved:

On the motion of Joe McPherson and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve Student Transportation Walking Distances, from home to school, of 1.6 kilometres for all elementary students and 3.2 kilometres for secondary students, effective September 1, 2010.

Trustee/Student Trustee	Approve	Not Approve
Dennis Blake		✓
Cliff Casey		✓
Dan Dignard	✓	
Bonnie McKinnon	✓	
Joe McPherson	✓	
Chris Radojewski	✓	
TOTAL	3	2

CARRIED

Chair June Szeman asked that it be noted that she did not state an opinion through the Student Transportation Walking Distance discussion.

Trustees requested information on the process for challenging the Chair.

3. Long-Term Debenture Financing

Associate Director & Treasurer, Wally Easton asked trustees to approve a debenture of \$12,631,893 to finance new Pupil Places projects. Trustee Dan Dignard inquired as to whether the Board was required to conduct a debt/ratio analysis. Mr. Easton reported that school boards are required to examine the amount of debt repayment proportionate to grants received. This amount cannot exceed 10%. Mr. Easton reported that the Board is well under the 10% limit.

Resolved:

On the motion of Bonnie McKinnon and Joe McPherson, that the Brant Haldimand Norfolk Catholic District School Board recommend approval of By-Law Number 2009-A2 as follows:

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$12,631,893 pursuant to a loan agreement under section 12 of Ontario Regulation 466/97

WHEREAS subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the “*Education Act*”) and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsections 242 (1) and 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue debentures or issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

AND WHEREAS section 12 of Ontario Regulation 466/97, as amended by Ontario Regulation 462/06 (the “**Regulation**”), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan from the Ontario Financing Authority with an initial maturity of more than one year and that (2) a board that obtains a loan mentioned in subsection 12 (1) shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Brant Haldimand Norfolk Catholic District School Board (the “**Board**”), which under the *Education Act* constitutes a district school board, the Board has received funding under the program referred to as the New Pupil Places Program to fund capital projects with respect to instructional spaces at existing elementary and secondary schools, and to construct new elementary and secondary schools for the board, some of which projects are described in Schedule “A” attached to the Loan Agreement, as hereinafter defined (individually an “Eligible Project”, collectively the “Eligible Projects”) and each Eligible Project constitutes a “permanent improvement” as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount of \$12,631,893 under the said Loan Agreement in respect of a single Eligible Project, the term “Eligible Projects” means that Eligible Project;

AND WHEREAS before the Board authorized each of the Eligible Projects and before authorizing additional cost amounts in respect of the Eligible Projects (if any), the Treasurer of the Board updated the Board’s most recent annual debt and financial obligation and liability limits as determined in accordance with the provisions of Ontario Regulation 472/98 and determined that the estimated annual amount payable by the

Board in respect of each Eligible Project and each such additional cost amount (if any), would not cause the Board to reach or exceed its updated limits, with the result that the Board authorized each Eligible Project and each such additional cost amount (if any) without the prior approval of the Minister of Education referred to in section 4 of the Regulation;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$12,631,893 (the “**Loan**”) pursuant to a loan agreement in the form attached hereto as Schedule “A” (the “**Loan Agreement**”) which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

NOW THEREFORE THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:

1. The Board hereby authorizes the Loan that is to be made available to the Board pursuant to the Loan Agreement on the basis that it constitutes a loan under section 12 of the Regulation and that the Loan Agreement constitutes an instrument prescribed under clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule “A”, with such changes thereto as may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.
3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.
4. The Loan shall be paid in instalments of combined (blended) principal and interest over a 25 year amortization period on the specified dates set out in Schedule “B” to the Loan Agreement with the first interest payment on November 16, 2009 and thereafter instalments to May 15, 2034 in each of the years during the currency of the Loan as set forth in such schedule. The Loan shall bear interest at the rate of 5.384% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule “B” to the Loan Agreement.
5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of

principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule “B” to the Loan Agreement; but such amount shall be paid out of the Board’s general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board’s general revenue or any other available funds.

7. The proceeds of the Loan shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

CARRIED

4. Strategic Planning

Director of Education & Secretary, Cathy Horgan reported that in February 2009 the Board began the process of establishing a new strategic plan. A review of the Board’s beliefs/core values, mission statement, motto and strategic commitments were conducted and draft submissions have been developed. These submissions will be vetted throughout the system to stakeholder groups so that they may provide input. She noted that work will begin in the fall of 2009 to establish an action plan for each strategic commitment which will contain smart goals, actions to be taken and targets to be monitored.

Resolved:

On the motion of Dan Dignard and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board approve, in principle, the Draft beliefs/core values, mission statement, motto and strategic commitments that will form the backbone of our Strategic Plan.

CARRIED

D. INFORMATION AND CORRESPONDENCE ITEMS:

Superintendent of Education, Chris Roehrig provided trustees with a draft organization chart of our schools. Another analysis of the data will be completed in September 2009. Trustees inquired as to whether the Board was meeting the 20:1 pupil/teacher ratio in primary grades and if the Board’s declining enrolment mitigated a lay-off of teachers. Superintendent Roehrig reported that the Board is meeting the ratio and that declining enrolment has not resulted in teacher layoffs.

Chair June Szeman asked trustees to submit their expenses as soon as possible so that they can be processed and recorded in the 2008-09 budget.

Chair June Szeman reminded trustees of the Board-wide Faith Day on September 1, 2009 at the Sanderson Centre.

Director of Education, Cathy Horgan asked trustees to contact Andrea Murphy to advise if they would be attending the August 27, 2009 barbecue.

Resolved:

On the motion of Dan Dignard and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the information and correspondence items since the last meeting.

CARRIED

E. NOTICES OF MOTION: Nil.

F. TRUSTEE INQUIRIES:

Trustee Bonnie McKinnon inquired as to what action the Board has taken regarding the H1N1 virus. Associate Director & Treasurer Wally Easton reported that the Board has been in contact with the various Boards of Health and they have not come forward with definitive actions. They are recommending that individuals continue to wash their hands, etc. Information regarding the virus and precautions to be taken have been posted on the Board's website.

G. BUSINESS OF THE IN-CAMERA SESSION

Resolved:

On the motion of Cliff Casey and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board, move to an in-camera session.

CARRIED

H. REPORT ON THE IN-CAMERA SESSION

Resolved:

On the motion of Bonnie McKinnon and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board approve the business from the In-Camera session.

CARRIED

I. FUTURE MEETINGS AND EVENTS

Chair June Szeman asked trustees to peruse the 2008-09 Meetings and Events listing.

J. MOMENT OF SILENT REFLECTION

K. ADJOURNMENT

Resolved:

On the motion of Cliff Casey and Bonnie McKinnon, that the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of June 23, 2009.

CARRIED



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, September 29, 2009
Board Meeting
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

PRESENT AT MEETING:

1. CALL TO ORDER

The meeting was called to order by Chair June Szeman.

1.1 OPENING PRAYER:

The meeting was opened with a prayer.

Chair June Szeman thanked Superintendent of Education Trish Kings for the work in preparing the New Employee Mass and Storefront Workshops. The event was very successful.

1.2 ATTENDANCE

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

2. ROUTINE MATTERS

2.1 APPROVAL OF THE AGENDA

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the September 29, 2009 meeting.

CARRIED

2.2 DECLARATION OF INTEREST: Nil



**BRANT HALDIMAND NORFOLK
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**2.3 APPROVAL OF MINUTES FROM THE BOARD MEETING – JUNE 23 AND
JULY 6, 2009**

There was some discussion regarding the June 23, 2009 and clarification is being sought. They will be brought back to the Board for approval in October.

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Board Meeting of July 6, 2009.

