



**COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 19, 2010 7:00 pm
Board Room**

- 1. Call to Order**
 - 1.1 Opening Prayer – Joe McPherson, Chair of the Committee of the Whole
 - 1.2 Attendance

- 2. Routine Matters**
 - 2.1 Approval of the Agenda
 - 2.2 Declaration of Interest
 - 2.3 Approval of Minutes from the Committee of the Whole
 - 2.3.1 November 17, 2009 Pages 3-6
 - 2.4 Business Arising from Minutes

- 3. Presentations and Delegations: Nil**

- 4. Committee and Staff Reports**
 - 4.1 Unapproved Joint Catholicity/Faith Advisory Committee Meeting – Pages 7-8
December 15, 2009
Presenter: June Szeman, Chair of the Catholicity and Faith Advisory Committees

 - 4.2 Unapproved Budget Committee Minutes – January 6, 2010 Pages 9-30
Presenter: Dennis Blake, Chair of the Budget Committee

 - 4.3 Unapproved Accommodation Committee Minutes – January 6, 2010 Pages 31-40
Presenter: Cliff Casey, Chair of the Accommodation Committee of the Whole

 - 4.4 Unapproved Policy Committee Minutes – January 19, 2010 – TO BE DISTRIBUTED
Presenter: Bonnie McKinnon, Chair of the Policy Committee

 - 4.5 Internal Audit and Audit Committee Pages 41-44
Presenter: Wally Easton, Associate Director

 - 4.6 New Ministry Curriculum Updates Pages 45-46
Presenter: Trish Kings, Superintendent of Education

 - 4.7 Excursion: Mission Trip to New Orleans, Louisiana Page 47
Presenter: Chris Roehrig, Superintendent of Education



4.8 Excursion: Canadian World Studies Department to Washington, D.C. Page 48
Presenter: Chris Roehrig, Superintendent of Education

4.9 Bi-annual Report on Excursions Pages 49-51
Presenters: Bill Chopp, Trish Kings, Chris Roehrig, Superintendents of Education

5. Information and Correspondence

6. Notices of Motion

7. Trustee Inquiries

8. Business In-camera

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

9. Report on the In-camera Session

10. Future Meetings and Events Page 52

11. Moment of Silent Reflection

12. Adjournment

Next meeting: CW – Tuesday, February 16 at 7:00 pm – Board Room



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, November 17, 2009
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

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: Wally Easton, Associate Director and Treasurer; Bill Chopp,
Trish Kings, Chris Roehrig, Superintendents of Education and
Claire Dodgson, Recording Secretary and Tracey Austin,
Coordinator of Communications & Community Relations

2. ROUTINE MATTERS

2.1 APPROVAL OF THE AGENDA

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approve the agenda of the November 17, 2009 meeting.

CARRIED

2.2 DECLARATION OF INTEREST: Nil

2.3 APPROVAL OF MINUTES FROM THE COMMITTEE OF THE WHOLE – OCTOBER 20, 2009

Resolved:

On the motion of Bonnie McKinnon 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 October 20, 2009.

CARRIED

2.4 BUSINESS ARISING FROM THE MINUTES: Nil

3. PRESENTATIONS/DELEGATIONS:

Tracey Austin, Coordinator of Communications introduced the new line of spirit wear and accessories available to board employees through the BHNresource intranet. Employees can directly order items and there is no cost to the Board.



4. COMMITTEE AND STAFF REPORTS

**4.1 APPROVED SPECIAL EDUCATION ADVISORY COMMITTEE MINUTES –
OCTOBER 14, 2009**

Dennis Blake trustee representative on the Special Education Advisory Committee, reviewed minutes from the October 14, 2009 meeting. Bill Chopp Superintendent of Education, showed a video on structured learning for non-credit bearing students at Assumption College School. This classroom was developed using the funds provided by the Ministry for autism.

Resolved:

On the motion of June Szeman and Dan Dignard, that the Committee of the Whole receive the Special Education Advisory Committee minutes from October 14, 2009.

CARRIED

4.2 OCTOBER 31 ENROLMENT

Superintendent of Education Chris Roehrig reviewed the October 31 enrolment. The data from this date will be used with the information from March 31 to calculate grants and funding based on student enrolment. A discussion took place regarding fluctuating enrolment and trustees requested a report that tracks the destinations of students moving from our schools.

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the enrolment report for October 31, 2009.

CARRIED

4.3 PRINCIPAL PERFORMANCE APPRAISALS

Superintendent of Education Chris Roehrig reviewed the leadership initiative from the Ministry of Education regarding the performance appraisals of both principals and vice principals. Senior administration has a history of completing performance appraisals for administrators and will continue to do so using the new Ministry initiative. This will provide consistency throughout the province. Typically, principals and vice principals will be evaluated every five years.

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board receive the Principal Performance Appraisal report.

CARRIED

4.4 REGIONAL CATHOLIC SCHOOL COUNCIL

Bonnie McKinnon, trustee representative of the Regional Catholic School Council, reviewed the minutes from the November 3, 2009 meeting.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Tuesday, November 17, 2009
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

Resolved:

On the motion of Bonnie McKinnon and Dan Dignard, that the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receive the Regional Catholic School Council report.

CARRIED

4.5 INSURANCE RENEWAL

Wally Easton Associate Director reviewed the board's annual insurance premium through the Ontario School Boards' Insurance Exchange. There has been an increase in premium due to claims made by the board.

Resolved:

On the motion of Cliff Casey and Bonnie McKinnon, that the Committee of the Whole recommend that the Brant Haldimand Norfolk Catholic District School Board approve the 2010 insurance premium, payable to the Ontario School Boards' Insurance Exchange, in the amount of \$211,852, plus PST.

5. INFORMATION AND CORRESPONDENCE: Nil

6. NOTICES OF MOTION:

Trustee Dennis Blake gave the following notice of motion:

"That all motions coming forward to the Board of Trustees are first vetted through the Committee of the Whole before being forwarded to the Board for final approval, unless there are strict timelines that will inherently cost the Board money by delaying passage or said motions need to meet Provincial timelines."

7. TRUSTEE INQUIRIES:

Trustee Dennis Blake raised the concern of the darkness surrounding the Fatima Resource Centre at night. Although there is a motion sensor light in the parking lot, it is still dim and there is no lighting at the front or side of the building. This is a safety hazard for staff and visitors at night. Associate Director Wally Easton will investigate the lighting situation at the Fatima Resource Centre.

8. BUSINESS IN-CAMERA:

Resolved:

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

CARRIED

9. REPORT ON THE IN-CAMERA SESSION:

Resolved:

On the motion of Bonnie McKinnon 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.

CARRIED



**BRANT HALDIMAND NORFOLK
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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 November 17, 2009.

CARRIED



**Joint Faith Advisory and Catholicity Committee Meeting
December 15, 2009
Board Room**

Present: June Szeman (Chair), Tracey Austin, Marg Boyd, Christina Costa, Mary Gallo, Cathy Horgan, Monsignor Murray Kroetsch, Len McDonald, Laurence McKenna, Father David Wilhelm, Joyce Young

Absent: Father Michael Bennett, Sharon Boase, Mary Theresa Coene, Father Al Dufraimont, Kathleen Evans, Sarah Farrant, Lisa Gleason, Kathleen Hope, Wayne Lachapelle, Mary Leonard, Bonnie, McKinnon, Joe McPherson, Dalia Sciuлло,

1. Opening Prayer

June Szeman led the group in Opening Prayer.

2. Approval of the Minutes

Laurence McKenna and Mary Gallo

3. Approval of Agenda

Approved amended agenda

4. Information Items:

4.1 FACE update

Seven members attended the regional FACE meeting in London on Nov. 20. This meeting sought to respond to some of the concerns from the May meeting. Information packages were distributed to each attendee.

Tracey and Joyce presented an overview of the Board themes as well as literature that has been created. This information was distributed to the other boards present that day.

More discussions will occur in Faith Advisory and Catholicity committees as to next steps. FACE is also setting up a website to house information that can be accessed by Boards.

4.2 Faith Conferences

Two faith conferences will take place in 2011 ICE (May) and CCSTA (Sept.); more information to follow.

4.3 Board-wide Faith Day

The Committees reviewed the survey results from September 1, 2009 Faith Day. The results were very positive and indicated a preference for starting next school year in a similar manner. The question that arises is, "how to honour school based Faith Days?"

4.4 2009 Catholicity Best Practices

The book has been updated. Members are asked to read through and highlight any items of interest.



5. Discussion Items:

5.1 OCSTA's Catholic Education Brochure

The brochure is timely as this is when Municipalities gather information as to those eligible to vote for Separate School trustees. Discussion followed as to whom to target with this information. After much discussion it was decided that the target audience would be the people in the parishes. It was decided that rather than a brochure an 8 1/2 by 11 sheet would be most convenient to insert into parish bulletins. The pastors asked that this literature be delivered early to allow for time to insert.

