



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

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

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**Committee of the Whole  
Tuesday, June 21, 2011 7:00 pm  
Boardroom**

**Members:** **Trustees:**  
Cliff Casey (Chair), June Szeman (Vice Chair), Dennis Blake, Dan Dignard, Bonnie McKinnon,  
Rick Petrella, Ayna Poremba (Student Trustee)

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

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- 1. Opening Business**
  - 1.1 Opening Prayer – Cliff Casey
  - 1.2 Attendance
  - 1.3 Approval of the Agenda
  - 1.4 Declaration of Interest
- 2. Presentations and Delegations – Nil**
- 3. Consent Agenda**
  - 3.1 Approval of Minutes from the Committee of the Whole – May 17, 2011 Pages 4-11
  - 3.2 Approved Special Education Advisory Committee Meeting Minutes – Pages 12-17  
May 11, 2011 and Unapproved Meeting Minutes - June 8, 2011
  - 3.3 Unapproved Catholicity Committee Meeting Minutes – May 25, 2011 Pages 18-20
  - 3.4 Unapproved Audit Committee Meeting Minutes – June 13, 2011 Page 21
  - 3.5 Unapproved Regional School Council Meeting Minutes – June 14, 2011 Page 22
- 4. Committee and Staff Reports**
  - 4.1 Accommodation Review - St. Mary School, Brantford Pages 23-24  
Presenter: Cathy Horgan, Director of Education & Secretary
  - 4.2 Teaching and Learning in the 21<sup>st</sup> Century Project Pages 25-31  
Presenter: Trish Kings, Superintendent of Education



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## **Agenda**

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|-------------|--|---------------|
| <b>4.3</b>  | Professional Development Conference – <i>Loving the Two Halves of Life</i><br>at the Center for Action and Contemplation<br>Presenter: Cathy Horgan, Director of Education & Secretary   | Page 32-33    |
| <b>4.4</b>  | Strategic Action Plan: Year-End Report<br>Presenter: Cathy Horgan, Director of Education & Secretary   | Pages 34-46   |
| <b>4.5</b>  | Ontario Secondary School Literacy Test (OSSLT)<br>Presenter: Chris Roehrig, Superintendent of Education  | Pages 47-48   |
| <b>4.6</b>  | Protocol Between the Police, the Grand Erie District School Board and the<br>Brant Haldimand Norfolk Catholic District School Board<br>Presenter: Trish Kings, Superintendent of Education   | Pages 49-74   |
| <b>4.7</b>  | 2011-12 Annual Accessibility Plan<br>Presenter: Bill Chopp, Superintendent of Education  | Pages 75-95   |
| <b>4.8</b>  | Financial Report - May 2011<br>Presenter: Wally Easton, Associate Director, Corp. Services & Treasurer   | Pages 96-100  |
| <b>4.9</b>  | Excursion – London, Paris and Netherlands<br>Presenter: Chris Roehrig, Superintendent of Education   | Page 101      |
| <b>4.10</b> | Excursion – Quebec City, Quebec<br>Presenter: Chris Roehrig, Superintendent of Education   | Page 102      |
| <b>4.11</b> | Educational Field Trip Summary Report<br>Presenter: Chris Roehrig, Superintendent of Education   | Pages 103-108 |
| <b>4.12</b> | Unapproved Budget Committee Meeting Minutes & Recommendations –<br>June 6, 2011<br>Presenter: Rick Petrella, Chair of the Budget Committee <ul style="list-style-type: none"><li>• 2011-12 Budget (pgs. 112-218)</li><li>• Technology Infrastructure</li></ul>   | Pages 109-111 |
| <b>4.13</b> | Unapproved Policy Committee Meeting Minutes & Recommendations -<br>June 7, 2011<br>Presenter: Dennis Blake, Chair of the Policy Committee <ul style="list-style-type: none"><li>• Community Use of Schools 400.05 (pgs. 223-240)</li><li>• Purchasing 700.01 (pgs. 241-258)</li><li>• Trustee Expenses 100.10 (pgs. 259-263)</li><li>• Employee Expenses 700.04 (pgs. 264-268)</li></ul> | Pages 219-222 |



**5. Information and Correspondence**

**5.1 OCSTA Update**

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

**9. Report on the In-camera Session**

**10. Future Meetings and Events**

Page 269

**11. Closing Prayer**

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

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

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

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

**12. Adjournment**



**Committee of the Whole**  
**Tuesday, May 17, 2011 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:**

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

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

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

The minutes from the April 26, 2011 Budget Committee meeting were added to Item 3.5 of the Consent Agenda.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the Agenda of the May 17, 2011 meeting, as amended.

**Carried**

**1.4 Declaration of Interest - Nil**

**2. Presentations and Delegations - Nil**

**3. Consent Agenda**

Items 3.2 and 3.3 were asked to be removed from the Consent Agenda.

**3.1** THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes from the April 19, 2011 meeting.

**3.4** THAT the Committee of the Whole refers the unapproved minutes from the Faith Advisory Committee Meeting of May 5, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.



- 3.5** THAT the Committee of the Whole refers the unapproved minutes from the Budget Committee Meeting of April 26, 2011 and May 9, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Moved by: June Szeman  
Seconded by: Rick Petrella

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

**Carried**

#### **Items Removed from Consent Agenda**

- 3.2** THAT the Committee of the Whole refers the approved minutes from the Special Education Advisory Committee meeting of April 13, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Clarification was sought regarding the goals of the Special Education department related to the Board's Strategic Plan as noted in the April 13, 2011 minutes of the SEAC Committee. Superintendent Chopp provided several examples including the recent First Communion Retreat for higher needs students and additional inservicing of elementary and secondary teachers focused on improved student achievement.

- 3.3** THAT the Committee of the Whole refers the unapproved minutes from the Catholicity Committee Meeting of April 20, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

A trustee inquired about reciprocal communication between parishes and schools as noted in the April 20, 2011 minutes of the Catholicity Committee. Director Horgan clarified that staff continues to support principals in their efforts to work with their parish priest and parish community.

Moved by: June Szeman  
Seconded by: Rick Petrella

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the reports under Items 3.2 and 3.3.

**Carried**

#### **4. Committee and Staff Reports**

##### **4.1 2011-12 Student Senate Membership and Student Trustee Elections**

Superintendent of Education Roehrig commented that he was pleased with the exemplary caliber of the five candidates who participated in the elections for next year's Student Trustee. Superintendent Roehrig introduced Maxine Smitiuch, a Grade 11 student at St. John's College, who will fulfill the role of Student Trustee for the 2011-12 school year.



Moved by: Bonnie McKinnon

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the 2011-12 Student Senate Membership and Student Trustee Elections report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **4.2 Technological Pathways Plan**

As requested at the April 19 Committee of the Whole meeting, Director Horgan advised that she had met with parents from St. Patrick's Caledonia, St. Joseph's Simcoe, and St. Mary's Hagersville to address their questions and concerns regarding the potential closing of the Design and Technology/Family Studies Program. Parents appreciated receiving background information that led to this recommendation. She emphasized that the board needs to be more attuned to students who learn in an "applied" fashion at all grade levels and to ensure that our programming meets their needs. It was reported and acknowledged that there is a need to continuously improve our communication.

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Technological Pathways Plan, including the closing of the Design and Technology/Family Studies Program, effective June 30, 2011.

**Carried**

#### **4.3 Program Consultant: Elementary/Secondary**

Superintendent of Education Kings provided an update on the work that has been completed to date to meet the expectations of Ontario's Equity and Inclusive Education Strategy, P/PM 119, as well as the requirements of the Safe Schools Act – Keeping Our Kids Safe at School. In order to move forward and to address the action items in the eight identified focus areas, staff is recommending that a dedicated Program Consultant to support both Elementary and Secondary panels be assigned to this growing initiative. This would be a one-year term, pending budget approval.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of Program Consultant: Elementary/Secondary for the 2011-12 school year, pending budget deliberations.

**Carried**

#### **4.4 Early Learning Kindergarten Program Plan Years 4 and 5**

Superintendent of Education Kings advised that Boards were required to identify their proposed sites for the Early Learning Kindergarten Program in Years 4 and 5, following specific guidelines provided by the Ministry of Education, by May 6, 2011. Superintendent Kings reviewed the steps that staff had taken in reaching their recommendations, including consultation with the Grand Erie District School Board (GEDSB) and child services partners. Superintendent Kings provided trustees with the proposed sites for Years 4 and 5, as well as the sites being proposed by GEDSB for comparison purposes.



Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Committee of the Whole recommends the Brant Haldimand Norfolk Catholic District School Board approves the implementation of the Early Learning Kindergarten Program for Years 4 and 5, subject to Ministry of Education approval, at the following schools:

**Year 4**

Holy Family Catholic Elementary School, Brant  
Our Lady of Fatima School, Norfolk  
Sacred Heart Catholic Elementary School, Brant  
St. Gabriel Catholic Elementary School, Brant  
St. Leo School, Brant  
St. Mary's School, Haldimand  
St. Michael's School, Norfolk

**Year 5**

Blessed Sacrament School, Brant  
Notre Dame Catholic Elementary School, Haldimand  
Our Lady of LaSalette School, Norfolk  
Our Lady of Providence Catholic Elementary School, Brant  
St. Anthony Daniel School, Brant  
St. Bernard School, Brant  
St. Bernard of Clairvaux School, Norfolk  
St. Mary School, Brant  
St. Patrick School, Brant

**Carried**

**4.5 School Board Insurance**

Associate Director Easton advised that the Board's current five-year subscription with the Ontario School Boards' Insurance Exchange (OSBIE) will end on December 31, 2011. This school-board owned, non-profit insurance program insures member school boards against losses at a competitive insurance rate and provides regular support and assistance to member boards in promoting safe school practices.

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the utilization of non-competitive procurement to allow the continuation of services provided by OSBIE for another five-year term, beginning January 1, 2012.

**Carried**



#### **4.6 Coalition for Children and Youth Mental Health**

Director Horgan reviewed a request from the Ontario Catholic School Trustees Association (OCSTA) for boards to support the work of the Coalition for Children and Youth Mental Health, which is essentially a lobby/focus group. This Coalition is working to unite the voices of many sectors in support of equitable and timely access to the full continuum of mental health services and supports for children and youth in Ontario. Trustees requested that in forwarding the Board's support, that a request be made of the Executive Director of OCSTA to be vigilant in monitoring future membership to this Coalition so that Catholic values are not compromised.

Moved by: Rick Petrella

Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board supports in principle the Coalition's Statement of Intent and to formally join the Coalition for Children & Youth Mental Health.

**Carried**

#### **4.7 Strategic Plan Update: Leadership**

Superintendent of Education Roehrig provided trustees with an update on the more recent developments in the Leadership Strategic Commitment of the Board's Strategic Plan, primarily the Teacher Leadership Seminar Series (phase 2) and the new Principal Leadership in Human Resources Certificate Program being launched in September, 2011. These initiatives are building capacity for our current leaders, as well as laying the groundwork for the professional growth of future leaders. Director Horgan expressed her appreciation for the expertise, energy and creativity of Superintendent Roehrig and Joe DiFrancesco, Principal of St. Pius School, in developing and delivering these leadership training initiatives.

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Committee of the Whole refers the monitoring report on the Strategic Commitment: Leadership to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

#### **4.8 Policy Committee Meetings Minutes & Recommendations – April 20, 2011 and May 5, 2011**

Trustee Blake, Chair of the Policy Committee, reported on the Committee's April 20, 2011 and May 5, 2011 meetings. Trustee Blake commented that the group had reviewed and made changes to the policies discussed at these meetings. He presented the following recommendations for approval and requested that the Pupil Accommodation Review Policy 400.16 be voted on separately.

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Academic Staff 300.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Policy Committee recommends that the Committee of the Whole refers the Hiring – Support Staff 300.11 to the Brant Haldimand Norfolk Catholic District School Board for approval.



THAT the Policy Committee recommends that the Committee of the Whole refers the Nutrition – Creating a Healthy Environment (Interim) Policy 200.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the approved minutes from the April 20, 2011 Policy Committee Meeting and the unapproved minutes from the May 5, 2011 Policy Committee Meeting to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meetings of April 20, 2011 and of May 5, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

Trustee Blake reiterated his concerns regarding Accommodation Reviews on individual schools and suggested that neighbouring schools that could be impacted by the Review be included on the Accommodation Review Committee. The recommendation was not supported.

Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Pupil Accommodation Review Policy 400.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.9 Unapproved Accommodations Committee Meeting Minutes & Recommendations – May 4, 2011**

Trustee Dignard, Chair of the Accommodations Committee, reported on the Committee's meeting of May 4, 2011 which included a report on options for St. Mary and Holy Cross schools, the long-term accommodation plan, and a request from trustees to be involved in the architect selection process from the beginning. Trustee Dignard put forward the following recommendations for approval:

THAT the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board a recommendation to contract Watson and Associates Inc. to prepare enrolment projections for all schools in the Board's jurisdiction.

That the Accommodations Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board that the architect selection for the St. Peter and St. Joseph's Schools Early Learning Kindergarten Program additions be completed by staff and a recommendation for the architect be submitted to Board for approval.



Moved by: Bonnie McKinnon  
Seconded by: Rick Petrella

THAT the Committee of the Whole refers the unapproved minutes from the Accommodations Committee Meeting of May 4, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**Carried**

THAT the Committee of the Whole refers the recommendations from the Accommodations Committee Meeting of May 4, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.10 Principal of Continuing Education**

Superintendent Roehrig presented staff's recommendation that a Principal of Continuing Education position be created for a one-year term. This individual would be responsible for organizing, managing and overseeing summer school for 2011, as well as starting to develop a year-round after-school continuing education program in support of student success programs, with a vision for future growth of the after-school program offering. Trustees requested that the motion be amended to include "for a one-year term and on a revenue-neutral basis."

Moved by: Rick Petrella  
Seconded by: June Szeman

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the position of Principal of Continuing Education pending the successful search for a suitable candidate for a one-year term and on a revenue-neutral basis.

**Carried**

#### **4.11 Architect Selection – St. Joseph's and St. Peter Schools**

Assistant Superintendent Grice reported on the six-week process that was followed to select the architect that will be designing the additions to St. Joseph's and St. Peter schools to accommodate the Early Learning Kindergarten Program starting in September, 2012. Based on a specific pre-determined scoring matrix used in all four stages of the process, the Evaluation Committee recommends the selection of Baird Sampson Neuert Architects.

Moved by: June Szeman  
Seconded by: Rick Petrella

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves Baird Sampson Neuert Architects to design the additions to St. Joseph's and St. Peter Schools.

**Carried**



**5. Information and Correspondence**

Chair Casey provided trustees with a copy of an article titled *Catholic Schools and their Contribution to Public Life*, by Monsignor Dennis Murphy, for their information. Director Horgan circulated a thank you card from Bishop Crosby, as well as a thank you from the Canadian Food for Children organization for our schools' significant Lenten donations of sugar, salt, soap and pasta.

Moved by: June Szeman

Seconded by: Dan Dignard

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

**Carried**

**6. Notices of Motion – Nil**

**7. Trustee Inquiries – Nil**

**8. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

**Carried**

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

Moved by: Rick Petrella

Seconded by: June Szeman

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

**Carried**

**10. Future Meetings**

The list of upcoming meetings and events was reviewed by Trustees.

**11. Closing Prayer**

The closing prayer was recited in unison.

**12. Adjournment**

Moved by: June Szeman

Seconded by: Rick Petrella

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 17, 2011.

**Carried**



**Special Education Advisory Committee Meeting  
Wednesday, May 11, 2011 7:00 p.m.  
Special Education Services, Sacred Heart School, Paris, ON**

**Committee:** Terre Slaght, Theresa Westergaard-Hager, Paul Sanderson, Barb Mitchell, June Szeman, Ashley Jakovljevic, Zig Misiak, Bill Chopp, Catherine Daly, Cathy Pearson, Dianne Wdowczyk, Colleen Demarest, Lisa Stockmans, Nancy Smith

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**1. Opening Prayer**

Terre Slaght opened the meeting with a prayer.

**2. Opening Remarks**

Dianne Wdowczyk thanked SEAC committee members who filled in for her during her absence.

**3. Community Agency Updates**

Paul Sanderson, Contact Brant, informed the committee that Mental Health week was a success. He attended a performance of "Iris the Dragon" at Christ the King School. He felt that performance being delivered by children to children had a good impact.

Dianne Wdowczyk, Woodview Mental Health and Autism Services, noted that their organization is happy with their office relocation and a successful open house was held.

**4. Approval of Minutes**

Moved by: Paul Sanderson

Seconded by: Colleen Demarest

THAT the SEAC Committee approves the minutes from the April 13, 2011 meeting.

**Carried**

**5. Approval of the Agenda**

Moved by: Colleen Demarest

Seconded by: Paul Sanderson

THAT the SEAC Committee approves the agenda for the May 11, 2011 meeting.

**Carried**

**6. Correspondence - Nil**

**7. New Business - Nil**



**8. Reports**

**8.1. Principal of Program: Special Education**

**8.1.1. Communion Retreat**

Terre Slaght explained the purpose of the communion retreat. Patti Mitchell showed photos from the retreat to the committee and explained the different activities. Plans are underway for a fall retreat.

**8.1.2. Mental Health Simulations**

Terre explained the mental health simulations that were carried out at some of the elementary schools. These simulations were to produce different feelings of anxiety in the students. Discussions were held with the students regarding awareness and tolerance of mental health issues.

**8.1.3. Learning For All**

Debbie Dignan and Dave Szuty presented a pilot project to help determine and address the different learning styles of each student. The committee took part in an activity to demonstrate the different learning styles. It was noted that this information is essential for special education students.

**8.1.4. Have A Go**

Terre distributed a flyer for the Have A Go day. There will be a separate secondary "Have A Go" event, as secondary students indicated that they wanted to take part.

**8.1.5. STARS**

Terre noted that the STARS program is now travelling to students, as opposed to the original format of having the students attend a STARS class. This format appears to be better received.

**8.1.6. CEC Invitation**

Terre informed the committee that there were eight Council for Exceptional Children award winners from our Board between teachers, paraprofessionals and students. The awards ceremony will be held on May 25, 2011 at Assumption College School.

**8.2. Superintendent of Education**

**8.2.1. EA Allocation**

The Educational Assistant allocation has been set and will be presented to senior administration. Educational Assistants will move up to 7 hour shifts as of September 2011.

**8.2.2. SERT Allocation**

Bill Chopp informed the committee that the SERT allocation is in progress.



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**8.2.3. Budget**

Bill Chopp updated the committee on budget issues.

**9. Business for Next Meeting**

Board compliance with the Ministry of Education's Special Education Plan will be discussed.

**10. Adjournment**

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

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**Next Meeting:** Wednesday, September 14, 2011 at 7:00 pm, Sacred Heart School, Paris



**Special Education Advisory Committee Meeting  
Wednesday, June 8, 2011 7:00 p.m.  
Special Education Services, Sacred Heart School, Paris, ON**

**Committee:** Terre Slaght, Theresa Westergaard-Hager, Paul Sanderson, Barb Mitchell, June Szeman, Ashley Jakovljevic, Zig Misiak, Bill Chopp, Catherine Daly, Cathy Pearson, Dianne Wdowczyk, Colleen Demarest, Lisa Stockmans, Nancy Smith

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**1. Opening Prayer**

Terre Slaght opened the meeting with a prayer.

**2. Opening Remarks**

Dianne Wdowczyk thanked SEAC committee members for attending.

**3. Community Agency Updates**

Zig Misiak, Real People's History, reported that he made a presentation on First Nation culture to students at W. Ross MacDonald School. He found it to be a valuable experience and is happy to see school boards showing more interest in native history and culture.

Colleen Demarest noted that her daughter is very excited to take part in the Have A Go event on June 20, 2011.

Barb Mitchell, H-N REACH, informed the committee that their organization just completed the accreditation process, which went very well. H-N REACH will be holding their Annual General Meeting on June 22, 2011.

Ashley Jakovljevic, Lansdowne Children's Centre, noted their Annual General Meeting will be held on June 15, 2011. She also explained that the school health support services are preparing to wrap up their year at the end of June. Ashley also explained different respite options available over the summer.

Dianne Wdowczyk, Woodview Mental Health and Autism Services, reported that their agency is in the process of becoming accredited. They should be finished the process in November. Woodview is offering new summer camps this year. Dianne also noted that she has completed training the directors and managers on developmental assets.

**4. Approval of Minutes**

Moved by: Colleen Demarest

Seconded by: Dianne Wdowczyk

THAT the SEAC Committee approves the minutes from the May 11, 2011 meeting.

**Carried**



**5. Approval of the Agenda**

Moved by: Barb Mitchell

Seconded by: Colleen Demarest

THAT the SEAC Committee approves the agenda for the June 8, 2011 meeting.

**Carried**

**6. Correspondence**

There were two letters shared with the SEAC committee. One letter was from another school board SEAC, calling for a provincial special education survey on student needs. The second letter was urging the Ministry to make changes to the Education Act regulations requiring new teachers to complete Special Education Part 1 as a mandatory qualification course prior to obtaining their Certificate of Qualification and Registration.

**7. New Business - Nil**

**8. Reports**

**8.1. Principal of Program: Special Education**

**8.1.1. Supplementary Elementary Gifted Program**

Carmen McDermid, System Special Education Resource Teacher, reviewed the supplementary elementary gifted program for the committee. She noted that this year out of 80 gifted students, 64 participated in this program. Carmen outlined the projects that the students worked on. A question and answer session followed, including questions regarding students who live far from the program location and criteria for being identified as gifted.

**8.1.2. Board Improvement Plan**

Terre Slaght referred to the goals set by the special education department and explained that they were developed with the Board Improvement Plan in mind. Terre reviewed the goals and outlined what has been done this year to work towards these goals.

**8.2. Superintendent of Education**

**8.2.1. Accessibility Plan 2011-12**

Bill Chopp explained that the 2011-12 Accessibility Plan will be presented to the Board of Trustees on June 21, 2011. Bill outlined items related to accessibility that will be addressed first.

**8.2.2. Special Education Staffing 2011-12**

Bill Chopp reviewed staffing information presented to the committee and explained the funding model. After discussion, a motion was made.



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Moved by: Dianne Wdowczyk  
Seconded by: Colleen Demarest  
THAT the Special Education Staffing 2011-12 be approved as presented.  
**Carried**

**8.2.3. Work Day for Educational Assistants 2011-12**

Bill Chopp explained that educational assistants will work 7 hours per day as of September 2011. Bill outlined the proposed daily schedule. Final details will be communicated when finalized.

**9. Business for Next Meeting – Nil**

**10. Closing Remarks**

**10.1. Trustee**

June Szeman thanked the committee for its time and dedication. June also expressed her thanks to Bill Chopp and Terre Slaght for their work.

**10.2. Chair**

Dianne Wdowczyk thanked everyone for their time and expressed her pleasure at having new members join the committee this year.

**11. Adjournment**

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

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**Next Meeting:** Wednesday, September 14, 2011 at 7:00 pm, Sacred Heart School, Paris



**Catholicity Committee**  
**Wednesday, May 25, 2011 1:30 – 3:30 pm**  
**Boardroom**

**Present** June Szeman (Committee Chair), Tracey Austin, Marg Boyd, Cliff Casey, Christina Costa, Mary Gallo, Lisa Gleason, Cathy Horgan, Len McDonald, Christina Morrison, Alyna Poremba, Dalia Sciuillo, Father Dave Wilhelm, Joyce Young

**Regrets** Wayne Lachapelle, Bonnie McKinnon

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**1. Opening Prayer**

The meeting was opened with a prayer led by Joyce Young

**2. Approval of the Agenda**

Moved by: Marg Boyd

Seconded by: Lisa Gleason

THAT the Catholicity Committee approves the agenda as distributed.

**Carried**

**3. Approval of the Minutes – April 20, 2011**

Moved by: Mary Gallo

Seconded by: Alyna Poremba

THAT the Catholicity Committee approves the Minutes of the April 20, 2011 meeting.

**Carried**

**4. Discussion Items**

**4.1 Living Our Legacy: ICE Symposium follow-up tasks**

The 11 member BHNCD SB group gathered at the International Doubletree Plaza, Dixon Road, Toronto on May 15-16, 2011. The gathering began with Mass at the Marriott Hotel concelebrated by several Bishops and Priests. The conference was significant in that it marked the 25<sup>th</sup> anniversary of the establishment of ICE and was the first time that the English and French conferences were held at the same time. Keynote speakers included Bishop Paul André Durocher, Mark McGowan, Sean Conway and a panel composed of a student, teacher, parent and pastor. Cliff Casey noted that the conference was video taped and that the tapes could be acquired so that other trustees could view the conference

ICE has created a series of tasks for each Board to complete as a follow-up to the conference. Cathy Horgan stated that the first three tasks were completed at the conference. The remainder of the tasks are to be answered in the home Board and the collated responses sent to ICE by Dec, 2011. A discussion followed as to how to best collect the information. It was decided that since most of the participants are represented at the Catholicity Committee, that this would be the best vehicle. This will be a fall meeting agenda item.



After reviewing the questions, the committee asked that Cathy Horgan follow-up with Sister Joan to clarify to whom the “you” refers to in the questions.

A small Steering Committee will be established to deal with some of these questions so as to give the Catholicity Committee “fodder for thought”. The Steering Committee will also determine a process for the Catholicity Committee to make a connection to Item 4.5 of this meeting’s agenda.

#### **4.2 Meeting with MPPs**

The date for the meetings has been set for June 15. A delegation will visit the MPP at his riding office.

Members meeting with Toby Barrett at 11:30 am: Cliff Casey, Lisa Gleason, Cathy Horgan, Len McDonald, Father Dave Wilhelm

Members meeting with Dave Levac at 3:00 pm: Cliff Casey, Lisa Gleason, Cathy Horgan, Christina Morrison, Len McDonald, Alyna Poremba, Father Dave Wilhelm, June Szeman

Cathy will finalize potential questions, with the following foci:

- Make it local
- Remind them that there are lots of Catholic voters
- Ask how much freedom we have to teach Catholic teachings
- Focus on Catholicity
- Ask for permission to share responses with our parents/partners

#### **4.3 Key Messaging**

Tracey Austin shared a handout with some of the key messages from FACE. The committee reviewed the messages and then discussed how to communicate these to the larger community. Some possible suggestions:

- Brochure to be used as a bulletin insert
- NTIP program
- Education of secondary students
- Use as part of the OECTA course
- Publish messages in ACCESS magazine
- Secondary Religion teachers could make this part of their courses
- Videos for the website
- Message to parent councils

Cathy has ordered copies of the refreshed “The Enduring Gift” DVD for each school.

#### **4.4 White Paper: *Parish and School – The Pastor-Principal Relationship***

The committee discussed the model on page 6 of the report and how this could work for us. As a Board, the committee decided that we are at Stage 1. We already have a principal/pastor protocol. What is missing is the follow-up. The question was asked, ‘How do we form parents, teachers and students to fall in love with the Church?’