CARRIED

2.4 BUSINESS ARISING FROM THE MINUTES: Nil

3. PRESENTATIONS/DELEGATIONS: Nil

4. COMMITTEE AND STAFF REPORTS

**4.1 UNAPPROVED MINUTES AND RECOMMENDATIONS FROM THE
COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 22, 2009**

Chair of the Committee of the Whole Joe McPherson reviewed the minutes of the Committee of the Whole meeting of September 22, 2009. At that meeting, the start-up enrolment and school organizations were reviewed. This information is currently being looked at to ensure that the board is in compliance with the primary class size requirement. Updated information will be provided to the board at a future date. Trustee Joe McPherson requested approval of the following recommendations:

THAT that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the start-up enrolment and school organization report.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the following Board and Committee of the Whole Meeting Schedule 2009-10 as follows:

A Board meeting be held on Tuesday, December 8, 2009 with no Committee of the Whole meeting scheduled in December 2009.



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A Committee of the Whole be held on Tuesday, March 23, 2010 and the Board meeting be held on Tuesday, March 30, 2010.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the report on the EQAO Primary, Junior and Grade 9 results for 2008-09.

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of September 22, 2009.

On the motion of Bonnie McKinnon and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of September 22, 2009.

CARRIED

4.2 SPECIAL EDUCATION ADVISORY COMMITTEE MINUTES – JUNE 10, 2009

Trustee Dennis Blake, representative on the SEAC, reviewed the June 10, 2009 minutes of the Special Education Advisory Committee meeting. In his review, trustee Dennis Blake recognized the dedication of George Follis and Lynda Field-Newhouse who were leaving SEAC. He thanked them for their time, energy and commitment to children with special needs.

Trustee Dennis Blake reviewed the elementary supplementary gifted program and the work being done by Carmen McDermid and the SERTS. Mariette Lauriault spoke of the program at the secondary level.

Trustee Dennis Blake encouraged fellow trustees to attend future SEAC meetings.

Resolved:

On the motion of Cliff Casey and Dan Dignard, that the Brant Haldimand Norfolk Catholic District School Board receive the Special Education Advisory Committee minutes from the June 10, 2009 meeting.

CARRIED



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4.3 FATHER FOGARTY AWARDS

Director of Education Cathy Horgan reviewed the background of the Father Fogarty Awards and recognized the following students who are the 2009 recipients:

Laura Grafton	Assumption College School
Chung-me Jang	Holy Trinity Catholic High School
Jessica Baluk	St. John's College

Trustees, parents and staff are invited to attend this event to celebrate these students. Any trustees wishing to attend should notify Claire Dodgson. A congratulatory letter will be prepared by the Chair of the Board to send to the recipients.

Resolved:

On the motion of Bonnie McKinnon and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board receive the information regarding the recipients of the 2008-09 Father Fogarty Award

CARRIED

4.4 ARCHITECT SELECTION

Associate Director, Wally Easton reviewed the process of selecting an architect for the additions to St. Peter and St. Bernard of Clairvaux schools. Proposals were short-listed to three and a Selection Committee interviewed the architects.

Resolved:

On the motion of Joe McPherson and Cliff Casey, that the Brant Haldimand Norfolk Catholic District School Board recommend approval of The Ventin Group Ltd., Architects to design the additions to St. Peter and St. Bernard of Clairvaux schools.

CARRIED

5. INFORMATION AND CORRESPONDENCE

5.1 STRATEGIC PLANNING

Director of Education Cathy Horgan distributed a brochure which has been reviewed with principals, a focus group and now she will be visiting schools to obtain input. Also reviewed were the Strategic Action Plan templates for the four strategic commitments: Catholicity, Student Achievement, Leadership and Communications. Once completed, these action plans will be reviewed by a committee and will be brought to the board for approval.



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322 Fairview Drive
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Chair June Szeman stated that the Faith Advisory Committee has seen the template and along with the Catholicity Committee, will complete it. In her comments, June Szeman advised that both these committees are moving ahead and progressing well. There has been a lot of interaction with our local clergy who are committee to assist in the Catholicity goals of the board.

Resolved:

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

CARRIED

6. NOTICES OF MOTION: Nil

7. TRUSTEE INQUIRIES:

Trustee Cliff Casey asked if trustees could receive a copy of the Roberts Rules of Order. Chair of the Board June Szeman advised that she and the Director of Education have been reviewing a particular edition and will provide a copy to trustees. Trustee Dennis Blake asked if an in-service will be booked to review Roberts Rules of Order. Director of Education Cathy Horgan advised that she is still investigating a speaker.

Trustees received a booklet of information and contacts. They expressed their appreciation for this up-to-date data.

Trustee Cliff Casey asked about the distribution of policies in a binder. Director of Education Cathy Horgan advised that all policies are on the website and up-to-date. Some trustees prefer a hardcopy and advised they would keep it current.

8. BUSINESS IN-CAMERA:

Resolved:

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

CARRIED



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, September 29, 2009
Board Meeting
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

9. REPORT ON THE IN-CAMERA SESSION:

Resolved:

On the motion of Bonnie McKinnon and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board approve the business of the In-camera session.

10. FUTURE MEETINGS

Trustees were notified that an Accommodation Committee meeting has been scheduled for October 13 at 7:00 pm.

11. MOMENT OF SILENT REFLECTION

12. ADJOURNMENT

Resolved:

On the motion of Bonnie McKinnon and Dennis Blake, that the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of September 29, 2009.

CARRIED

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer
Presented to: Meeting of the Board
Submitted on: October 27, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

**FINANCIAL STATEMENTS –
YEAR ENDED AUGUST 31, 2009**

Public Session

BACKGROUND INFORMATION:

Annually, the Board must report on the financial results for the year. Over the last five years, the government has been implementing the standards set by the Public Accounting Standards Board (PSAB). These are standards for all public sector bodies and school boards will be required to report based on the full PSAB standards by 2010-11, which includes tangible asset reporting. This year, the tangible capital assets are reported in Note 11 to the financial statements.

DEVELOPMENTS:

The public Financial Statements for the year ended August 31, 2009, as well as the Audit Report by the Board's auditor, Millard, Rouse, Rosebrugh LLP, have been completed and are attached as Appendix A. Mr. Cameron Johnston, C.A., of Millard, Rouse & Rosebrugh will be at the meeting to review the financial statements and auditors' report.

The operating results for the 2008-09 year reflect an excess of revenue over expenditures in the amount of \$314,216 and a cumulative surplus of \$412,640 as at August 31, 2009 as shown in Schedule 1 on Page 14 of the financial statements. The financial results for the year are positive. Certain expenditures were greater than anticipated, primarily due to in-year grants provided by the Ministry of Education which exceeded the original estimates by approximately \$1.2 million. Local Taxation also exceeded the forecasted amount over \$2 million, primarily due to greater than expected supplementary taxes; however, this does not affect the net operating results as the Ministry offsets municipal tax revenues by reducing the provincial grant.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve the Financial Statements for the year ended August 31, 2009.

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

**CONSOLIDATED FINANCIAL STATEMENTS
For the year ended August 31, 2009**



Millard, Rouse & Rosebrugh LLP
Chartered Accountants

**BRANT HALDIMAND NORFOLK
CATHOLIC DISTRICT SCHOOL BOARD**

For the year ended August 31, 2009

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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

AUDITORS' REPORT

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

We have audited the consolidated statement of financial position of the Brant Haldimand Norfolk Catholic District School Board as at August 31, 2009 and the consolidated statements of operations and changes in financial position for the year then ended. These consolidated financial statements are the responsibility of the School Board's management. Our responsibility is to express an opinion on these consolidated financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the consolidated financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation.