5.2 Catholicity Strategic Action Plan

Comments

- some statements are vague
- the documents should also go to all the pastors so they are in the loop
- instead of trying to connect with C.W.L. and K.of C. in each parish, perhaps one parishioner could be designated as the key contact
- how do we engage teachers in their love of the faith?
- add the word "invite" when speaking about the link between parish and school; pastors should actually be invited rather than just informed
- more intentional communication rather than saying "check the website"
- links on Board website to parish websites
- Cathy is meeting with each school staff on Strategic Action Plan

These comments will be added to the feedback for the Strategic Action Plan.

5.3 Virtues Foundation Document

A review process is under way; trustees are impressed with the initial draft.

5.4 ACBO Letter on Chaplaincy

A committee chaired by Allison Hayes, VP at Holy Trinity Catholic High School has begun its work; more information will follow.

5.5 Review of 2009-10 Goals and Action Items

Four areas of focus:

- Liturgical packages for Board theme is occurring
- small faith sharing groups - Faith Ambassadors have been trained in this along with using Lectio Divina
- PLC for principals is ongoing using two books; principals have template on implementation of Board theme to be completed and returned
- keeping connections with parishes (*for next meeting - create a concrete list of to do's*)

The question arose as to how the key messages and recommendations from FACE will be integrated into our goals and Action Plans for the Catholicity and Faith Advisory Committees. Discussion on this will occur at our next meeting.

MINUTES AND RECOMMENDATIONS

BUDGET COMMITTEE

January 6, 2010

AGENDA ITEM	MOTION
5a	THAT the Accommodations Committee recommend the Committee of the Whole refer the 2009-10 Revised Budget Estimates, in the amount of 110,946,161 to the Brant Haldimand Norfolk Catholic District School Board for approval.

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

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



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes
Catholic Education Center
322 Fairview Drive
Brantford, ON N3T 5M8

**Budget Committee
Wednesday, January 6, 2010 – 2:00 p.m.
Norfolk Room, Catholic Education Centre**

Present: Dennis Blake (Chair), Cliff Casey, Dan Dignard, Wally Easton, Joe McPherson, June Szeman

1. Opening Prayer

Dennis Blake opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Joe McPherson

Seconded by: Dan Dignard

THAT the Budget Committee approve the Agenda of January 6, 2010.

3. Approval of the Minutes

Moved by: Dan Dignard

Seconded by: Joe McPherson

THAT the Accommodations Committee approve the Minutes of June 9, 2009.

4. Declaration of Conflict of Interest: Nil.

5. Information Items:

a) Revised Budget

Wally Easton reviewed the revised budget. There are several major changes, primarily, due to the decline in enrolment from that in the original budget. Actual enrolment at October 2009 was less than originally expected by approximately 70 elementary pupils and 40 secondary pupils. This resulted in a reduction of approximately \$1.0 million in General Operating grants. There are some additional grants to fund specific initiatives such as the High Skills Major, Schools in the Middle and Math/Literacy.

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

Moved by: Dan Dignard

Seconded by: Joe McPherson

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



b) Audit Committee

Wally Easton reviewed the Ministry requirements on Internal Audit and Audit Committees. The Committee reviewed the report and made some suggestions regarding the guidelines, but felt the report was more appropriately dealt with by the Committee of the Whole. Therefore, the report will be forwarded directly to the Committee of the Whole.

6. **Trustee Enquiries:** Nil.

7. **Business of the In-Camera Session**

Moved by: June Szeman

Seconded by: Joe McPherson

THAT the Budget Committee move to an In-Camera Session.

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

Moved by: Dan Dignard

Seconded by: Joe McPherson

THAT the Budget Committee approve the business of the In-Camera Session.

7. **Adjournment**

The meeting was adjourned at 2:15 p.m.

Next meeting: The next meeting is scheduled on Tuesday, February 23, 2010 at 3:30 p.m.

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

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

REVISED BUDGET ESTIMATES: 2009-10

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

RECOMMENDATION:

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

Brant Haldimand Norfolk Catholic District School Board

REVENUE ESTIMATES 2009-2010

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

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
INSTRUCTION						
Total Salaries & Wages	48,215,161	-329,822	47,885,339	45,240,957	45,596,032	2,644,382
Total Employee Benefits	5,707,515	-63,727	5,643,788	5,374,596	5,443,108	269,192
10 315 Professional Development - Academic & S.O.'s	66,575	16,000	82,575	106,800	106,936	-23,225
10 319 Religion Course	10,000		10,000	10,000	11,500	0
Total Staff Development	76,575	16,000	92,575	116,800	118,436	-23,225
10 320 Textbooks & Learning Materials	0	0	0	50,000	407,554	-50,000
10 325 Program Supplies	434,250	97,682	531,932	564,815	817,701	-32,883
10 329 Grassroots	0		0	0	0	0
10 330 Instructional Supplies	991,998	-17,257	974,741	987,150	436,703	-12,409
10 331 Application Software	0		0	-1,000	0	0
10 333 New Classroom Set-Up	10,000		10,000	12,000	216,286	-2,000
10 335 Printing & Photocopying - Instructional	200,000		200,000	200,000	0	0
10 336 Printing & Photocopying - Non-instructional	5,000		5,000	4,100	1,731	900
10 339 First Aid Supplies	7,500		7,500	7,500	5,911	0
10 361 Automobile Reimbursement	51,500	7,700	59,200	71,475	58,296	-12,275
10 401 Repairs - Furniture & Equipment	5,000		5,000	10,000	15,258	-5,000
10 402 Repairs - Computer Technology	0		0	0	0	0
10 405 Telephone - Data Communications Services	0		0	46,210	4,282	-46,210
10 414 Student Senate	3,900		3,900	3,900	2,766	0
10 540 School Trips - Transportation	8,000	2,000	10,000	8,000	49,018	2,000
Total Supplies & Services	1,717,148	90,125	1,807,273	1,965,150	2,014,446	-157,877
10 501 Replacement of Furniture & Equipment - General	30,000	35,000	65,000	72,000	60,768	-7,000
10 502 Replacement of Furniture & Equipment - Computer Technology	0	73,940	73,940	73,940	0	51,000
10 503 Replacement of Furniture & Equipment - Network Connectivity	49,125	1,875	51,000			117,940
Total Replacement of F&E	79,125	110,815	189,940	72,000	60,768	117,940
10 602 Rental/Lease - Furniture & Equipment - Computer Technology	365,000		365,000	400,000	252,722	-35,000
10 603 Rental/Lease - Furniture & Equipment - Network Connectivity	65,000		65,000	100,000	91,578	-35,000
Total Rental Expenditures	430,000		430,000	500,000	344,299	-70,000
10 640 Instructional Advertising	10,300		10,300	4,300	11,257	6,000
10 654 Other Contractual Services	113,513	114,282	227,795	113,513	115,986	114,282
10 661 Software Fees & Licenses	102,000		102,000	137,000	162,436	-35,000
10 682 Maintenance Fees - Computer Technology	91,691	1,000	92,691	54,350	39,241	36,341
10 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	0	0
Total Fees & Contractual Services	318,504	115,282	433,786	310,163	328,930	123,623
10 705 Student Bursaries/Awards	0		0	0	1,704	0
Total Other	0		0	0	1,704	0
10 551 Additional Furniture & Equipment - General	35,000	-35,000	0	0	0	0
10 552 Additional Furniture & Equipment - Computer Technology	73,940	-73,940	0	280,471	415,750	-280,471
10 553 Additional Furniture & Equipment - Network Connectivity	0		0	115,125	152,002	-115,125
Total Capital Expenditures	108,940	-108,940	0	395,596	567,752	-395,596
Total INSTRUCTION	56,652,968	-170,267	56,482,701	53,974,262	54,475,477	2,508,439