**4.5 Review 2010-11 Goals**

Setting of goals will be left for the September meeting keeping in mind the work of Item 4.1

**4.6 Confirming membership/setting meeting schedule for 2011-212**

Chair June Szeman expressed the thanks of the Committee to Marg Boyd and Ayna Poremba, both of whom will be leaving the committee. Please advise Cathy Horgan if members wish to remain on the committee. Dates for next year's meetings (September/November/March/May) will be set and communicated to members.

**5. Information Items - Nil**

**6. Adjournment**



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Audit Committee  
Monday, June 13, 2011 – 7:00 p.m.  
Haldimand Room, Catholic Education Centre**

**Present:** Rick Petrella (Chair), Cliff Casey, Wally Easton, Cameron Johnston, Joe McPherson, Pat Petrella

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Joe McPherson

Seconded by: Cliff Casey

THAT the Audit Committee approves the Agenda of June 13, 2011.

**Carried.**

**3. Approval of the Minutes:**

Moved by: Cliff Casey

Seconded by: Joe McPherson

THAT the Audit Committee approves the Minutes of March 30, 2011.

**Carried.**

**4. Declaration of Conflict of Interest: Nil.**

**6. Business Arising from the Minutes: Nil.**

**7. Staff Reports and Information Items: Nil.**

**8. Committee Member Inquiries: Nil.**

**10. Business of the In-Camera Session:**

Moved by: Joe McPherson

Seconded by: Cliff Casey

THAT the Audit Committee moves to an In-Camera Session.

**Carried.**

**11. Report on the In-Camera Session:**

Moved by: Cliff Casey

Seconded by: Joe McPherson

THAT the Audit Committee approves the business of the In-Camera Session.

**Carried.**

**12. Adjournment**

The meeting was adjourned at 8:25 p.m.

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**Next Meeting:** N/A



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Regional Catholic School Council Meeting  
Tuesday, June 14, 2011 7:00 pm  
Catholic Education Centre, Brantford**

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**1. Welcome**

Bill Chopp, Superintendent of Education, welcomed everyone to the meeting and introduced Ken Spong, Chair of the Regional Catholic School Council Executive committee.

**2. Opening Prayer**

A prayer was recited by attendees.

**3. Introduction of Jo Skoblenick, Principal, St. Michael's School, Walsh**

Ken Spong introduced Jo Skoblenick, Principal of St. Michael's School, Walsh and Chair of the BHNCD SB Nutrition Committee, as well as Jennifer Strome, a dietician from the Brant County Health Unit.

Bill Chopp, Jo Skoblenick and Jennifer Strome gave a PowerPoint presentation outlining PPM 150 and the Board's interim policy 200.01, "Nutrition – Creating a Healthy Environment". Information packages were distributed for school councils to review. A question and answer session followed.

**4. Adjournment**

Ken Spong thanked the speakers and everyone for attending and adjourned the meeting.

## 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: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### ACCOMMODATION REVIEW – ST. MARY SCHOOL, BRANTFORD Public Session

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#### **BACKGROUND INFORMATION:**

In November 2010, the Board of Trustees tabled a motion to consolidate St. Mary and Holy Cross Schools in Brantford. The motion was reviewed in January 2011 and the Board deferred its decision until June 2011. The Accommodation Committee requested information regarding plans for amalgamating the two schools, as well as possible alternatives. Staff have provided information to the Accommodations Committee over the last few months.

#### **DEVELOPMENTS:**

In considering the possible consolidation of St. Mary and Holy Cross Schools, and any consolidation, there is a need to review the demographics of the Board's jurisdiction.

1. Board enrolment has declined by 1,100 pupils in last five years. Enrolment will decline by an additional 400 pupils by 2015, which amounts to a 20% decrease in enrolment in ten years.
2. The central area of Brantford has experienced a decline in enrolment for the last few years and it is expected that this decline will continue for the next few years. The enrolment capacity of St. Mary and Holy Cross Schools combined is 423 pupils. Current enrolment of the two schools is 250 pupils and enrolment will decline to 219 pupils over the next ten years.
3. At the February 2011 meeting of the Accommodations Committee, staff reviewed other schools in the central area of Brantford, including Holy Cross, Jean Vanier, St. Pius X and Christ the King Schools, and provided rationale why these schools were not suitable candidates for closure. It was proposed to the Accommodation Review Committee that, should St. Mary School close, some pupils could be transferred to Christ the King School as well as Holy Cross School; although the capacity of Christ the King School is not sufficient to accept all the St. Mary School population. Representatives of St. Mary School rejected that proposal in favour of sending all St. Mary School students to one school. There may be a need to review the possibility of sending pupils to Christ the King School in the future.
4. At the May 2011 meeting, the Accommodations Committee received a report regarding an organizational option to blend the students of Holy Cross and St. Mary Schools. It was proposed that Holy Cross School could become a primary grade school consisting of students in Grade Junior Kindergarten to Grade 3 and St. Mary School could become a junior/intermediate grade school consisting of students in Grade 4 to Grade 8.

Using this scenario, school staffing and student organization were reviewed for each school and projected to September 2015. Initially, Holy Cross School, as a primary grade school, has a projected September 2011 enrolment of 141 students. Enrolment would decline to approximately 131 students by September 2015. Likewise, St. Mary School, as a junior/intermediate grade school, has a projected September 2011 enrolment of 122 students. Using this scenario, enrolment would increase to approximately 130 students in September 2015.

It must be noted that the student capacity at St. Mary School remains at 196 students and the student capacity at Holy Cross School remains at 227 students. Using this scenario, both schools would continue to remain significantly under capacity. Both St. Mary and Holy Cross Schools currently have six classroom teachers. Based on this reorganization, the number of classroom teachers would be reduced by one teacher.

One major drawback of such a proposal is that children in the same family could attend different schools, depending on their grade. This effect would be realized in before-and-after school student walking, busing and care. Many older students traditionally shepherd younger siblings to school either by walking or on a bus. Parents also often walk or drive students as a group to school. This may be a management problem for many families and possibly an untenable situation based on circumstance.

Staff also proposed that the Board close St. Mary School as an elementary school; however, the building should be utilized for the purposes of a Continuing Education School, Alternative Education Learning Facility and/or a centre to be shared with outside agencies such as the Children's Aid Society (CAS). The building is ideally located on a site close to the downtown core where both parking and the use of a bus route are already in place. The possibility of leasing all or a portion of the school could also be considered.

In summary, consolidating St. Mary School with Holy Cross School is the recommendation proposed by Administration. Projected annual cost savings are \$239,000, which can be redirected to programs to support student achievement. St. Mary School will be maintained and used to accommodate the Alternative Education Program. Plans are being developed to accommodate a restructured Continuing Education program and a new Adult Education program at the school. In addition, St. Mary School could be returned to use as a school in the future should enrolments unexpectedly increase.

The Accommodation Review of St. Mary School has complied with Board policy. Additional public input has been received subsequent to the recommendation to the Board in November 2010 and responses provided to the Board.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the closure of St. Mary School, Brantford, and transfers the students of St. Mary School to Holy Cross School, effective June 30, 2012.

## 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: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

# TEACHING AND LEARNING IN THE 21<sup>ST</sup> CENTURY PROJECT

## Public Session

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### **BACKGROUND INFORMATION:**

At the October 26, 2011 Board meeting, the Board of Trustees approved the “Teaching and Learning in the 21<sup>st</sup> Century” using technology plan, subject to future budget considerations as well as the pilot project for 2010–11 in an amount not to exceed \$250,000.

The pilot project involved the following networks:

Network A: Blessed Sacrament  
Holy Family  
St. Anthony Daniel  
St. Theresa

Network B: St. Cecilia’s  
St. Joseph’s  
St. Michael’s (Walsh)

Training was provided by staff from I.B.M. and BHNCDSD support staff for primary teachers and principals in the two pilot networks.

- |  |
|--|
| <p>Jan. 25, 2011 – Initial Netbook Care and Feeding Session</p> <ul style="list-style-type: none"><li>· full day learning session carousels supported teacher learning needs related to Netbook and use of peripherals, as indicated in pre-session survey</li></ul> <p>Feb. 16, 2011 – Destination Reading Learning Session</p> <ul style="list-style-type: none"><li>· full day training provided to teachers on using Destination Reading Software to support differentiated classroom instruction</li></ul> <p>Mar. 24, 2011 – Teaching / Learning Sharing Session</p> <ul style="list-style-type: none"><li>· half day session for teachers to share strategies, challenges and successes around using the Netbook and LCD projector as well as Destination Reading software</li></ul> <p>June 17, 2011 – Culminating Session</p> <ul style="list-style-type: none"><li>· half day session to provide opportunity for review of previous learning and to offer feedback as we move forward with the project</li></ul> |
|--|

Technology upgrades included a netbook for each teacher, infrastructure upgrades to provide wireless network access, and LCD projectors for each primary classroom. To support and enhance student achievement, teachers were also provided with Destination Reading Software, which is closely linked to the Nelson Literacy Program that has been implemented in all Grades 1–8 across the Board.

In addition, support was provided for each pilot school by Leslie Telfer, Principal of Program, Shawn Virag, Program Consultant, Information Technology, and Greg Prince, Computer Technician.

## **DEVELOPMENTS:**

Strategies are in place to determine the success of the project in terms of student achievement, student engagement and teacher practice. To date, data has been collected in the seven pilot schools through:

- Developmental Reading Assessment (DRA)
- Destination Reading Course tests
- Destination Reading Usage reports
- a pre- and post-survey by teachers
- a post student survey
- a post principal survey.

The results have been analyzed to determine observable growth over time in each of the areas, as per the following Appendices:

- Appendix A – Developmental Reading Assessment (DRA) Results
- Appendix B – Destination Reading Course Test Results
- Appendix C – Teacher Practice Survey (completed information to be provided)
- Appendix D – Student Survey

The next steps include the following:

<b>What</b>	<b>Who</b>	<b>When</b>
Professional Development Session A: <ul style="list-style-type: none"> <li>· Care and Feeding Sessions (full day)</li> <li>· Deployment of Netbooks</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	October/November, 2011
Professional Development Session B: <ul style="list-style-type: none"> <li>· Integrating Technology into the Classroom (full day)</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	Early December, 2011
Professional Development Session C: <ul style="list-style-type: none"> <li>· Integrating Technology into the Classroom, Part II (half day)</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	February, 2012
Professional Development Session D: <ul style="list-style-type: none"> <li>· Effectively Using Teacher and Student Technology in the Classroom (half day)</li> </ul>	Literacy Teachers, Special Education Teachers, Grades 1-3 teachers in 24 schools (116 in total to be inserviced)	Mid June, 2012

Continued tracking of student achievement and engagement, teacher practice, and the success of the project will be an ongoing endeavour.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the report on Teaching and Learning in the 21<sup>st</sup> Century Project.

Appendix A

**21<sup>st</sup> Century Teaching and Learning Pilot Schools  
Developmental Reading Assessment (DRA) Results**

Feb. 25 DRA Scores							June 15 DRA Scores								
<i>Grade 1: 2010-2011</i>							<i>Grade 1: 2010-2011</i>								
# of students	# At Risk (<=6)	% At Risk (<=6)	# Below Standard (<10)	% Below Standard (<10)	# At Standard (>=10)	% At Standard (>=10)	# of students	# At Risk (<=10)	% At Risk (<=10)	# Below Standard (<16)	% Below Standard (<16)	# At Standard (>=16)	% At Standard (>=16)		
<b>Total</b>	128	12	9%	43	34%	73	<b>57%</b>	<b>Total</b>	126	10	7.9%	32	25.4%	94	<b>74.6%</b>

- The Grade 1 data reflects a 17.6% increase from the interim standard text level 10 to the year-end standard text level 16.

Feb. 25 DRA Scores							June 15 DRA Scores								
<i>Grade 2: 2010-2011</i>							<i>Grade 2: 2010-2011</i>								
# of students	# At Risk (<=16)	% At Risk (<=16)	# Below Standard (<18)	% Below Standard (<18)	# At Standard (>=18)	% At Standard (>=18)	# of students	# At Risk (<=18)	% At Risk (<=18)	# Below Standard (<24)	% Below Standard (<24)	# At Standard (>=24)	% At Standard (>=24)		
<b>Total</b>	114	31	27.2%	31	27.2%	83	<b>72.8%</b>	<b>Total</b>	114	17	14.9%	20	17.9%	94	<b>82.5%</b>

- The Grade 2 data reflects a 9.7% increase from the interim standard text level 18 to the year-end standard text level 24.

Feb. 25 DRA Scores							June 15 DRA Scores								
<i>Grade 3: 2010-2011</i>							<i>Grade 3: 2010-2011</i>								
# of students	# At Risk (<=24)	% At Risk (<=24)	# Below Standard (<28)	% Below Standard (<28)	# At Standard (>=28)	% At Standard (>=28)	# of students	# At Risk (<=28)	% At Risk (<=28)	# Below Standard (<38)	% Below Standard (<38)	# At Standard (>=38)	% At Standard (>=38)		
<b>Total</b>	132	18	13.6%	18	13.6%	114	<b>86.4%</b>	<b>Total</b>	127	18	14.2%	33	26%	94	<b>74%</b>

- The Grade 3 data reflects a 12.4% decline from the interim standard text level 28 to the year-end standard text level 38.

## 21<sup>st</sup> Century Teaching & Learning Pilot Project

### Destination Reading Course Test Results

<b><i>Destination Reading Course Test #1 April</i></b>		
% of students scoring on average from 0-50%	% of students scoring on average from 51-75%	% of students scoring on average from 76-100%
<b>51.0 %</b>	<b>26.9 %</b>	<b>22.0 %</b>
<b><i>Destination Reading Course Test #2 June</i></b>		
% of students scoring on average from 0-50%	% of students scoring on average from 51-75%	% of students scoring on average from 76-100%
<b>20.7%</b>	<b>39.6%</b>	<b>39.6%</b>

- Across all grades and classes, there was a decline of 30.3% of students achieving between 0 and 50% on the course tests assigned from April to June.
- Across all grades and classes, there was a 12.7% increase of students achieving between 51 and 75% on the course tests assigned from April to June.
- Across all grades and classes, there was a 17.6% increase in the number of students achieving between 76 and 100% on the course tests assigned from April to June.

## Appendix C

### 21<sup>st</sup> Century Teaching & Learning Pilot Project Teacher Practice Survey Results

Statement	February				June			
	Very comfortable	Comfortable	Uncomfortable	Very uncomfortable	Very comfortable	Comfortable	Uncomfortable	Very uncomfortable
1. I am using technology to support learner-centered strategies that address the diverse needs of students	0.0%	59.1 %	40.9 %	0.0 %	27.8%	72.2%	0	0
2. I apply technology to develop students' higher order skills and creativity	0.0 %	50.0 %	50.0 %	0.0 %	11.1%	83.3%	5.6%	0
3. I use technology resources to engage in ongoing professional development and lifelong learning	13.6 %	63.6 %	22.7 %	0.0 %	27.8%	61.1%	11.1%	0
4. I use technology to communicate and collaborate with peers, parents, and the larger community in order to nurture student learning	9.1 %	45.5 %	45.5 %	0.0 %	22.2%	55.6%	16.7%	5.6%

**# of teachers surveyed=22**

A comparative analysis of the February and June teacher survey results reflects a significant increase in teacher comfort level in using the technology supports provided by the 21<sup>st</sup> Century Teaching and Learning Pilot Project. Results reflect the following increases:

1. Teachers are 41% more comfortable using technology to support learner centered strategies.
2. Teachers are 44% more comfortable applying technology to develop higher order skills.
3. Teachers are 12% more comfortable using technology resources to engage in ongoing professional development.
4. Teachers are 23% more comfortable using technology to communicate and collaborate with peers.

## 21<sup>st</sup> Century Teaching & Learning Pilot Project

### Student Survey Results

Use of Netbook	Student Response		
	☺ I'm happy	☹ It does not make a difference	☹ I'm not happy
1. I like learning better when my teacher is using a Netbook to teach	82.1 %	13.1 %	4.8 %
2. I am more interested in learning when my teacher uses the Netbook	82.4 %	13.0 %	4.5 %
3. I am more involved in my lessons when my teacher uses the Netbook	72.6 %	22.9 %	4.5 %
<b>Destination Reading</b>			
1. I like destination reading	82.0 %	11.0 %	7.0 %
2. Destination Reading helps me get better at reading	71.0 %	23.0 %	6.0 %

# of students surveyed= 384

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

Prepared by: Cathy Horgan, Director of Education & Secretary  
Presented to: Board of Trustees  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### PROFESSIONAL DEVELOPMENT CONFERENCE - *LOVING THE TWO HALVES OF LIFE* AT THE CENTER FOR ACTION AND CONTEMPLATION Public Session

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#### **BACKGROUND INFORMATION:**

On January 21-22, 2011, Cathy Horgan, June Szeman and Joyce Young attended the *Loving the Two Halves of Life: The Further Journey* conference sponsored by the Center for Action and Contemplation in Albuquerque, New Mexico. The conference featured three key speakers. Franciscan Richard Rohr, an internationally known author and spiritual teacher, considers the proclamation of the Gospel to be his primary call. The related themes he addresses include eco-spirituality, scripture as liberation, the integration of action and contemplation, community building, peace and justice issues, male spirituality and the Enneagram. Ron Rolheiser, a Roman Catholic priest, is president of the Oblate School of Theology in San Antonio, Texas. He is well known for his work as a community-builder, lecturer and writer. Edwina Gateley has been acclaimed for her compassionate work and ministry to the homeless and for founding Genesis House, a house of hospitality and nurturing for women involved in prostitution.

#### **DEVELOPMENTS:**

The conference provided lots of valuable information and foci for areas of adult faith formation within the Brant Haldimand Norfolk Catholic District School Board. As people are at various stages in their faith journeys, it became clear that a "one size fits all" approach will not work as we continue to provide faith formation programs for our staff.

The structure of the conference also brought new learnings. There was ample opportunity for large group table talk and individual reflection. There was also time and space for prayer, both communally and personally. As is common at most conferences, vendors were part of the conference, but they had a distinct social justice flavour as all groups were committed to faith in action, which is our board's spiritual theme next year.

Recently, a spiritual professional needs assessment was completed by teachers and principals. The learnings from this conference and the staff survey data we collected will inform our plan for professional development next year.

We are investigating a partnership with Waterloo Catholic District School Board and other local boards to bring these speakers to Ontario.

Listed below are websites which will provide opportunities for personal reflection for our staff:

<http://www.cacradicalgrace.org/>

<http://www.ronrolheiser.com/>

**RECOMMENDATION:**

THAT the Committee of the Whole refers the Professional Development Conference – *Loving the Two Halves of Life* at the Center for Action and Contemplation report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

**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: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**STRATEGIC ACTION PLAN: YEAR-END REPORT**  
Public Session

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**BACKGROUND INFORMATION:**

The Board's Strategic Plan was approved in principle in June, 2009. In the fall of 2009, and again in 2010, the action plans for the strategic commitments were received by the Board. Over the past few months, updates on the strategic commitments were presented to the Board.

**DEVELOPMENTS:**

Please find attached the year-end status report on each strategic commitment's action plan.

Principals reviewed the plans and were inserviced on a process to communicate the progress to date with their staff and to gather feedback. This system input will be used to inform our action plans for the coming school year and will be brought to the Board in October 2011.

**RECOMMENDATIONS:**

THAT the Brant Haldimand Norfolk Catholic District School Board receives the Strategic Action Plan: Year-End Report.

**Catholicity:** *We want to contribute meaningfully to the strength of our Catholic faith in our schools*

- Support and develop the faith dimension of staff and students in all our interactions, daily practice and behaviour modeling
- Build stronger partnerships with Catholic priests and parishes and stronger communities of schools within each parish
- Foster programs that inspire challenge and motivate students to strengthen their concept of social justice and all faith practices

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
100% of our elementary schools will establish specific targets for improving the Catholic Culture of the school.	<p>Using the tool “Because we Believe: Our Catholic Faith Comes Alive”, our Religion and Family Life Consultant, will train the principals and faith ambassadors on the self-review process in the fall.</p> <p>Establish a timetable for the reviews and link them to the District School Improvement Reviews.</p> <p>Each school will target two areas of the self-assessment in the Community Culture and Caring section of their school improvement plans. Specific indicators will be reflected in the work of the school.</p>	<p>100% of School Improvement Plans will track the selection of the targets and their progress.</p> <p>Annually School Superintendents will review the implementation of the School Improvement Plan and the results.</p>	<p>Nov 2010</p> <p>May 2011</p>	<p>School Superintendent, Principals, Religion and Family Life Consultant</p> <p>Principal School Superintendent</p>	<p>Teams at each school have been established to complete the self assessment instrument by the end of June, with a view to inclusion in next year’s School Improvement Plan.</p> <p>School Superintendents reviewed the Board Improvement Plan at each school to determine the implementation of the expected strategies during each of their school visits.</p>
Develop strong communication links between the school and parish community.	<p>Communication of information will be reciprocal between school and parish, and vice versa, using the following tools:</p> <ul style="list-style-type: none"> <li>• websites: school and parish</li> <li>• email groupings</li> <li>• establish bulletin boards</li> <li>• school/parish newsletters</li> </ul>	Both parishes and schools will provide evidence (various examples) of communication for parents regarding school and parish activities.	May 2012	<p>Principals</p> <p>Parish Liaison on School Councils</p> <p>Manager of Communications</p>	<ul style="list-style-type: none"> <li>• “Our parish” link on front page of every elementary school website</li> </ul>

Expected Outcomes	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>100% of staff will be introduced to a spiritual theme for the next two years:</p> <p>Year one: <i>Because we believe our Catholic faith comes alive in our hearts.</i></p> <p>Year two: <i>Because we believe our Catholic faith comes alive in our school.</i></p> <p>Year three: <i>Because we believe our Catholic faith comes alive in our community.</i></p>	<p>An opening faith day will introduce the theme.</p> <p>Various publications will be completed by the communication officer to publicize the themes: banners, bookmarks, and posters. The theme will be featured on the website.</p> <p>Materials will be distributed by the Religion and Family Life consultant for classrooms and whole school activities.</p> <p>Elementary Curriculum committee will develop resources linking the board theme and the liturgical calendar and classroom activities.</p>	<p>A survey will be developed by the director's office to ensure parents, students and staff are engaged in the theme.</p> <p>Through supervision and report back on the School Improvement Plan principals will demonstrate that local school activities have been designed to animate the theme during the year.</p>	<p>Ongoing for the next two years</p>	<p>Religion and Family Life Consultant</p> <p>Director Communications Officer</p> <p>Religion and Family Life Consultant</p> <p>Principals</p> <p>School Superintendent</p>	<ul style="list-style-type: none"> <li>• "Theme" info sent to parishes</li> <li>• Parish priests invited to system-wide Faith Day (Years 1 &amp; 2)</li> <li>• Schools have used materials developed by Joyce Young, Religion &amp; Family Life Consultant</li> </ul>
<p>Develop the faith dimension of administrators and teachers so they have the knowledge and skills to work effectively within the schools and parishes.</p>	<p>Conduct a needs assessment among staff to inform the learning goals of a professional development program.</p> <p>Implement a professional development and retreat program.</p>	<p>All administrators and teachers are engaged in a professional program that develops their knowledge and skills to work within our schools and parishes.</p>	<p>May 2012</p>	<p>Religion and Family Life Consultant</p> <p>Principals</p> <p>School Superintendent</p>	<ul style="list-style-type: none"> <li>• Survey Monkey needs assessment surveys for teachers and administrators were initiated in April, 2011.</li> </ul>

**Student Achievement:** *We want all students to be the best they can be ~*

- Create dynamic and faith-centred learning experiences that encourage all students to achieve their full spiritual, academic and personal potential
- Build and sustain safe, supportive and nurturing environments for learning to take place
- Drive constant improvements in student learning and the celebration of achievement

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
Religious Education is given the highest priority within the school.	The <i>Key Learnings Document for the Religion Program Grades 1-8</i> and the refreshed Family Life Program for Grades 5 and 6 will be implemented in all schools.	The learning goals and success criteria for the Religion and Family Life Programs are achieved across all grade levels.	Annually (September – June)	Superintendent of Education  Principals / Vice Principals  Religion and Family Life Consultant	<ul style="list-style-type: none"> <li>• All schools using Key Learnings Document.</li> <li>• Family Life Program Grades 5 &amp; 6 implemented.</li> <li>• Discussion with Principals/Vice-Principals during school visits to determine level of implementation.</li> </ul>
The climate of the school reflects a safe, respectful and caring community.	“Student Voice” in school programs and activities, such as peer mediation, restorative justice, conflict resolution, social justice and mentorship, will be encouraged in all schools.	Students will be involved in a number of activities over the year to ensure their voices are heard to meet the expected outcome.	Annually (September – June)	Principals / Vice Principals	<ul style="list-style-type: none"> <li>• Speak Up Projects Grade 7-12 approved by Ministry and implemented.</li> </ul>
All students will be engaged in their learning and experience a sense of belonging in a safe, nurturing and inclusive environment.	Using the results of the School Climate Surveys, the Board and the school's 'Safe Schools Team' will identify strategies in their School Improvement Plan based on their findings from the School Climate Surveys.	The schools will have a plan to support a safe environment.	Annually (September – June)	Principals / Vice Principals  Safe Schools Team  School Staff	<ul style="list-style-type: none"> <li>• All schools have Safe School Teams and have identified specific strategies related to Safe Schools through use of the School Climate Surveys.</li> <li>• Sixteen schools received funds to support Safe Schools initiatives based on the results of their School Climate Surveys.</li> </ul>
All students, staff and parents will be aware of the Board's Safe School's Policies, including Student Discipline, and Bullying Prevention and Intervention.	Specific training will be provided for all staff regarding Safe School's Policies and Procedures.  A specific communication strategy will be developed to inform schools, parents and the broader community of key elements of the Safe School's Initiative.	School communities and the broader community will be aware and develop an understanding of the Safe School's Policies and initiatives.	Annually (September – June)	Superintendent of Education	<ul style="list-style-type: none"> <li>• Policies and Procedures approved and Principals and Vice Principals in-serviced. Safe Schools Teams are aware of Policies and Procedures.</li> <li>• Still to be completed.</li> <li>• Recent funds received for parent engagement regarding Safe Schools activities. Plan to be determined.</li> </ul>