In common with many school boards, individual schools derive revenue from school fundraising activities held throughout the year. Adequate documentation and controls were not in place throughout the year to allow us to obtain satisfactory audit verification as to the completeness of these revenues. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the individual schools and we were not able to determine whether adjustments might be necessary to school fundraising revenue, net revenue, financial assets and net financial position.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of school fundraising revenue referred to in the preceding paragraph, these consolidated financial statements present fairly, in all material respects, the financial position of the Brant Haldimand Norfolk Catholic District School Board as at August 31, 2009 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Brantford, Ontario
October 8, 2009

MILLARD, ROUSE & ROSEBRUGH LLP
CHARTERED ACCOUNTANTS
Licensed Public Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at August 31	2009	2008
FINANCIAL ASSETS		
Cash and bank	9,536,028	2,684,072
Accounts receivable		
Municipalities	2,197,882	2,080,322
Other (Note 2)	1,697,953	1,247,481
	13,431,863	6,011,875
FINANCIAL LIABILITIES		
Bank loan	3,305,020	3,207,000
Accounts payable and accrued liabilities	5,703,042	5,899,343
Accounts payable - Government of Ontario	-	344,036
Accounts payable - other School Boards	4,260,729	3,330,151
Deferred income	2,093,599	682,841
Deferred revenue - Education development charge (Note 3)	563,511	535,071
Employee retirement gratuity plan (Note 4)	20,323	20,323
Accrued vacation pay	357,584	303,502
Accrued future paid sick leave benefits (Note 5)	7,056,740	6,594,102
Post employment/retirement benefits (Note 6)	1,201,717	792,000
Accrued interest on long term liabilities	966,532	798,886
Net long term liabilities (Note 7)	49,487,931	35,699,755
	75,016,728	58,207,010
Net Financial Assets (Liabilities)	(61,584,865)	(52,195,135)
Non-Financial Assets		
Prepaid expenses	579,878	1,063,572
Net Assets (Liabilities)	(61,004,987)	(51,131,563)
FUND BALANCES - END OF YEAR		
Operating Fund	412,640	98,424
Capital Fund	(13,930,417)	(17,772,970)
Reserves and Reserve Funds (Note 8)	10,575,828	9,672,233
School Activities Fund	1,027,789	1,079,318
Fund Balances	(1,914,160)	(6,922,995)
Amounts to be recovered (Note 9)	(59,090,827)	(44,208,568)
Net Financial Position	(61,004,987)	(51,131,563)

Approved on behalf of the Board

.....
Chair of the Board

.....
Director of Education

See accompanying notes

Millard, Rouse & Rosebrugh LLP
Chartered Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD
CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended August 31	Budget (unaudited)	2009	2008
Revenues			
Local taxation	18,813,863	20,248,006	20,085,316
General legislative grants	79,415,806	81,080,242	75,516,256
Provincial grants - other	776,748	1,959,195	2,107,625
Federal grants and fees	789,313	1,058,590	844,901
Other revenue	379,438	1,664,845	1,076,104
Recoveries from other school boards	327,354	363,076	374,242
Investment income	333,500	291,717	526,023
School fundraising	3,000,000	3,930,312	3,752,834
	103,836,022	110,595,983	104,283,301
Expenditures			
Current Operations			
Instruction	76,294,674	79,867,581	73,612,006
Administration	3,595,017	3,865,631	3,404,070
Transportation	5,156,901	5,800,208	5,052,590
School operations and maintenance	9,016,456	9,479,387	9,021,205
Pupil accommodation	1,983,686	2,258,530	2,157,416
Other	146,395	281,464	1,997,237
	96,193,129	101,552,801	95,244,524
Capital Operations			
Instruction	569,471	608,334	593,143
Administration	23,000	-	45,660
School operations and maintenance	35,000	35,991	34,096
Pupil accommodation	13,212,582	13,806,746	11,197,434
	13,840,053	14,451,071	11,870,333
School Funded Activities	3,000,000	3,981,841	3,741,342
Total Expenditures	113,033,182	119,985,713	110,856,199
Net Revenues/Expenditures	(9,197,160)	(9,389,730)	(6,572,898)
Increase/(Decrease) in prepaid expenses	-	(483,694)	(491,873)
Less: Debt principal repayments	(1,096,017)	(1,234,954)	(1,109,848)
Add: Proceeds long term debt	-	15,023,130	1,658,596
Add: Employee benefits	-	926,437	(171,425)
Add: Accrued interest	-	167,646	8,966
Increase/Decrease in amounts to be recovered	(1,096,017)	14,882,259	386,289
Change in Fund Balances	(10,293,177)	5,008,835	(6,678,482)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**CONSOLIDATED STATEMENT OF CHANGES IN FINANCIAL POSITION**

For the year ended August 31	2009	2008
Operations		
Net revenues/expenditures	(9,389,730)	(6,572,898)
Sources (Uses) of Cash:		
Accounts receivable municipalities	(117,560)	7,132
Accounts receivable other	(450,472)	1,018,011
Accounts payable and accrued liabilities	(196,301)	2,343,589
Accounts payable - Government of Ontario	(344,036)	344,036
Other current liabilities		-
Deferred income	1,410,758	(71,680)
Accounts payable - other School Boards	930,578	15,000
Deferred revenue - Education development charge	28,440	(24,182)
Retirement gratuities	-	-
Accrued future paid sick leave benefits	462,638	(3,823)
Accrued vacation pay	54,082	29,398
Post employment benefits	409,717	(197,000)
Accrued interest on long term debt	167,646	8,966
	(7,034,240)	(3,103,451)
Financing		
Long term debt issued	15,023,130	1,658,596
Long term debt repaid	(1,234,954)	(1,109,848)
Bank loan	98,020	3,207,000
	13,886,196	3,755,748
Net Change in Cash and Cash Equivalents	6,851,956	652,297
Opening Net Cash and Cash Equivalents	2,684,072	2,031,775
Closing Net Cash and Cash Equivalents	9,536,028	2,684,072
Comprised of:		
Cash and bank	8,508,239	1,604,754
School funds	1,027,789	1,079,318
	9,536,028	2,684,072

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These consolidated financial statements have been prepared by the Board in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants.

(a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and fund balances 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, expenditures and fund balances of various organizations that exist at the school level and that are controlled by the Board, are reflected in the consolidated financial statements.

(b) 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.

(c) Basis of Accounting

Revenues and expenditures are accounted for on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenditures are the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

(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) Capital Assets

The historical cost and accumulated depreciation of capital assets are not reported. Capital assets are reported as expenditures on the Statement of Operations in the year of acquisition.

(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.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(g) Reserves and Reserve Funds

Certain amounts, as approved by the Board of Trustees, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

(h) Government Transfers

Government transfers, which include legislative grants, are recognized in the 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.

(i) Investment Income

Investment income earned on surplus operating funds, capital funds, reserves and reserve funds are reported as revenue in the period earned.

(j) 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 generally accepted accounting principles for local governments established by the Public Sector Accounting Board, 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.

(k) Use of Estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosures of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenditure during the reporting period. Actual results may vary from current estimates. These estimates are reviewed periodically and, as adjustments become necessary, they are reported in the periods in which they become known.

2. ACCOUNTS RECEIVABLE - OTHER	2009	2008
Other school boards	451,488	56,256
Government of Ontario	567,985	-
Government of Canada	378,995	967,921
Other	299,485	223,304
	1,697,953	1,247,481

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

3. DEFERRED REVENUE

The use of certain reserve 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 reserve funds be reported as deferred revenue.

4. EMPLOYEE RETIREMENT GRATUITY PLAN

Up to 1998 the board provided for gratuities payable to certain employees on retirement or termination. Total cash payments during the year were \$nil. Cash payments and adjustments made to employees in the current period upon retirement amounted to \$nil (2007 - \$nil). During 1998, the board came to an agreement with a majority of employees to buy out these plans over eight years. The first annual payment was made in 1999. The anticipated cost to the Board of settlement is expected to be \$20,323 (2007 - \$20,323).

5. 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 \$9,360,605, consisting of an accrued benefit obligation of \$7,056,740 (2008 - \$6,594,102) and an unamortized actuarial loss of \$2,303,764. The loss is being recorded, at \$158,893 per year over the expected average remaining service life of the employee group.