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
SPECIAL EDUCATION						
Total Salaries & Wages	10,047,050	95,273	10,142,323	9,602,210	9,609,995	540,118
Total Employee Benefits	1,849,064	14,453	1,863,517	1,702,241	1,688,341	161,276
12 315 Professional Development - Academic & S.O.'s	23,500	3,000	26,500	24,000	19,648	2,500
12 317 Professional Development - Non Teaching	14,200	-2,150	12,050	5,450	35,380	6,800
Total Staff Development	37,700	850	38,550	29,450	55,028	9,100
12 320 Textbooks & Learning Materials	0	0	0	0	948	0
12 325 Program Supplies	118,126	0	118,126	162,400	130,386	-44,274
12 330 Instructional Supplies	8,000	0	8,000	15,050	22,687	-7,050
12 331 Application Software	0	0	0	0	0	0
12 335 Printing & Photocopying - Instructional	0	0	0	0	1,177	0
12 336 Printing & Photocopying - Non-instructional	0	10,800	10,800	0	0	10,800
12 361 Automobile Reimbursement	93,500	-4,720	88,780	89,500	70,387	-720
12 402 Repairs - Computer Technology	5,000	5,000	5,000	3,050	5,560	1,950
12 404 Telephone - Cellular	3,375	-250	3,125	4,625	3,052	-1,500
12 405 Telephone - Voice	600	3,000	3,600	600	438	3,000
12 407 Postage	0	200	200	0	200	0
12 410 Office Supplies & Services	0	4,500	4,500	500	384	4,500
12 416 SEAC	1,000	0	1,000	0	0	0
12 540 School Trips - Transportation	0	0	0	0	0	0
Total Supplies & Services	229,601	13,530	243,131	275,725	285,019	-32,594
12 501 Replacement of Furniture & Equipment - General	0	500	500	0	0	500
12 502 Replacement of Furniture & Equipment - Computer Technology	182,000	10,000	192,000	194,000	433,878	-2,000
Total Replacement of F&E	182,000	10,500	192,500	194,000	433,878	-1,500
12 654 Other Contractual Services	55,000	0	55,000	55,000	43,414	0
12 702 Association & Membership Fees - Individuals	0	200	200	267	200	200
Total Fees & Contractual Services	55,000	200	55,200	55,000	43,681	200
12 551 Additional Furniture & Equipment - General	0	0	0	0	0	0
12 552 Additional Furniture & Equipment - Computer Technology	10,000	-10,000	0	0	0	0
Total Capital Expenditures	10,000	-10,000	0	0	0	0
Total SPECIAL EDUCATION	12,410,415	124,811	12,535,226	11,858,626	12,065,942	676,600

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
SCHOOL MANAGEMENT						
Total Salaries & Wages	6,604,008	134,939	6,738,947	6,445,430	6,401,812	293,517
Total Employee Benefits	916,761	17,626	934,377	911,123	840,491	23,254
15 315 Professional Development - Academic & S.O.'s	20,000	22,900	42,900	20,000	20,070	22,900
15 317 Professional Development - Non Teaching	6,000	6,000	6,000	98,000	15,813	-93,000
15 319 Religion Course	0	0	0	0	0	0
Total Staff Development	26,000	22,900	48,900	119,000	35,883	-70,100
15 320 Textbooks & Learning Materials	0	0	0	0	16,829	0
15 325 Program Supplies	0	17,500	17,500	0	0	17,500
15 336 Printing & Photocopying - Non-instructional	35,350	3,000	36,350	35,350	3,964	0
15 361 Automobile Reimbursement	17,500	3,000	20,500	17,500	19,701	3,000
15 401 Repairs - Furniture & Equipment	0	0	0	0	66	0
15 404 Telephone - Cellular	0	0	0	0	11,899	0
15 405 Telephone - Voice	75,405	0	75,405	75,405	62,653	0
15 406 Telephone - Data Communications Services	0	0	0	0	2,796	0
15 407 Postage	32,046	0	32,046	32,046	49,362	0
15 410 Office Supplies & Services	130,954	0	130,954	130,954	173,728	0
15 415 School Council Supplies	8,000	0	8,000	18,000	37,540	-10,000
Total Supplies & Services	299,255	20,500	319,755	308,255	378,539	10,500
15 501 Replacement of Furniture & Equipment - General	10,000	0	10,000	10,000	31,450	0
15 502 Replacement of Furniture & Equipment - Computer Technology	0	0	0	0	1,847	0
15 503 Replacement of Furniture & Equipment - Network Connectivity	9,825	375	10,200	5,324	1,129	4,876
Total Replacement of Furniture & Equipment	19,825	375	20,200	15,324	34,426	4,876
15 601 Rental/Lease - Furniture & Equipment - General	0	0	0	5,555	30,862	-5,555
15 602 Rental/Lease - Furniture & Equipment - Computer Technology	0	0	0	30,654	0	-30,654
15 603 Rental/Lease - Furniture & Equipment - Network Connectivity	0	0	0	0	0	0
15 621 Rental/Lease - Photocopier	0	0	0	0	60,636	0
Total Rental Expenditures	0	0	0	36,209	91,489	-36,209
15 654 Other Contractual Services	0	0	0	0	0	0
15 661 Software Fees & Licenses	12,500	0	12,500	37,500	30,295	-25,000
15 662 Maintenance Fees - Computer Technology	120,000	0	120,000	120,000	147,915	0
15 719 School Courier	20,000	0	20,000	42,000	43,607	-22,000
Total Fees & Contractual Services	152,500	0	152,500	199,500	221,816	-47,000
15 551 Additional Furniture & Equipment - General	0	0	0	0	0	0
15 552 Additional Furniture & Equipment - Computer Technology	0	0	0	0	0	0
15 553 Additional Furniture & Equipment - Network Connectivity	0	53,000	53,000	0	0	53,000
Total Capital Expenditures	0	53,000	53,000	0	0	53,000
Total SCHOOL MANAGEMENT	8,018,339	249,340	8,267,679	8,035,841	8,004,456	231,638

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
STUDENT SUPPORT SERVICES						
Total Salaries & Wages	524,147	19,892	544,039	545,124	542,530	-1,085
Total Employee Benefits	73,209	2,387	75,596	43,986	69,943	31,610
21 315 Professional Development - Academic & S.O.'s	0	1,500	1,500			1,500
Total Staff Development	0	1,500	1,500			1,500
21 325 Program Supplies	0	1,000	1,000			1,000
21 361 Automobile Reimbursement	0	1,000	1,000			1,000
21 404 Telephone - Cellular	0	400	400	0	472	400
Total Supplies & Services	0	2,400	2,400	0	472	2,400
Total STUDENT SUPPORT SERVICES	597,356	26,179	623,535	589,110	612,944	34,425
COMPUTER SERVICES						
Total Salaries & Wages	829,687		829,687	838,584	762,475	-9,907
Total Employee Benefits	187,983		187,983	183,891	169,254	4,092
22 317 Professional Development - Non Teaching	17,500	-2,500	15,000	24,500	10,709	-9,500
Total Staff Development	17,500	-2,500	15,000	24,500	10,709	-9,500
22 325 Program Supplies	1,550	350	1,900	1,500	3,393	400
22 332 Books & Periodicals	500		500	500		0
22 361 Automobile Reimbursement	33,000		32,000	30,000	29,851	2,000
22 402 Repairs - Computer Technology	15,000	-1,000	15,000	15,000	16,532	0
22 404 Telephone - Cellular	10,000		10,000	10,000	8,654	0
22 406 Telephone - Data Communications Services	228,700		228,700	239,800	233,894	-11,100
22 410 Office Supplies & Services	0		0	0	253	0
Total Supplies & Services	288,750	-650	288,100	296,800	292,577	-8,700
22 501 Replacement of Furniture & Equipment - General	0		0	0	492	0
22 502 Replacement of Furniture & Equipment - Computer Technology	5,000		5,000	5,000	6,826	0
22 503 Replacement of Furniture & Equipment - Network Connectivity	0		0	0	2,126	0
Total Replacement of F&E	5,000		5,000	5,000	9,444	0
22 653 Other Professional Fees	0		0	0	42,495	0
22 654 Other Contractual Services	7,000		7,000	5,300	1,700	1,700
22 661 Software Fees & Licenses	1,430		1,430	3,430	1,422	-2,000
22 662 Maintenance Fees - Computer Technology	38,012	2,230	40,242	28,810	11,432	11,432
22 702 Association & Membership Fees - Individuals	0		0	0	203	0
Total Fees & Contractual Services	46,442	2,230	48,672	37,540	44,120	11,132
22 551 Additional Furniture & Equipment - General	0		0	0	0	0
22 552 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total COMPUTER SERVICES	1,375,362	-920	1,374,442	1,386,325	1,278,579	-11,883

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
LIBRARY SERVICES						
Total Salaries & Wages	810,732		810,732	787,048	774,046	23,684
Total Employee Benefits	168,906		168,906	157,630	159,379	11,276
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	5,391	0
Total Staff Development	2,000		2,000	2,000	5,391	0
23 320 Textbooks & Learning Materials	15,000		15,000	15,000	12,369	0
23 321 Library Books	0		0	55,000	88,013	-55,000
23 325 Program Supplies	35,000		35,000	35,000	42,214	0
23 330 Instructional Supplies	0		0	0	7,512	0
23 335 Printing & Photocopying - Instructional	2,000		2,000	2,000	2,125	0
23 361 Automobile Reimbursement	5,000		5,000	5,000	8,565	0
23 404 Telephone - Cellular	0		0	0	263	0
Total Supplies & Services	57,000		57,000	112,000	161,061	-55,000
Total LIBRARY SERVICES	1,038,638		1,038,638	1,058,678	1,099,878	-20,040
GUIDANCE SERVICES						
Total Salaries & Wages	922,357		922,357	844,962	886,863	77,395
Total Employee Benefits	92,913		92,913	88,870	91,387	4,043
24 330 Instructional Supplies	0		0	0	3	0
24 335 Printing & Photocopying - Instructional	0		0	0	1,846	0
Total Supplies & Services	0		0	0	1,849	0
Total GUIDANCE SERVICES	1,015,270		1,015,270	933,832	990,099	81,438