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
Staff will be aware of the Board's Equity and Inclusive Education Policy and Procedures.	<p>The Board will establish an Equity and Inclusive Education Committee as part of the policy development and implementation process.</p> <p>The Equity and Inclusive Education Policy and Procedures will be developed and vetted.</p> <p>A training plan will be developed based on key elements.</p>	A policy will be in place and the training plan outlined for future implementation.	Annually (September – June)	<p>Superintendent of Education</p> <p>Safe Schools and Equity Officer</p>	<ul style="list-style-type: none"> <li>The Equity and Inclusive Education Committee, comprised of representatives from the Board and from the community, has met three times and identified next steps based on eight areas of focus.</li> <li>Interim policy approved with procedures being developed.</li> <li>Principals and Vice Principals have been trained on Equity and Inclusion from a legal perspective.</li> </ul>
Student achievement in literacy for primary and junior students will meet Board and Ministry targets.	<p>Schools have been organized in Networked Learning Communities to facilitate collaboration and capacity building in specific areas.</p> <p>The Teaching-Learning Critical Pathways process is implemented in all classrooms from Grades 1-8 focused on specific reading and writing curriculum expectations.</p> <p>Specific strategies to support achievement in boys' reading and writing will be implemented.</p> <p>Intervention programs will be expanded in the primary grades including STRONG START (K-1) and Reading Upgrade (Grade 3).</p>	Improvement in reading and writing results as evidenced on report cards, Board-wide assessments and provincial assessments.	Annually (September – June)	<p>Superintendents of Education</p> <p>Principals / Vice Principals</p>	<ul style="list-style-type: none"> <li>There are eight school networks working on the Teaching-Learning Critical Pathways related to specific curriculum expectations in reading and writing.</li> <li>Term 2 Report Cards and June DRA results will be reviewed at the end of June at the system and school levels to determine progress over time and identify next steps.</li> <li>Received excellent feedback from Principals/Vice-Principals on the T-LCP process. Schools reviewing specific data to determine student growth.</li> <li>Ministry funded project regarding boys' literacy, with the emphasis on writing, will be completed at the end of June and analyzed in terms of achievement.</li> <li>Ten schools are benefitting from STRONG START. Reading Upgrade expanded to include 28 schools. O.F.I.P. tutors supporting this intervention. Final results will be analyzed at the end of June, 2011.</li> </ul>

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Student achievement in literacy for primary and junior students will meet Board and Ministry targets. <i>(continued)</i></p>	<p>Assistive technology on-site support will be provided by designated consultant.</p> <p>Special Education delivery model will focus on primary and junior reading.</p> <p>Training will be provided to support assessment for, as and of learning.</p>				<ul style="list-style-type: none"> <li>• Continued teacher support on use of Assistive Technology for identified students by the Special Education IT Consultant.</li> <li>• Students who have received SEA equipment receive direct support from the Itinerant Technology Special Education Resource Teacher.</li> <li>• Monthly inservices with a focus on primary and junior literacy continue.</li> <li>• Two of three sessions have been provided for Principals/Vice Principals, Consultants, Literacy Teachers, and System SERTs. Feedback is ongoing.</li> <li>• Growing Success – Assessment, Evaluation, and Reporting in Ontario Schools introduced this year with new Provincial Report Cards.</li> </ul>
<p>Student achievement in numeracy for primary and junior students will meet Board and Ministry targets.</p>	<p>Math coaches will support Grades 3-6 classroom teachers as job-embedded learning by:</p> <ul style="list-style-type: none"> <li>• Building capacity in creating a positive climate and culture for math.</li> <li>• Facilitating the learning and implementation of learning goals and success criteria.</li> <li>• Linking literacy strategies dealing with robust and critical thinking to math.</li> <li>• Learning and teaching through problem-solving, math talk and technology.</li> </ul>	<p>Improvement in math results as evidenced on report cards and provincial assessments.</p>	<p>Annually (September – June)</p>	<p>Superintendent of Education  Principals / Vice Principals</p>	<ul style="list-style-type: none"> <li>• Coaches released .1 for monthly in-service and to build capacity with classroom teachers through modeled lessons, co-planning and co-teaching.</li> <li>• Feedback from Principals/Vice-Principals, Consultants and Coaches being reviewed.</li> <li>• System Improvement Teams are focused on Mathematics and information shared with Principals/Vice-Principals.</li> </ul>

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
Student achievement in Grade 9 Applied and Academic Mathematics will improve.	<p>Secondary Panel Mathematics Coaching Project</p> <p>Grades 7 &amp; 8 Mathematics Coaching Project.</p> <p>Grades 7 &amp; 8 Mathematics Focus Group.</p> <p>Mathematics Staff Development Project facilitated by Marian Small (2010).</p>	<p>Total number of teachers participating in the coaching projects to reach twenty by 2012.</p> <p>Improvement over time in EQAO scores for Grade 9 Applied Mathematics between 2008–2012.</p>	Annually (September – June)	Superintendent of Education	<p>Coaching projects, as well as professional development for coaches, are well underway.</p> <p>Semester One results have been analyzed and all student achievement results continue to be up from 2007, with the biggest difference in Applied Grade 10 Math, which is up nearly 10% from 2007. Semester One students have completed the Grade 9 EQAO test but the results will not be in until August 2011.</p>
Student achievement in the OSSLT will improve.	<p>Secondary Literacy Coaching Project.</p> <p>Cross-Panel Differentiated Instruction Focus Group. Secondary Writing Inquiry Groups.</p> <p>Secondary Cooperative Learning Workgroup (Demonstration Classrooms)</p> <p>Secondary and Elementary Coaches Learning sessions facilitated by K. McGill (2010).</p>	<p>Total number of teachers directly participating in projects to reach 35 by 2012.</p> <p>Improvement over time in EQAO scores for the OSSLT between 2008–2012.</p>	Annually (September – June)	Superintendent of Education	<p>Coaching projects are all continuing.</p> <p>Preliminary estimates are that our OSSLT results may be down from last year. The OSSLT will be administered in March of 2011. Interventions and early identification were implemented as in past years.</p>
Grades 7 and 8 students will make more informed decisions regarding Pathways.	<p>Continue to provide and increase authentic learning experiences and opportunities in Grades 7-12:</p> <ul style="list-style-type: none"> <li>• Career Cruising</li> <li>• Guidance / SST visits</li> <li>• Career Exploration Fairs</li> <li>• Course Selection Information evenings</li> <li>• Skills Canada School, Board,</li> </ul>	Improvement over time in the number of student participating in programs suited for students heading to college, apprenticeship, and workplace destinations between 2008–2012.	Annually (September – June)	Superintendent of Education	Our SHSM enrolment is well above the provincial average--15% (Board) versus 8% (province). We expect our projected enrolment for SHSM to continue to increase from 415 students in 2011 to 610 students in 2013.

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
<p>Grades 7 and 8 students will make more informed decisions regarding Pathways. (<i>continued</i>)</p>	<p>regional events and competitions</p> <ul style="list-style-type: none"> <li>· Reach Ahead activities: promoting Skilled Trades</li> <li>· Job shadowing</li> <li>· Guest speakers</li> </ul> <p>Expand participation in local Skills Canada competitions. Technology Teachers to be trained in implementing Skills Canada challenges into course programs.</p>	<p>Improvement over time in the number of students participating in local Skills Canada competitions between 2008-2012.</p>			<p>The number of competitions offered through <i>Skills Canada</i> continues to grow. This year, 37 students will participate in 23 provincial competitions.</p> <p>Semester One credit accumulation for Grade 9 (90%) and Grade 10 (82.3%) are both up from 2007.</p>

- Leadership:** *We want to ensure dynamic and progressive leadership in the years ahead*
- Capitalize on and share our current knowledge and experience with those who will lead tomorrow
  - Build capacity to be ready for demographic changes - e.g. retirements - in the years ahead
  - Identify and nurture potential leaders at every level of our school system

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
We will develop a profile of the leader for various roles.	Communicate the profile of the leader based on practices and competencies essential to each leadership position.	The profile is based on the Catholic Leadership Framework and is embedded in leadership postings, the Board website, reflected in professional learning plans (e.g. aspiring leaders' programs), communicated electronically throughout the system.	December 2010	Chris N. Roehrig Tracey Austin	<ul style="list-style-type: none"> <li>· Publish leadership profile to system</li> <li>· Leadership profile embedded in postings and reflected in professional learning plans needs to be articulated further for system</li> </ul>
We will develop programs for and support the professional learning of aspiring, beginning and experienced leaders.	<p>Continue to review and refine the current teacher leadership program (<i>An Introduction to Teacher Leadership</i>) in a manner that is aligned with the leadership framework.</p> <p>Participate in the King's University Leadership seminar. Emphasis is on the historical context of Catholic education in Ontario.</p> <p>Develop a formal leadership program (<i>Aspiring Catholic Leaders: Seminar Series</i>) in a manner that is aligned with the leadership framework. The program shall provide opportunities for aspiring leaders to observe and acquire the competencies outlined in the leadership profile.</p>	<p>A post module feedback mechanism with success criteria to evaluate the relevancy, impact and next steps for future leadership programs will be developed.</p> <p>Current teacher leaders (curriculum consultants and teachers with system roles shall participate).</p> <p>As part of the Aspiring Catholic Leaders: Seminar Series, a tool will be developed to assist potential leaders in self assessing.</p>	<p>May 2011 &amp; May 2012</p> <p>November 2010</p> <p>March 2011 &amp; March 2012</p>	<p>Chris N. Roehrig Tracey Austin</p> <p>Chris N. Roehrig</p> <p>Chris N. Roehrig</p>	<ul style="list-style-type: none"> <li>· Continue to review and refine the current teacher leadership program (<i>An Introduction to Teacher Leadership</i>) in a manner that is aligned with the leadership framework.</li> <li>· Teacher leaders participated in the workshop.</li> <li>· Program developed; four-part series</li> <li>· Self-assessment tool being used in the program</li> <li>· Timing of program to change; perhaps Fall</li> <li>· Potential to share self-assessment tool with current principal</li> <li>· Include the self-assessment tool in portfolio</li> </ul>

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
We will identify and recruit potential leaders through formal and informal leadership programs.	Develop a formal leadership program for teachers in the vice-principal pool.	The candidates in the program will complete the components of the program and provide feedback to organizers for subsequent program planning.	October 2011	Chris N. Roehrig	<ul style="list-style-type: none"> <li>No pool at this time; there needs to be a long view in succession planning</li> </ul>
	Develop a certificate program in Human Resources and Labour Relations for vice-principals and principals in a manner that is aligned with the leadership framework.	Conduct a needs assessment among the participants to inform the learning goals of the program. All principals and vice-principals have completed the certificate program within two years of the commencement of the program. The Board shall develop and administer a feedback mechanism with success criteria to evaluate the relevancy, impact and next steps for future leadership programs.	October 2011 (Program Begins) February 2012, 2013 (Feedback)	Chris N. Roehrig Joe DiFrancesco Paula Dunn	<ul style="list-style-type: none"> <li>Program developed; four modules</li> <li>Thursday/Friday speakers being sought</li> <li>On-line registration</li> </ul>
	Develop a leadership training program for candidates in the principal and vice-principal pool that are in our school system.	Participants shall participate in a job shadowing (internship) component as well as leadership training program that will develop the aspiring principals' ability to deal with the practical (day-to-day) demands of the role.	October 2011	Chris N. Roehrig	<ul style="list-style-type: none"> <li>In development</li> </ul>
We will continue to implement and monitor/evaluate the mentoring program for new and experienced principals and vice-principals.	Convene the Mentoring Steering Committee to revise and augment the mentoring program that is currently in place.	Principals and vice-principals are engaged in the mentoring program.	October 2011	Trish Kings	<ul style="list-style-type: none"> <li>A steering committee developed a plan for the ten newly-appointed administrators, which included two workshops on "Having Hard Conversations" and sharing best practices. Over the course of the year the mentors and mentees. The program concluded with a retreat at the Kiwanis Centre facilitated by Gerry Creedon, Adult Faith Animator with Hamilton Wentworth CDSB and Joyce Young, Religion &amp; Family Life Consultant. Father Maurice Charbonneau was the celebrant at the closing liturgy.</li> </ul>
	Develop and document a comprehensive transition process for incoming and outgoing school and Board leaders.	The documentation of the process shall be evaluated for next steps by the Leadership Steering Team.	October 2011	Chris N. Roehrig	
We will implement a principal/vice-principal performance appraisal system based on leadership profiles.	The Board shall support annual growth plans and performance plans with coaching opportunities.	Annual growth plans are reflective of the Board's profile of a Catholic leader.  Annual growth plans and/or performance plans will demonstrate movement towards goals.	October 2010 – October 2013	Chris N. Roehrig	<ul style="list-style-type: none"> <li>Optional online workshops were held for principals and vice-principals that were new to the process.</li> </ul>

Expected Outcome	Strategies	Indicators of success	Timeline	Responsibility	Status
		Principals and vice-principals that request coaching opportunities will determine the desired outcomes.			
We will facilitate Trustee training related to student achievement and Bill 177.	The Board shall access the OCSTA modules to support learning on selected topics.	<p>The Board shall develop monitoring strategies embedded in the Board Multi-Year Plan.</p> <p>The Board shall develop a Trustees Code of Conduct.</p>	<p>2010-2012</p> <p>January 2011</p>	<p>Chair of the Board</p> <p>Trustees</p> <p>Director of Education</p>	<ul style="list-style-type: none"> <li>. Draft PD plan developed</li> <li>. Accessing OCSTA modules</li> <li>. Developed in draft</li> </ul>

- Communications:** *We want to share our Catholic education stories, activities and successes with our internal and external communities*
- Provide timely information to and opportunities for dialogue with all stakeholders
  - Increase our public profile and advocate for Catholic Education with relevant and contemporary communication strategies
  - Establish broader communication networks to connect with all geographic areas we serve

Expected Outcome	Strategies	Indicators of Success	Timeline	Responsibility	Current Status
444 Improved communication among all staff and members of our Catholic Community	Have a full-service, intuitive Intranet that is the 'hub' of our Board's internal communication system and is used by all employees.	Initial sections of the Intranet are released and well received/used by staff.	February 2011	Communications Office Information Technology Corporate Services	Intranet divided into six sections.  Employee Portal – six schools currently pilot the portal. Questionnaires are being distributed to survey staff. I.T. is testing this phase. June 30th is the test end date. New features will be added during July and August 2011.  Monitor Employee Portal site for activity and section visits. Will continue to measure as more schools participate.
		Staff can successfully update personal information, access curriculum materials and student data quickly and easily.	June 2011- June 2012		
		Feedback from staff contains items and new features that could potentially improve the Intranet project and increase usage.	Ongoing to 2012		
		Curriculum, Administration, Employee, Teachers, Parents: All sections of the Intranet developed, tested and measured.	2011-2012		
	Improve the functionality and content of the Board website	Information is available and found in an appropriate amount of time. Website reports show increased usage and improved search results.	February 2012	Communications Office and Information Technology	Moved the completion date of this component to October 2011. Currently working on project.
	Utilize pre-determined detailed paths (a list depicting information flow) when sharing information  Institute the use of a feedback loop when sharing information.	Groups who need the information receive it in an accurate, complete and in an appropriate amount of time.  Report high levels of success in communication process.	2011-12	Communications Office	Currently in planning stage.

Expected Outcome	Strategies	Indicators of Success	Timeline	Responsibility	Current Status
Witness a strong understanding of the value of Catholic education in our local community.	Conduct a 'contact audit'.	There is evidence of understanding and support of Catholic education in our local community.	September 2011	Director's Office Communications Office	List of Catholic partners who participated in the Ontario Catholic Student Leadership Conference being generated. This list to be used during the 2011-12 school year.
	Execute a Catholic ratepayer information campaign.	More Catholics direct their municipal taxes to the Catholic system.	February 2011	Director's Office Corporate Services Communications Office	<ul style="list-style-type: none"> <li>• Have report identifying potential Catholic ratepayers. Removed duplicate residential entries.</li> <li>• Received costing from Canada Post to mail out ratepayer costs, but no price break due to volume.</li> <li>• Mailing a ratepayer information sheet along with a copy of the Assessment Change Form to all eligible Catholic ratepayers with instructions to contact CEC if assistance is required in completing the form.</li> <li>• Mailout scheduled for June 23, 2011.</li> <li>• Ratepayer ad in the Brantford Italian phonebook.</li> <li>• Ratepayer banner on Board website with link to MPAC website, online enumeration form, Board information page, and application forms including school support and school support lease forms.</li> <li>• A supply of ratepayer cards distributed to MP/MPP offices in all three counties. Stock to be replenished in August, 2011.</li> </ul>
Observe timely and proportionally 'fair' event coverage by our local media.	Principals are able to successfully share information about upcoming school events, in a timely fashion, with the media.	Heightened awareness of BHCNDSB and increased media coverage of Faith based events in our schools and at the Board level.	May 2011	Communications Office Principals	Our local reporters have been present at events throughout the 2010-11 school year. Communication has improved to the point where we receive media calls weekly. Smaller school events now receive coverage.
	Generate media interest via a summary of Board meeting activities.	We observe more numerous, accurate and timely coverage of our Board, schools and initiatives.	November 2011	Communications Office	Shared 2011-12 calendar with local media. Revisions to website addressing monthly event advertising.

**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: June 21, 2011  
 Submitted by: Cathy Horgan, Director of Education & Secretary

**ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)**  
Public Session

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**BACKGROUND INFORMATION:**

The Ontario Secondary School Literacy Test (OSSLT) is a provincial standards-based test of the reading and writing skills students are expected to have acquired across all subjects up to the end of Grade 9. The test determines whether a student's literacy skills meet the minimum standard for understanding reading selections and communicating in a variety of written forms according to the expectations in *The Ontario Curriculum*. Results from the literacy test provide valuable information to students, parents and the public. The test is prepared by the Education Quality and Accountability Office (EQAO).

**DEVELOPMENTS:**

The EQAO has released individual school results. Detailed results and analysis will follow in the days and weeks to come. An overview of the provincial, board and school results for fully participating students over time is as follows:

<b><i>Successful Completion Over Time by Students Who Attempted the OSSLT for the First Time</i></b>		
<b>School or District</b>	<b>2011</b>	<b>Average 2008 - 2010</b>
Province	83%	84.3%
Board	84%	85.7%
Assumption	80%	83.3%
Holy Trinity	87%	88.3%
St. John's	88%	86.7%

<b><i>Successful Completion Over Time by Students Who Have Previously Attempted the OSSLT</i></b>		
<b>Participants</b>	<b>2011</b>	<b>Average 2008 - 2010</b>
Province	49%	52.0%
Board	62%	56.7%
Assumption	52%	56.0%
Holy Trinity	70%	61.7%
St. John's	68%	54.7%

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Ontario Secondary School Literacy Test report.

## 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: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### PROTOCOL BETWEEN THE POLICE, THE GRAND ERIE DISTRICT SCHOOL BOARD AND THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Public Session

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#### **BACKGROUND INFORMATION:**

The Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District Board has been recently revised for implementation in September 2011.

Under the policy direction of the Ministry of Education and the Ministry of Community Safety and Correctional Services, school boards and police services are required to establish and follow a protocol for the investigation of school-related occurrences so that both partners have a clear understanding of the respective roles, procedures and decision-making authority of both police and school personnel as they relate to school safety.

The support document from the Ministry of Education and the Ministry of Community Safety and Correctional Services outlines the common principles which all protocols are to be based and the key elements all protocols must include. It is recognized that distinct environments in which school boards operate and the varied resources available challenge the development of identical protocols; however, certain obligations and procedures are required by provincial and federal legislation (i.e., the Education Act, the Child and Family Services Act, the Criminal Code, the Youth Criminal Justice Act, the Canadian Charter of Rights and Freedoms, and the Ontario Human Rights Code) and by case law.

Making our schools safe, inclusive and equitable places for learning and teaching requires a comprehensive strategy in which police play a vital role in supporting and enhancing the efforts of schools to be safe in terms of prevention of crime and violence, as well as responding to and investigating school-related incidents.

#### **DEVELOPMENTS:**

In January 2011, school board staff and police service representatives attended a one-day Ministry inservice regarding the *Provincial Model for a Local Police/School Board Protocol*. Following this session, a small writing team developed a draft protocol based on the needs and requirements of our communities adhering to the specific requirements from the provincial model.

This team was comprised of:

Bill Valoppi, Principal-Leader, GEDSB  
Lori Henderson, Elementary Principal, GEDSB  
Dino Crapsi, Secondary Vice Principal, GEDSB  
Elaine Thomas, Secondary Principal, GEDSB  
Tanya Haist, Child and Youth Worker, GEDSB  
Rob Cavalieri, Secondary Vice Principal, BHNCD SB  
Terry Dunnigan, Elementary Principal, BHNCD SB

A subsequent meeting was held in April to review the protocol providing opportunities for discussion to clarify, modify and make suggestions to the draft document.

The participants included:

Greg Anderson, Superintendent of Education, GEDSB  
Trish Kings, Superintendent of Education, BHNCD SB  
Bill Valoppi, Principal-Leader, GEDSB  
Rob Cavalieri, Vice Principal, BHNCD SB  
Terry Dunnigan, Elementary Principal, BHNCD SB  
Inspector Scott Easto, Brantford Police Services  
Constable Mary Boddy, Youth Crime Officer – Haldimand OPP  
Staff Sergeant Bev Prevett, Brant OPP  
Inspector Dave Durant, Brant OPP  
Constable Dean Pottruff, School Resource Officer, Brant OPP  
Shawn McKillop, Manager of Communications and Community Relations, GEDSB  
Kelly Wright, Director of Services, Haldimand/Norfolk Children's Aid Society  
Margaret Barr, Director of Services, Brant Children's Aid Society

The final draft was then sent to all members of the committee for feedback and approval and will be shared with their respective organizations.

Following approvals by all the key partners, school boards and police services, the joint protocol will be signed and implemented effective September 2011.

Final steps include training for principals and vice principals on the document, which will take place in September 2011, as well as the development of a communication plan to promote knowledge and understanding of the contents of the protocol.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Protocol between the Police, the Grand Erie District School Board and the Brant Haldimand Norfolk Catholic District School Board.



# PROTOCOL

Between

## THE POLICE

(Brantford Police Services)  
(Ontario Provincial Police)

and

## GRAND ERIE DISTRICT SCHOOL BOARD

and

## BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD



September, 2011



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# Introduction

It is the policy direction of the Ministry of Education and the Ministry of Community Safety and Correctional Services, that school boards (the term *school board* is used in this document to refer to district school boards and school authorities) and police services establish and follow a protocol for the investigation of school-related occurrences.

This document has been prepared for the following reasons:

- to ensure a consistent approach in the local protocols developed by school boards and police services across the province;
- to promote dialogue and the establishment of effective relationships between schools and police based on cooperation and shared understandings;
- to address unique factors and/or considerations that may affect individual jurisdictions, and negotiate service-delivery arrangements accordingly.

This document outlines the common principles upon which all local protocols should be based, and the key elements such protocols must include. It recognizes that, although the distinct environments in which school boards operate and the varied resources available to them challenge the development of identical protocols across the province, certain obligations and procedures are required by provincial and federal legislation (e.g., the *Education Act*, the *Child and Family Services Act*, the *Criminal Code*, the *Youth Criminal Justice Act*, the *Canadian Charter of Rights and Freedoms*, and the *Ontario Human Rights Code*) and by case law.

It is important for schools and police to respect the human rights of students under the *Ontario Human Rights Code* (the *Code*) in the context of this document. For more information, see [www.ohrc.on.ca](http://www.ohrc.on.ca).

**Note to readers:** *A glossary of terms is provided in Appendix A of this document. An asterisk following an italicized word or phrase at its first use in the text of the document signals that a definition of that word or phrase is provided in the glossary.*

## Purpose of This Document

Ontarians believe that schools must be safe, inclusive, and equitable places for learning and teaching. A safe, inclusive, and equitable school environment fosters and supports learning and the ongoing development of respect, responsibility, civility, and other positive behaviours and characteristics.

At the root of effective school-police partnerships is a common understanding of each partner's roles and responsibilities, as well as agreed-upon procedures and clearly delineated decision-making authority. Providing the best possible education for students in a safe school community is a shared responsibility, which requires a commitment to collaboration, cooperation, and effective communication.

Making our schools safer requires a comprehensive strategy that includes the following elements:

- opportunities for staff to acquire the knowledge, skills, and attitudes necessary to maintain a school environment in which conflict and differences can be addressed in a manner characterized by respect and civility;

- implementation of strategies for the prevention of violent and/or antisocial behaviour, and use of intervention and supports for those who are at risk of, or have already engaged in, violent or antisocial behaviour;
- an understanding of, and commitment to, human rights principles; and
- an effective and timely response to incidents when they occur – one that respects the rights of victims and witnesses, as well as those of the alleged perpetrators.

Police play a vital role in supporting and enhancing the efforts of schools and their communities to be safe places in which to learn and to work. In addition to responding to and investigating school-related incidents, police are essential partners in the prevention of crime and violence.

It is the policy direction of the Ministry of Education and the Ministry of Community Safety and Correctional Services that school boards and police services work together to develop police/school board protocols so that both partners have a clear understanding of the respective roles, procedures, and decision-making authority of both police and school personnel as they relate to school safety.

The Ministry of Community Safety and Correctional Services' guideline LE-044 on Youth Crime indicates that every police service's procedures on the investigation of offences committed by young persons should include the steps to be taken by officers, in accordance with the local police/school board protocol, when responding to school-related occurrences. The guideline also states that every chief of police, and the Commissioner of the Ontario Provincial Police (OPP), should work, where possible, with local school boards to develop programs for safe schools. Every chief of police and the OPP Commissioner should consider the need for a multi-agency strategy to prevent or counter the activities of youth gangs in the community, including working, where possible, with school boards, municipalities, youth and other community organizations, business, and the Crown.

As per the *Provincial Model for a Local Police/School Board Protocol* the following elements have been included in the development of this local police/school board protocol. For each of the twenty-two necessary elements, this protocol sets out mandatory requirements and provides relevant explanations of legislation and policy.

This local protocol includes, but is not limited to, the following relevant legislation:

- *Youth Criminal Justice Act*,
- *Criminal Code*,
- *Police Services Act*,
- *Canadian Charter of Rights and Freedoms*,
- *Ontario Human Rights Code*,
- *Provincial Offences Act* (specifically Part VI, "Young Offenders"),
- *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA),
- *Freedom of Information and Protection of Privacy Act* (FIPPA),
- *Child and Family Services Act*,
- *Personal Health Information Protection Act, 2004*, and
- *Education Act*.

# Police/School Board Protocol

## 1. STATEMENT OF PRINCIPLES

This agreement is based on the following guiding principles:

- the need to have a clear understanding of police and school responsibilities;
- the need to promote respect and civility in the school environment;
- the need to respect the fundamental rights of students, teachers, and staff pertaining to disability, race, creed, ethnic origin, and other prohibited grounds of discrimination under the *Ontario Human Rights Code*; and
- the need to support both rights and responsibilities.

## 2. PURPOSE/RATIONALE

The purpose and/or rationale for this protocol include:

- assisting in the greater safety and protection of students, teachers, principals, staff, and volunteers in schools;
- encouraging constructive, ongoing, adaptive, and responsive partnerships between police and the school community;
- facilitating appropriate sharing and disclosure of information in accordance with privacy laws, including FIPPA and MFIPPA;
- promoting joint consultation and partnerships between school boards and police services on maintaining a safe school environment;
- ensuring that the obligations and requirements of both the education and police systems are met; and
- ensuring an equitable and consistent approach across a school board's jurisdiction in the way police and schools respond to a school-related occurrence.

## 3. ROLE and MANDATE of POLICE SERVICES

In cases of *exigent circumstances*\*, police will assume primary responsibility as may be necessary to ensure school safety.