6. 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, 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 in 2009 with respect to future retiree benefits for the pre-August 2005 retiree group. An estimated liability of \$1,201,717 (2008 - \$792,000) has been recorded in the accounts.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

7. NET LONG TERM LIABILITIES

Net long term liabilities reported on the Statement of Financial Position are comprised of the following:

	2009	2008
4.90% debenture payable, semi-annual payments of \$58,141 including principal and interest	1,623,155	1,658,597
6.55% debenture payable, semi-annual payments of \$772,885 including principal and interest	15,959,919	16,436,762
5.90% 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	9,541,455	9,818,617
4.56% OFA debenture payable semi-annual payments of \$114,007	3,201,222	3,281,504
5.062% OFA debenture payable semi-annual payments of \$170,274	2,391,237	-
5.384% OFA debenture payable semi-annual payments of \$925,249	12,631,893	-
	51,460,678	37,307,277
Less: sinking fund assets	1,972,747	1,607,522
	49,487,931	35,699,755

Of the net long term liabilities outstanding of \$49,487,931, principal and sinking fund payments are payable over the next five years as follows:

	Principal	Sinking Fund Contributions	Total
2010	1,218,887	226,287	1,445,174
2011	1,288,904	226,287	1,515,191
2012	4,641,142	226,287	4,867,429
2013	1,441,478	-	1,441,478
2014	1,524,543	-	1,524,543
	10,114,954	678,861	10,793,815

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

8. RESERVES AND RESERVE FUNDS 2009 2008

The board's internally restricted reserve funds are comprised of:

Working funds	525,834	525,834
WSIB	212,102	209,517
Pupil accommodation	9,813,374	8,662,001
Other	24,518	274,881
	10,575,828	9,672,233

9. AMOUNTS TO BE RECOVERED IN FUTURE YEARS

The amounts to be recovered in future years reported on the Statement of Financial Position are comprised of the following:

	2009	2008
Capital outlay to be recovered in future years		
Net long term debt (Note 7)	49,487,931	35,699,755
Amounts to be financed in future years		
Employee retirement gratuity plan	20,323	20,323
Post employment benefits	1,201,717	792,000
Accrued paid sick leave benefits	7,056,740	6,594,102
Vacation accrual	357,584	303,502
Interest accrual	966,532	798,886
	59,090,827	44,208,568

10. 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.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

11. TANGIBLE CAPITAL ASSETS

For fiscal years beginning on or after January 1, 2009 the board will be required to report the historical cost and the accumulated amortization of tangible assets in its financial statements in accordance with The Public Sector Accounting Handbook PS3150 - Tangible Capital Assets. The board will fully implement this standard beginning with the August 31, 2010 fiscal year.

For 2009, Public Sector Guideline 7 requires the disclosure of tangible capital asset information in the notes to the financial statements to the extent that reliable information is available. Information related to tangible capital assets is summarized below.

The opening balances for land, buildings and portables were obtained from the Ministry of Education. The amounts were recorded by the Ministry for purposes of Provincial Consolidation and therefore subject to audit testing based on testing parameters established by the Ministry's auditors. The remaining capital assets and all current year transactions were audited using procedures determined necessary in the current year board audit. The opening balances for land, buildings and portables will be subject to board audit procedures in 2010.

Tangible capital assets will be recorded at historical cost. Historical cost includes the costs directly related to the acquisition, design, construction, development, improvement or betterment of tangible capital assets. Estimated historical cost was used to record existing tangible capital assets, if the actual cost was unknown when the board first started to prepare to implement tangible capital asset accounting.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets at the following amortization rates:

Land and improvements with finite lives	15 years
Buildings	40 years
Portable structures	20 years
Other buildings	20 years
Computer equipment	5 years
Furniture and fixtures	10 years

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

11. TANGIBLE CAPITAL ASSETS (continued)

	Cost			Accumulated Amortization						
	Balance at September 1, 2008	Additions	Disposals and transfers	Balance at August 31, 2009	Balance at September 1, 2008	Amortization	Disposals, writeoffs & adjustments	Balance at August 31, 2009	Net Book Value August 31, 2009	Net Book Value August 31, 2008
Land	4,792,468	1,479,104	-	6,271,572	-	-	-	-	6,271,572	4,792,468
Buildings (40 years)	95,981,614	5,138,871	4,008,850	105,129,335	20,234,704	3,020,712	-	23,255,416	81,873,919	75,746,910
Portable structures	3,277,200	-	-	3,277,200	2,153,304	151,582	-	2,304,886	972,314	1,123,896
Equipment (10 years)	1,901,339	136,558	-	2,037,897	943,721	190,134	-	1,133,855	904,042	957,618
Computer hardware	3,505,861	91,577	-	3,597,438	1,796,220	701,172	-	2,497,392	1,100,046	1,709,641
Computer software	447,833	92,387	-	540,220	206,484	89,566	-	296,050	244,170	241,349
Vehicles	29,453	35,991	-	65,444	-	5,891	-	5,891	59,553	29,453
Construction in progress	4,369,873	6,464,989	(4,008,850)	6,826,012	-	-	-	-	6,826,012	4,369,873
	114,305,641	13,439,477	-	127,745,118	25,334,433	4,159,057	-	29,493,490	98,251,628	88,971,208

Millard, Rouse & Rosebrugh LLP
Chartered Accountants

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended August 31, 2009

12. EXPENDITURES BY OBJECT	2009	2008
<hr/>		
The following is a summary of current expenditures reported on the Statement of Operations by object.		
Current expenditures:		
Salary and wages	72,217,135	67,248,338
Employee benefits	10,795,464	9,296,056
Staff development	348,711	236,439
Supplies and services	6,513,019	6,142,430
Repairs of furniture and equipment	263,211	113,336
Interest on long term debt	2,410,382	2,167,038
Rental expenditures	554,481	630,561
Fees and contract services	7,830,321	7,246,709
Other	620,077	2,163,617
	<hr/>	<hr/>
	101,552,801	95,244,524

13. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE

The school board joined, effective January 1, 1987, 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.

14. 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.

15. CONTINGENCY

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.

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

ANALYSIS OF CURRENT OPERATIONS

SCHEDULE 1

For the year ended August 31	Budget (unaudited)	2009	2008
Revenues			
Local taxation	18,813,863	20,248,006	20,085,316
General legislative grants	79,415,806	81,080,242	75,516,256
Provincial grants - other	776,748	1,959,195	2,107,625
Federal grants and fees	789,313	1,058,590	844,901
Other fees and revenue	259,580	1,041,263	710,064
Investment income	175,000	185,833	214,999
Recoveries from other school boards	327,354	363,076	374,242
	100,557,664	105,936,205	99,853,403
Expenditures			
Instruction	76,294,674	79,867,581	73,612,006
Administration	3,595,017	3,865,631	3,404,070
Transportation	5,156,901	5,800,208	5,052,590
School operations and maintenance	9,016,456	9,479,387	9,021,205
Pupil accommodation	1,983,686	2,258,530	2,157,416
Other	146,395	281,464	1,997,237
	96,193,129	101,552,801	95,244,524
Net Revenues/Expenditures	4,364,535	4,383,404	4,608,879
Changes in Non-Financial Assets			
Increase/(Decrease) in prepaid expenses	-	(483,694)	(491,873)
Financing and Transfers			
Debt principal repayments	(1,096,017)	(1,234,954)	(1,109,848)
Employee benefits	-	926,437	(171,425)
Accrued interest	-	167,646	8,966
Transfers from/(to) Capital fund	(5,795,485)	(6,054,186)	(5,672,282)
Transfers from/(to) Reserve fund	2,526,967	2,609,563	2,873,004
Net Financing and Transfers	(4,364,535)	(3,585,494)	(4,071,585)
Change in Operating Fund	-	314,216	45,421
Surplus - Beginning of Year	-	98,424	53,003
Surplus - End of Year	-	412,640	98,424