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
TEACHER SUPPORT SERVICES						
Total Salaries & Wages	1,214,234	-60,000	1,154,234	1,118,470	1,101,335	35,764
Total Employee Benefits	145,829	-9,600	136,229	133,997	122,419	2,232
25 315 Professional Development - Academic & S.O.'s	14,600	2,400	17,000	15,100	16,388	1,900
Total Staff Development	14,600	2,400	17,000	15,100	16,388	1,900
25 325 Program Supplies	21,500		21,500	74,000	568,393	-52,500
25 331 Application Software	2,000		2,000	2,000	0	0
25 335 Printing & Photocopying - Instructional	31,500	3,500	35,000	32,500	15,218	2,500
25 336 Printing & Photocopying - Non-Instructional	12,000	-10,800	1,200	12,000	9,045	-10,800
25 361 Automobile Reimbursement	26,500	2,000	28,500	29,000	38,031	-500
25 404 Telephone - Cellular	4,200	900	5,100	4,200	5,299	900
25 405 Telephone - Voice	3,500		3,500	4,500	6,897	-1,000
25 406 Telephone - Data Communications Services	0	500	500	3,500		-3,000
25 407 Postage	1,600	-800	800	1,600	229	-800
25 410 Office Supplies & Services	2,500		2,500	5,000	5,190	-2,500
Total Supplies & Services	105,300	-4,700	100,600	168,300	648,302	-67,700
25 501 Replacement of Furniture & Equipment - General	0		0	5,000	789	-5,000
25 502 Replacement of Furniture & Equipment - Computer Technology	0	700	700	700	700	0
Total Replacement of F&E	0	700	700	5,000	789	-4,300
25 640 Instructional Advertising	0		0	0	7,475	0
25 653 Other Professional Fees	0		0	0	27,000	0
25 701 Association & Membership Fees - Board	10,000		10,000	10,000	9,729	0
25 702 Association & Membership Fees - Individuals	2,700	1,150	3,850	2,700	1,276	1,150
Total Fees & Contractual Services	12,700	1,150	13,850	12,700	45,480	-1,150
25 551 Additional Furniture & Equipment - General	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total TEACHER SUPPORT SERVICES	1,492,563	-70,050	1,422,613	1,453,567	1,934,712	-30,954

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
GOVERNANCE/TRUSTEES						
Total Salaries & Wages	64,700		64,700	65,044	64,781	-344
Total Employee Benefits						
31 317 Professional Development - Non Teaching	2,588		2,588	2,602	1,406	-14
Total Staff Development	20,000		20,000	20,000	22,561	0
31 359 Student Trustees	5,000		5,000	5,000	3,282	0
31 361 Automobile Reimbursement	7,000		7,000	0	10,865	7,000
31 362 Travel and/or Expense Allowance	0		0	14,400		-14,400
31 404 Telephone - Cellular	3,000		3,000	3,000	2,588	0
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	4,169	0
31 407 Postage	200		200	200	274	0
31 410 Office Supplies & Services	500		500	500	1,440	0
31 502 Replacement of Furniture & Equipment - Computer Technology	8,000		8,000	2,000		6,000
Total Supplies & Services	27,300		27,300	28,700	22,639	-1,400
31 701 Association & Membership Fees - Board	49,000		49,000	49,000	47,717	0
31 702 Association & Membership Fees - Individuals	250		250	250		0
31 725 Miscellaneous	2,000		2,000	2,000	1,270	0
Total Other	51,250		51,250	51,250	48,987	0
31 552 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
Total Capital Expenditures	0		0	0	0	0
Total GOVERNANCE/TRUSTEES	165,838		165,838	167,596	160,375	-1,758

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
GENERAL ADMINISTRATION						
Total Salaries & Wages	1,183,706	10,710	1,194,416	1,109,237	1,125,267	85,179
Total Employee Benefits	171,892	1,071	172,963	154,545	160,732	18,418
32 315 Professional Development - Academic & S.O.'s	32,000		32,000	32,000	30,161	0
32 316 Professional Memberships - Academic	1,000		1,000	1,000	975	0
32 317 Professional Development - Non Teaching	3,000	3,000	6,000	5,000	10,813	1,000
Total Staff Development	36,000	3,000	39,000	38,000	41,949	1,000
32 322 Books & Periodicals	500		500	500	4,317	0
32 336 Printing & Photocopying - Non-instructional	16,000		16,000	16,000	13,171	0
32 361 Automobile Reimbursement	9,500	1,000	10,500	9,500	9,724	1,000
32 363 Other Travel Expense	0		0	15,000		-15,000
32 404 Telephone - Cellular	10,500	700	11,200	10,500	8,225	700
32 405 Telephone - Voice	0		0	0	1,663	0
32 406 Telephone - Data Communications Services	600		600	600		0
32 410 Office Supplies & Services	9,000		9,000	6,000	10,327	3,000
Total Supplies & Services	46,100	1,700	47,800	58,100	47,426	-10,300
32 501 Replacement of Furniture & Equipment - General	0	1,000	1,000	1,000	3,975	0
32 502 Replacement of Furniture & Equipment - Computer Technology	1,500		1,500	1,500	525	0
Total Replacement of F&E	1,500	1,000	2,500	2,500	4,500	0
32 640 Instructional Advertising	15,000		15,000	18,000	5,364	-3,000
32 641 Community Relations	5,000		5,000	5,000		0
32 652 Legal Fees	15,000		15,000	15,000	18,459	0
32 653 Other Professional Fees	0		0	30,000	19,652	-30,000
32 654 Other Contractual Services	10,000		10,000	10,000		0
32 661 Software Fees & Licenses	0		0	0	723	0
32 672 Liability Insurance	110,000		110,000	125,000	100,632	-15,000
32 701 Association & Membership Fees - Board	200		200	200	245	0
Total Fees & Contractual Services	155,200		155,200	203,200	145,076	-48,000
32 702 Association & Membership Fees - Individuals	9,900		9,900	9,900	11,743	0
32 710 Interest	0		0		74,270	0
32 725 Miscellaneous	20,200		20,200	18,000	26,620	2,200
Total Other	30,100		30,100	27,900	112,633	2,200
32 561 Additional Furniture & Equipment - General	1,000	-1,000	0	0	0	0
32 562 Additional Furniture & Equipment - Computer Technology	0		0	0	0	0
Total Capital Expenditures	1,000	-1,000	0	0	0	0
Total GENERAL ADMINISTRATION	1,625,498	16,481	1,641,979	1,593,482	1,637,584	48,497

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

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

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
HUMAN RESOURCES ADMINISTRATION						
Total Salaries & Wages	416,803	-36,606	380,197	374,907	367,270	5,290
Total Employee Benefits	79,648	-5,857	73,791	68,773	79,398	5,018
34 317 Professional Development - Non Teaching	4,500		4,500	3,500	1,968	1,000
34 318 Professional Memberships - Non Teaching	1,900		1,900	1,200	1,182	700
Total Staff Development	6,400		6,400	4,700	3,145	1,700
34 322 Books & Periodicals	2,000		2,000	1,000	211	1,000
34 361 Automobile Reimbursement	2,000		2,000	1,500	1,168	500
34 410 Office Supplies & Services	3,500		3,500	3,500	2,655	0
34 421 Recruitment of Staff	20,000		20,000	20,000	9,650	0
Total Supplies & Services	27,500		27,500	26,000	13,684	1,500
34 650 Labour Relations	80,000		80,000	80,000	131,373	0
34 652 Legal Fees	0		0	0	0	0
34 653 Other Professional Fees	0	2,000	2,000			2,000
34 654 Other Contractual Services	28,000		28,000	10,000	442	19,000
34 661 Software Fees & Licenses	20,000	10,000	30,000	20,000		10,000
34 662 Maintenance Fees - Computer Technology	2,500		2,500	2,000		500
34 702 Association & Membership Fees - Individuals	1,400		1,400	1,000	945	400
Total Fees & Contractual Services	132,900	12,000	144,900	113,000	132,761	31,900
Total HUMAN RESOURCES ADMINISTRATION	663,251	-30,463	632,788	587,380	596,257	45,408
TECHNICAL ADMINISTRATION						
Total Salaries & Wages	48,729		48,729	47,310	47,310	1,419
Total Employee Benefits	9,575		9,575	8,475	8,471	1,100
35 503 Replacement of Furniture & Equipment - Network Connectivity	6,550	250	6,800	3,550	4,131	3,250
Total Replacement of F&E	6,550	250	6,800	3,550	4,131	3,250
35 661 Software Fees & Licenses	12,500		12,500	12,500	12,124	0
Total Fees & Contractual Services	12,500		12,500	12,500	12,124	0
35 553 Additional Furniture & Equipment - Network Connectivity	0	0	0	0	0	0
Total Capital Expenditures	0	0	0	0	0	0
Total TECHNICAL ADMINISTRATION	77,354	250	77,604	71,835	72,036	5,769