The specific roles and responsibilities of the local police services related to young people and the school community are:

- engaging and working proactively in partnership with school officials to ensure the effectiveness of this protocol;
- protecting public safety and preventing crime;

- enforcing the *Youth Criminal Justice Act*, the *Criminal Code*, and other federal, provincial, and municipal legislation and related regulations;
- upholding the duties legislated under section 42 of the *Police Services Act*;
- assisting victims of crime;
- conducting police and criminal investigations;
- assisting in the development of young people's understanding of good citizenship;
- promoting and fostering the prevention and reduction of crime, both against and committed by young people;
- providing information on community safety issues;
- diverting young people away from crime and antisocial behaviour; and
- working in partnership with other government and community-based organizations to support positive youth development.

#### 4. ROLE and MANDATE of SCHOOL BOARDS

In cases of exigent circumstances, the police will assume primary responsibility as may be necessary to ensure school safety. The principal (in this document, the term *principal* refers to the principal or the principal's designate) will continue to have a role consistent with his or her statutory responsibility for the health and welfare of students and to maintain discipline in the school.

The specific roles and responsibilities of school boards, principals, teachers, and school staff related to safe and secure schools, such as:

- clearly explaining the board's code of conduct to students and their families, including details such as the definition of the term *weapon\** and the potential reach of school discipline with respect to behaviours taking place outside of school that have a *negative impact on school climate\**;
- engaging and working proactively in partnership with police officials to ensure the effectiveness of this protocol;
- complying with the requirements related to the duties of principals and teachers under the *Education Act* and regulations (in particular Safe Schools legislation, including PPM 144 – “Bullying Prevention and Intervention”);
- roles and responsibilities of the principal in conducting investigations of incidents for which *suspension\** or *expulsion\** must be considered under the *Education Act*, including the responsibility to take *mitigating and other factors\** into account, as set out in Ontario Regulation 472/07;
- complying with the requirements legislated under the *Child and Family Services Act* (e.g., “duty to report”);
- respecting the board's code of conduct, as required by the *Education Act* (s. 302);
- ensuring that resources (e.g., on drug awareness, on bullying prevention) are accessible to assist school staff in promoting a positive school environment with students and parents;
- developing policies on how to respond to crises, including the development of a communications plan;
- ensuring that appropriate prevention and intervention strategies are available;

- providing staff with opportunities to acquire the skills necessary to promote safe, equitable, and inclusive school environments; and
- developing an effective mechanism for soliciting input from stakeholders, such as staff, students, parents, parent involvement committees (PIC), school councils, and Special Education Advisory Committees (SEAC).

## 5. DEFINITIONS/EXPLANATION of TERMS

A glossary is included to provide definitions of terms that are important to assist those who will be administering local protocols. (see Appendix A)

## 6. OCCURRENCES REQUIRING POLICE RESPONSE

### ***Mandatory Notification of Police***

The following incidents require mandatory reporting to police (for students under the age of 12, refer to section 14 below). Note that mandatory police reporting does not mean that police will lay charges in every situation; however, for the incidents listed, police *must* be notified. The incidents listed include those that happen at school, during school-related activities in or outside school, or in other circumstances if the incident has a negative impact on school climate.

The police must be notified of the following types of incidents:

- all deaths;
- physical assault causing bodily harm requiring medical attention;
- *sexual assault\**;
- *robbery\**;
- *criminal harassment\**;
- *relationship-based violence\**;
- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- *trafficking\** in weapons or in illegal drugs;
- possessing an illegal drug;
- *hate and/or bias-motivated occurrences\**;
- *gang-related occurrences\**; and
- *extortion\**.

### ***Discretionary Notification of Police***

Police response may also be needed in connection with the following types of incidents:

- giving alcohol to a minor;
- being under the influence of alcohol or illegal drugs;
- *threats\** of serious physical injury, including threats made on social networking sites or through instant messaging, text messaging, e-mail, and so on;
- incidents of vandalism; and
- trespassing incidents.

Principals should consider mitigating and other factors when deciding whether to call the police in these discretionary situations. It is expected that all other school-related occurrences not specified in the protocol will be dealt with by the principal on a case-by-case basis, and that police will be notified at the principal's discretion.

For students with special education needs, refer to section 13.

## **7. INFORMATION SHARING and DISCLOSURE**

A number of different statutes deal with information sharing and disclosure. These include federal legislation (the *Criminal Code*, the *Youth Criminal Justice Act*) and provincial legislation (the *Municipal Freedom of Information and Protection of Privacy Act*, the *Education Act*, and the *Child and Family Services Act*). In situations where federal and provincial laws are in conflict with each other, the federal law takes precedence.

### **a) Criminal Code**

The police can access a student's Ontario Student Record (OSR) by warrant or subpoena, or with the written consent of a *parent\** (in this document, the term parent(s) refers to parent(s) or legal guardian(s)) or of the student, if the student is 18 years of age or older. In exigent circumstances, the police can access a student's OSR without a warrant, under section 487.1.1 of the *Criminal Code*.

### **b) Youth Criminal Justice Act (YCJA)**

The YCJA sets out the procedural requirements for dealing with young persons charged with offences. [Refer to Part 6 (ss. 110 to 129) of the YCJA, "Publication, Records and Information".] There may be occasions when it is necessary for police to share confidential information with school officials. Section 119 of the YCJA provides the circumstances under which confidential information may be shared.

The following subsections of Part 6 of the YCJA are of particular relevance for police/school board protocols:

- subsection 110(1), which states that no person shall publish the name of the young person or any information that would identify the young person as a young person dealt with under the YCJA;
- subsection 111(1), which states that "no person shall publish the name of a child or young person, or any other information related to a child or a young person, if it would identify the child or young person as having been a victim of, or as having appeared as a witness in connection with, an offence committed or alleged to have been committed by a young person";
- subsection 118, which states that no person shall be given access to a record and no information in the record shall be given to any person, where to do so would identify the young person as being dealt with under the YCJA;
- subsection 125(1), which states that "[a] peace officer may disclose to any person any information in a record kept under section 114 (court records) or 115 (police records) that it is necessary to disclose in the conduct of the investigation of an offence";

- subsection 125(6), which permits a provincial director, youth worker, peace officer, or any other person engaged in the provision of services to young persons to disclose to a representative of a school board or school any information kept in a record under sections 114 to 116 of the YCJA if the disclosure is necessary:
  - to ensure compliance with an order made by the youth justice court for a young person released from custody to attend school;
  - to ensure the safety of staff, students, or other persons; or
  - to facilitate the rehabilitation of the young person.

**c) *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***

This legislation regulates the collection and disclosure of personal information that is not related to the YCJA. As part of the local protocol, police services and school boards have developed a policy for the disclosure of personal information in situations under subsection 32(g) of the MFIPPA (i.e. “to aid an investigation undertaken with a view to a law enforcement proceeding ...”).

Further information regarding the release of students’ personal information can be found in the Office of the Information and Privacy Commissioner’s *Guide to Ontario Legislation Covering the Release of Students’ Personal Information*, at: [www.ipc.on.ca/english/Resources/Discussion-Papers/Discussion-Papers-Summary/?id=495](http://www.ipc.on.ca/english/Resources/Discussion-Papers/Discussion-Papers-Summary/?id=495)

**d) *Child and Family Services Act (CFSA)***

The overall duty, under subsection 72(1) of the CFSA, is to report to a children’s aid society (in some jurisdictions, children’s aid societies are also called child and family services agencies) those children who are suspected to be in need of protection. The duty to report of persons “who perform professional or official duties with respect to children”, including teachers and principals, is emphasized. This provision applies, as well, to information that is confidential or privileged (except under solicitor/client privilege), and there is no liability against a person who reports unless the reporting was done maliciously or without reasonable grounds.

**8. SCHOOL PROCEDURES for REPORTING TO POLICE**

The following are procedures relating to the reporting to police of incidents that involve students, whether as victims or as alleged perpetrators, such as:

- different types of police contact

When there is a need to make a mandatory police notification (see section 6), a principal or designate must report the incident to the police forthwith.

A principal or designate may contact police for incidents that require discretionary notification as soon as possible (see section 6).

- procedures to follow in reporting incidents to police

As a general rule, the principal or designate will call the police:

- If the principal or designate is unavailable, any school staff will contact the police directly. In these situations, the principal will be contacted as soon as possible and information shared regarding the nature of the call;
  - In an emergency situation (i.e. incidents involving serious bodily harm) which doesn't allow for consultation with the principal, any school staff will contact the police immediately.
- points of contact
    - Emergency situations: **911**
    - Non-emergency situations: local police administration telephone number
    - Each school should have a list of these telephone numbers clearly displayed for staff use.
  - procedures for reporting an imminent threat to the safety of students and/or staff (refer to the school's Emergency and Crisis Response Plan or School / Site Security and Lockdown);

When informing the police of an imminent threat to safety, the following information should be considered:

- type of incident
- degree of harm and level of threat
- location of threat
- access point in building
- number of persons involved
- injuries
- the presence of a weapon
- perpetrator information
- age of the student
- any other relevant information
- the information and support that police will require, upon arrival, from school personnel (secondary information).

Reporting procedures must comply with the "duty to report" provisions under the *Child and Family Services Act*.

## 9. INITIAL POLICE CONTACT

Under exigent circumstances, or if the principal is being investigated, the officer is not required to follow the procedures set out below.

The police officer who responds to a report of a school-related incident is responsible for obtaining and thoroughly documenting information on the incident. The officer is normally required to take the following steps:

- report to the principal, providing proper identification;
- explain the purpose of the visit, and plan with the principal on how to proceed;
- consider alternatives that limit the disruption to the school day;
- obtain information from the principal about the student (e.g., regarding accommodation needs or barriers to communication) before making contact with the student; and
- contact, or make arrangements with the principal to contact, parents of students under the age of 18 (see section 11(a) below).

If the principal is under investigation, the responding police officer will ensure that the Director or Education is notified as soon as possible.

## **10. SCHOOL and POLICE INVESTIGATIONS of INCIDENTS**

The following procedures must be followed when both the principal and the police are investigating the same incident at the same time.

It is important that the principal not do anything to prejudice the police investigation and it is also important that the police recognize and respect the principal's obligations under the *Education Act*. For example, under the Act, a school board's decision regarding expulsion of a student must be made within twenty school days from the date when the student was suspended. Police need to be aware of this fact and should, when possible, share with the principal information that may be relevant to that decision. There is the need for police and schools to cooperate, whenever possible, regarding their investigations.

Police investigations should also be undertaken in accordance with the local police service's criminal investigation management plan and, where required, with the *Ontario Major Case Management Manual*.

The principal will inform police of any logistical information about the school (e.g., the hours of the school day and class rotation schedules) that may be relevant to the investigation process. Police services will endeavour to work within these logistical considerations in order to minimize the disruption to the school.

### **a) Legal Rights**

In the investigation of school-related incidents where a young person is a suspect, particular attention should be given by the principal and police to procedures that are consistent with the following provisions:

- parental notification upon arrest (s. 26, *Youth Criminal Justice Act*);
- right to counsel (s. 25, *Youth Criminal Justice Act*);
- right not to make a statement (s. 146, *Youth Criminal Justice Act*); and
- protection of privacy (s. 110, *Youth Criminal Justice Act*).

## **b) Search and Seizure**

Where investigations involve search and seizure, the police and the principal should pay particular attention to the following procedures and responsibilities:

It is the responsibility of the Principal or Vice-Principal to advise the students, at the beginning of the school year, that desks and lockers are school property and there is no expectation of privacy on the part of the students; therefore, a search of such property is permissible by the school administrator. In this case, the Principal or the Vice-Principal is acting under the authority of the *Education Act* to maintain proper order and discipline in the school, and not as an agent of the Police. The Administrator shall have another person present to conduct any search.

- procedures to be followed in personal and premise searches, in accordance with the Ministry of Community Safety and Correctional Services' Guidelines LE-011 on search of premises, and LE-012 on search of persons, and relevant federal legislation;
- police will notify the principal before conducting searches on school premises. (Under some exigent circumstances, police may execute a search without a warrant and without notice to the principal.);
- the principal continues to be responsible for students even when police are on school premises.

## **c) Detainment and Arrest**

Where investigations result in detainment and/or arrest, the police and the principal should pay particular attention to the following procedures and responsibilities.

When possible, non-school related incidents resulting in the arrest of a student shall take place away from school property.

If the Police wish to arrest or charge a student on school property, the Police officer shall contact the Principal of the school that the student is attending and advise as to the nature of the visit and to request a meeting with the student. In the case of "fresh pursuit", the Police may not be able to advise the school administrator immediately of the reason for their actions but will advise the school administrator at the first opportunity of any students charged or arrested.

If the student who is being arrested or charged by the Police is under 18 years of age, the Police shall inform that student about the nature of the charges and his/her rights.

Subject to the Youth Criminal Justice Act, and in consultation with the Police, the school will attempt to contact the student's parents/guardians to inform them that their child is being arrested or charged by the Police. There may be times when the Police will direct the school administrator **not** to contact the parents/guardians of a charged or arrested student, for example:

- i) The parents/guardians are the suspects of a crime about which the student is being interviewed and/or;

- ii) Contacting the parents/guardians could interfere with the Police investigation.

In such cases, the Police determine the proper course of action. The school administrator will follow Police direction in this regard and will document the name and badge number of the officer and the direction given.

If a student is a Crown ward or a ward of the Children's Aid Society, the legal guardian is the Children's Aid Society and shall be contacted in the same way as a parent/guardian.

If the student who is being arrested or charged by the Police is 18 years of age or older, and therefore an adult, (or a 16 or 17 year old who has withdrawn from parental control), the school shall not contact the parents/guardians without the permission of the student.

It is the responsibility of the school to communicate to the Police officer if any student has a learning disability or other exceptionality that may impede the student from expressing or understanding written/oral communication. Refer to section 13 of this protocol for further information.

If the student is not in attendance at school on that day, the school shall inform the Police officer of the student's date of birth, address, phone number, and the parent's/guardian's home and business phone numbers on file, in accordance with section 32(g) of the Municipal Freedom of Information and Protection of Privacy Act, which is the authority for providing such personal information to law enforcement officials who are conducting an investigation of law enforcement proceedings. Refer to section 7 of this protocol for further information.

#### **d) Supports for Victims**

It is important that police and the principal be aware of the following procedures and responsibilities with respect to providing support for victims/witnesses:

- procedures consistent with the Ministry of Community Safety and Correctional Services' Guideline VA-001 on victims' assistance;
- roles and responsibilities of police and school personnel, such as:
  - the obligation that the principal inform the parents of victims who have been harmed as a result of an activity for which suspension or expulsion must be considered unless, in the principal's opinion, doing so would put the victim at risk of harm from the parents (*Education Act*, s. 300.3(1) and O.Reg. 472/07); and
  - the requirement that all board employees who work directly with students are expected to support all students, including those who disclose or report such incidents, by providing them with contact information about professional supports (e.g., public health units, community agencies, Help Phone lines);
- notice to victims of the services available to them and other considerations, such as:
  - police services for victims;
  - student support services of the local school board;
  - services offered by other municipal, community, and social service agencies, including legal services;

- access to information; and
- confidentiality of victim and witness identity (s. 111, *Youth Criminal Justice Act*);
- procedures for information sharing and community referrals

## 11. POLICE INTERVIEWS of STUDENTS

General procedures, requirements, and considerations related to police interviews of students on school premises include the following:

- the principal must make best efforts to contact parents as soon as possible before the interview (see also section 11(a), “Notification of Parents”, below);
- a parent/legal guardian, third-party adult, or the principal, if no alternative is available, must be present when students under the age of 18 are being interviewed at school;
- the requirement, in cases where a student aged 12 to 17 waives the right to have an adult present at the interview, that the police and the principal consider the most appropriate location for conducting the interview and take steps to ensure that the student’s rights are respected during the interview;
- factors to consider in determining the most appropriate time and place to conduct a student interview;
- the responsibility of police to conduct interviews related to criminal investigations of incidents that involve students as alleged perpetrators, victims, or witnesses;
- procedures for police to follow in requesting permission to conduct interviews on school premises;
- procedures for including the local children’s aid society (CAS) in a joint interview if the child is suspected to be in need of protection;
- roles and responsibilities of police in interviewing students, as set out in the local police service’s procedures for interviewing witnesses, victims, and suspects;
- the need for school personnel to assist police in making the required preparations (e.g., securing a quiet room and establishing a time for the interview);
- the need for police to consult with the principal to consider alternatives for conducting interviews at a location other than the school; and
- the need for police to act in a manner that respects the dignity of the student and minimizes disruption to the school when it is necessary to interview, search, or arrest a student at school during school hours.

### a) Notification of Parents

Except in exigent circumstances, it is the principal’s responsibility to contact parents of:

- victims who have been harmed as the result of an activity for which suspension or expulsion must be considered, unless, in the principal’s opinion, notification of the parents would put the student at risk of being harmed by the parents. If that is the case, the parents must not be contacted (*Education Act*, s. 300.3(3));
- students receiving a suspension (*Education Act*, s. 311);
- all other students being interviewed by police during an investigation, except:
  - if the principal is otherwise directed by police because of exigent circumstances or where the police believe the parent may be implicated;

- if the student is 18 years of age or older (unless the student consents to or requests such contact or is incapable of providing consent); or
- if the student is 16 or 17 years of age and has withdrawn from parental control (unless the student consents to or requests such contact or is incapable of providing consent).

If a CAS is involved, school and police officials should discuss and come to agreement with the CAS regarding the timing and procedure for notifying the parents.

If a student is detained or arrested, the police will notify his or her parents unless the student is 18 years of age or older. The parents should not be contacted if the police determine that doing so may endanger the safety of the student or another person or the integrity of an investigation. In such cases, the student will be advised that he or she may contact another adult person.

### **b) Preparation for Interviews**

Procedures and considerations related to preparing for interviews include the following:

- determining whether circumstances allow for the interview to be conducted at the student's home or another location rather than at school, in view of the stigma and the potential impact on the student;
- evaluating the need for specialized resources where a student is known to have mental health needs or special education needs (see section 13 below);
- determining the methodology of the interview;
- deciding which officer will take the lead in conducting the interview, if more than one officer is interviewing;
- arranging for the audio/videotaping of interviews and statements, and meeting the requirement for police to inform the interviewee that the conversation is being recorded; and
- determining the need for an interpreter (e.g., a language interpreter, an interpreter for a student who is deaf or hard of hearing) and/or for information to be provided in an alternative format (e.g., Braille for a student who is blind or has low vision).

### **c) Conduct of Interviews**

Procedures and considerations related to conducting interviews include the following:

- the need for police officers to employ appropriate techniques when interviewing children and young persons;
- the requirement that police follow the *Guide to Officers for Section 146 Youth Criminal Justice Act Statements*;
- the requirement that police provide, upon arrest or detention, a legal caution and notification of the right to counsel where there are reasonable grounds to believe that the student being interviewed has been involved in the commission of a criminal offence;
- taking into account legal considerations respecting the admissibility of statements made to persons in authority [s. 146(2) of the *Youth Criminal Justice Act*];
- involving the local children's aid society in the interview process, which is recommended when an interview involves a child who may be in need of protection; and

- the requirement that an adult be present throughout the interview, except when the student can waive and has waived the right to have an adult present. Best efforts must be made to have the student's parent(s) or another adult of the student's choice present. In circumstances when this cannot be done, the principal must attend the interview.

## **12. REPORTING of CHILDREN SUSPECTED to be in NEED OF PROTECTION**

The legal requirements and the procedures to be followed in cases where child abuse and/or neglect are suspected are found in the joint Child Protection Protocol between H-N CAS / Brant CAS and BHCNCSB and GEDSB.

For additional information, refer to the document *Reporting Child Abuse and Neglect*, developed by the Ministry of Children and Youth Services, which is available at: [www.children.gov.on.ca/htdocs/English/topics/childrensaidd/reportingabuse/index.aspx](http://www.children.gov.on.ca/htdocs/English/topics/childrensaidd/reportingabuse/index.aspx).

## **13. INVESTIGATIONS INVOLVING STUDENTS with SPECIAL EDUCATION NEEDS**

School administrators have a duty to ensure that all members of the school community are able to work and learn in a safe and positive environment, they are obliged to report incidents to police as outlined in section 6 of this document. However, in investigations that involve a student known to have special education needs, additional considerations must be taken into account by school personnel and police.

Additional considerations should be taken into account when an investigation involves a student (or students) known to have special education needs, who may be identified as having an exceptionality in any of the following categories: behaviour, communication, intellectual, physical, or multiple. Such considerations include:

- the responsibility of the school to communicate to the police that a student is known to have special education needs or communication difficulties;
- the requirement to accommodate the student, especially when interviewing is necessary. Every attempt should be made to provide specialized supports/resources, as needed, for the student during an investigation;
- the need to ensure that the student's parent is contacted as soon as possible, except in exigent circumstances or where the police believe the parent may be implicated in the incident.

In cases involving students with special education needs, the principal should review the student's Individual Education Plan (IEP) and other relevant student records in order to identify whether further intervention strategies and/or resources are required for the student. These may include the development of and/or revisions to a behaviour management plan or a safety plan.

## 14. OCCURRENCES INVOLVING STUDENTS UNDER AGE 12

Where children under the age of 12 are involved, school boards are expected to use their discretion in applying the rules outlined in section 6 for reporting incidents to the police. Children under 12 cannot be charged with an offence under the *Criminal Code*, *Youth Criminal Justice Act*, or the *Provincial Offences Act*, but police may take reports of incidents allegedly committed by students in this age group and may respond in an appropriate manner.

Early intervention for children involved in such incidents is essential, and involving police and parents as early as possible may facilitate the provision of appropriate intervention and support.

The principal is required to conduct an investigation of an incident for the purpose of school discipline – for example, where a recommendation for suspension or expulsion may be required – regardless of the age of the students involved. The following are considerations when responding to occurrences involving students under the age of 12:

- the requirement to notify the child's parent as soon as possible, except in exigent circumstances or where the police believe the parent may be implicated in the incident;
- the authority police have to take reports, make referrals to additional services (e.g., health/counselling), and conduct interviews;
- the circumstances under which there is a duty to report children suspected to be in need of protection to the local children's aid society, under subsection 72(1) of the *Child and Family Services Act* (e.g., when there is evidence of abuse or neglect, or the risk thereof; when the child has committed serious acts and the child's parents are not accessing appropriate treatment); and
- the requirement to provide accommodations and/or modifications for students with special education needs, as outlined in their IEPs.

For further information, refer to the Child Protection Protocol or to the document *Reporting Child Abuse and Neglect*, developed by the Ministry of Children and Youth Services, which is available at:

[www.children.gov.on.ca/htdocs/English/topics/childrensaid/reportingabuse/index.aspx](http://www.children.gov.on.ca/htdocs/English/topics/childrensaid/reportingabuse/index.aspx).

## 15. SCHOOL BOARD COMMUNICATION STRATEGY

A communication plan will be developed to promote knowledge and understanding of the contents of the protocol, as well as consistency in its application.

Key targets of the communication strategy are students and their families, who need to be aware of the range of situations in which police may be called (including any criminal activity involving students that takes place away from school, if that activity has a negative impact on school climate). Communications materials should use plain language, and should be available in multiple languages and accessible formats, as appropriate.

## **16. PROTOCOL REVIEW PROCESS**

A review will be conducted of the local protocol every two years, or sooner if required.

The review is conducted by the police and school board, who should develop an effective mechanism for soliciting input from school staff, students, and parents.

## **17. SCHOOL/POLICE ROLE in VIOLENCE PREVENTION**

It is important that school boards and police work together to promote positive student behaviour and prevent school violence.

School boards and principals should develop, promote, and maintain strong partnerships with police and seek to benefit from their support in the implementation of the school's violence-prevention policies, particularly where those policies pertain to addressing the risk factors associated with antisocial, gang-related, or criminal behaviour. In a closely cooperative relationship, police may also offer support in a consulting role, to assist school personnel in determining appropriate action when dealing with violent behaviour and to explain the procedures for police investigations.

Police work in partnership with schools and other community agencies to administer crime-prevention programs that focus on areas such as peer mediation, conflict resolution, referral to appropriate community resources (e.g., those providing counselling or mentoring services, drug awareness and education programs, or support for seeking employment or housing). Such programs would include DARE, VIP, TRIBES, Roots of Empathy, and Crime Stoppers.

Working from a crime-prevention perspective, police can play an important role in the school community, which presents extensive opportunities for employing the strategy of "crime prevention through social development" (CPSD). CPSD involves preventing and reducing crime by identifying and addressing the risk factors associated with crime and victimization. Police use proactive measures that focus on the factors that precipitate the onset of criminal and antisocial behaviour.

CPSD recognizes that the intersection of multiple and complex social, economic, health, and environmental factors may lead to criminality. CPSD involves long-term, sustainable, multi-agency, integrated actions that deal with the risk factors (e.g., mental health issues, certain types of behavioural issues, involvement in the criminal justice system, victimization/abuse) that can start a young person on the path to crime, and build protective factors (e.g., strong adult role models, enhanced self-esteem, effective personal coping skills and strategies) that may mitigate those risks.

Strategies that schools can use to help prevent violence include:

- helping students develop social skills, including conflict-resolution skills;
- proactively identifying students at risk and giving them extra support;

- using progressive discipline to teach and encourage appropriate behaviour in the school;
- viewing each student as an integral and contributing member of the school community;
- demonstrating, by example and leadership, that students' human rights are to be respected; and
- encouraging students to return to the school community after involvement with the criminal justice system, and supporting them in the process.

Strategies that police can use to help prevent violence in schools include:

- developing positive partnerships with all members of the school community, including parents;
- being visible within the school community;
- being a positive adult role model for students;
- establishing positive relationships with children and youth;
- making referrals based on the best interest of the students;
- helping deliver educational sessions on crime and criminal justice issues;
- being part of an integrated, multi-agency team that can respond to children and youth at risk of conflict with the law;
- facilitating communication and cooperation with school officials, Youth Justice Probation Services, other police officers, courts, and other social services; and
- supporting students as they return to the school community after involvement with the criminal justice system.

This protocol is one component of a broader partnership between schools and other essential community partners; including mental health providers, health care professionals, and children's aid societies, that is dedicated to violence prevention in Ontario schools.

## **18. PHYSICAL SAFETY ISSUES**

When requested, police services may work in cooperation with local schools to assess the physical safety of the school premises, including the building and outdoor areas (e.g., lighting, building design, landscaping) as part of the Crime Prevention Through Environmental Design (CPTED). In all cases, final decisions about alterations rest with the school board, as does the responsibility to carry out any desired work.

## **19. RISK-ASSESSMENT SERVICES**

Incidents of violence in schools are often preventable through early intervention in response to threatening behaviour, or non-threatening but worrisome behaviour. Taking steps to identify at-risk students through early and ongoing assessment and intervention strategies may reduce the need for disciplinary action and police interventions. A multi-agency approach to threat/risk assessment can be a highly effective means of preventing and managing situations that could otherwise negatively affect the safety of student and/or school staff (refer to Threat/Risk Assessment Community Protocol).