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

ANALYSIS OF CAPITAL OPERATIONS

SCHEDULE 2

For the year ended August 31	Budget (unaudited)	2009	2008
Revenues			
Education development charges	119,858	153,582	219,239
Other revenue	-	470,000	146,801
	119,858	623,582	366,040
Expenditures			
Instruction	569,471	608,334	593,143
Administration	23,000	-	45,660
School operations and maintenance	35,000	35,991	34,096
Pupil accommodation	13,212,582	13,806,746	11,197,434
	13,840,053	14,451,071	11,870,333
Net Revenues/Expenditures	(13,720,195)	(13,827,489)	(11,504,293)
Financing and Transfers			
Proceeds of long term debt	-	15,023,130	1,658,596
Transfers from/(to) Operating fund	5,795,485	6,054,186	5,672,282
Transfers from/(to) Reserve fund	(3,661,032)	(3,407,274)	(3,399,283)
Net Financing and Transfers	2,134,453	17,670,042	3,931,595
Change in Capital Fund	(11,585,742)	3,842,553	(7,572,698)
Capital Fund - Beginning of Year	-	(17,772,970)	(10,200,272)
Capital Fund - End of Year	(11,585,742)	(13,930,417)	(17,772,970)

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

ANALYSIS OF RESERVES AND RESERVE FUNDS

SCHEDULE 3

For the year ended August 31	Budget (unaudited)	2009	2008
Revenue			
Investment income	158,500	105,884	311,024
Net Transfers			
Transfers from/(to) Operating fund	(2,526,967)	(2,609,563)	(2,873,004)
Transfers from/(to) Capital fund	3,661,032	3,407,274	3,399,283
	1,134,065	797,711	526,279
Change in Reserve Fund Balance	1,292,565	903,595	837,303
Balance - Beginning of Year	9,247,439	9,672,233	8,834,930
Balance - End of Year	10,540,004	10,575,828	9,672,233

BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

ANALYSIS OF SCHOOL ACTIVITIES FUND

SCHEDULE 4

For the year ended August 31	2009	2008
Revenue		
School fundraising and other activities	3,930,312	3,752,834
Expenditures		
School funded activities	3,981,841	3,741,342
Change in School Fund Balance	(51,529)	11,492
Balance - Beginning of Year	1,079,318	1,067,826
Balance - End of Year	1,027,789	1,079,318

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

Held on October 20, 2009

AGENDA ITEM	MOTION
4.2.1	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the approved minutes from the Special Education Advisory Committee Meeting of September 9, 2009</p>
4.2.2	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Faith Advisory Meeting of September 24, 2009.</p>
4.2.3	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Accommodation Committee Meeting of October 13, 2009.</p> <p style="padding-left: 40px;">THAT the Accommodations Committee refer the Construction Projects report to the Brant Haldimand Norfolk Catholic District School Board for receipt.</p> <p>THAT the Committee of the Whole refer the recommendations from the Accommodation Committee meeting of October 13, 2009 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
4.2.4	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Policy Committee Meeting of October 14, 2009.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole receive the Plan of Policy Development for the 2009-10 school year.</p> <p style="padding-left: 40px;">THAT the Policy Committee recommends that the Committee of the Whole refers the Progressive Discipline for Students policy to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Committee of the Whole refer the recommendations from the Policy Committee meeting of October 14, 2009 to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>

4.2.6	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board advise the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the follow properties:</p> <ul style="list-style-type: none"> ○ Former Bethel School, 68 Bethel Road, Paris, Ontario ○ Former Queen’s Ward School, 70 King Edward Street, Paris, Ontario ○ Former Windham Central Public School, Windham Centre, Ontario
4.2.7	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Primary Class Size Report.</p>
4.2.8	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the continued membership with the Ontario Catholic School Trustees’ Association and remit the annual fee of \$47,317. for the 2009-10 school year.</p>
4.2.9	<p>THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Student Trustee Report for October 20, 2009.</p>

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Committee of the Whole Meeting of October 20, 2009.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approve the recommendations from the Committee of the Whole Meeting of October 20, 2009.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

PRESENT AT MEETING:

1. CALL TO ORDER

The meeting was called to order by Joe McPherson, Chair of the Committee of the Whole.

1.1 OPENING PRAYER:

The meeting was opened with a prayer.

1.2 ATTENDANCE

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

2. ROUTINE MATTERS

2.1 APPROVAL OF THE AGENDA

Resolved:

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the October 20, 2009 meeting.

CARRIED

2.2 DECLARATION OF INTEREST: Nil



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

**2.3 APPROVAL OF MINUTES FROM THE COMMITTEE OF THE WHOLE –
SEPTEMBER 22, 2009**

Resolved:

On the motion of June Szeman and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the Minutes from the Committee of the Whole Meeting of September 22, 2009.

CARRIED

2.4 BUSINESS ARISING FROM THE MINUTES: Nil

3. PRESENTATIONS/DELEGATIONS: Nil

4. COMMITTEE AND STAFF REPORTS

**4.1 APPROVED SPECIAL EDUCATION ADVISORY COMMITTEE MINUTES –
SEPTEMBER 9, 2009**

Dennis Blake trustee representative on the Special Education Advisory Committee, reviewed minutes from the September 9, 2009 meeting.

Resolved:

On the motion of June Szeman and Bonnie McKinnon, that the Committee of the Whole receive the Special Education Advisory Committee minutes from September 9, 2009.

CARRIED

**4.2 UNAPPROVED FAITH ADVISORY COMMITTEE MINUTES – SEPTEMBER
24, 2009**

June Szeman Chair of the Faith Advisory Committee reviewed the minutes from the meeting of September 24, 2009. Trusee Szeman stated that we are fortunate to have good representation of clergy and that they continue to work toward a common goal.

Resolved:

On the motion of June Szeman and Bonnie McKinnon, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Faith Advisory Committee minutes from September 24, 2009.

CARRIED



4.3 UNAPPROVED ACCOMMODATION COMMITTEE MINUTES – OCTOBER 13, 2009

Dennis Blake trustee reviewed the Accommodation Committee minutes from October 13, 2009. Trustee Blake expressed gratitude to Don Zelem and his staff for the tremendous effort in having Jean Vanier ready for opening on October 13, 2009. Trustee Blake asked if a letter of appreciation could be sent to the staff for their efforts in opening Jean Vanier School.

Resolved:

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Accommodation Committee meeting of October 13, 2009.

On the motion of Dan Dignard and June Szeman, that the Accommodations Committee refer the Construction Projects report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole refer the recommendations from the Accommodation Committee meeting of October 13, 2009 to the Brant Haldimand Norfolk Catholic District School Board for approval
CARRIED

4.4 UNAPPROVED POLICY COMMITTEE MINUTES – OCTOBER 14, 2009

Bonnie McKinnon Chair of the Policy Committee reviewed the minutes from the October 14, 2009 meeting. A copy of the schedule for policies to be developed and/or revised during the 2009-10 school year was attached.

The policy on Progressive Discipline for Students was reviewed. In the Administrative Procedures, trustees asked that “restorative justice” be included as a possible intervention. This will be updated for the Board Meeting on October 27, 2009.

The policy on the Performance Management of the Director of Education was reviewed. Trustee Blake requested an amendment to the Administrative Procedures. These changes will be updated for the Board Meeting on October 27, 2009.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Resolved:

On the motion of Cliff Casey and Dennis Blake, that the Committee of the Whole postpone the approval of the policy on Performance Management of the Director of Education until the Board meeting of October 27, 2009.

CARRIED

The above item will be separated from the recommendations and will be dealt on October 27, 2009.

Resolved:

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the unapproved minutes from the Policy Committee Meeting of October 14, 2009.

THAT the Policy Committee recommends that the Committee of the Whole receive the Plan of Policy Development for the 2009-10 school year.

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

THAT the Committee of the Whole refer the recommendations from the Policy Committee meeting of October 14, 2009 to the Brant Haldimand Norfolk Catholic District School Board for approval.