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

SCHOOL OPERATIONS

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	3,637,571		3,637,571	3,538,533	3,660,544	99,038
Total Employee Benefits	910,155		910,155	910,951	846,720	-796
40 317 Professional Development - Non Teaching	2,000		2,000	2,000		0
Total Staff Development	2,000		2,000	2,000		0
40 340 Plant Operations Supplies	215,000		215,000	180,000	231,677	35,000
40 341 Electricity	1,277,028		1,227,028	1,234,199	1,084,552	-7,171
40 343 Heating - Gas	481,337	-50,000	431,337	573,776	568,021	-92,499
40 346 Water & Sewage	134,831		134,831	145,573	132,100	-10,742
40 361 Automobile Reimbursement	14,000		14,000	14,000	15,009	0
40 404 Telephone - Cellular	2,000		2,000	2,000	1,938	0
40 430 Maintenance Supplies	50,000		50,000	55,000	39,670	-5,000
40 435 Caretakers Supplies	25,000		25,000	45,000		-20,000
Total Supplies & Services	2,199,196	-50,000	2,149,196	2,249,547	2,067,968	-100,351
40 501 Replacement of Furniture & Equipment - General	20,000		20,000	31,000	23,109	-11,000
40 502 Replacement of Furniture & Equipment - Computer Technology	2,000		2,000	2,000		0
Total Replacement of F&E	22,000		22,000	33,000	23,109	-11,000
40 610 Rental/Lease - Instructional Accommodation	201,113	0	201,113	186,970	209,106	14,143
Total Rental Expenditures	201,113	0	201,113	186,970	209,106	14,143
40 654 Other Contractual Services	700,000		700,000	700,000	749,573	0
40 661 Software Fees & Licenses	18,000		18,000	18,000	34,255	0
40 681 Moving of Portables	15,000		15,000	25,000	11,582	-10,000
Total Fees & Contractual Services	733,000		733,000	743,000	795,411	-10,000
40 551 Additional Furniture & Equipment - General	25,000		25,000	0		25,000
Total Capital Expenditures	25,000		25,000	0		25,000
Total SCHOOL OPERATIONS	7,730,035	-50,000	7,680,035	7,664,000	7,602,858	16,035

Brant Haldimand Norfolk Catholic District School Board

2009-2010 Revised Expenditure Estimates

SCHOOL MAINTENANCE

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
Total Salaries & Wages	700,060		700,060	740,665	633,806	-40,625
Total Employee Benefits	144,429		144,429	153,377	134,907	-9,548
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	32,391	0
Total Staff Development	2,500		2,500	2,500	32,391	0
41 361 Automobile Reimbursement	22,000		22,000	21,000	20,173	1,000
41 370 Vehicle Fuel	30,000		30,000	25,000	27,044	5,000
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41 404 Telephone - Cellular	6,000		6,000	6,000	5,241	0
41 430 Maintenance Supplies	125,000		125,000	100,000	131,683	25,000
41 431 Maintenance Services	300,000		300,000	300,000	378,620	0
41 432 Landscaping	6,000		6,000	6,000		0
41 433 School Beautification	0		0	0	500	0
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	27,305	0
41 438 Municipal Improvements	5,000		5,000	5,000	586	0
41 439 Local Improvement Supplies	0		0	0	107,088	0
41 440 Vehicle Maintenance & Supplies	14,000		14,000	14,000	14,267	0
41 441 Vehicle Licence/Permits	0		0	0		0
41 449 Health & Safety	20,000		20,000	20,000	11,928	0
Total Supplies & Services	590,368		590,368	559,368	725,435	31,000
41 501 Replacement of Furniture & Equipment - General	3,000	8,000	11,000	35,000	3,767	-24,000
Total Replacement of F&E	3,000	8,000	11,000	35,000	3,767	-24,000
41 754 Debenture Interest - post May 15, 1998	96,786		96,786	97,703	99,653	-917
Total Interest Charges on Long Term Debt	96,786		96,786	97,703	99,653	-917
41 625 Rental/Lease - Vehicles	2,200		2,200	6,600	5,764	-4,400
Total Rental Expenditures	2,200		2,200	6,600	5,764	-4,400
41 653 Other Professional Fees	2,000		2,000	2,000	8,090	0
41 654 Other Contractual Services	8,000		8,000	8,000	8,033	0
41 661 Software Fees & Licenses	18,000		18,000	18,000	31,496	0
41 671 Property Insurance	60,000		60,000	52,000	66,121	8,000
41 673 Vehicle Insurance	8,000		8,000	8,000	5,777	0
41 681 Moving of Portables	0		0	0		0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000	610	0
Total Fees & Contractual Services	98,000		98,000	90,000	122,128	8,000
41 753 Debenture Principal - post May 15, 1998	61,071		61,071	57,065	58,204	4,006
Total Principal & Sinking Fund Payments	61,071		61,071	57,065	58,204	4,006
41 439 Local Improvement Supplies	10,000		10,000	10,000	144,333	0
41 551 Additional Furniture & Equipment - General	0		0	0	35,891	0
41 554 Additional Equipment - Vehicles	0	71,000	71,000	0	180,325	71,000
Total Capital Expenditures	10,000	71,000	81,000	10,000	180,325	71,000
Total SCHOOL MAINTENANCE	1,708,414	79,000	1,787,414	1,752,898	1,996,380	34,516

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

SCHOOL RENEWAL

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

NEW PUPIL PLACES

43 754 Debenture Interest - post May 15, 1998	1,711,180	595,748	2,306,928	1,754,112	1,766,093	552,616
Total Interest Charges on Long Term Debt	1,711,180	595,748	2,306,928	1,754,112	1,766,093	552,616
43 753 Debenture Principal - post May 15, 1998	706,342	248,448	954,790	666,426	665,314	288,364
43 756 Debenture Sinking Fund - post May 14, 1999	226,287	0	226,287	226,287	365,226	0
Total Principal & Sinking Fund Payments	932,629	248,448	1,181,077	892,713	1,030,540	288,364
43 757 Cost of Issuing Debenture	0	0	0	0	6,131	0
43 761 Capital Loan Interest	0	0	0	0	66,010	0
Total Capital Expenditures	0	0	0	0	72,141	0
Total NEW PUPIL PLACES	2,643,809	844,196	3,488,005	2,646,825	2,868,774	841,180

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
OP & MAINT/CAPITAL-NON INSTRUCTIONAL						
Total Salaries & Wages	44,512		44,512	43,212	43,802	1,300
Total Employee Benefits	11,474		11,474	11,200	11,241	274
44 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	0		0	0		0
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	544	0
44 340 Plant Operations Supplies	0		0	0	5,303	0
44 341 Electricity	35,640		35,640	34,927	28,136	713
44 343 Heating - Gas	13,723		13,723	16,511	18,976	-2,788
44 346 Water & Sewage	2,564		2,564	3,159	3,097	-595
44 361 Automobile Reimbursement	0		0	0	637	0
44 405 Telephone - Voice	4,200		4,200	4,200	2,905	0
44 410 Office Supplies & Services	2,500		2,500	2,500	6,030	0
44 430 Maintenance Supplies	20,000		20,000	20,000	49,052	0
44 431 Maintenance Services	20,000		20,000	20,000	15,870	0
Total Supplies & Services	101,527		101,527	104,297	122,550	-2,670
44 501 Replacement of Furniture & Equipment - General	0	2,000	2,000	2,000	1,956	0
44 502 Replacement of Furniture & Equipment - Computer Technology	0	0	0	5,000		-5,000
Total Replacement of F&E	0	2,000	2,000	7,000	1,956	-5,000
44 754 Debt/Lease Interest - post May 15, 1998	50,698		50,698	52,247	52,199	-1,549
Total Interest Charges on Long Term Debt	50,698		50,698	52,247	52,199	-1,549
44 611 Rental/Lease - Non-Instructional Accommodation	66,078	-16,078	50,000	43,371	44,801	6,629
Total Rental Expenditures	66,078	-16,078	50,000	43,371	44,801	6,629
44 654 Other Contractual Services	25,000		25,000	25,000	37,729	0
Total Fees & Contractual Services	25,000		25,000	25,000	37,729	0
44 753 Debt/Lease Principal - post May 15, 1998	31,990		31,990	30,516	30,488	1,474
Total Principal & Sinking Fund Payments	31,990		31,990	30,516	30,488	1,474
44 551 Additional Furniture & Equipment - General	2,000	-2,000	0			0
44 552 Additional Furniture & Equipment - Computer Technology	0	0	0			0
44 759 Buildings	0	0	0	0	45,933	0
44 760 Local Improvements	0	0	0	0		0
Total Capital Expenditures	2,000	-2,000	0	0	45,933	0
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	333,379	-16,078	317,301	316,843	390,699	458