In addition, several larger police services, including the Ontario Provincial Police, have Threat Assessment Units. In those locations which do not have a multi-disciplinary team in place, boards may contact their local police service, who will assist in obtaining the required services from another police service.

## **20. EMERGENCY PLANNING and THREATS to SCHOOL SAFETY**

Every school is expected to develop an Emergency and Crisis Response Plan, which must include, but is not limited to, a *lockdown*\* plan and procedures following a lockdown or other emergency, in keeping with school board and ministry policies. Teachers, staff, parents, and students should be involved in the development and monitoring of the Emergency and Crisis Response Plan, and the plan should be fully communicated to members of the school community and police services.

Mechanisms for sharing the Emergency and Crisis Response Plan with police services should be specified in the protocol. As well, schools are asked to notify the police dispatch officer when lockdown drills are occurring.

The *Provincial Policy for Developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario*, issued in June 2009 by the Ministry of Education and the Ministry of Community Safety and Correctional Services and included in this document as Appendix B, specifies two mandatory components, as follows:

1. All publicly funded school boards in Ontario must establish a lockdown policy to ensure the development and implementation of individual school plans,
2. A minimum of two lockdown drills must occur each school year.

Every school should be guided by the provincial policy in developing its lockdown plan.

## **21. TRAINING**

The school board and police services will provide joint training on this protocol to their respective staff on an annual basis. To improve collaboration between local police services and schools:

- training should be based upon effective/leading practices; and
- where possible, the training should be delivered by police and school board personnel.

# AUTHORIZATION

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John Forbeck, Director of Education  
Grand Erie District School Board

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Date

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Cathy Horgan, Director of Education  
Brant Haldimand Norfolk Catholic D.S.B.

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Date

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Inspector Scott Easto, Acting Deputy Chief  
Brantford Police Services

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Date

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Inspector Dave Durant, Detachment Commander  
County of Brant – Ontario Provincial Police

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Date

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Inspector John Periversoff, Detachment Commander  
Haldimand County – Ontario Provincial Police

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Date

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Inspector Zvonko Horvat, Detachment Commander  
Norfolk County – Ontario Provincial Police

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Date

## Police/School Board Protocol

### GLOSSARY

The purpose of this glossary is to explain some of the terms that are used in the present document or that may be used in local protocols. The definitions provided here relate only to usages in the context of this document and cannot be attributed to usages in any other document. Although some of the definitions are based on language used in the *Criminal Code of Canada*, they are not to be taken as the official legal definitions set out in the Code. For the actual definitions, please refer to the Code itself.

**criminal harassment** – Criminal harassment occurs when: (1) a person repeatedly follows an individual from place to place or repeatedly communicates, directly or indirectly, by any means (including electronic means), with an individual, or watches the home or place of work of an individual, or engages in threatening conduct directed at a person or a member of that person’s family; and (2) the victim of the criminal harassment is caused to reasonably, in the circumstances, fear for his or her safety.

**exigent circumstances** – Urgent, pressing, and/or emergency circumstances. Exigent circumstances usually exist when immediate action is required for the safety of the police or others. Such circumstances may include a bomb threat, a person possessing or using a weapon, or a fire on school property.

**expulsion** – The removal of a student from his or her school or from all schools of the board. Students expelled only from their school are assigned to another school of the board. Students expelled from all schools of the board must be offered a program for expelled students. Activities for which expulsion must be considered are found in section 310(1) of the *Education Act*. An example is using a weapon to cause or to threaten bodily harm.

**extortion** – The use of threats, intimidation, or violence towards a person to obtain something of value from that person or someone else, or to cause that person or someone else to do something.

**extra-judicial measures** – Measures used by police to hold a young person accountable for his or her alleged criminal behaviour, in a timely manner, outside the formal youth justice system. The formal system would include charging the individual and going through the court process. Extra-judicial measures hold a youth accountable for his or her actions and provide sanctions outside of judicial proceedings. Some examples of sanctions include substance abuse counselling, volunteer work, repair of or compensation for damaged or stolen property, and a letter of apology.

**gang-related occurrences** – Incidents involving a group, consisting of three or more persons, however organized, having as one of its main purposes the commission or facilitation of a criminal offence in which any or all of the members engage.

**hate- and/or bias-motivated occurrences** – Incidents (e.g., involving statements, words, gestures) motivated by hatred or bias towards an identifiable group (i.e., a group distinguished by colour, race, religion, gender, sexual orientation, or ethnic origin) that are publicly communicated and that are willfully intended to promote or incite bias or hatred against such a group.

**lockdown** – A procedure used in response to a major incident or threat of violence within the school, or in relation to the school.

**mitigating and other factors** – Circumstances that must be considered by the board and school administrators in situations involving suspension and/or expulsion of a student, as required by the Education Act and as set out in Ontario Regulation 472/07 (quoted below):

2. *For the purposes of subsections 306(2), 306(4), 310(3), 311.1(4) and clauses 311.3(7)(b) and 311.4(2)(b) of the Act, the following mitigating factors shall be taken into account:*
  1. *The pupil does not have the ability to control his or her behaviour.*
  2. *The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.*
  3. *The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person ...*

**Other factors**

3. *For the purposes of subsections 306(2), 306(4), 310(3), 311.1(4) and clauses 311.3(7)(b) and 311.4(2)(b) of the Act, the following other factors shall be taken into account if they would mitigate the seriousness of the activity of which the pupil may be or is being suspended or expelled:*
  1. *The pupil's history.*
  2. *Whether a progressive discipline approach has been used with the pupil.*
  3. *Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.*
  4. *How the suspension nor expulsion would affect the pupil's ongoing education*
  5. *The age of the pupil.*
  6. *In the case of a pupil for whom an individual education plan has been developed,*
    - i. *whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,*
    - ii. *whether appropriate individualized accommodation has been provided, and*
    - iii. *whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.*

**negative impact on school climate** – A possible result of inappropriate activities or behaviours, whether those activities/behaviours occur inside or outside the school. Actions or behaviours that occur outside school may still have a negative impact on school climate. For example, cyberbullying often occurs outside school, but if it targets individual students and causes them to be afraid to come to school, it is having a negative impact on school climate.

**parent/legal guardian** – A person legally entrusted with the care of, and managing the property and rights of, another person, usually a child/youth who is under the age of 18. For the purposes of Part XIII of the *Education Act*, students who are 18 years of age or older, and students who are 16 or 17 years of age but have withdrawn from parental control, are considered to be adults.

**possession of drugs** – Having a controlled substance (e.g., a drug or narcotic, as set out in the *Controlled Drugs and Substances Act*) in one's personal possession or possessing it jointly with others, including knowingly possessing an illegal drug elsewhere.

**relationship-based violence** – Any behaviour or action that is used to scare, harm, threaten, control, intimidate, or injure another person within an intimate relationship. The behaviour or action can be physical, sexual, or emotional, and it may comprise a single act of violence, regardless of the level of physical injury, or a number of acts forming a pattern of abuse through the use of assaultive and controlling behaviour.

**robbery** – The use of violence or threats of violence to steal money or property from a victim.

**sexual assault** – Any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. The term refers to a range of behaviours that involve the use of force or control over the victim. In some cases, no overt physical force is used – instead, the victim may be threatened with words or pressured into doing something he or she doesn't want to do.

**suspension** – The removal of a student from his or her school and all school-related activities for a minimum of one school day to a maximum of twenty school days. Activities for which suspension must be considered are found in subsection 306(1) of the *Education Act*. An example is possessing alcohol or illegal drugs.

**threats** – Any statement, act, or communication, by any means, including electronic means, of an intent to cause harm, whether physical or emotional, to any person or thing, in circumstances where the person threatened believes or has grounds to believe the threat may be carried out.

**trafficking** - Assisting in any manner with the distributing of a controlled drug or substance, as set out in the *Controlled Drugs and Substances Act*, or with the distributing of weapons.

**weapon** – Any article designed as a weapon or used or intended to be used for the purpose of threatening, intimidating, or injuring a person. All firearms, including replica firearms and imitation firearms, are always considered weapons.

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

Prepared by: Bill Chopp, Superintendent of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

### 2011-12 ANNUAL ACCESSIBILITY PLAN

Public Session

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#### **BACKGROUND INFORMATION:**

The *Ontarians with Disabilities Act* (ODA) was first given Royal Assent in 2001. The Act required school boards, and other publicly funded organizations, to prepare annual plans to increase accessibility for people with disabilities. In June 2005, the *Accessibility for Ontarians with Disabilities Act* received Royal Assent and replaced the *Ontarians with Disabilities Act*. The *Accessibility for Ontarians with Disabilities Act* also required the development of an annual plan.

#### **DEVELOPMENTS:**

The Act requires the government to work to develop plans that will lead toward an accessible Ontario by 2025. This means that publicly-funded organizations must demonstrate that their plans will achieve this goal.

Attached is the 2011-12 Annual Accessibility Plan developed by the Board's Accessibility Steering Committee. Currently, the Committee is comprised of a teacher of the deaf and hard of hearing, an elementary principal, the principal of program for special education, the manager of facilities, a mobility and orientation instructor, the attendance support coordinator, union representatives, a Board Trustee, a SEAC member, the assistant superintendent of business, the superintendent of special education, the acting manager of information technology and the manager of transportation services. This plan builds on the initiative and achievements identified by the committee. The key aspects of the 2011-12 plan are:

- An accessibility working group will act as a resource for input, recommendations and provide advice to the Board.
- The Accessibility Steering Committee will develop a communication plan to make staff aware of accessibility issues.
- The Board will develop its website to become more accessible for all people.
- Renovation and reconstruction of the reception area of the Catholic Education Centre and each secondary school to make them accessible to all persons.

#### **RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approve the 2011-12 Annual Accessibility Plan.

# **BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**

## **ANNUAL ACCESSIBILITY PLAN**

September 2011 – August 2012



Prepared by BHNCD SB Accessibility Committee

# ANNUAL ACCESSIBILITY PLAN

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## EXECUTIVE SUMMARY

The purpose of the *Ontarians for Disabilities Act 2001 (ODA 2001)* is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the life of the province. To this end, the *ODA 2001* mandates that each school board prepare an Annual Accessibility Plan. On June 13, 2005, the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA, 2005)* received Royal Assent and is now law. The purpose of the *AODA, 2005*, is to achieve accessibility for Ontarians with disabilities by providing for the development, implementation and enforcement of mandatory accessibility standards respecting food, services, facilities, accommodation, employment and building by January 1, 2025. Standards that will be developed under the *AODA, 2005*, will apply to both public and private organizations.

The ODA, 2001, will continue in effect until it is repealed.

For the 2010-11 year, the Brant Haldimand Norfolk Catholic District School Board has again committed itself to the continual improvement of access to school and board premises, facilities and services for students and staff with disabilities; the participation of people with disabilities in the development and review of its annual access plans, and the provision of quality services to all students, parents and members of the community with disabilities. It has committed to work on not only the identification and removal of Physical and Architectural barriers, but also to identify at least two barriers and removal of these barriers in each of the following areas:

- Informational/Communication
- Attitudinal
- Technological
- Systematic

It is a goal for the 2011-12 school year to work on ways to improve access in these areas as well. The Brant Haldimand Norfolk Catholic District School Board Accessibility Committee in preparation for compliance with the AODA, 2005, will be cognizant of the work that is being done by standards development committees of the Directorate. People with disabilities should have the same kind of opportunities as everyone else. They should be able to do the things that most of us take for granted – going to work or school, shopping, taking in a movie or eating out.

That's the goal of Ontario's legislation. Businesses and organizations who provide goods and services to people in Ontario will have to meet certain accessibility standards in five important areas of our lives:

- Customer Service
- Transportation
- Information and communications
- Built environment
- Employment

The first standard, for Customer Service, is now law. Public sector organizations were required by law to comply with the standard by January 1, 2010. Board employees and trustees received and completed their Customer Service training by March 1, 2010.

The remaining standards have not yet been enacted by the province and will be phased in over time.

## **AIM**

The report describes the efforts the Brant Haldimand Norfolk Catholic District School Board has undertaken from January 2010 to June 2011; as well as the measures that the board will pursue during 2011-12 to identify, remove and prevent barriers for people who use the facilities and services of the Board including students, staff, parents and other members of the community.

## **OBJECTIVES**

The plan was prepared by the Brant Haldimand Norfolk Catholic District School Board Accessibility Committee and will be updated annually to reflect the current needs of the board. The plan describes: (1) the measures that the Brant Haldimand Norfolk Catholic District School Board has taken since January 1, 2010, and (2) the measures that the Brant Haldimand Norfolk Catholic District School Board will take during the 2011-12 school year to identify, remove and prevent barriers for people with disabilities. The Accessibility Committee will forward recommendations to be included in the annual planning process.

The Brant Haldimand Norfolk Catholic District School Board is committed to continual improvement of access to school board facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers and members of the community with disabilities.

The plan also outlines how the Brant Haldimand Norfolk Catholic District School Board will make this accessibility plan available to the public.

## **COMMITMENT TO ACCESSIBILITY PLANNING**

The original plan was prepared in consultation with senior administration and Trustees of the Board. The Board and senior administration continue to approve the plan annually.

Brant Haldimand Norfolk Catholic District School Board continues to commit to:

- The Accessibility Committee meeting annually to review the plan.
- Consulting with Board employee groups and with the Board's Special Education Advisory Committee in the development and review of the plan.
- Ensuring school board policies and procedures are consistent with the principles of accessibility.
- Improving access to facilities, policies, programs, practices and services for students, staff, parents, guardians, volunteers and members of the community.

The Director of Education has authorized the Accessibility Committee to prepare and annually update an accessibility plan that will enable the Brant Haldimand Norfolk Catholic District School Board to meet these commitments.

## **DESCRIPTION OF BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**

In January 1998, the Brant Haldimand Norfolk Catholic District School Board was found through the amalgamation of two former school boards: The Brant County Catholic Board of Education and the Haldimand Norfolk Catholic District School Board.

The Brant Haldimand Norfolk Catholic District School Board currently serves approximately 10,000 students and their parents in three counties (Brant, Haldimand and Norfolk), providing elementary education in 31 schools and secondary education in 3 schools. Supporting student achievement of all students is the goal of the teaching and support staff. In addition, there are numerous volunteers and community partners who assist in providing the opportunity for all students regardless of talents and needs to have the opportunity to achieve success while attending schools within the district. There are 6 Trustees in the Board and 1 student Trustee.

### **Mission**

***The mission of the Brant Haldimand Norfolk Catholic District School Board is "As a Catholic Learning Community, we provide faith formation and academic excellence, which enables our graduates to live a life of love and service in Christ."***

### **Strategic Commitments**

Catholicity – We want to contribute meaningfully to the strength of our Catholic faith in our schools.

Student Achievement – We want all students to be the best they can be.

Leadership – We want to ensure dynamic and progressive leadership in the years ahead.

Communication – We want to share our Catholic education stories, activities and successes with our internal and external communities.

## **Core Values**

As a Catholic Learning Community, we believe...

- In a publicly funded Catholic Education system
- Actions are guided by the teachings of our Catholic faith
- In excellence through a commitment to continuous improvement for all staff and students
- Students achieve high standards given sufficient time and support
- We provide safe and nurturing environments for learning and working
- We build positive relationships and partnerships with our parishes, parents and the broader Catholic Christian community
- Stewardship of God's gifts is a responsibility of all
- That through teamwork and cooperation, all staff provide leadership which allows our system to excel

## **ACCESSIBILITY COMMITTEE MEMBERS**

<b>MEMBER</b>	<b>POSITION</b>	<b>CONTACT</b>
Bill Chopp	Superintendent of Education	<a href="mailto:bchopp@bhncdsb.ca">bchopp@bhncdsb.ca</a>
Fatima DeJesus-Malloy	Elementary School Secretary/President, OSSTF Support	<a href="mailto:fmalloy@bhncdsb.ca">fmalloy@bhncdsb.ca</a>
Tom Grice	Assistant Superintendent of Business	<a href="mailto:tgrice@bhncdsb.ca">tgrice@bhncdsb.ca</a>
Philip Kuckyt	Manager of Transportation Services	<a href="mailto:Philip.kuckyt@granderie.ca">Philip.kuckyt@granderie.ca</a>
Tom Laracy Jr.	Teacher/OECTA Elementary Bargaining Unit President	<a href="mailto:tclaracy@bhncdsb.ca">tclaracy@bhncdsb.ca</a>
Susan Mawson	Attendance Support Coordinator	<a href="mailto:smawson@bhncdsb.ca">smawson@bhncdsb.ca</a>
John McDermid	Elementary School Principal	<a href="mailto:jmcdermid@bhncdsb.ca">jmcdermid@bhncdsb.ca</a>
Len McDonald	Teacher/OECTA, President	<a href="mailto:lmcdonald@bhncdsb.ca">lmcdonald@bhncdsb.ca</a>
Rachel Nardone	Orientation & Mobility Instructor	<a href="mailto:rnardone@bhncdsb.ca">rnardone@bhncdsb.ca</a>
Len Plant	Custodian/President, OSSTF Plant	<a href="mailto:lplant@bhncdsb.ca">lplant@bhncdsb.ca</a>
Terre Slaght	Principal of Program: Special Education	<a href="mailto:tslaght@bhncdsb.ca">tslaght@bhncdsb.ca</a>
June Szeman	Trustee	<a href="mailto:jszeman@bhncdsb.ca">jszeman@bhncdsb.ca</a>
Dianne Wdowczyk	Chairperson of SEAC/Program Manager, Woodview Mental Health & Autism Services	<a href="mailto:dwdowczyk@woodview.ca">dwdowczyk@woodview.ca</a>
Guo Wu	Teacher of Hearing Impaired	<a href="mailto:gwu@bhncdsb.ca">gwu@bhncdsb.ca</a>
Don Zelem	Manager of Facilities	<a href="mailto:dzelem@bhncdsb.ca">dzelem@bhncdsb.ca</a>

## BARRIER REMOVAL FROM JANUARY 2010 TO PRESENT

During the last eighteen months there have been a number of initiatives in the Brant Haldimand Norfolk Catholic District School Board to identify, remove and prevent barriers for people with disabilities.

The Brant Haldimand Norfolk Catholic District School Board, through its Special Education Plan, has addressed access for students with disabilities through modification and accommodations of programs and services. The Special Education Plan is available on the Board website at [www.bhncdsb.ca/programs/special\\_education\\_plan](http://www.bhncdsb.ca/programs/special_education_plan).

To further awareness of supporting members of the general public, including our parents with disabilities, the Customer Service regulation was implemented Board wide. One of the key components of this standard is that the Brant Haldimand Norfolk Catholic District School Board recognizes everyone who interacts with the public on behalf of the school board will be trained on how to successfully and respectfully interact with persons with disabilities.

INITIATIVE	DESCRIPTION	TIMELINE
<b>Architectural</b>		
School Revitalization	Design new schools to be accessible	Ongoing
Improved school accessibility	A reduction of the number of identified barriers in schools and work sites  Accessibility barriers removed for identified students on a case by case basis	Ongoing
<b>Physical</b>		
HVAC systems updated as needed	Provide appropriate ventilation system when needed	Ongoing
Updating of building construction standards	Older schools and worksites updated to meet accessibility standards where appropriate	Ongoing
<b>Information/Communication</b>		
School Board policies and administrative procedures are aligned to core values and accessibility legislation	As policies and administrative procedures are reviewed as they are amended to reflect core values of our Board and accessibility standards.	Ongoing
Entry into school conferences	Case conferences are planned by the Principal of Special Education for all new students from JK-12 needing specialized programs, services and supports	Ongoing
School organizations	Classrooms in schools are designed to allow for maximum participation by all students	Ongoing

INITIATIVE	DESCRIPTION	TIMELINE
<b>Attitudinal</b>		
Catholic Graduation outcomes	Expectations for graduates of the system	Ongoing
Training for Bus Drivers and Rider's Aide	Bus drivers receive training for identified students through sensitivity training	Ongoing
Specialized transportation	Principal of Special Education works with bus transportation department to provide specialized bussing as needed	Ongoing
Bully prevention kits	Learning kits used in classrooms	Ongoing
Ministry document - Shared Solutions	Information is used in meetings with parents and community agencies	Ongoing
Special Education model	Inclusionary philosophy	Ongoing
Have A Go	Special Olympics for elementary and secondary students	Ongoing
Special Education Transition Program	Specialized program for students in Grades 6, 7 and 8. Two programs currently available.	Ongoing
Secondary Pathways Programs	Specialized program at each of our three secondary schools. Three programs available at each secondary school	Ongoing
Sign Language Inservices	Introductory sign language inservices for teachers and educational assistants	Ongoing
Customer Service Standard inservice	Online training for all Board employees	Completed and ongoing for new employees
Orientation and Mobility instructor	Presentation to principals, teachers and educational assistants on support for low vision students and adults	Completed and ongoing for new employees
Teacher of the Deaf and Hearing Impaired	Presentation to principals, teachers and educational assistants on support for deaf and hard of hearing students and adults	Completed and ongoing for new employees
ABA Program Lead	Presentation to principals, teachers and educational assistants on support for students and adults with autism	Completed and ongoing for new employees
Mental Health Initiatives	Presentation to principals, teachers and students	Ongoing
Existing Programs (i.e. speech and language, behavior, SAL)	Support for students at elementary and secondary levels	Ongoing

INITIATIVE	DESCRIPTION	TIMELINE
<b>Technological</b>		
SEA equipment	Ordering of equipment to allow all students to access Ontario Curriculum	Ongoing
Assistive Technology training	Training is provided to staff and students on the use of specialized equipment.	Ongoing
Computer use	A plan has been developed to allow all students to have access and use computers in their respective schools	Ongoing
<b>Systemic</b>		
Provision of safe and optimal learning environments for all students	Implementation of Safe Schools Policy All staff trained in Bill 157	Completed
Secondary class structure, i.e. Alternative Education	Revised structure of teaching focus for specialized secondary classes to increase student success	Completed
Accommodation of personnel	The Board has hired an Attendance Support Coordinator to assist personnel in performing the duties of their job	Completed

## BARRIERS TO BE ADDRESSED IN 2011-12

The Accessibility Committee addressed six barrier groupings for the school year 2011-12. It is the intent of the committee to expand its focus by including more opportunities to collaborate with people with disabilities in the review of the plan.

In addition, the committee will review and integrate new regulations made under the Accessibility for Ontarians with Disabilities Act 2005. The attached is a summary of priorities for 2011-12 recommended by the accessibility committee.

## PRIORITIES 2011-12

<b>ARCHITECTURAL</b>	
<b>Goal #1</b>	<b>All major renovations to schools and work sites as well as new construction will be designed to meet the accessible needs of those with disabilities as required by code.</b>
Action Plan	Plans will provide accessible practices ensuring all renovations and building projects meet code requirements. A member of the Accessibility Committee will be invited to new construction planning meetings to provide input on behalf of the committee.  Renovation and reconstruction of front counters at CEC and each secondary school to make accessible to all persons.
Responsibility	Manager of Facilities

<b>ATTITUDINAL</b>	
<b>Goal #1</b>	<b>To promote inclusionary practices for all students, staff and community partners.</b>
Action Plan	Invitation for feedback from employee groups and community partners  Focus group; to provide input into the plan; use of Board website for feedback
Responsibility	Accessibility Committee Manager of Communications and Community Relations
<b>Goal #2</b>	
<b>Goal #2</b>	<b>To inservice all new employees about accessibility topics to increase awareness and sensitivity towards people with disabilities.</b>
Action Plan	To have face-to-face inservice as well as online training for new employees before employment in schools.
Responsibility	Accessibility Committee Manager of Human Resources
<b>Goal #3</b>	
<b>Goal #3</b>	<b>Increase Board staff's understanding of mental health disabilities.</b>
Action Plan	To provide professional development activities for all staff on mental health disabilities and barriers to participation  Participation in Mental Health Week and professional activity day inservice
Responsibility	Curriculum/Special Education Staff  Wellness Committee
<b>INFORMATION / COMMUNICATION</b>	
<b>Goal #1</b>	<b>To improve the Board's website accessibility for people with disabilities.</b>
Action Plan	Re-design the website and computer accessibility focusing on an increased awareness of accessibility issues. For example:  Implement Google translator  High contrast colours  Descriptive links  Image Design of web page considers accessibility features
Responsibility	Manger of Information Technology Manager of Communications and Community Relations

<b>Goal #2</b>	<b>Develop a process to address public awareness of Ontarians with Disabilities Act (ODA) and the Board’s requirements.</b>
Action Plan	Information to schools, parishes, for inclusion in newsletters, church bulletins. Provision of action poster displays in schools and work sites. Development of Board brochure on accessibility
Responsibility	Manager of Communications and Community Relations Accessibility Committee
<b>PHYSICAL</b>	
<b>Goal #1</b>	<b>Establishment of a plan to improve accessibility of school facilities and Board work sites.</b>
Action Plan	Evaluate accessibility at schools and work sites and incorporate recommendations into the capital plan for school renewal. Develop standard evaluation tool to be used by school administrators.
Responsibility	Manager of Facilities
<b>Goal #2</b>	<b>To review snow removal plans for each school and work site.</b>
Action Plan	Initiate a review of site plans in the Boards contract documentation for snow removal in consultation with school administrators to ensure accessibility for all students. Identify schools with accessibility needs.
Responsibility	Assistant Superintendent of Business Manager of Facilities Principal of Program – Special Education
<b>Goal #3</b>	<b>To review accessible transportation for all students in all areas of the Board.</b>
Action Plan	Review list of available transportation resources for all students. Develop strategy for supporting all students attending school trips and Board activities. Provide schools with specialized transportation forms. Provide for training of rider aides. Provide specialized transportation lists to transportation department by May 31.
Responsibility	Assistant Superintendent of Business Manager of Transportation Principal of Program: Special Education

<b>SYSTEMIC</b>	
<b>Goal #1</b>	<b>Emergency response plans require provisions for students, staff, parents and community persons with disabilities.</b>
Action Plan	<p>Update emergency response plans to provide safe evacuation and protection of persons with disabilities.</p> <p>Work in partnership with local fire department and community agencies.</p> <p>Develop seizure action plan/safety template</p> <p>Review Board anaphylactic policy</p> <p>Provide schools with template of safety plans for students</p> <p>Fire evacuation plans for all schools with second and third floors</p>
Responsibility	Special Education Services School Principals
<b>Goal #2</b>	<b>To ensure all policies and administrative procedures are inclusive and address accessibility issues.</b>
Action Plan	Develop a checklist for the revision of school policies and administrative procedures to ensure they address accessibility.
Responsibility	Policy Committee Senior Administration
<b>TECHNOLOGICAL</b>	
<b>Goal #1</b>	<b>Training of staff and students to improve the process for present and future access to information.</b>
Action Plan	<p>Provide direct training to teachers, support staff and students in the use of assistive technology.</p> <p>Provision of support by System SERT to ensure that IEPs are developed within accessibility standards.</p> <p>Continue to provide support to training the teachers of Grades 3 and 6 with the use of assistive technology for students preparing for EQAO tests.</p>
Responsibility	Special Education Services / Curriculum Department Manager of Information Technology

## **PREVENTING NEW BARRIERS**

In accordance with the ODA, 2001 and the AODA, 2005 from this point forward, all school board programs, policies, practices and services will be subject to the guiding principles of dignity, independence, integration and equal opportunity. We will strive to create an environment that is accessible to all people, regardless of ability. Through this annual planning process, Brant Haldimand Norfolk Catholic District School Board's programming, policies and practices will ensure continuous improvement in accessibility. Renovations to existing buildings will address accessibility for people with disabilities, and new school designs incorporate the principles of universal design. The Board's Equity, Diversity and Inclusion Policy established a framework for proactive approaches to accessibility and awareness-raising while the revised workplace harassment policy set out a process for addressing instances of harassment/discrimination as they related to the prohibited grounds of discrimination, including disability, set out in the Ontario Human Rights Code.