CARRIED

4.5 SURPLUS ACCOMMODATION

Wally Easton Associate Director, Corp. Services & Treasurer reviewed the surplus buildings belonging to the Grand Erie District School Board. The Brant Haldimand Norfolk Catholic District School Board has no interest in these properties.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Resolved:

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board advise the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the follow properties:

- Former Bethel School, 68 Bethel Road, Paris, Ontario
- Former Queen's Ward School, 70 King Edward Street, Paris, Ontario
- Former Windham Central Public School, Windham Centre, Ontario

4.6 PRIMARY CLASS SIZE

Wally Easton Associate Director, Corp. Services & Treasurer reviewed the Primary Class Size for the board. The Brant Haldimand Norfolk Catholic District School Board is in compliance with the regulation and the data has been submitted to the Ministry of Education.

Resolved:

On the motion of Bonnie McKinnon and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Primary Class Size Report.

CARRIED

4.7 OCSTA MEMBERSHIP FEES

June Szeman Chair of the Board recommended that the Brant Haldimand Norfolk Catholic District School Board continue the membership with the Ontario Catholic School Trustees' Association. The OCSTA maintain a valuable service and strong voice in the province to protect Catholic education.

Resolved:

On the motion of Bonnie McKinnon and June Szeman that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the continued membership with the Ontario Catholic School Trustees' Association and remit the annual fee of \$47,317. for the 2009-10 school year.

CARRIED



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
Catholic Education Center
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4.8 STUDENT TRUSTEE REPORT

Chris Radojewski Student Trustee reviewed the report on activities of the three secondary schools over the past two months. Chris Radojewski stated the goals of the student senate for the 2009-10 school year.

Resolved:

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Student Trustee Report for October 20, 2009

5. INFORMATION AND CORRESPONDENCE

An updated class organization was distributed to trustees.

Resolved:

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receive the information and correspondence items since the last meeting.

CARRIED

6. NOTICES OF MOTION: Nil

7. TRUSTEE INQUIRIES:

Dan Dignard trustee asked if the Brant Haldimand Norfolk Catholic District School Board would be providing a submission to the Ministry regarding Bill 177. Trustees are invited to submit their issues and the Chair and Vice Chair will prepare a statement on behalf of the board.

8. BUSINESS IN-CAMERA:

Resolved:

On the motion of Dan Dignard and June Szeman, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board move to an In-Camera session.

CARRIED



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, October 20, 2009
Committee of the Whole
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

9. REPORT ON THE IN-CAMERA SESSION:

Resolved:

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

10. FUTURE MEETINGS

Trustees were invited to look over the Meetings and Events that were included in the agenda package.

11. MOMENT OF SILENT REFLECTION

12. ADJOURNMENT

Resolved:

On the motion of Dennis Blake and Cliff Casey, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board adjourn the meeting of October 20, 2009.

CARRIED

REPORT TO THE POLICY COMMITTEE

Prepared by: Trish Kings, Superintendent of Education
Presented to: Policy Committee
Submitted on: October 14, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

POLICY: PROGRESSIVE DISCIPLINE FOR STUDENTS

Public Session

BACKGROUND INFORMATION:

In accordance with the Education Amendment Act (Progressive Discipline and School Safety), 2007, and as required by Policy/Program Memorandum 145, all Ontario school boards must put in place a policy with respect to Progressive Discipline for Students.

DEVELOPMENTS:

The policy has been developed in accordance with Ministry requirements and vetted as required by the Policy Development Policy.

RECOMMENDATION:

THAT the Policy Committee recommends that the Committee of the Whole refers the policy on Progressive Discipline for Students to the Brant Haldimand Norfolk Catholic District School Board for approval.



Brant Haldimand Norfolk Catholic District School Board

POLICY: Progressive Discipline For Students

Adopted:	Policy No:
	Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board acknowledges the importance of actively promoting and supporting appropriate and positive student behaviours that contribute to and sustain a safe learning and teaching environment in which every student can reach his or her potential.

Policy Statement:

The goal of the Progressive Discipline Policy is to support a safe learning and teaching environment.

Progressive Discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

The range of interventions, supports and consequences used by the Board and all schools must be clear and developmentally appropriate and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices.

For students with special education needs, interventions, supports and consequences must be consistent with the expectations in the students' Individual Education Plans (IEP)/Behaviour Plans as appropriate.

The Board and school administrators must consider all mitigating and other factors, as required by the Education Act and as set out in Ontario Regulation 472/07.

Glossary of Key Policy Terms:

PROGRESSIVE DISCIPLINE: A whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

Statutory/Regulatory/
Related Board Policy
Linkages

Education Act, Ontario Regulation 472/07,
Policy/Program Memorandum No. 145 Progressive
Discipline and Promoting Positive Student Behaviour,
Safe Schools Policy 200.25



Brant Haldimand Norfolk Catholic District School Board

ADMINISTRATIVE PROCEDURES: Progressive Discipline

Adopted:	Policy No:
	Former Policy #:
Revised:	Policy Category:
Subsequent Review Dates:	Pages:

1. All schools must develop and implement a school wide progressive discipline plan that is consistent with the Board's policy.
2. Schools should use a range of interventions, supports and consequences in which short term suspension, long term suspension, or expulsion may be the response required. Examples of early intervention may include, but are not limited to:
 - verbal reminders
 - review of expectations
 - detentions
 - written assignments
 - loss of privilege
 - contact with parents.Ongoing interventions may include, but are not limited to:
 - conflict mediation
 - peer mentoring
 - restorative justice
 - volunteer service in the school community
 - meetings with parents
 - a referral to counselling (internal and/or external support).
3. Schools should, in consultation with staff, students, parents and other support groups, develop a positive school environment utilizing proactive and preventative measures to foster a positive and supportive learning and teaching environment for all.
4. A Board training strategy will be developed for all administrators and school staff.
5. A Board communication strategy will be developed for all students, parents, staff and school councils in order that members understand and support progressive discipline.
6. The Board's performance indicators for monitoring, reviewing and evaluating the effectiveness of the policy will be reviewed through the Board's Safe Schools Committee and the schools' Safe Schools Team.

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

Prepared by: Wally Easton, Associate Director, Corporate Services & Treasurer
Presented to: Committee of the Whole
Submitted on: October 20, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

**SURPLUS ACCOMMODATIONS – GRAND ERIE
DISTRICT SCHOOL BOARD**

Public Session

BACKGROUND INFORMATION:

In accordance with Regulation 444/98 under the Education Act, the Grand Erie District School Board has issued a proposal to certain publicly-funded organizations to dispose of property which they have declared surplus.

DEVELOPMENTS:

The properties which the Grand Erie District School Board has declared as surplus are:

- Former Bethel School, 68 Bethel Road, Paris, Ontario.
- Former Queen’s Ward School, 70 King Edward Street, Paris, Ontario.
- Former Windham Central Public School, Windham Centre, Ontario.

The Board has no need of any elementary student accommodation in these areas. Therefore, Administration recommends that the Board advise the Grand Erie District School Board that we have no interest in the properties.

RECOMMENDATION:

THAT the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board advise the Grand Erie District School Board that the Brant Haldimand Norfolk Catholic District School Board has no interest in the following properties:

- Former Bethel School, 68 Bethel Road, Paris, Ontario
- Former Queen’s Ward School, 70 King Edward Street, Paris, Ontario
- Former Windham Central Public School, Windham Centre, Ontario

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

Prepared by: Cathy Horgan, Director of Education & Secretary
Presented to: Committee of the Whole
Submitted on: October 20, 2009
Submitted by: Cathy Horgan, Director of Education & Secretary

**ONTARIO CATHOLIC SCHOOL TRUSTEES'
ASSOCIATION – ANNUAL MEMBERSHIP FEES**

Public Session

BACKGROUND INFORMATION:

The Ontario Catholic School Trustees' Association (OCSTA) continues to be a strong guiding and unifying force for Catholic education in our province. On a yearly basis we have remitted a membership fee.