Brant Haldimand Norfolk Catholic District School Board

2009-2010 Revised Expenditure Estimates

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

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

	Prelim Budget	Revised Change	Revised Budget	Revised 2008-2009	Actual 2008-2009	Increase (Decrease)
TRANSPORTATION - GENERAL						
Total Salaries & Wages	105,588		105,588	92,333	69,625	13,255
Total Employee Benefits	23,826		23,826	22,342	14,184	1,484
50 317 Professional Development - Non Teaching	2,000		2,000	2,000	167	0
Total Staff Development	2,000		2,000	2,000	167	0
50 361 Automobile Reimbursement	5,000		5,000	5,000	4,709	0
50 404 Telephone - Cellular	1,000		1,000	1,000	969	0
50 410 Office Supplies & Services	1,000		1,000	1,000		0
Total Supplies & Services	7,000		7,000	7,000	5,078	0
50 661 Software Fees & Licenses	40,000		40,000	40,000		0
50 702 Association & Membership Fees - Individuals	750		750	750		0
Total Fees & Contractual Services	40,750		40,750	40,750		0
Total TRANSPORTATION - GENERAL	179,164		179,164	164,425	89,055	14,739
TRANSPORTATION - HOME TO SCHOOL						
51 654 Other Contractual Services	5,100,000	300,000	5,400,000	5,065,019	5,644,539	334,981
Total Fees & Contractual Services	5,100,000	300,000	5,400,000	5,065,019	5,644,539	334,981
Total TRANSPORTATION - HOME TO SCHOOL	5,100,000	300,000	5,400,000	5,065,019	5,644,539	334,981
TRANSPORTATION - SCHOOL TO SCHOOL						
52 654 Other Contractual Services	75,000		75,000	75,000	66,021	0
52 725 Miscellaneous	10,000		10,000	10,000	594	0
Total Fees & Contractual Services	85,000		85,000	85,000	66,615	0
Total TRANSPORTATION - SCHOOL TO SCHOOL	85,000		85,000	85,000	66,615	0
TRANSPORTATION - OTHER						
53 654 Other Contractual Services	5,000		5,000	5,000		0
Total Fees & Contractual Services	5,000		5,000	5,000		0
Total TRANSPORTATION - OTHER	5,000		5,000	5,000		0
TRANSPORTATION - BLIND & DEAF						
54 654 Other Contractual Services	0	0	0	40,000		-40,000
Total Fees & Contractual Services	0	0	0	40,000		-40,000
Total TRANSPORTATION - BLIND & DEAF	0	0	0	40,000		-40,000

Brant Haldimand Norfolk Catholic District School Board

2009-2010 Revised Expenditure Estimates

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

MINUTES AND RECOMMENDATIONS

ACCOMMODATIONS COMMITTEE

January 6, 2010

AGENDA ITEM	MOTION
5a	THAT the Accommodations Committee recommend the Committee of the Whole refer the floor plans and site plan for the new elementary school in south west Brantford to the Brant Haldimand Norfolk Catholic District School Board for approval.
5b	THAT the Accommodations Committee recommend the Committee of the Whole refer the floor plans for the addition to St. John's College to the Brant Haldimand Norfolk Catholic District School Board for approval. THAT the Accommodations Committee recommend the Committee of the Whole refer that staff be authorized to investigate the cost to upgrade the mechanical and electrical systems at St. John's College, at a cost not to exceed \$30,000 and to provide the Accommodations Committee with the results of their investigation to the Brant Haldimand Norfolk Catholic District School Board.

THAT the Committee of the Whole receive the unapproved minutes from the Accommodations Committee Meeting from January 6, 2010.

THAT the Committee of the Whole refer the recommendations from the Accommodations Committee Meeting of January 6, 2010, to the Brant Haldimand Norfolk Catholic District School Board for approval.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

**Accommodations Committee
Wednesday, January 6, 2010 – 2:00 p.m.
Norfolk Room, Catholic Education Centre**

Present: Dennis Blake, Cliff Casey (Chair), Wally Easton, Joe McPherson, June Szeman

1. Opening Prayer

Cliff Casey opened the meeting with prayer.

2. Approval of the Agenda

Moved by: Dennis Blake

Seconded by: June Szeman

THAT the Accommodations Committee approve the Agenda of January 6, 2010.

3. Approval of the Minutes

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Accommodations Committee approve the Minutes of October 13, 2009.

4. Declaration of Conflict of Interest: Nil.

5. Information Items:

a) South West Brantford School

Wally Easton introduced Paul Sapounzi of The Ventin Group, Architects who reviewed the floor plans and site plan for the new school in south west Brantford. The school is a joint venture with the Grand Erie District School Board. The total site size is ten acres plus there is a four-acre park adjacent. The building is approximately 92,000 square feet and will provide accommodation for 450 students for each school board.

Moved by: Joe McPherson

Seconded by: Dennis Blake

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



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

b) St. John's College Addition

Paul Sapounzi also reviewed the floor plan and site plan for the addition to St. John's College. The addition is approximately 30,000 square feet with 15 classrooms. Classrooms include new science rooms and a construction technology classroom. In addition, the existing school requires mechanical and electrical upgrades due to the age of the current equipment. The Committee was advised that it would be more efficient to complete the upgrades at the same time as the addition which is scheduled to begin in June 2010.

Moved by: Joe McPherson

Seconded by: Dennis Blake

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

Moved by: June Szeman

Seconded by: Dennis Blake

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

c) Primary Class Size Projects

The additions have been designed and Paul Sapounzi of The Ventin Group, Architects reviewed the designs. All capital projects are subject to Ministry approval and, as yet, we have not received approval for these projects. The projects will not be tendered for construction until approval is received.

The additions have been designed and Paul Sapounzi of the Ventin Group, Architects will attend the Committee meeting to review the designs.

Moved by: Joe McPherson

Seconded by: June Szeman

THAT the Accommodations Committee recommend the Committee of the Whole refer the Primary Class Size report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

d) Surplus Property

The Report was tabled pending the Committee receiving information regarding the process to sell the former Sacred Heart School in Paris.

Moved by: June Szeman

Seconded by: Joe McPherson

THAT the Accommodations Committee recommend that the discussion regarding surplus property be tabled pending information concerning the process to sell the former Sacred Heart School in Paris.



**BRANT HALDIMAND NORFOLK
Catholic District School Board**

Minutes

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

e) New Pupil Place Funding

In 2007, the Ministry of Education developed a Capital Financial Analysis Template that provides a consistent format for reviewing a board's existing and proposed capital-related financial position. The tool provides a summary of each board's current financial position, with respect to capital projects the board has undertaken as well as the board's capacity to take on new capital debt for planned projects. In mid 2009, an error was discovered in the interest calculation of the template. Interest earned on surplus funds was being calculated incorrectly which inflated the financial position of each school board.

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Accommodations Committee recommend the Committee of the Whole refers the new Pupil Place Funding report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

5. Trustee Enquiries: Nil.

6. Business of the In-Camera Session

Moved by: June Szeman

Seconded by: Dennis Blake

THAT the Accommodations Committee move to an In-Camera Session.

7. Report on the In-Camera Session

Moved by: Dennis Blake

Seconded by: Joe McPherson

THAT the Accommodations Committee approve the business of the In-Camera Session.

8. Adjournment

The meeting was adjourned at 4:25 p.m.

Next meeting: The next meeting is scheduled at the Call of the Chair.

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

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

SOUTH WEST BRANTFORD SCHOOL

Public Session

BACKGROUND INFORMATION:

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

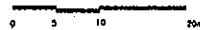
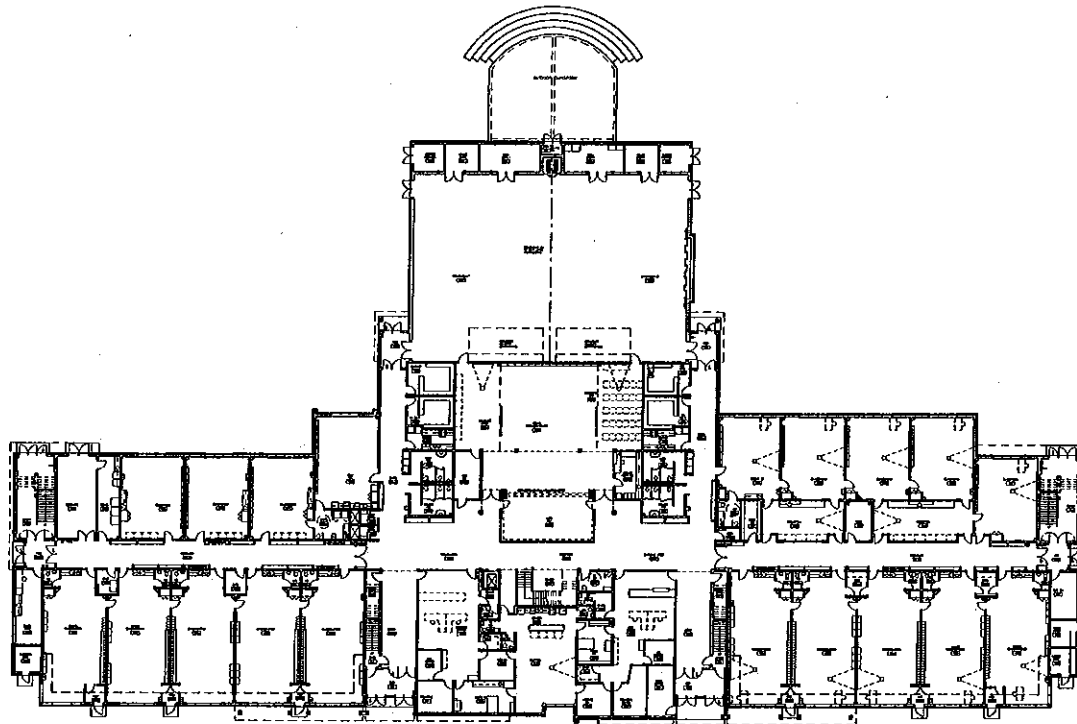
DEVELOPMENTS:

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

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

RECOMMENDATION:

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



Brant Haldimand Norfolk Catholic
District School Board

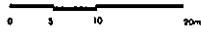
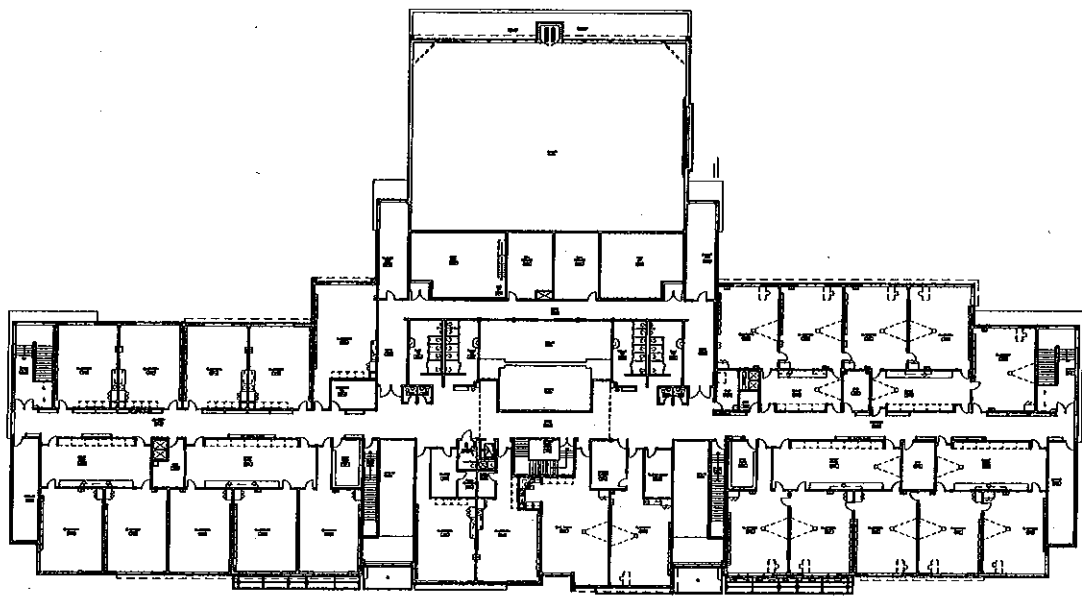
Grand Erie District School Board

Southwest Brantford Combined Elementary School
GROUND FLOOR PLAN

Brantford, Ontario
100-101-12-2310

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Brant Haldimand Norfolk Catholic
District School Board

Grand Erie District School Board

Southwest Brantford Combined Elementary School
SECOND FLOOR PLAN

Brantford, Ontario
2019-22-17-2019

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

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

ST. JOHN'S COLLEGE ADDITION
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

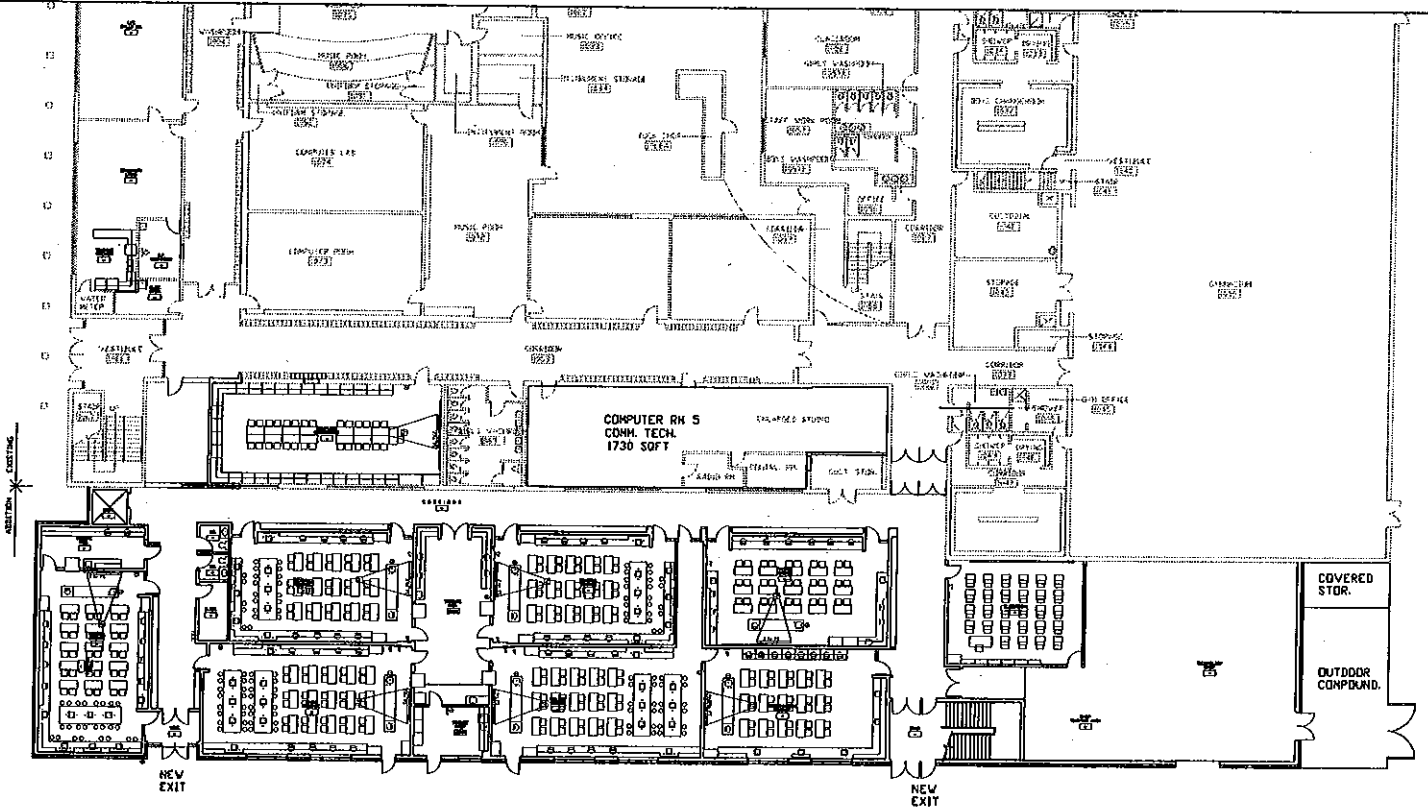
The design of the addition is now complete. The tender for the construction project is expected to be issued in May 2010 and construction will begin in late June 2010. Attached is the floor plan for the two-storey addition. Paula Sapounzi of The Ventin Group, Architects will be at the Committee meeting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

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

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

RECOMMENDATION:

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



BRANT HALDIMAND NORFOLK
 CATHOLIC DISTRICT SCHOOL BOARD

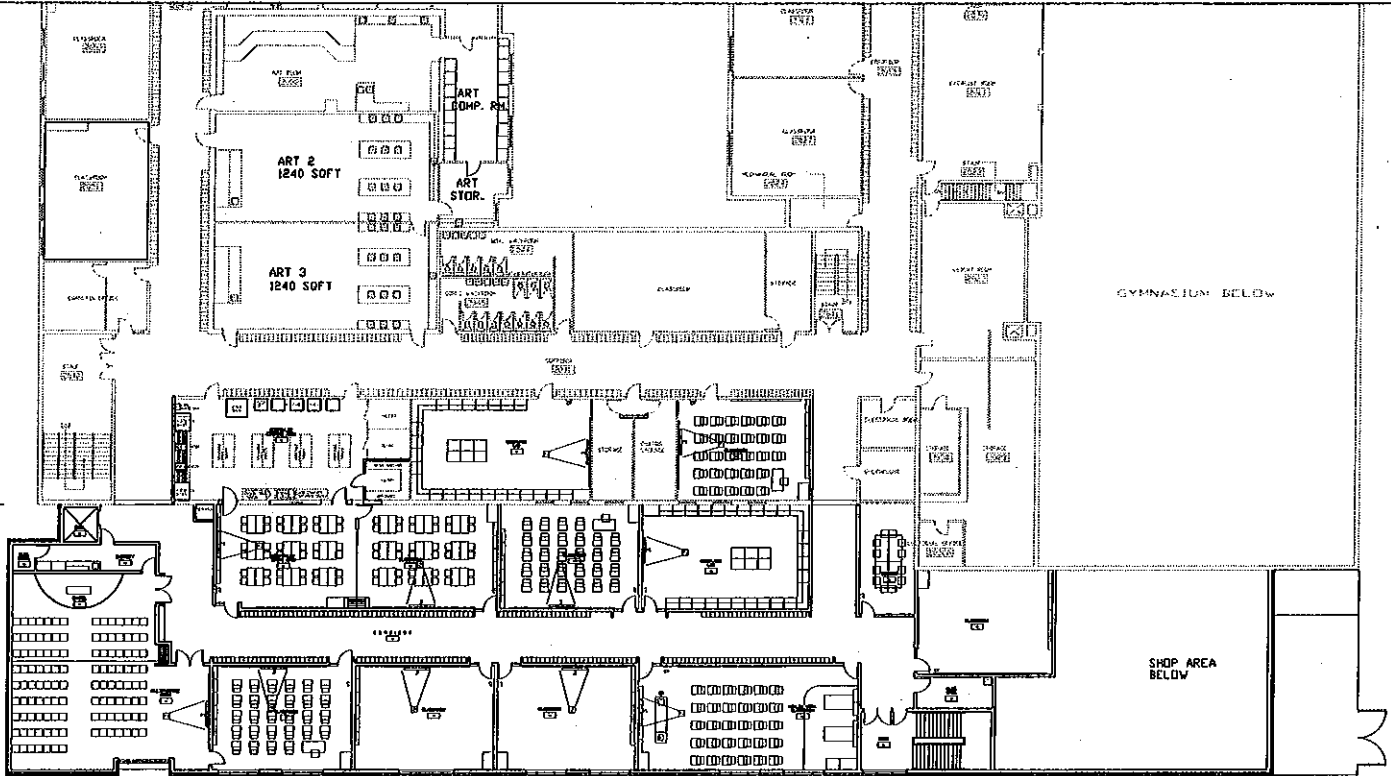
3227 ARDEN DR.
 BRANTFORD, ONTARIO L6N 4M6
 T: 519 754 4400
 F: 519 754 9113



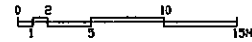
ST. JOHNS COLLEGE ADDITION
 PARIS RD. BRANTFORD, ON
 PROJECT 12 2010

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



BRANT HALDIMAND NORFOLK
 CATHOLIC DISTRICT SCHOOL BOARD

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ST. JOHN'S COLLEGE ADDITION
 PARIS RD., BRANTFORD, ON
 JANUARY 12, 2010

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

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

INTERNAL AUDIT AND AUDIT COMMITTEE

Public Session

BACKGROUND INFORMATION:

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

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

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

DEVELOPMENTS:

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

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

RECOMMENDATION:

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



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

EXTERNAL COMMUNITY MEMBER/AUDIT COMMITTEE

APPLICATION GUIDELINES

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

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

ELIGIBILITY FOR APPLICATION:

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

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

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

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



BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

AUDIT COMMITTEE GUIDELINES

MISSION

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

MEMBERSHIP

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

TERM OF OFFICE

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

RESPONSIBILITIES

Financial Reporting

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

External Audit

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

Internal Audit and Control

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

CODE OF CONDUCT

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

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

Prepared by: Trish Kings, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: January 19, 2010
Submitted by: Cathy Horgan, Director of Education & Secretary

NEW MINISTRY CURRICULUM UPDATES

Public Session

BACKGROUND INFORMATION:

Each year the Ministry of Education introduces, enhances and/or revises programs, curricula, as well as specific projects to address its' overall priorities:

- (i) high levels of student achievement;
- (ii) reduced gaps in student achievement; and,
- (iii) increased public confidence in publicly funded education.

DEVELOPMENTS:

During this current school year, a broad spectrum of initiatives were identified to support Ministry priorities. Part of a cyclical approach to the development, revision and implementation of Ontario Curriculum Documents included the following:

- the review, consultation and revisions to the Health and Physical Education Document 1-8;
- feedback and consultation of French as a Second Language Document;
- implementation of the Arts Document 1-8;
- the introduction of Environmental Education: Scope and Sequence of Expectations;
- a curriculum review of Native Languages 1-12; and,
- the revision of the Kindergarten Program Document to support the Early Learning Program, incorporating the Early Learning for Every Child Today Document.

In addition to the Ontario Curriculum Documents, other policy documents, support documents and strategies have been introduced or are expected to be introduced over the course of the 2009-10 school year including:

- Growing Success K–12: Assessment, Evaluation, Reporting Policy
- Ontario's Equity and Inclusive Education Strategy
- Keeping Our Kids Safe at School (Bill 157)
- Revisions to the Policy/Program Memoranda: Progressive Discipline and Bullying Prevention and Intervention
- Learning for All K–12 (draft).

Two new initiatives include:

(i) Schools in the Middle

Schools achieving between 50% and 74% in at least four out of the six areas in the EQAO assessments were identified and provided with funding to focus on strategies for improvement. Within our Board, Holy Family, Notre Dame (B), Notre Dame (C), Sacred Heart (L) and St. Gabriel are part of this project.

- (ii) **Kindergarten Collaborative Inquiry**
Boards are invited to engage in a collaborative inquiry process focused on classroom practice in the Early Years, (K and 1) using evidenced-based teaching and learning practices.

A dedicated, knowledgeable and energetic central staff work together effectively to support the Ministry directives while assisting administrators and teachers in achieving the expected goals related to student achievement.

RECOMMENDATION:

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

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

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

MISSION TRIP – NEW ORLEANS, LOUISIANA
Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

RECOMMENDATION:

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

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

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

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

Public Session

BACKGROUND INFORMATION:

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

DEVELOPMENTS:

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

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

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

RECOMMENDATION:

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

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

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

EDUCATIONAL FIELD TRIP SUMMARY REPORT
Public Session

BACKGROUND INFORMATION:

Attached is a summary (Appendix A) of educational field trips that have been approved during the period of September 8, 2009 – January 8, 2010.

The educational field trips included are those that involve overnight, extended overnight, and excursions.

RECOMMENDATION:

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

EDUCATIONAL FIELD TRIP MONITORING REPORT - MONTHS OF: SEPTEMBER 8, 2009 - JUNE 30, 2010

School	Destination and Type			Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Supervisor
	a. Overnight	b. Extended Overnight	c. Excursion									
St. John's College	c.	Greece		<ol style="list-style-type: none"> Students will learn about the architecture, history, and culture of Greece by visiting museums and archaeological sites. 	12/03/10	9	0	40	3	2800.00	Air	C. Roehrig
St. Mary's, Hagersville	a.	Camp Celtic, Lion's Head		<ol style="list-style-type: none"> Use a variety of tools, materials, process, and techniques in each of the arts to create works of their own. Be motivated to build healthy lifestyles and relationships. 	4/06/10	4	2	17	2	416.00	Bus	T. Kings
Holy Trinity Catholic High School	a.	National MusicFest, Ottawa		<ol style="list-style-type: none"> The Intermediate and Concert Bands will perform at the National MusicFest. This provides students the opportunity to hear bands from other schools, to perform in a formal performance setting, and represent the BHNCDDB on the National stage. 	20/05/10	4	2	70	4	600.00	Bus	C. Roehrig
St. Bernard of Clairvaux	a.	Camp YMCA, St. Clements, ON		<ol style="list-style-type: none"> Participate on a regular basis in physical activities that maintain or improve physical fitness. Apply a goal setting process and to participate fairly in games/activities. 	22/02/10	2	2	23	4	80.20	Bus	T. Kings
St. Patrick's, Caledonia	a.	Camp Celtic, Lion's Head		<ol style="list-style-type: none"> Health and physical education combined with drama, music, art, and environmental curricular related learning experiences. 	04/06/10	3	2	28	2	415.80	Bus	B. Chopp
St. Anthony Daniel / Blessed Sacrament	a.	Ottawa, Ontario		<ol style="list-style-type: none"> Most expectations in history are covered as well as numerous expectations in geography. Visual Arts – interpret a variety of artworks, and identify the feelings, issues, themes, and social concerns that they convey. 	16/06/10	3	3	40	3	460.00	Bus	B. Chopp

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)	# of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
Resurrection	a.	Ottawa, Ontario	<ol style="list-style-type: none"> 1. Identify and explain the factors affecting population distribution. 2. Compare characteristics of places with high/low population densities. 3. Explain how the components of culture can be affected by migration. 4. Identify patterns in physical geography and explain the factors that produce them. 	16/06/10	3	3	34	3	437.85	Bus	B. Chopp

Brant Haldimand Norfolk Catholic District School Board

2009-10

Trustee Meetings and Events

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