## **COMMUNITY INPUT**

The Special Education Advisory Committee (SEAC) consists of various community organizations representing persons with disabilities and is established through a public consultation process. SEAC was consulted by the Accessibility Advisory Committee to provide broad-based input prior to the establishment and approval of the original plan by the Board of Trustees.

At the start of the next review period, 2011-12, representation will be invited from all employee groups, Special Education Services, as well as the Regional Catholic Parent Involvement Committee.

## **COMMUNICATION OF ACCESSIBILITY PLAN**

The Brant Haldimand Norfolk Catholic District School Board's Accessibility Plan will be posted on the board website at [www.bhncdsb.ca](http://www.bhncdsb.ca) and hard copies will be available.

Contact information for accessible format requests:

Please contact Tracey Austin, Manager of Communications and Community Relations at (519) 756-6505, ext. 234.

## REVIEW AND MONITORING PROCESS

Presentation to Senior Administration	June 2011
Presentation to SEAC	June 2011
Presentation to Trustees	June 2011
Presentation to Principals	September 2011
Presentation to Employee Groups	September – December 2011
BHNCDSB Accessibility Committee	Meet 4 (four) times in school year 2011-12 October/December/April/ (First Monday of the month)
Focus Group on Accessibility Plan	January 2012

## DEFINITIONS

### Disability

The Ontarians with Disabilities Act (2001) adopts the broad definition for disability that is set out in the Ontario Human Rights Code. Disability is defined as:

- a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defects or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) a condition of mental impairment or a developmental disability;
- c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) a mental disorder; or
- e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

## What are Barriers?

When you think about accessibility, it is important to be aware of both visible and invisible barriers. A barrier is something that keeps someone with a disability from fully participating in all aspects of society because of his/her disability.

**Attitude** is perhaps the most difficult barrier to overcome because it is hard to change the way people think or behave. Some people don't know how to communicate with those who have visible or invisible disabilities – for example, they assume that someone with a speech problem has intellectual limitations and speak to them in a manner that would be used with a child; or forming ideas about the person because of stereotypes or a lack of understanding. Some people may feel that they could offend the individual with a disability by offering help, or they ignore or avoid people with disabilities altogether. Remember, attitude is a major barrier that's within our power to change.

**Architectural** barriers may result from design elements of a building such as stairs, doorways, the width of hallways and even room layout.

**Physical** barriers refer to objects added to the environment, such as doors, windows, elevators, furniture, bathroom hardware, etc.

**Information and communication** barriers can make it difficult for people to receive or convey information. For example, a person who is deaf cannot communicate via standard telephone. Things like small print size, low colour contrast between text and background, confusing design of printed materials and the use of language that isn't clear or easy to understand can all cause difficulty.

**Technology**, or lack of it, can prevent people from accessing information. Everyday tools like computers, telephones and other aids can all present barriers if they are not set up or designed with accessibility in mind.

**Systemic** barriers can result from an organization's policies, practices and procedures if they restrict people with disabilities, often unintentionally – for example, a clothing store with a "no refund" policy and no way for someone in a scooter to enter the change room.

## Universal Design Philosophy

Through the Ontario Ministry of Education document, the *Expert Panel Report on Special Educations: Education for All, 2005*, school boards in Ontario were directed to follow a Universal Design for Learning (UDL) model.

Universal Design for Learning was inspired by work in architecture on the planning of buildings with a view to accessibility for people with physical disabilities (Turnbull et al/, 2002). Architects observed that the added improvements facilitated access for all users, not just people with physical disabilities. An access ramp, for instance, provides a person using a wheelchair with easier access to a building, but it also makes it easier for a parent with a child's stroller, a traveller with a baggage trolley, or someone with a walker.

Eventually, researchers in other fields noted that specialized technology meant for a target population is also useful for others. The notion that assistance targeted at a specific group can help everyone, bolstered by recent research on inclusion and new technologies, has not made its way into the field of education.

Universal design ensures that the classroom and other learning environments are as usable as possible for students, regardless of their age, ability, or situation.

The principle of universal design guides decisions made by the Brant Haldimand Norfolk Catholic District School Board in accessibility planning.

Universal Design for Learning principles:

- Equitable use
- Appropriately designed space
- Flexibility
- Simplicity
- Safety
- Different modes of perception

**SUGGESTED REFERENCE MATERIAL/RESOURCES**

NOTE: In addition to the following resource, school boards are encouraged to consult the links provided on the Ministry of Citizenship's website (<http://www.gov.on.ca/citizenship/accessibility/index.html>) and on the Paths to Equal Opportunity website ([www.equalopportunity.on.ca/eng\\_g/links](http://www.equalopportunity.on.ca/eng_g/links)).

**Accessibility Planning Resources for School Boards:**

Accessibility Ontario – Guide to Annual Accessibility Planning

<http://www.gov.on.ca/citizenship/accessibility/english/accessibleplanningguide.htm>

The *Ontarians with Disabilities Act, 2001*

<http://www.gov.on.ca/citizenship/accessibility/english/act2001.htm>

Human Resources Development Canada, A Way With Words

[http://www.hrdc-drhc.gc.ca/hrib/sdd-dds/odi/documents/waywithwords\\_tmp/purpose.shtml](http://www.hrdc-drhc.gc.ca/hrib/sdd-dds/odi/documents/waywithwords_tmp/purpose.shtml)

Community Resources for Independence, *Using Words With Dignity*

<http://www.crinet.org/dignity.php>

Government of Ontario – Paths to Equal Opportunity

A-Z index – Accessibility in Educational environments

[http://www.equalopportunity.on.ca/eng\\_g/subject/index.asp?action=search\\_4&dir\\_id=1071](http://www.equalopportunity.on.ca/eng_g/subject/index.asp?action=search_4&dir_id=1071)

Ontario Human Rights Commission – Policy and Guidelines on Disability and the Duty to Accommodate

<http://www.ohrc.on.ca/english/publications/disability-policy.shtml>

Enablelink (Canadian Abilities Foundation) Directory of Canadian Disability Links

[http://www.enablelink.org/resources/links\\_to.html](http://www.enablelink.org/resources/links_to.html)

Directory for Accessibility <http://www.accessibilitydirectory.ca>

Adaptive Technology Resource Centre <http://www.utoronto.ca/atrc>

Ontario Interpreter Services (OIS) <http://www.chs.ca/services/ois.html>

Canadian Standards Association: <http://www.csa.ca>

B6521-95 – Barrier-Free Design

B480-02 – Customer Service Standard for People with Disabilities

Playability Tool Kit: Building Accessible Playspaces <http://www.opassoc.on.ca/toolkit.asp>

**A FEW KEY ONTARIO DISABILITY ORGANIZATIONS:**

Canadian National Institute for the Blind (CNIB)

<http://www.cnib.ca>

Canadian Hearing Society

<http://www.chs.ca>

Canadian Mental Health Association – Ontario

<http://www.ontario.cmha.ca>

Community Living Ontario

<http://www.oacl.on.ca>

Multiple Sclerosis Society of Canada – Ontario Division

<http://www.mssociety.ca/ontario>

Learning Disabilities Association of Ontario

<http://www.ldao.on.ca>

Little People of Ontario

<http://www.lpo.on.ca>

Ontario Brain Injury Association

<http://www.obia.on.ca>

Canadian Paraplegic Association – Ontario

<http://www.canparaplegic.org/on>

Le Phenix

<http://www.lephenix.on.ca>

Ontario March of Dimes

<http://www.dimes.on.ca>

The Easter Seal Society – Ontario

<http://www.easterseals.org>

AboutFace International

<http://www.aboutfaceinternational.org>

**WHERE TO LOOK FOR BARRIERS**

Where to look for barriers to people with disabilities:

**The built environment:**

- Exterior to a building
- Interior of a building
- Parking areas
- Drop-off zones
- Hallways
- Floors
- Carpets
- Lobbies
- Reception areas
- Offices
- Cubicles
- Washrooms
- Cafeterias
- Elevators
- Stairs
- Stairwells
- Closets
- Storage areas
- Lighting

**Physical:**

- Furniture
- Work Stations
- Chairs
- Doors
- Door knobs
- Windows
- Planters
- Bathroom hardware
- Locks
- Security System

**Information:**

- Books
- Printed information
- Web-based resources
- Signage
- Bulletin boards
- Brochures
- Forms
- Manuals
- Fax transmissions
- Equipment labels
- Computer screens

**Communication:**

- Training
- Receptionists
- Public announcements
- Security staff

**Tools:**

- Hand tools, manual
- Hand tools, electrical
- Machinery
- Carts and dollies

**Service Delivery:**

- In person
- By telephone
- By mail

**Transportation:**

- Buses
- Cars
- Vans

WHERE TO LOOK FOR BARRIERS con't

**Policies and practices:**

- Promotion
- By-laws
- Regulations
- Rules
- Protocols
- Safety and evacuation
- Interviewing
- Testing
- Meetings
- Procurement and purchasing
- Job postings
- Hiring

**Technological:**

- Computers
- Operating systems
- Standard software
- Proprietary software
- Fax machines
- Telephones
- TTY's
- Websites
- Keyboards
- Mice
- Printers
- Photocopiers
- Appliances
- Control panels
- Switches

**Recreational facilities:**

- Playgrounds
- Gymnasiums
- Change rooms
- Auditoria – audience
- Auditoria – stage
- Tracks (indoor and outdoor)
- Playing fields
- Climbing bars
- Gymnasium equipment
- Toys

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**FINANCIAL REPORT – MAY 2011**

Public Session

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**BACKGROUND INFORMATION:**

Attached is the Board Expenditure Report for the period ended May 31, 2011.

**DEVELOPMENTS:**

Generally, there are few significant variances to report at this time. With 75.1% of the total budget spent, we are basically on track, as nine months into the year we would expect to have spent approximately 75.0% of the total budget.

However, projecting forward to year end, we anticipate being over budget in the salaries area. Salaries are being monitored closely each month and the total salary expenditure, to date, is slightly higher than we would expect at the end of May.

With the transition to full Tangible Asset Reporting for Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are being reported as *Replacement Furniture & Equipment* as these items are funded from Operations and will not be capitalized. Personalized Equipment is also included in this category as, individually, these are low dollar items and funding is received in the year to cover most of the cost.

Within Human Resources Fees and Contracts, labour relations costs, to date, are significantly higher than expected, resulting in an over budget expenditure of approximately \$80,000. It should also be noted that a number of membership contracts in various departments require payment of annual fees in the first part of the year, leaving these budget lines with little spending room for the remainder of the year.

Expenditures identified as New Pupil Places are interest payments of debenture debt, which are essentially 100% paid at this time of year. Principal payments no longer are included in the Operations Expenditure budget.

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board receives the Financial Report – May 2011 report.

BRANT HALDIMAND NORFOLK CDS BD  
 Monthly Board Report  
 FOR THE MONTH ENDING MAY 31, 2011

	Budget	Expenditures	% Spent
<b>OPERATING INSTRUCTION</b>			
SALARIES & WAGES	49,309,408.00	36,676,973.98	74.4
EMPLOYEE BENEFITS	5,626,498.00	4,269,814.65	75.9
STAFF DEVELOPMENT	218,127.57	96,913.31	44.4
SUPPLIES & SERVICES	1,932,100.23	1,285,545.03	66.5
REPLACEMENT F & E	256,840.32	154,137.05	60
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	361,924.00	261,509.26	72.3
OTHER	0	0	0
AMORTIZATION	662,397.00	487,720.50	73.6
Total INSTRUCTION	58,367,295.12	43,232,613.78	74.1
<b>SPECIAL EDUCATION</b>			
SALARIES & WAGES	10,620,368.00	8,138,167.80	76.6
EMPLOYEE BENEFITS	1,939,232.00	1,460,479.46	75.3
STAFF DEVELOPMENT	35,100.00	12,596.00	35.9
SUPPLIES & SERVICES	266,310.07	120,833.96	45.4
REPLACEMENT F & E	336,000.00	186,037.66	55.4
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	49,500.00	31,499.06	63.6
Total SPECIAL EDUCATION	13,246,510.07	9,949,613.94	75.1
<b>SCHOOL MANAGEMENT/SCHOOL SERVICES</b>			
SALARIES & WAGES	6,729,227.00	5,146,104.88	76.5
EMPLOYEE BENEFITS	1,007,718.00	736,951.96	73.1
STAFF DEVELOPMENT	48,900.00	13,278.75	27.2
SUPPLIES & SERVICES	396,886.20	245,504.41	61.9
REPLACEMENT F & E	68,348.91	11,884.90	17.4
RENTAL EXPENDITURE	34,000.00	0	0
FEES & CONTRACTUAL SERVICES	159,156.00	109,232.89	68.6
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,444,236.11	6,262,957.79	74.2
<b>STUDENT SUPPORT SERVICES-GENERAL</b>			
SALARIES & WAGES	567,375.00	414,690.24	73.1
EMPLOYEE BENEFITS	77,861.00	56,841.41	73
STAFF DEVELOPMENT	1,500.00	0	0
SUPPLIES & SERVICES	2,400.00	459.74	19.2
RENTAL EXPENDITURE	0	0	0
Total STUDENT SUPPORT SERVICES-GENERAL	649,136.00	471,991.39	72.7
<b>COMP &amp; OTH TECH STUDENT SUPP SERV</b>			
SALARIES & WAGES	833,951.00	594,383.61	71.3
EMPLOYEE BENEFITS	189,612.00	126,534.20	66.7
STAFF DEVELOPMENT	15,000.00	1,124.37	7.5
SUPPLIES & SERVICES	78,100.00	35,949.37	46
REPLACEMENT F & E	5,000.00	3,500.60	70
FEES & CONTRACTUAL SERVICES	72,755.00	49,738.44	68.4
Total COMP & OTH TECH STUDENT SUPP SERV	1,194,418.00	811,230.59	67.9
<b>LIBRARY SERVICES</b>			
SALARIES & WAGES	832,759.00	695,440.87	83.5
EMPLOYEE BENEFITS	173,332.00	142,602.14	82.3
STAFF DEVELOPMENT	2,000.00	2,865.62	143.3
SUPPLIES & SERVICES	153,135.34	127,576.58	83.3
Total LIBRARY SERVICES	1,161,226.34	968,485.21	83.4

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING MAY 31, 2011

	Budget	Expenditures	% Spent
<b>GUIDANCE SERVICES</b>			
SALARIES & WAGES	931,885.00	706,753.42	75.8
EMPLOYEE BENEFITS	95,286.00	69,461.32	72.9
SUPPLIES & SERVICES	3,000.00	4,769.73	159
REPLACEMENT F & E	0	0	0
Total GUIDANCE SERVICES	1,030,171.00	780,984.47	75.8
<b>TEACHER SUPPORT SERVICES</b>			
SALARIES & WAGES	1,197,686.00	812,761.89	67.9
EMPLOYEE BENEFITS	141,102.00	93,577.64	66.3
STAFF DEVELOPMENT	18,000.00	9,461.27	52.6
SUPPLIES & SERVICES	99,800.00	369,764.27	370.5
REPLACEMENT F & E	0	0	0
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	13,300.00	52,431.19	394.2
OTHER	0	0	0
Total TEACHER SUPPORT SERVICES	1,469,888.00	1,337,996.26	91
<b>GOVERNANCE/TRUSTEES</b>			
SALARIES & WAGES	64,700.00	48,242.75	74.6
EMPLOYEE BENEFITS	2,588.00	968.04	37.4
STAFF DEVELOPMENT	23,000.00	19,961.68	86.8
SUPPLIES & SERVICES	22,300.00	20,180.55	90.5
REPLACEMENT F & E	8,000.00	406.46	5.1
FEES & CONTRACTUAL SERVICES	0	0	0
OTHER	59,250.00	48,150.57	81.3
Total GOVERNANCE/TRUSTEES	179,838.00	137,910.05	76.7
<b>GENERAL ADMINISTRATION</b>			
SALARIES & WAGES	1,373,152.00	999,204.28	72.8
EMPLOYEE BENEFITS	183,867.00	143,714.59	78.2
STAFF DEVELOPMENT	55,992.00	32,925.35	58.8
SUPPLIES & SERVICES	91,197.00	28,948.65	31.7
REPLACEMENT F & E	3,500.00	1,601.53	45.8
FEES & CONTRACTUAL SERVICES	168,030.00	136,166.04	81
OTHER	48,100.00	22,431.34	46.6
AMORTIZATION	50,846.00	47,211.75	92.9
Total GENERAL ADMINISTRATION	1,974,684.00	1,412,203.53	71.5
<b>BUSINESS ADMINISTRATION</b>			
SALARIES & WAGES	514,563.00	374,878.11	72.9
EMPLOYEE BENEFITS	113,316.00	78,801.58	69.5
STAFF DEVELOPMENT	7,000.00	2,314.16	33.1
SUPPLIES & SERVICES	54,500.00	32,542.57	59.7
REPLACEMENT F & E	15,000.00	4,132.69	27.6
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	221,855.00	159,459.31	71.9
OTHER	0	-350.35	0
Total BUSINESS ADMINISTRATION	926,234.00	651,778.07	70.4
<b>HUMAN RESOURCES ADMINISTRATION</b>			
SALARIES & WAGES	467,298.00	344,031.40	73.6
EMPLOYEE BENEFITS	77,278.00	69,529.71	90
STAFF DEVELOPMENT	6,200.00	4,945.39	79.8
SUPPLIES & SERVICES	22,500.00	16,090.67	71.5
FEES & CONTRACTUAL SERVICES	164,900.00	244,101.16	148
Total HUMAN RESOURCES ADMINISTRATION	738,176.00	678,698.33	91.9

BRANT HALDIMAND NORFOLK CDS BD  
 Monthly Board Report  
 FOR THE MONTH ENDING MAY 31, 2011

	Budget	Expenditures	% Spent
<b>INFORMATION TECHNOLOGY ADMINIS.</b>			
SALARIES & WAGES	40,190.00	34,915.84	86.9
EMPLOYEE BENEFITS	7,963.00	6,525.29	82
SUPPLIES & SERVICES	0	0	0
REPLACEMENT F & E	8,150.00	5,292.42	64.9
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	14,408.00	10,780.69	74.8
Total INFORMATION TECHNOLOGY ADMINIS.	70,711.00	57,514.24	81.3
<b>SCHOOL OPERATIONS</b>			
SALARIES & WAGES	3,832,617.00	2,828,466.85	73.8
EMPLOYEE BENEFITS	936,339.00	663,761.12	70.9
STAFF DEVELOPMENT	2,000.00	2,997.86	149.9
SUPPLIES & SERVICES	2,067,891.49	1,340,000.61	64.8
REPLACEMENT F & E	47,000.00	9,084.50	19.3
RENTAL EXPENDITURE	185,098.00	143,209.67	77.4
FEES & CONTRACTUAL SERVICES	730,000.00	629,842.08	86.3
AMORTIZATION	3,131,607.00	2,348,706.14	75
Total SCHOOL OPERATIONS	10,932,552.49	7,966,068.83	72.9
<b>SCHOOL MAINTENANCE</b>			
SALARIES & WAGES	722,318.00	506,963.44	70.2
EMPLOYEE BENEFITS	150,500.00	111,856.80	74.3
STAFF DEVELOPMENT	2,500.00	433.01	17.3
SUPPLIES & SERVICES	567,539.36	384,446.48	67.7
REPLACEMENT F & E	5,000.00	4,788.45	95.8
INTEREST ON LONG TERM DEBT	93,778.00	93,777.70	100
RENTAL EXPENDITURE	0	0	0
FEES & CONTRACTUAL SERVICES	128,293.00	154,527.94	120.5
Total SCHOOL MAINTENANCE	1,669,928.36	1,256,793.82	75.3
<b>SCHOOL RENEWAL</b>			
SALARIES & WAGES	0	0	0
SUPPLIES & SERVICES	1,483,959.00	379,428.73	25.6
INTEREST ON LONG TERM DEBT	0	0	0
FEES & CONTRACTUAL SERVICES	0	0	0
Total SCHOOL RENEWAL	1,483,959.00	379,428.73	25.6
<b>NEW PUPIL PLACES</b>			
INTEREST ON LONG TERM DEBT	2,772,129.00	2,795,865.52	100.9
FEES & CONTRACTUAL SERVICES	0	0	0
Total NEW PUPIL PLACES	2,772,129.00	2,795,865.52	100.9
<b>OP &amp; MAINT/CAPITAL-NON INSTRUC</b>			
SALARIES & WAGES	45,843.00	34,788.51	75.9
EMPLOYEE BENEFITS	11,802.00	8,648.66	73.3
STAFF DEVELOPMENT	0	0	0
SUPPLIES & SERVICES	123,165.00	78,551.91	63.8
REPLACEMENT F & E	2,000.00	1,948.59	97.4
INTEREST ON LONG TERM DEBT	49,122.00	49,121.66	100
RENTAL EXPENDITURE	50,500.00	21,249.70	42.1
FEES & CONTRACTUAL SERVICES	30,000.00	26,633.51	88.8
Total OP & MAINT/CAPITAL-NON INSTRUC	312,432.00	220,942.54	70.7
<b>DIRECT CAPITAL &amp; DEBT</b>			
INTEREST ON LONG TERM DEBT	383,497.00	358,748.98	93.6
OTHER	146,395.00	146,395.00	100
Total DIRECT CAPITAL & DEBT	529,892.00	505,143.98	95.3

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING MAY 31, 2011

	Budget	Expenditures	% Spent
<b>TRANSPORTATION - GENERAL</b>			
SALARIES & WAGES	107,929.00	30,777.71	28.5
EMPLOYEE BENEFITS	22,934.00	5,750.95	25.1
STAFF DEVELOPMENT	7,256.00	0	0
SUPPLIES & SERVICES	6,782.00	835.16	12.3
REPLACEMENT F & E	0	0	0
FEES & CONTRACTUAL SERVICES	30,788.00	85,398.48	277.4
Total TRANSPORTATION - GENERAL	175,689.00	122,762.30	69.9
<b>TRANSPORTATION - HOME TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	5,116,084.00	4,469,048.48	87.4
Total TRANSPORTATION - HOME TO SCHOOL	5,116,084.00	4,469,048.48	87.4
<b>TRANSPORTATION-SCHOOL TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	61,700.00	48,896.48	79.3
Total TRANSPORTATION-SCHOOL TO SCHOOL	61,700.00	48,896.48	79.3
<b>TRANSPORTATION - BOARD, LODGING...</b>			
FEES & CONTRACTUAL SERVICES	5,000.00	4,500.00	90
Total TRANSPORTATION - BOARD, LODGING...	5,000.00	4,500.00	90
<b>TRANSPORTATION - BLIND &amp; DEAF</b>			
FEES & CONTRACTUAL SERVICES	0	0	0
Total TRANSPORTATION - BLIND & DEAF	0	0	0
<b>CONTINUING EDUCATION</b>			
SALARIES & WAGES	0	0	0
EMPLOYEE BENEFITS	0	0	0
STAFF DEVELOPMENT	0	0	0
SUPPLIES & SERVICES	0	0	0
FEES & CONTRACTUAL SERVICES	0	0	0
Total CONTINUING EDUCATION	0	0	0
<b>OTHER NON-OPERATING</b>			
OTHER	0	0	0
TRANSFERS FROM RESERVES	0	0	0
Total OTHER NON-OPERATING	0	0	0
<b>Total</b>	<b>112,511,889.49</b>	<b>84,523,428.33</b>	<b>75.1</b>

**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: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION - LONDON, PARIS AND NETHERLANDS**

Public Session

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**BACKGROUND INFORMATION:**

St. John's College is requesting approval for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012 (no school days).

**DEVELOPMENTS:**

Approximately thirty (30) Grades 10-12 students will be participating in this field trip. Supervising teachers will include Paula Rocha and Adam Gesjorskyj as the chaperones. The anticipated cost of the trip for each student is approximately \$2676.

The students will be exposed to art and architecture from different periods in three countries and will engage students in learning about the rich history behind them. Visits to places like the National Gallery, Tower of London, Notre Dame, the Louvre, and Musée d'Orsay will bring classroom learning to life. The students will travel to Amsterdam by Thalys train where they will experience a Tour Director-Led sightseeing tour. They will visit Anne Frank's house, the Rijksmuseum, and a diamond factory, as well as participate in a guided canal cruise.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College for an excursion to London, Paris and the Netherlands from Friday, March 9, 2012 to Sunday, March 18, 2012.

**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: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EXCURSION – QUEBEC CITY, QUEBEC**  
Public Session

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**BACKGROUND INFORMATION:**

Assumption College is requesting approval for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 (evening) to Sunday, February 12, 2012 (two school days).

**DEVELOPMENTS:**

Approximately forty (40) Grades 10-11 students will be participating in this field trip. Supervising teachers will include Jennifer Rodger and Yola McCulloch as the female chaperones. The male chaperone has yet to be determined. The anticipated cost of the trip for each student is approximately \$700.

The students will have an opportunity to practise first-hand the language skills taught in the classroom. The trip will enhance the students' learning by active participation in an authentic setting and reinforce the importance of being literate in both of Canada's official languages.

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

**RECOMMENDATION:**

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College for an excursion to Quebec City, Quebec from Wednesday, February 8, 2012 to Sunday, February 12, 2012.

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

Prepared by: Chris Roehrig, Bill Chopp, Trish Kings, Superintendents of Education  
Presented to: Committee of the Whole  
Submitted on: June 21, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EDUCATIONAL FIELD TRIP SUMMARY REPORT**  
Public Session

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**BACKGROUND INFORMATION:**

Attached is a summary (Appendix A) of educational field trips that have been approved during the period of February 2, 2011 to June 30, 2011.

The educational field trips included are those that involve overnight or extended overnight stays, as well as excursions.