DEVELOPMENTS:

The annual fee for the 2009-10 school year is calculated on a base amount of \$8,000 plus a cost of \$3.485 per student. This is the same fee structure as the past couple of years and has not been increased. Based on our student enrolment of 10,526 ADE (average daily enrolment) for the 2008-09 school year, our fee for this year is \$47,317. This amount also includes a special levy for the promotion and protection of Catholic education at a cost of 25 cents per student.

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the continued membership with the Ontario Catholic School Trustees' Association and remit the annual fee of \$47,317. for the 2009-10 school year.



Brant Haldimand Norfolk Catholic District School Board

**POLICY: PERFORMANCE APPRAISAL OF
DIRECTOR OF EDUCATION**

Adopted:	Policy No:	
	Former Policy #:	
Revised:	Policy Category:	Governance
Subsequent Review Dates:	Pages:	

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes that:

1. a performance appraisal process for the Director of Education, provides a forum for constructive dialogue and exchange of information between the Director and the Board of Trustees;
2. the process is an opportunity for both the Board and the Director to clarify expectations and goals, to review past accomplishments, and to agree on needs of the Catholic School system. The end result provides clear objectives for the coming year.

Policy Statement:

The Brant Haldimand Norfolk Catholic District School Board shall adopt a program of performance appraisal which:

1. is consistent with the Mission and beliefs of the Brant Haldimand Norfolk Catholic District School Board.
2. builds upon and improves the Director of Education's performance by establishing a formal process and mechanism through which to provide feedback and to discuss and monitor expectations and standards of performance.
3. sets measurable goals, objectives and directions for the Director that directly relate to the Board's Mission and Strategic Plan.
4. ensures that the Brant Haldimand Norfolk Catholic District School Board's expectations and priorities are being effectively addressed by the Director.
5. is completed annually by the Board of Trustees with all Board members participating in the evaluation process.
6. provides for professional growth of the Director and ensures accountability. To this end, the evaluation shall focus on affirmations, and where appropriate, redirection.

7. shall be based on duties as assigned in provincial statutes, regulations, policies and guidelines for the position of Director of Education.
8. is led by the Chair of the Board.

Glossary of Key Policy Terms:

Statutory/Regulatory/
Related Board Policy
Linkages

Includes any direct linkages to statutory and regulatory legislation and by-laws of the federal, provincial and municipal governments and their associated bodies, as well as any related board policies.



ADMINISTRATIVE PROCEDURES: PERFORMANCE APPRAISAL OF DIRECTOR OF EDUCATION	
Adopted:	Policy No: Former Policy #:
Revised:	Policy Category: Governance
Subsequent Review Dates:	Pages:

1. The annual performance review for the Director of Education shall be initiated by the Chair of the Board in April.
2. The Director submits a report which reviews activities and accomplishments for the year, to the Chair of the Board who will forward it to the trustees.
3. The Chair meets with the Director to review the appraisal process for the coming year, including a review of previous years' goals and identified goals for the next year.
4. The Executive Assistant circulates, to the Board members, all forms, the Director's Report and the process. Board members are asked to complete the survey (see attached) and return it to the Chair at the April Board meeting.
5. The Chair and Vice Chair of the Board shall review the data collected and the Chair and the Vice Chair shall prepare a written appraisal report based on the data collected. This appraisal report will be reviewed by the trustees and then submitted to the Director of Education by May 31 each year.
6. The Director of Education shall then respond and the appraisal report and Director's response shall be received by the Board for review, approval and disposition by the final Board meeting in June.
7. The Director shall file an annual report identifying areas of focus for attention for the upcoming school year at the September Board meeting. The report shall consider any recommendations arising out of the appraisal report and the Director's response from the previous school year.
8. The appraisal report and response of the Director shall be filed within the Director's personnel file.

Performance Appraisal - Director of Education

This form is designed to obtain your perceptions of the performance of our Director for the above mentioned time period. Your personal opinions and observations are important, so please respond candidly to each item. Your responses will remain anonymous. A summary of all the responses will be compiled for all the trustees.

As you read through the following list, circle the appropriate number
Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations (4) Unknown
and submit any additional comments in the space provided.

1. Catholic Leadership

- Promotes and integrates Gospel values throughout the system
- Leads prayer and liturgy at meetings
- Articulates Catholic values to community
- Demonstrates a strong understanding of and maintains a positive working relationship with the deaneries and related parishes

Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown

Comments:

2. Cultural Leadership

- Builds commitment to Board's Mission, beliefs and strategic commitments
- Maintains culture of respect through the system
- Creates a focus on education excellence

Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown

Comments:

3. Communications

- Provides written and verbal reports to the Board of Trustees
- Regularly corresponds to the system
- Responds to media/general correspondence
- Responds to inquiries in a timely fashion
- Provides timely information on Ministry initiatives that may affect the system
- Maintains open and meaningful communication with the Board

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments:

4. Staff Relations

- Builds respectful relationships with employee groups
- Takes a problem-solving approach to issues
- Creates a culture of learning that allows staff to engage in continuous learning
- Is recognized as a professional leader
- Seen as approachable and a builder of relationships with trustees, staff and community
- Integrates feedback for trustees, staff and the community into positive action
- Creates atmosphere of trust and collaboration when working with trustees, staff and community

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments:

5. Community and Public Relations

- Represents the Board in a positive and professional manner
- Strengthens inter-board cooperation

- Enhances the system profile

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments:

6. Vision of System: Present and Future

- Articulates and promotes Mission and beliefs of system
- Understand system design and change process
- Articulates how system and school planning need to align and support system mission and the Board's strategic commitments

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments:

7. General System Leadership

- Leads by example – is seen as instructional leader
- Takes forward thinking approach to anticipate change
- Inspires confidence in the system

- Interprets and communicates policy, procedures, legislation and regulations to others (staff and trustees) to increase understanding all
- Maintains a clear and consistent sense of direction
- Handles tough situations well and manages difficult personnel issues successfully

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments:

8. Organizational Leadership

- Deals directly with difficult issues
- Defines clearly issues/problems
- Takes problem-solving approach/involves others in discussions
- Provides clear roles and high expectations for senior staff

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments:

9. Fiscal Leadership

- Ensures that budget planning process reflects accountability, planning and economic political realities
- Ensures budget allocations reflect articulated goals of system are department/planning process
- Ensures financial management of the Board is consistent with legal and Ministry requirements

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments: _____

10. Personal and Professional Attributes

- Participates in professional peer organizations and is active
- Demonstrates ethical principals in management activities
- Demonstrates professional attitudes and attributes

**Scoring: (1) Adequate; (2) Meets expectations; (3) Exceeds expectations
(4) Unknown**

Comments: _____

DRAFT

QUESTIONS TO ACCOMPANY THE CHECKLIST

**All Board members complete.*

Jot down your responses to each question and include with your checklist responses.

1. What impressed you the most about the Director of Education’s performance this year?

2. Do you have an area of concern regarding the Director of Education’s performance for the period covered in the evaluation? Yes/No

3. Do you have specific recommendations for the Director of Education to improve performance? Please prioritize. Yes/No

4. What could the Board do to help the Director of Education?

SUMMARY OF BOARD RESPONSE:

After Board members have reviewed and discussed the Director of Education's report, the Chair and Vice Chair will summarize the points by completing this form.

The Director of Education does a competent job in these areas:

The Director of Education could develop in these areas:

Summary Statement:

Comments from the Director of Education

Signature of Chair:

Date:

Signature of
Director of Education

Date:

The Director of Education's signature merely indicates that the completed form has been read and does not necessarily imply agreement with the performance evaluation.

A copy of this document will be placed in the Director of Education's personnel file.