**RECOMMENDATION:**

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

**EDUCATIONAL FIELD TRIP MONITORING REPORT - MONTHS OF: FEBRUARY 2, 2011- JUNE 30, 2011**

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										
	a. Overnight										
	b. Extended Overnight										
	c. Excursion										
Assumption College School, Brantford	c.	Chicago, IL Revision to Board Approved – January 25/11	<ol style="list-style-type: none"> <li>Students will have an opportunity to experience American history, world politics, western civilization, and ancient history while enhancing their studies.</li> <li>They will learn about Chicago's history both as an urban centre and as part of the larger United States.</li> <li>Students will explore the history of 300 years of shipping on the Great Lakes to today's international shipping and recreational activities.</li> </ol>	05/12//11	4	2	35	2	600.00	Bus	C. Roehrig
Holy Trinity Catholic High School, Simcoe	c.	Las Vegas, NV - Construction Challenge Nationals	<ol style="list-style-type: none"> <li>This trip will challenge the team in design, engineering, construction, and problem solving while trying to be the best of twenty-five (25) top teams from the 9 regional competitions.</li> </ol>	21/03/11	5	5	6	2	200.00	Air	C. Roehrig
Assumption College/ St. John's College, Brantford	c.	France and Italy	<ol style="list-style-type: none"> <li>Students will practice their language skills and will be totally immersed in the culture of the French and Italians.</li> <li>They will witness elements of history that they have learned in the classroom.</li> <li>Students will enhance their appreciation of other cultures and fulfil the expectations for language learning in Ministry documents.</li> <li>Students will strengthen their faith as they visit official pilgrimage sites.</li> </ol>	09/03/12	9	0	40	4	2800.00	Air	C. Roehrig
St. John's College, Brantford	a.	Child Evangelism Centre, Brantford	<ol style="list-style-type: none"> <li>To culminate the students' leadership experiences from the past 2 years and discuss and explore ways the students can apply their learning and experiences beyond/after high school.</li> </ol>	04/05/11	2	2	30	3	25.00	Bus	C. Roehrig

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										
	a.	Overnight									
	b.	Extended Overnight									
	c.	Excursion									
St. John's College	c.	England & Wales, UK - Rugby Competition	<ol style="list-style-type: none"> <li>Students will have an opportunity to compete in an international athletic competition.</li> <li>Students will have an opportunity to understand and appreciate the culture of a foreign county and historical significance of the United Kingdom.</li> </ol>	09/03/12	9	0	40	2	2200.00	Air	C. Roehrig
Assumption College School, Brantford	a.	Toronto, ON Mock Trial Provincial Tournament	<ol style="list-style-type: none"> <li>The students will understand the Canadian judicial system and explain how this system protects the rights of both individuals and society.</li> <li>Students gain extensive knowledge of the Canadian criminal system, including the significance of Charter rights, and the purpose of that system in both advocating for the rights of victims, the accused, and larger society.</li> </ol>	04/13/11	2	2	6	2	100.00	Car	C. Roehrig
Assumption College School, Brantford	a.	Toronto, ON Southern Ontario Model United Nations Conference	<ol style="list-style-type: none"> <li>Curriculum expectations include "Participation in the International Community". The conference supports the curricular expectation that students understand the roles of all stakeholders in the international community.</li> <li>It is a simulation of the United Nation. Students represent member nations and debate relevant topics such as peace and security, the environment, human rights, and economic development.</li> </ol>	27/04/11	3	3	2	1	300.00	Train	C. Roehrig
St. Anthony Daniel , Scotland and St. Peter, Brantford	a.	Port Sydney, ON Camp Mini Yo-We	<ol style="list-style-type: none"> <li>Student learning related to living skills expectations, active living, movement competence and healthy living.</li> <li>Interpersonal skills and critical and creative thinking.</li> </ol>	08/06/11	3	3	50	6	188.00	Bus	T. Kings

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										
	a. Overnight b. Extended Overnight c. Excursion										
St. Frances Cabrini, Delhi	a.	Brock University, St. Catharines, ON	<ol style="list-style-type: none"> <li>Students will discover that "SCIENCE IS FUN" as they learn with their team in university laboratories and classrooms. Science adventures are interspersed with exciting recreational breaks, teambuilding activities and evening programs.</li> </ol>	08/06/11	3	3	21	2	1370.87	Bus	B. Chopp
Our Lady of LaSalette, LaSalette	a.	Camp Celtic, Lion's Head	<ol style="list-style-type: none"> <li>For students to experience leadership, teamwork, awareness of self and nature through building camp fires, sing-alongs, exploring the Bruce Peninsula National Park, polar bear swims, aerobics, environmental studies. The students will endeavour an interactive approach to learning.</li> <li>Students will have the opportunity of choice for various sessions including sports, dance, arts, environmental studies.</li> </ol>	03/06/11	4	2	13	1	450.00	Bus	B. Chopp
Sacred Heart, Langton	a.	Ottawa, ON	<ol style="list-style-type: none"> <li>Gain and broaden knowledge of Canada's history from past to present; Canada's Rule in maintaining peace; Canada's parliament and senate.</li> <li>Gain sense of geography of Lower Canada appreciate architecture of past, present and attain sense of pride re National capital.</li> </ol>	23/06/11	3	2	29	2	495.00	Bus	B. Chopp
Resurrection, Brantford	a.	Toronto, ON	<ol style="list-style-type: none"> <li>Research and study the causes and results of the War of 1812</li> <li>Identify where and why people settled in places according to the landforms or resources available.</li> </ol>	17/05/11	2	2	35	3	210.00	Bus	T. Kings
Christ the King, Brantford	a.	Niagara Falls, ON	<ol style="list-style-type: none"> <li>Show students real-life appreciation of the curriculum content we learn throughout the year and how it is found in the many activities we enjoy</li> </ol>	09/06/11	2	2	17	3	254.25	Bus	T. Kings

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 a. Overnight b. Extended Overnight c. Excursion										
St. Pius, Brantford	a.	Camp Celtic	<ol style="list-style-type: none"> <li>Students able to interact and work effectively with others</li> <li>Demonstrate respect for human life</li> </ol>	10/06/11	4	2	12	2	446.00	Bus	T. Kings
Our Lady of Fatima, Courtland	a.	Ottawa, ON	<ol style="list-style-type: none"> <li>Expose students to historic sites, national symbols, promote understanding between cultures and society, explore different geographic regions and make comparisons, explore different economic development within regions of Canada.</li> <li>Promote a social experience, where students live with their peers, must look after their own needs and make certain compromises to get along.</li> </ol>	17/05/11	3	3	25	2	573.00	Bus	B. Chopp
St. Michael's, Walsh	a.	Camp Celtic, Lion's Head	<ol style="list-style-type: none"> <li>Participate actively and regularly in physical activity.</li> <li>Demonstrate an understanding of the importance of being physically active.</li> <li>Demonstrate responsibility for their own safety and the safety of others.</li> </ol>	27/05/11	4	2	21	2	446.35	Bus	B. Chopp
Sacred Heart, Paris	a.	Toronto, ON	<ol style="list-style-type: none"> <li>Study impact of War of 1812 on the development of Canada.</li> <li>Demonstrate understanding of location/place of Toronto in relation to their home town.</li> <li>Use scientific inquiry/experimental /or in a variety of hands-on activities.</li> </ol>	01/06/11	3	3	36	2	352.76	Bus	B. Chopp
St. Michael's, Dunnville	a.	Brock University, St. Catharines, ON	<ol style="list-style-type: none"> <li>Initiatives challenges; orienteering; cooperation; setting individual goals; leadership techniques.</li> <li>The program is aimed at benefiting the students in social/life skills and spiritually, and to enrich their learning experiences and cooperating with others.</li> </ol>	20/06/11	3	3	14	1	285.00	Personal Vehicles	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										
	a. Overnight b. Extended Overnight c. Excursion										
Blessed Sacrament, Burford and Holy Family, Paris	a.	Ottawa, ON	<ol style="list-style-type: none"> <li>Expectations in history are covered as well as numerous expectations in geography.</li> <li>Visual Arts – interpret a variety of artwork and identify the feelings, issues, themes, and social concerns that they convey.</li> </ol>	08/06/11	3	3	53	4	423.64	Bus	T. Kings
St. John's College, Brantford	c.	San Diego and Anaheim, CA Varsity Boys' Soccer Tour	<ol style="list-style-type: none"> <li>The experience will teach respect and affirm the diversity and interdependence of the world's peoples and cultures through sport.</li> <li>Some of the criteria of the Ontario Catholic School Graduate Expectations will be met.</li> <li>Students will have an opportunity to refine their soccer skills by playing at a new level and learn how to set and achieve goals.</li> </ol>	09/03/12	7	0	18	3	1389.00	Air	C. Roehrig
St. Joseph's	a.	Port Sydney, ON Camp Mini Yo-We	<ol style="list-style-type: none"> <li>To promote a social experience where students live with their peers, must look after their own individual needs and make certain compromises to get along in a new situation.</li> <li>To promote a greater awareness of and respect for the natural world.</li> <li>To provide an opportunity for students to enhance his or her self-confidence through direct involvement in stimulating, challenging and rewarding activities.</li> </ol>	01/06/11	3	3	50	2	185.00	Bus	B. Chopp

# MINUTES AND RECOMMENDATIONS

## BUDGET COMMITTEE

June 6, 2011

AGENDA ITEM	MOTION
6.1	<p>THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p> <p>THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.</p>
7.0	<p>THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that all new information technology infrastructure be deferred until such time that an Information Technology Strategic Plan is approved by the Board.</p>

THAT the Committee of the Whole refers the unapproved minutes from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Budget Committee Meeting of June 6, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Budget Committee  
Monday, June 6, 2011 – 7:00 p.m.  
Haldimand Room, Catholic Education Centre**

**Present:** Rick Petrella (Chair), Dennis Blake, Cliff Casey, Bill Chopp, Dan Dignard, Wally Easton, Tom Grice, Cathy Horgan, Bonnie McKinnon, Pat Petrella, June Szeman

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Dennis Blake

Seconded by: Dan Dignard

THAT the Budget Committee approves the Agenda of June 6, 2011.

**Carried**

**3. Approval of the Minutes**

Moved by: Dan Dignard

Seconded by: Dennis Blake

THAT the Budget Committee approves the Minutes of May 9, 2011.

**Carried**

**4. Declaration of Conflict of Interest:**

Dan Dignard declared that he had a pecuniary interest regarding his daughter's employment with the Board.

**5. Business Arising from the Minutes: Nil.**

**6. Staff Reports and Information Items:**

**6.1 2011-12 Budget**

Wally Easton reviewed the highlights of the budget, changes in enrolment and the effect of declining enrolment. Tom Grice provided details regarding grants and other revenue.

Wally Easton also reviewed changes in expenditure estimates in relation to the draft expenditure budget presented to the Committee on May 9, 2011. The budget is balanced; with an overall increase of \$8.3 million over the 2010-11 revised budget.

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

Moved by: Cliff Casey

Seconded by: Dennis Blake

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 7. Trustee Inquiries:

A trustee inquired about the Information Technology Strategic Plan. Staff advised that the plan was in development; however, it would require some time to complete. Staff estimated the plan would be completed in the fall of 2011.

Moved by: Dennis Blake

Seconded by: Cliff Casey

THAT the Budget Committee recommends that the Committee of the Whole refers to the Brant Haldimand Norfolk Catholic District School Board for approval that all new information technology infrastructure be deferred until such time that an Information Technology Strategic Plan is approved by the Board.

**Carried**

### 8. Business of the In-Camera Session

Moved by: Cliff Casey

Seconded by: Dennis Blake

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

**Carried**

### 9. Report on the In-Camera Session

Moved by: Dennis Blake

Seconded by: Cliff Casey

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

**Carried**

### 10. Adjournment

The meeting was adjourned at 9:30 p.m.

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**Next Meeting:** TBD

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

### 2011-12 BUDGET

Public Session

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#### **BACKGROUND INFORMATION:**

On March 31, 2011, the government released the regulation for the *Grants for Student Needs* (GSN) for the 2011-12 school year. Primary considerations for the government were the continued implementation of the Early Learning Kindergarten Program (ELKP), which is being phased-in over the 2010 to 2015 period. School board grants totalled \$21 billion provincially, \$770 million or 3.8% greater than last year. The GSN will continue to fund salary and other enhancements provided for in the Provincial Discussion Table (PDT) agreement, which was negotiated during the 2008 PDT. Grant monies include changes to special education funding, a net 1% increase in transportation grants and a 2% increase in school operations to provide for increased utility costs. Again this year, the Ministry has made reductions to grants for classroom computers. As with the 2010-11 grants, some enhancements will be outside of regular grants, some of which have been already been announced. The remainder of the grants will be announced in the next few months.

#### **DEVELOPMENTS:**

Declining enrolment in the elementary panel has caused some challenges in achieving a balanced budget. Over the next few years, the Board will continue to see a slight decline in enrolment. The enrolment for 2011-12 is estimated at 9,727 full-time equivalent students, plus 135 ELKP students. This amounts to a decrease of approximately 325 students from last year; resulting in a reduction of 25 teaching positions. Some teaching staff reductions will be offset by retirements and long-term leave of absences. The Ministry has provided approval for three additional Early Learning Kindergarten classes requiring three additional Early Childhood Educators (ECEs) and 1.5 educational assistants (EAs) to support that program.

A balanced budget is being presented for the Board's approval. The total increase in the Board's budget over last years revised budget is approximately \$8.4 million or 7.4%. The total includes \$4 million for school-generated funds and \$1 million for the School College Work Initiative (SCWI), which have not been included in previous budgets. Excluding those amounts, the increase in the overall budget is \$3.4 million or 3%.

Attached are several appendices:

- Appendix A - Explanation of 2011-12 Budget
- Appendix B - Revenue Estimates
- Appendix C - Salary and Benefit Expenditures
- Appendix D - Other Operating Expenditures
- Appendix E - Capital Budget
- Appendix F - Expenditure Supporting Documentation

The Board will be asked to approve the Salaries and Benefits Budget and then approve the balance of the Budget related to operations, excluding salaries and benefits. The total of the Salaries and Benefits Budget and the Operations Budget equal the total revenue and expenditure estimates.

**RECOMMENDATION:**

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Salaries and Benefits Budget, in the amount of \$91,716,997, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Operations Budget, in the amount of \$29,159,792, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2011-12 Capital Budget, in the amount of \$5,132,928, to the Brant Haldimand Norfolk Catholic District School Board for approval.

## INTRODUCTION

On March 31, 2011, the government released the regulation for the *Grants for Student Needs* (GSN) for the 2011-12 school year. Primary considerations for the government were the continued implementation of the Early Learning Kindergarten Program (ELKP), which is being phased-in over the 2010 to 2015 period. School board grants totaled \$21 billion provincially, \$770 million or 3.8% more than last year. The GSN will continue to fund salary and other enhancements provided in the Provincial Discussion Table (PDT) agreed to last year. Changes for 2011-12 affecting our Board include:

### Provincial Discussion Table Impacts:

- Increased preparation time for elementary teachers of ten minutes per week will provide for approximately two additional teachers.
- Reduced class size for Grade 4 to Grade 8.
- Funding for 1.2 additional secondary teachers.
- Increased professional learning allocation for teachers.
- The PDT provides for a 3% increase in staff salaries and benefits.

### Other impacts of the 2011-12 grants are:

- Funding for an additional three Early Learning Kindergarten classrooms.
- 2% increase in School Operation grants to offset increased utility costs..
- 2% increase for Transportation grants, except for boards that have a surplus of transportation funding.
- Reduction of 1% in Transportation grants in anticipation of savings from the establishment of the Transportation Consortia, except boards that have a *high* efficiency rating as determined by the Ministry.
- Classroom computer funding will be reduced once again by approximately \$125,000.
- No increase for supplies and services.

### Other grants announced subsequent to the GSNs include:

• Grade 7 to Grade 12 Differentiated Instruction Professional Learning Strategy	\$ 5,621
• Grade 7 to Grade 12 Math and Literacy Professional Learning Strategy	\$ 51,992
• Autism Supports and Training	\$ 16,107
• Community Use of Schools - Outreach Coordinator	\$ 64,000
• Library Investment Project - Staffing (Elementary Schools)	\$101,615
• Ontario Focused Intervention Partnership (OFIP) – Schools in the Middle (SIM) Regional Networking	\$ 25,000
• Official Languages in Education (OLE)– French-as-a-Minority Language (FML) and French-as-a-Second Language (FSL)	\$ 76,123
• Schools Helping Schools Networking	\$ 52,683
• Student Success School and Cross Panel Teams	<u>\$ 11,647</u>

<b>Total</b>	<b>\$404,788</b>
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The 2011-12 school year is the first full year which will reflect the change to Public Sector Accounting Board (PSAB) accounting principles. These changes have been phased-in over the last five years. One of the major changes is that capital assets, such as buildings and furniture and equipment, are now amortized over the expected useful life of these assets. There are several complications, which will impact the budget, including the restriction on funding *non-supported* projects. PSAB rules also eliminate reserves, such as working reserves, which will now appear as part of the Board's accumulated surplus.

The 2011-12 Preliminary Expenditure Budget has been prepared based on contractual costs, as known, plus information received from superintendents, department managers and secondary/elementary school principals. Administration has attempted to keep expenditures as closely matched to the particular revenue components and spending envelopes of the funding model as are reasonably known at this time. As in previous years, the provincial funding model contains certain guidelines and parameters that limit a board's flexibility in determining its budget, such as:

- Salaries and benefits for classroom staff.
- Staffing formulas for classroom and non-classroom staff.
- School administration.
- Special education.
- Board administration and governance.
- School supplies, textbooks, materials, furniture and equipment.
- Plant operations.
- School renewal and new pupil places.
- Debt service charges.

The Ministry of Education continues to permit school boards to establish overall budgets and allocate resources within those budgets, although there have been specific restrictions placed on boards with respect to specific grants. There are four major restrictions which have been in the model since 1998 and must be adhered to by school boards in the determination of their budgets (except as permitted under the flexible funding regulation):

- Funds may not be moved from the classroom to the non-classroom category, although there is no longer a requirement to spend a certain percentage of funds on the classroom.
- The special education allocation establishes the minimum that each board must spend on special education.
- The allocation for new pupil places and for facilities renewal establishes the minimum that each board must spend on these components.
- The grant regulations stipulate that administration expenses cannot exceed the grant for Administration and Governance.

## EXPENDITURES

Senior Administration has spent considerable time reviewing priorities for the 2011-12 Budget. The goals, as approved by the Board, are:

- Improve primary literacy scores.
- Strengthen the visibility and practice of our Catholic faith in our schools.
- Identify and nurture potential leaders at every level of our school system.
- Enhance communications, both as a resource and communication tool.

The above priorities provided guidance for development of the budget and served as the basis for expenditure decisions. During the 2011-12 year, Administration will report on the status of achieving these goals.

The following is a brief description of the various expenditure categories, as well as comments on some of the reasons for significant changes from the 2010-11 Budget.

	2011-12 Budget	2010-11 Revised Budget	Increase (Decrease)
Instruction	60,681,845	58,535,073	2,146,772
Special Education	14,060,530	13,220,095	840,435
School Management	8,629,618	8,324,820	304,798
Student Support	450,992	649,136	(198,144)
Computer Services	1,200,210	1,194,418	5,792
Library	1,137,459	1,116,451	21,008
Guidance	1,083,465	1,027,171	56,294
Teacher Support	2,599,068	1,481,888	1,117,180
Administration and Governance	3,970,593	3,889,643	80,950
Operations and Maintenance	14,770,018	14,412,700	357,318
Transportation and Assessment	5,249,251	5,358,473	(109,222)
Continuing Education	---	---	---
Capital and Debt Charges	3,043,720	3,302,021	(258,301)
Other Non Operating	4,000,000	---	---
<b>TOTAL EXPENDITURE</b>	<b>120,876,769</b>	<b>112,511,889</b>	<b>8,364,880</b>

### Instruction

This category includes salary and benefit costs for all classroom teaching staff, teaching time for principals and vice-principals, occasional teaching costs and the costs of providing home instruction. For the 2011-12 year, it also includes nine Early Childhood Educators (ECEs) for the Early Learning Kindergarten Program (ELKP). It does not include principal and vice-principal administration time, secretarial costs or custodial costs for schools. It also does not include the cost of any staff member that serves the special needs of students, as these costs are included in Special Education. It does not include the cost of centralized administrative staff that support the classroom teacher as these are included in Teacher Support.

This section also includes expenses for schools for items such as books, periodicals, films, supplies and services and furniture and equipment. It does not include the cost of utilities or custodial supplies, which are included in Facilities Department expenditures.

The instructional budget includes \$600,000 to implement the 21<sup>st</sup> Century Learning Project in all Grade 1 to Grade 3 classrooms. This program was implemented in seven pilot schools in 2010-11. Further details will be presented to the Board in the fall of 2011. The budget also includes the replacement of the Grade 8 Design & Technology/Family Studies Programs with a new *Technology Plan Pathways* at a savings of approximately \$330,000.

The enrolment for 2011-12 is estimated at 9,727 full-time equivalent students, plus 135 ELKP students. This amounts to a decrease of approximately 325 students from last year; resulting in a reduction of 25 teaching positions. Over the next few years, the Board will continue to see some decline in enrolment. The budget includes a 3% increase in salaries and benefits as provided in previous Collective Agreements with its teacher federation, plus additional preparation time negotiated in the 2008-12 collective agreement.

### **Special Education**

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This category includes salary and benefit costs for all special education resource teaching staff (SERTS), occasional teaching costs related to special education and educational assistants for students with special needs. It also includes staff costs related to special education, such as the social worker, behavioural therapists, speech services, assistive technology and contracted psychological services. Supplies and services are travel costs for itinerant staff and learning materials. The equipment costs are primarily FM audio units, special computers and furniture, which are substantially covered by High Needs Grants.

Due in part to declining enrolment, the number of educational assistants (EAs) will be reduced by approximately six positions to 123 EAs and Child and Youth Workers (CYWs) will be reduced from four to one position. The hours for EAs will increase to seven hours per day as provided in the 2008-12 PDT and collective agreements.

### **School Management**

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This category covers the costs of school administration, including administrative time for principals and vice-principals plus school secretaries. Provision has been made for one additional principal for the new St. Basil Catholic Elementary School, which will open in January 2012. School Management includes a principal designated as the School Effectiveness Framework lead. The budget also includes \$150,000 to upgrade the Board's student administration system.

### **Student Support**

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The staff in the Student Support section includes three secondary school chaplaincy leaders, two CYWs to support the Alternative Education and Safe Schools Programs and noon-hour supervisors. The number of noon hour supervisors will decrease next year as EAs will provide most of the required supervision.

### **Computer Services**

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This category includes staff costs for all computer and data services technicians as well as one supervisor and one manager. The remaining costs are for operation of the Information Technology Department, including telephone line costs for the wide area network. Provision has been made to expand hardware and infrastructure to support the 21<sup>st</sup> Century Learning Project.

### **Library and Guidance Services**

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This category includes the combined costs of salary and benefits for secondary school teacher librarians, guidance counsellors and library technicians at the elementary and secondary levels. As a result of increased library funding in 2009-10, the Board was able to hire three additional library technicians in the elementary panel. The positions will remain for 2011-12 as the funding has been continued. This section also includes library supplies and materials.

### **Teacher Support**

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Staff in the Teacher Support section include a principal of program responsible for the student success initiative, two computer consultants, a religion consultant, two elementary program consultants, two secondary program consultants, the Ontario Youth Apprenticeship Program Coordinator and 2.5 clerical staff. One secondary consultant is funded by the Specialist High Skills Major Program. In 2007-08, an Arts Consultant was hired. This position was funded through the *Program Enhancement Grant*, which continues to be funded through the GSNs. Other costs are general office costs, professional development and automobile reimbursement costs for consultant staff.

This year the estimated cost for the School, College, Work Initiative have been included. This Initiative is a partnership with Mohawk College and the Grand Erie District School Board.

### **Administration and Governance**

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This category includes staffing expenses pertaining to administration, supervisory and clerical costs of trustees, the Director's Office, supervisory officers, business administration and human resources. The budget includes maintenance costs for human resources and accounting software as well as other office supplies, travel, training, supplies, etc. as well as replacement computers for central administration. Expenses cover certain expenses of the particular department as well as those that are incurred on behalf of the system, such as trustee fees, legal fees, audit fees, negotiation costs and liability insurance. The General Administration area includes the *Executive Assistant – Community Relations* which is funded through the *Community Use of Schools* grant.

As previously mentioned, grant regulations prohibit administrative expenses from exceeding the grant for Administration and Governance. For the Brant Haldimand Norfolk Catholic District School Board, administrative expenditures exceed the grant by 8%. The government has indicated that minor variances will not be questioned. Furniture and equipment are now amortized over their estimated useful life. The amortization expense for administrative equipment is charged to the administration budget.

### **Operations and Maintenance**

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This category includes administrative, maintenance and secretarial costs of the Facilities Department, including all custodial and maintenance staff wages and benefits for secondary and elementary schools. Also included are the direct expenses of the Department's operations, as well as utilities, supplies, cost of vehicles, contractual fees and other major expenditures pertaining to the plant operations of schools.

The budget for supplies and services has not increased significantly, although provision has been made to replace one maintenance vehicle. The Board has been reducing utility costs through its Energy Management program. The Energy Management program includes membership in a buying consortium for the purchase of natural gas and electricity, which has proven to be successful in purchasing power at below-market rates.

School Renewal is estimated based on the grant, which is approximately \$1.45 million. The Ministry has provided an additional School Condition Improvement grant for each of the next three years, which amounts to approximately \$1.05 million per year.

As previously stated, capital assets are now amortized over their estimated useful life. For those assets purchased under approved Ministry programs, there is a grant in the amount of the amortization. The amortization expense with respect to assets purchased without Ministry specific approval (such as computers) there is no grant; therefore, the cost of the amortization is paid by the Board. Amortization for buildings is charged to School Operations.

### **Transportation and Assessment**

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This category includes the Board's estimated share of staffing and benefits costs of the Student Transportation Services of Brant Haldimand Norfolk (STSBHN), a consortium of the Brant Haldimand Norfolk Catholic District School Board, the Grand Erie District School Board and the Conseil scolaire de district Catholique Centre-Sud. The majority of the expenses are fees paid to bus operators for the transportation of students. The sharing of route costs has changed with the formation of the Consortia. Each route cost is shared based on ridership. The recent upgrade of the bus routing software has enabled the Consortia to be more efficient in route planning and has significantly-reduced bussing costs.

### **Continuing Education**

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This category includes salaries and benefits for all staff involved in continuing education programs, including summer school. Currently, totals have not been provided in the budget as Administration will be developing a proposal to provide a Continuing Education program, which will operate in 2011-12. The proposal will be reviewed by trustees in 2011-12.

### **Capital and Debt Charges**

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Capital costs include school facility renovations and upgrades (funded by the School Renewal Grant). Debt Charges are pre-amalgamation debenture debt costs, which are fully funded by the province.

### **Other Non-Operating**

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This expenditure category includes School Generated Funds from school fundraising, as well as contingent liabilities.

## REVENUES

School boards in Ontario have one main funding source, i.e., the Province, though part of this is satisfied by a residential/commercial tax that is determined by the province and comes from local taxpayers. School boards calculate grant allocations in accordance with Provincial regulations in four broad categories – Foundation Grants, School Foundation Grants, Special Purpose Grants and Pupil Accommodation Grants. Tax revenue is calculated according to provincially-determined formulae and this amount is deducted from the total grant allocations, as calculated, to form the net contribution by the Province. Each municipality is informed by the Ministry of Finance as to the portion of local taxes that it must forward to school boards in their jurisdiction.