September 16, 2009

The Honourable Kathleen Wynne
Minister of Education
Mowat Block, 900 Bay Street
Toronto, ON M7A 1L2

Dear Honourable Minister:

Please be advised that Brantford City Council at its meeting held September 14, 2009 adopted Item 9 of Committee of the Whole – Community Development Report #2009-08-31 as follows:

9. Support the Community School Alliance for a review of the Province's Accommodation Review Committee process

WHEREAS communities across Ontario are concerned with the Accommodation Review Committee process and the impact this flawed process has on the socio-economic fabric of our municipalities; and

WHEREAS many schools are the hubs of their communities, a better accommodation review system is needed to address the educational facility needs of our residents; and

WHEREAS a system to address the educational facility needs in Ontario must ensure that school boards and municipal councils partner on decisions regarding education infrastructure; and

WHEREAS greater accountability for school board decisions is needed; and

WHEREAS a thorough review of the governance model for school accommodation decisions must include an opportunity to appeal these decisions; and

WHEREAS the accommodation review process should respect and value the input of students, parents, the community and municipality;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the City of Brantford PETITION the Province of Ontario to implement a "smart moratorium" on disputed school closings to provide the opportunity for the Ministry of Education, school boards and municipalities to work together to develop policies addressing such issues as planning for declining enrolments, a mutually agreed upon Accommodation Review Committee process, a review of funding to rural and small community schools and transparency and accountability between municipalities and school boards; and

THAT copies of this resolution be sent to the Community School Alliance; The Honourable Kathleen Wynne, Minister of Education; Dave Levac, MPP – Brant; AMO; the Trustees of the Grand Erie District School Board; the Trustees of the Brant Haldimand Norfolk Catholic District School Board; Toby Barrett MPP, Premier McGuinty; and Tim Hudak, Opposition Leader.

Your consideration of this request is most appreciated.

Yours truly,



Darryl Lee
City Clerk

- cc. Community Schools Alliance, 399 Ridout St. London, ON N6A 2P1
Premier Dalton McGuinty
Dave Levac, MPP – Brant
Trustees of the Grand Erie District School Board
✓ Trustees of the Brant Haldimand Norfolk Catholic District School Board
Toby Barrett, MPP
Tim Hudak, Opposition Leader



Ontario Catholic School
Trustees' Association

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Paula Peroni, *President*
Nancy Kirby, *Vice President*
John Stunt, *Executive Director*

October 6, 2009

TO: Chairpersons & Directors of Education
FROM: Carol Devine, Director – Legislative & Political Affairs
RE: Provincial Review of Accessibility for Ontarians with Disabilities Act, 2005
(AODA)

Charles Beer has been appointed by the province as the independent reviewer for the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Mr. Beer is interested in gaining an understanding of each sector's experience to date with the AODA, issues that are arising regarding the development of the standards, and any other issues related to the legislation.

Public consultations with Mr. Beer have been scheduled across the province on the following dates:

<u>Location & Date</u>	<u>Registration Deadline</u>
Toronto, October 14, 2009	October 9, 2009
London, October 20, 2009	October 16, 2009
Sudbury, October 27, 2009	October 22, 2009
Ottawa, November 4, 2009	October 28, 2009

Mr. Beer has asked for OCSTA's assistance in encouraging our members to participate in these meetings.

Detailed instructions on how to participate and register can be found at:
<http://www.mcsc.gov.on.ca/mcsc/english/pillars/accessibilityOntario/accesson/participate>

If anyone has any difficulty in registering, they can contact Anna Robinson at:
arobinson@counselpa.com .

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Paula Peroni, *President*
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John Stunt, *Executive Director*

October 23, 2009

MEMORANDUM

TO: Chairpersons and Directors of Education
All Catholic District School Boards

FROM: Carol Devine, Director, Legislative and Political Affairs

SUBJECT: **OCSTA Oral Presentation re: Bill 177**

OCSTA President, Paula Peroni will be making a presentation before the Standing Committee on Social Policy on Monday, October 26 at 2:10 p.m., in Committee Room 1 of the Main Legislative Building. We have been allotted ten minutes to present and answer any questions.

We remind you that written submissions to the Standing Committee are due by **12:00 noon on Thursday, October 29, 2009.**

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

October 29, 2009	7:00 pm	Service Recognition Dinner
November 11, 2009	9:00 am	Executive Council
November 11, 2009	3:00 pm	Policy Committee
November 12, 2009	1:30 pm	Faith Advisory Committee Meeting
November 12, 2009	7:00 pm	SEAC
November 13, 2009		PA Day – St. Cecilia Only
November 16, 2009		PA Day
November 17, 2009	7:00 pm	Committee of the Whole
November 18, 2009	1:30 pm	Catholicity Committee
November 24, 2009	7:00 pm	Board Meeting
December 1, 2009	5:00 pm	Annual Meeting of the Board (dinner, Mass, meeting)
December 4, 2009		PA Day
December 8, 2009	3:00 pm	Policy Committee
December 8, 2009	7:00 pm	Board Meeting
December 9, 2009	7:00 pm	SEAC
December 02, 2009	9:00 am	Executive Council
December 21, 2009 - January 1, 2010		Christmas Break
January 4, 2010		Classes Resume
January 12, 2010	3:00 pm	Policy Committee
January 13, 2010	7:00 pm	SEAC
January 15-16, 2009		Directors/Chairs Conference - Toronto
January 19, 2010	7:00 pm	Committee of the Whole
January 26, 2010	7:00 pm	Board Meeting
January 27, 2010	1:30 pm	Catholicity Committee
January 30, 2010		PA Day
February 1, 2010		PA Day Secondary
February 9, 2010	3:00 pm	Policy Committee
February 10, 2010	7:00 pm	SEAC
February 15, 2010		Family Day – Board holiday, schools closed
February 16, 2010	7:00 pm	Committee of the Whole
February 17, 2010		Ash Wednesday
February 23, 2010	7:00 pm	Board Meeting
February 24, 2010	6:00 pm	50 th Anniversary – Our Lady of Fatima, Courtland
March 9, 2010	3:00 pm	Policy Committee
March 10, 2010	7:00 pm	SEAC
March 15-19, 2010		March Break
March 23, 2010	7:00 pm	Committee of the Whole
March 30, 2010	7:00 pm	Board Meeting
March 31, 2010	7:00 pm	Catholic Leadership Awards
April 2, 2010		Good Friday
April 5, 2010		Easter Monday
April 13, 2010	3:00 pm	Policy Committee

April 14, 2010	7:00 pm	SEAC
April 16, 2010		PA Day
April 20, 2010	7:00 pm	Committee of the Whole
April 27, 2010	7:00 pm	Board Meeting
April 28, 2010	1:30 pm	Catholicity Committee
April 29-May 1		OCSTA AGM – Thunder Bay
May 2-7, 2010		Catholic Education Week
May 4, 2010	7:00 pm	Celebration of the Arts – Sanderson Centre
May 11, 2010	3:00 pm	Policy Committee
May 12, 2010	7:00 pm	SEAC
May 13, 2010	1:30 pm	Faith Advisory Committee
May 18, 2010	7:00 pm	Committee of the Whole
May 24, 2010		Victoria Day
May 25, 2010	7:00 pm	Board Meeting
May 27, 2009	7:00 pm	Jean Vanier Blessing
June 3-5, 2010		CCSTA AGM - Ottawa
June 8, 2010	3:00 pm	Policy Committee
June 9, 2010	1:30 pm	Catholicity Committee
June 9, 2010	7:00 pm	SEAC
June 15, 2010	7:00 pm	Committee of the Whole
June 22, 2010	7:00 pm	Board Meeting
June 23, 2010		ACS Graduation Liturgy & Dinner
June 25, 2010	7:00 pm	ACS Graduation
June 25, 2010	9:30 am	Holy Trinity Graduation Mass
June 25, 2010	7:00 pm	Holy Trinity Graduation
June 26, 2010		Last Day of Classes
June 29, 2010	7:00 pm	St. John's College Graduation – Sanderson Centre
June 30, 2010		PA Day