It should be recognized that it is the provincial grant regulations which determine the total amount of revenue even though it is paid through two sources, the Province directly and individual municipalities. School boards do not have authority to levy additional taxes to local taxpayers and play no role in the determination of the amount of local taxation. In addition to the chief sources of revenue, there are miscellaneous revenues, which come from a variety of sources, including special government grants, tuition fees, interest earned and other revenue.

### Local Taxation

As indicated above, the contribution of local taxation to education funding is determined by a provincially-determined set of formulae. The Province sets the mill rate for both commercial and residential purposes and applies it to the assessment roll.

## FUNDING ALLOCATIONS

The revenue that will be paid by the province for 2011-12, compared to 2010-11 is broken down as follows:

	2011-12 ESTIMATES	2010-11 REVISED ESTIMATES	INCREASE (DECREASE)
Foundation	50,677,400	50,792,705	(115,305)
School Foundation	8,570,665	8,404,169	166,496
Special Purpose	44,833,137	42,175,622	2,657,515
Pupil Accommodation	4,392,050	4,155,635	236,415
Amortization	3,844,850	3,623,008	221,842
<b>TOTAL GRANTS</b>	<b>112,318,102</b>	<b>109,151,139</b>	<b>3,166,963</b>
Other Revenue	4,558,667	3,360,750	1,197,917
School Generated Funds	4,000,000	---	4,000,000
<b>TOTAL REVENUE</b>	<b>\$120,876,769</b>	<b>\$112,511,889</b>	<b>\$8,364,880</b>

### Foundation Grant

The increase in Foundation allocations is mainly attributed to increases in government funding, including additional staff for specialized teachers. The grant also provides for increased teacher compensation as a result of the 2008-12 provincial labour framework.

### School Foundation Grant

This grant, which was new in 2006-07, provides for a full-time principal and secretary at each school in excess of 50 pupils. The grant is funded by reductions in the Foundation grant and some Special Purpose grants, plus some additional government grants.

### Special Purpose Grants

Special Purpose allocations have not increased significantly from last year. The Teacher Compensation grant has been increased in proportion to the increase in the salary benchmark established by the Ministry. This section does include some new grants announced in recent years such as the First Nations Supplement and the Safe Schools Grant.

### Pupil Accommodations Grant

School Operations grant allocations have increased by \$80,000 over 2010-11. The *Community Use of Schools* Grant has been separated from the School Operations Grant as the government will be requesting school boards to report on the use of those funds. With the exception of the School Operations grant, all other grants in this area are *enveloped*, i.e., must be spent for the purpose for which the grant has been made, therefore, they equal the expenditure estimates for school renewal, new pupil places and debt charges. Any allocations not spent in 2011-12 must be transferred to a *Deferred Revenue* account that has been specifically designated for that purpose. The amount is then carried forward for use in subsequent years.

### **Amortization**

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The Amortization Grant reflects the amount of allowable amortization or depreciation on eligible capital expenditures. As previously stated, capital assets are now amortized over their estimated useful life. For those assets purchased under approved Ministry programs, there is a grant in the amount of the amortization. There is no grant for the amortization expense with respect to assets purchased without Ministry-specific approval (such as computers; therefore, the cost of the amortization is paid by the Board.

### **Other Revenue**

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Other revenue includes tuition fees charged to students from out-of-province or the Federal government for students living on Six Nations or New Credit Reserves, miscellaneous grants from the Ministry and other incidental revenues. Employees retiring since 2005 pay the full costs of the retirement benefit program. This year the estimated grant of \$1.0 million for School, College, Work Initiative have been included. This is a partnership with Mohawk College and the Grand Erie District School Board.

## **SUMMARY**

Based on the above Estimates of Expenditures and Revenues, a balanced budget has been achieved in 2011-12. This document, the 2011-12 Estimates of Revenues and Expenditures, reflects Ministry of Education announcements, guidelines, technical information and data, issued on March 31, 2011, and in subsequent announcements. Some additional changes are expected as further grants are announced in the coming months and will be reported in a Revised Budget in November 2011.

## CAPITAL PROJECTS

### Construction

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The government provides funding to school boards to build new schools or school additions based on the needs of the school board and approved by the Ministry of Education. The allocation for new schools is calculated assuming 104 square feet for elementary students and 130 square feet for secondary students, multiplied by the enrolment in excess of capacity. The Ministry then applies standard construction costs to calculate an allocation. This allocation is provided to the Board when construction of a new school or a school addition begins.

The Board received approval to construct St. Basil Catholic Elementary School in the south west area of Brantford as well as an addition to St. John's College. The addition to St. John's College will be completed in September 2011 and St. Basil Catholic Elementary School will be completed in November 2011. St. Basil School is a joint elementary school with the Grand Erie District School Board. It will provide accommodation for 900 pupils, 450 pupils from each board, and will be adjacent to a neighbourhood park. The school has been designed as a *green school* and will have many *green* features, including energy-efficient systems that have been used in all schools built in the last few years.

### Facility Renewal Projects

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Grants for Student Needs provide facility renewal grants to fund upgrading and renovation of school facilities. A facility renewal project would normally be a project that would cost more than \$10,000 and would convey a benefit more than one year. As previously mentioned, the Ministry has provided an additional School Condition Improvement grant of approximately \$1.05 million per year.

The Ministry has established an accountability framework to monitor facility renewal expenditures of all school boards. This framework includes the use of surveys, questionnaires, inventories and asset management systems, which must be kept updated on an annual basis.

School boards are required to submit, by December 31 of each year, information summarizing school renewal projects that have been undertaken in the past year and information identifying school renewal projects to be undertaken in the coming year.

Over the last number of years, the Board has spent approximately \$12 million upgrading schools, primarily roofs, heating systems, windows, etc. During the 2011-12 school year, the Brant Haldimand Norfolk Catholic District School Board will undertake a number of facility renewal projects, which are designed to create a safe and more comfortable learning environment for our students and staff. Administration and the Board of Trustees will be reviewing the needs of the system and identifying specific projects for the coming year.

### Other Projects

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The Board has submitted an application for \$6 million to build a new school to replace St. Pius X and St. Bernard Schools in Brantford.

**REVENUE ESTIMATES 2011-2012**

	Preliminary 2011-12	Revised 2010-11	Actual 2009-10	Incr (Decr)
<b>GENERAL LEGISLATIVE GRANTS</b>				
Foundation Allocation - Base Amount - Elementary	29,298,488	28,927,448	26,960,840	371,040
Foundation Allocation - Base Amount - Secondary	21,378,912	21,865,257	20,981,758	(486,345)
<b>Total: Foundation Allocation (includes Primary Class size)</b>	<b>50,677,400</b>	<b>50,792,705</b>	<b>47,942,598</b>	<b>(115,305)</b>
Primary Class size Allocation	-	-	2,234,984	-
School Foundation	8,570,665	8,404,139	8,163,572	166,526
Special Education Allocation	11,087,990	10,334,133	10,146,558	753,857
Language Allocation	1,301,957	1,481,477	1,375,803	(179,520)
Distant Schools/Small Schools Allocation	82,530	89,459	95,387	(6,929)
Remote & Rural Allocation	1,323,369	1,273,879	1,232,363	49,490
Learning Opportunity Allocation	1,525,243	1,612,212	1,212,021	(86,969)
Adult & Continuing Education & Summer School	-	-	3,808	-
Teacher Compensation Allocation	8,681,192	6,794,256	5,474,151	1,886,936
New Teacher Induction Program (NTIP)	98,330	97,353	110,336	977
Restraint Savings	(67,355)			(67,355)
Transportation Allocation	5,065,796	5,076,150	5,225,894	(10,354)
Administration & Governance Allocation	3,453,058	3,459,376	3,488,127	(6,318)
School Operations Allocations	10,385,586	10,307,165	10,203,701	78,421
Community Use of Schools	154,041	153,389	149,758	652
Declining Enrolment Adjustment	947,662	703,250	403,360	244,412
Program Enhancement	328,100	328,100	328,100	-
First Nation Supplemental Allocation	118,278	119,086	72,108	(808)
Safe Schools	200,965	199,972	196,244	993
Permanent Financing of NPF	146,395	146,395	146,395	-
<b>Total: OPERATING</b>	<b>104,081,202</b>	<b>101,372,496</b>	<b>98,205,268</b>	<b>2,708,706</b>
School Renewal Allocation	1,450,094	1,483,959	1,507,478	(33,865)
Temporary Accommodation	140,000	-	-	140,000
Good Places to Learn	-	-	521,053	-
New Pupil Places Allocation	-	-	3,568,870	-
Pupil Accommodation Allocation-Best Start	-	-	72,741	-
Primary Class Size Short term Financing	-	-	6,452	-
Prohibitive to Repair Short term Financing	-	-	56,902	-
Early Learning Program	-	-	70,000	-
Green Schools deferred 85,773	-	-	80,774	-
Debt Charges Allocation -Interest	2,828,956	3,084,176		(255,220)
Allocate to Deferred Revenue DCC(re MTA)	(27,000)	(412,500)		385,500
<b>TOTAL LEGISLATIVE GRANT</b>	<b>108,473,252</b>	<b>105,528,131</b>	<b>104,089,538</b>	<b>2,945,121</b>
Amortization of DCC	3,844,850	3,623,008		221,842
<b>OTHER REVENUE</b>				
Tuition fees	1,472,597	1,390,912	1,286,311	81,684
Rental Revenue	73,140	93,140	98,257	(20,000)
Interest Earned	40,000	40,000	40,817	-
Sinking fund Interest	-	-	149,541	-
Miscellaneous Revenue	80,988	90,608	98,406	(9,620)
Shared Facilities	149,215	-	-	149,215
Transfer from Reserve for Retiree Benefits	-	-	1,499,985	-
EDC Fund Revenue (re: Debenture Payment)	68,367	71,450	120,272	(3,083)
<i>Miscellaneous Gov't Grants</i>				
Early Learning Program	1,150,824	702,520	-	448,304
Misc Grants	414,788	362,744	1,353,868	52,044
Deferred Revenue	-	441,768	-	(441,768)
<b>Energy Efficiency</b>			782,374	-
CODE Program	-	-	23,288	-
French Monitor Program	18,000	18,000	43,358	-
School Effectiveness Fund (Bd Capacity)	-	-	198,735	-
MISA	-	58,860	69,877	(58,860)
SCWI / SWAC	1,000,000	-	1,012,825	1,000,000
Ontario Youth Apprenticeship Program	90,748	90,748	90,748	-
<b>TOTAL REVENUE</b>	<b>116,876,769</b>	<b>112,511,889</b>	<b>110,958,199</b>	<b>4,364,880</b>
School Generated Funds	4,000,000	-	-	4,000,000
Prior Year Carry Forward	-	-	0	0
<b>NET REVENUE</b>	<b>120,876,769</b>	<b>112,511,889</b>	<b>110,958,199</b>	<b>8,364,880</b>
<b>EXPENDITURE (including Amortization)</b>	<b>120,876,769</b>	<b>112,511,889</b>	<b>110,764,376</b>	<b>8,364,880</b>
Surplus(deficit)	(0)	0	193,823	(0)

**EXPENDITURE  
DETAIL**

**SALARY &  
BENEFITS BUDGET**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Salary and Benefits

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>10 INSTRUCTION</b>							
Salaries & Wages	50,454,766	-7,671	50,447,095	49,278,578	47,800,297	1,168,517	
Employee Benefits	5,783,017	49,661	5,832,678	5,626,498	6,891,942	206,180	
<b>Total INSTRUCTION</b>	<b>56,237,783</b>	<b>41,990</b>	<b>56,279,773</b>	<b>54,905,076</b>	<b>54,692,239</b>	<b>1,374,697</b>	
<b>12 SPECIAL EDUCATION</b>							
Salaries & Wages	11,384,803	-102,394	11,282,409	10,620,368	10,090,795	662,041	
Employee Benefits	2,125,951	-15,175	2,110,776	1,939,232	1,742,036	171,544	
<b>Total SPECIAL EDUCATION</b>	<b>13,510,754</b>	<b>-117,569</b>	<b>13,393,185</b>	<b>12,559,600</b>	<b>11,832,831</b>	<b>833,585</b>	
<b>15 SCHOOL MANAGEMENT</b>							
Salaries & Wages	6,843,477	92,553	6,936,030	6,729,227	6,703,817	206,803	
Employee Benefits	985,533	15,246	1,000,779	1,007,718	877,867	-6,939	
<b>Total SCHOOL MANAGEMENT</b>	<b>7,829,010</b>	<b>107,799</b>	<b>7,936,809</b>	<b>7,736,945</b>	<b>7,581,685</b>	<b>199,864</b>	
<b>21 STUDENT SUPPORT SERVICES</b>							
Salaries & Wages	575,876	-200,000	375,876	567,375	584,826	-191,499	
Employee Benefits	82,307	-11,091	71,216	77,861	74,891	-6,645	
<b>Total STUDENT SUPPORT SERVICES</b>	<b>658,183</b>	<b>-211,091</b>	<b>447,092</b>	<b>645,236</b>	<b>659,717</b>	<b>-198,144</b>	
<b>22 COMPUTER SERVICES</b>							
Salaries & Wages	796,922		796,922	833,951	828,513	-37,029	
Employee Benefits	178,646		178,646	189,612	176,307	-10,966	
<b>Total COMPUTER SERVICES</b>	<b>975,568</b>		<b>975,568</b>	<b>1,023,563</b>	<b>1,004,820</b>	<b>-47,995</b>	
<b>23 LIBRARY SERVICES</b>							
Salaries & Wages	865,028	20,744	885,772	832,759	803,445	53,013	
Employee Benefits	189,501	5,186	194,687	173,332	162,429	21,355	
<b>Total LIBRARY SERVICES</b>	<b>1,054,529</b>	<b>25,930</b>	<b>1,080,459</b>	<b>1,006,091</b>	<b>965,874</b>	<b>74,368</b>	
<b>24 GUIDANCE SERVICES</b>							

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Salary and Benefits

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
Salaries & Wages	986,862		986,862	931,885	911,004	54,977	
Employee Benefits	96,603		96,603	95,286	90,947	1,317	
<b>Total GUIDANCE SERVICES</b>	<b>1,083,465</b>		<b>1,083,465</b>	<b>1,027,171</b>	<b>1,001,952</b>	<b>56,294</b>	
<b>25 TEACHER SUPPORT SERVICES</b>							
Salaries & Wages	1,221,523	101,946	1,323,469	1,197,686	1,081,821	125,783	
Employee Benefits	137,741	10,008	147,749	141,102	114,045	6,647	
<b>Total TEACHER SUPPORT SERVICES</b>	<b>1,359,264</b>	<b>111,954</b>	<b>1,471,218</b>	<b>1,338,788</b>	<b>1,195,866</b>	<b>132,430</b>	
<b>31 GOVERNANCE/TRUSTEES</b>							
Salaries & Wages	64,700		64,700	64,700	64,694	0	
Employee Benefits	2,588		2,588	2,588	1,389	0	
<b>Total GOVERNANCE/TRUSTEES</b>	<b>67,288</b>		<b>67,288</b>	<b>67,288</b>	<b>66,082</b>	<b>0</b>	
<b>32 GENERAL ADMINISTRATION</b>							
Salaries & Wages	1,400,880		1,400,880	1,373,152	1,202,005	27,728	
Employee Benefits	197,619		197,619	183,867	168,512	13,752	
<b>Total GENERAL ADMINISTRATION</b>	<b>1,598,499</b>		<b>1,598,499</b>	<b>1,557,019</b>	<b>1,370,517</b>	<b>41,480</b>	
<b>33 BUSINESS ADMINISTRATION</b>							
Salaries & Wages	548,899		548,899	514,563	486,885	34,336	
Employee Benefits	122,882	0	122,882	113,316	105,611	9,566	
<b>Total BUSINESS ADMINISTRATION</b>	<b>671,781</b>	<b>0</b>	<b>671,781</b>	<b>627,879</b>	<b>592,497</b>	<b>43,902</b>	
<b>34 HUMAN RESOURCES ADMINISTRATION</b>							
Salaries & Wages	481,315		481,315	467,298	414,769	14,017	
Employee Benefits	99,088		99,088	77,278	78,944	21,810	
<b>Total HUMAN RESOURCES ADMINISTRATION</b>	<b>580,403</b>		<b>580,403</b>	<b>544,576</b>	<b>493,713</b>	<b>35,827</b>	
<b>35 TECHNICAL ADMINISTRATION</b>							
Salaries & Wages	53,363		53,363	40,190	48,701	13,173	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Salary and Benefits

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
Employee Benefits	13,497		13,497	7,963	8,686	5,534	
<b>Total TECHNICAL ADMINISTRATION</b>	<b>66,860</b>		<b>66,860</b>	<b>48,153</b>	<b>57,387</b>	<b>18,707</b>	
<b>40 SCHOOL OPERATIONS</b>							
Salaries & Wages	3,895,331		3,895,331	3,832,617	4,120,592	62,714	
Employee Benefits	999,592		999,592	936,339	890,480	63,253	
<b>Total SCHOOL OPERATIONS</b>	<b>4,894,923</b>		<b>4,894,923</b>	<b>4,768,956</b>	<b>5,011,072</b>	<b>125,967</b>	
<b>41 SCHOOL MAINTENANCE</b>							
Salaries & Wages	800,378		800,378	722,318	637,369	78,060	
Employee Benefits	174,115		174,115	150,500	136,507	23,615	
<b>Total SCHOOL MAINTENANCE</b>	<b>974,493</b>		<b>974,493</b>	<b>872,818</b>	<b>773,876</b>	<b>101,675</b>	
<b>44 OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>							
Salaries & Wages	47,216		47,216	45,843	49,109	1,373	
Employee Benefits	12,755		12,755	11,802	11,756	953	
<b>Total OP &amp; MAINT/CAPITAL-NON INSTR</b>	<b>59,971</b>		<b>59,971</b>	<b>57,645</b>	<b>60,866</b>	<b>2,326</b>	
<b>50 TRANSPORTATION - GENERAL</b>							
Salaries & Wages	111,500		111,500	107,929	105,239	3,571	
Employee Benefits	23,690		23,690	22,934	22,827	756	
<b>Total TRANSPORTATION - GENERAL</b>	<b>135,190</b>		<b>135,190</b>	<b>130,863</b>	<b>128,066</b>	<b>4,327</b>	
<b>55 CONTINUING EDUCATION</b>							
Salaries & Wages	0		0	0	0	0	
Employee Benefits	0		0	0	0	0	
<b>Total CONTINUING EDUCATION</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Preliminary Expenditure Estimates - Salary and Benefits**

	Prelim	Prelim Change	Prelim Budget	Revised 2010- 2011	Actual 2009- 2010	Increase (Decrease)	Description
Total Budget	91,757,964	-40,987	91,716,977	88,917,667	87,489,059	2,799,310	

**OPERATIONS  
BUDGET**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>10 INSTRUCTION</b>							
10 315 Professional Development - Academic & S.O.'s	200,265	18,000	218,265	200,809	107,441	17,456	
10 316 Professional Memberships - Academic	150,000	0	150,000	0	0	150,000	
10 319 Religion Course	5,000	5,000	5,000	5,000	14,995	0	
Staff Development	355,265	18,000	373,265	205,809	122,436	167,456	
10 320 Textbooks & Learning Materials	55,000	10,000	65,000	55,000	195,721	10,000	
10 325 Program Supplies	463,153	14,489	477,642	535,539	725,115	-57,897	
10 330 Instructional Supplies	974,741		974,741	974,741	521,380	0	
10 331 Application Software	0	0	0	0	3,467	0	
10 333 New Classroom Set-Up	0	0	0	0	0	0	
10 335 Printing & Photocopying - Instructional	200,000		200,000	200,000	196,027	0	
10 336 Printing & Photocopying - Non-instructional	5,000	5,000	5,000	5,000	1,496	0	
10 339 First Aid Supplies	7,500	7,500	7,500	7,500	3,902	0	
10 361 Automobile Reimbursement	60,500		60,500	60,263	64,741	237	
10 362 Travel - Contingent Rate Increase	0	13,300	13,300	0	0	13,300	
10 401 Repairs - Furniture & Equipment	5,000		5,000	5,000	17,958	0	
10 402 Repairs - Computer Technology	0	0	0	0	2,093	0	
10 406 Telephone - Data Communications Services	285,000		285,000	298,400	0	-33,400	
10 414 Student Senate	3,900		3,900	3,900	4,092	0	
10 540 School Trips - Transportation	28,100	4,900	33,000	28,100	55,608	4,900	
Supplies & Services	2,067,894	42,689	2,110,583	2,173,443	1,791,602	-62,860	
10 501 Replacement of Furniture & Equipment - General	60,000		60,000	65,000	45,206	-5,000	
10 502 Replacement of Furniture & Equipment - Computer Technology	108,056	551,850	659,906	100,296	140,206	559,610	
10 503 Replacement of Furniture & Equipment - Network Connectivity	75,000	20,000	95,000	61,128	112,383	33,872	
Replacement of F&E	243,056	571,850	814,906	226,424	297,795	588,482	
10 602 Rent/Lease - Furniture & Equipment - Computer Technology	0		0	0	302,422	0	
10 603 Rent/Lease - Furniture & Equipment - Network Connectivity	0		0	0	186,007	0	
Rental Expenditures	0		0	0	488,428	0	
10 640 Instructional Advertising	15,400		15,400	10,300	11,506	5,100	
10 654 Other Contractual Services	142,000		142,000	142,000	302,276	0	
10 661 Software Fees & Licenses	100,274	50,000	150,274	152,274	160,558	-2,000	
10 662 Maintenance Fees - Computer Technology	144,350		144,350	56,350	76,917	88,000	
10 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	0	0	
Fees & Contractual Services	403,024	50,000	453,024	361,924	551,256	91,100	
10 705 Student Bursaries/Awards	0		0	0	2,281	0	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
Other	0		0	0	2,281	0	
10 790 Amortization	650,294		650,294	662,397	713,353	-12,103	
Amortization	650,294		650,294	662,397	713,353	-12,103	
<b>Total INSTRUCTION</b>	<b>3,719,533</b>	<b>682,539</b>	<b>4,402,072</b>	<b>3,629,997</b>	<b>3,967,151</b>	<b>772,075</b>	
<b>12 SPECIAL EDUCATION</b>							
12 315 Professional Development - Academic & S.O.'s	21,500		21,500	23,500	15,752	-2,000	
12 317 Professional Development - Non Teaching	12,800		12,800	11,600	4,375	1,200	
Staff Development	34,300		34,300	35,100	20,128	-800	
12 320 Textbooks & Learning Materials	17,000		17,000	13,000	70	4,000	
12 325 Program Supplies	92,500		92,500	106,750	129,925	-14,250	
12 330 Instructional Supplies	11,000		11,000	11,000	21,868	0	
12 335 Printing & Photocopying - Instructional	0		0	0	828	0	
12 336 Printing & Photocopying - Non-instructional	10,800		10,800	10,800	5,313	0	
12 361 Automobile Reimbursement	93,200	-12,530	80,670	80,670	63,490	0	
12 402 Repairs - Computer Technology	5,000	-3,000	2,000	5,000	1,417	-3,000	
12 404 Telephone - Cellular	3,375		3,375	3,375	1,682	0	
12 405 Telephone - Voice	3,000		3,000	3,600	1,056	-600	
12 407 Postage	200		200	200	34	0	
12 410 Office Supplies & Services	4,500		4,500	4,500	1,991	0	
12 416 SEAC	1,000		1,000	1,000	631	0	
Supplies & Services	241,575	-15,530	226,045	239,895	228,306	-13,850	
12 501 Replacement of Furniture & Equipment - General	78,500	-28,500	50,000	128,500	4,762	-78,500	
12 502 Replacement of Furniture & Equipment - Computer Technology	207,500	100,000	307,500	207,500	329,617	100,000	
Replacement of F&E	286,000	71,500	357,500	336,000	334,379	21,500	
12 654 Other Contractual Services	49,300		49,300	49,300	46,847	0	
12 702 Association & Membership Fees - Individuals	200		200	200	191	0	
Fees & Contractual Services	49,500		49,500	49,500	47,038	0	
<b>Total SPECIAL EDUCATION</b>	<b>611,375</b>	<b>55,970</b>	<b>667,345</b>	<b>660,495</b>	<b>629,851</b>	<b>6,850</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>15 SCHOOL MANAGEMENT</b>							
15 315	42,900		42,900	42,900	39,789	0	Professional Development - Academic & S.O.'s
15 317	6,000		6,000	6,000	466	0	Professional Development - Non Teaching
<b>Staff Development</b>	<b>48,900</b>		<b>48,900</b>	<b>48,900</b>	<b>40,255</b>	<b>0</b>	
15 320	0		0	0	39,075	0	Textbooks & Learning Materials
15 335	0		0	0	4	0	Printing & Photocopying - Instructional
15 336	35,350		35,350	35,350	-12,017	0	Printing & Photocopying - Non-instructional
15 361	20,500		20,500	20,500	19,058	0	Automobile Reimbursement
15 401	0		0	0	500	0	Repairs - Furniture & Equipment
15 404	0		0	0	10,793	0	Telephone - Cellular
15 405	75,405		75,405	75,405	67,486	0	Telephone - Voice
15 406	0		0	0	2,743	0	Telephone - Data Communications Services
15 407	32,046		32,046	32,046	30,394	0	Postage
15 410	130,954		130,954	130,954	134,172	0	Office Supplies & Services
15 415	38,342	-12,842	25,500	38,342	22,600	-12,842	School Council Supplies
<b>Supplies &amp; Services</b>	<b>332,597</b>	<b>-12,842</b>	<b>319,755</b>	<b>332,597</b>	<b>314,806</b>	<b>-12,842</b>	
15 501	10,000		10,000	10,000	21,472	0	Replacement of Furniture & Equipment - General
15 502	0		0	0	1,347	0	Replacement of Furniture & Equipment - Computer Technology
15 503	14,998		14,998	37,222	27,410	-22,224	Replacement of Furniture & Equipment - Network Connectivity
<b>Replacement of F&amp;E</b>	<b>24,998</b>		<b>24,998</b>	<b>47,222</b>	<b>50,229</b>	<b>-22,224</b>	
15 621	0		0	0	59,608	0	Rental/Lease - Photocopier
<b>Rental Expenditures</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>59,608</b>	<b>0</b>	
15 661	14,406		14,406	14,406	11,566	0	Software Fees & Licenses
15 662	114,750	150,000	264,750	124,750	71,999	140,000	Maintenance Fees - Computer Technology
15 719	20,000		20,000	20,000	18,639	0	School Counter
<b>Fees &amp; Contractual Services</b>	<b>149,156</b>	<b>150,000</b>	<b>299,156</b>	<b>159,156</b>	<b>102,203</b>	<b>140,000</b>	
<b>Total SCHOOL MANAGEMENT</b>	<b>555,651</b>	<b>137,158</b>	<b>692,809</b>	<b>587,875</b>	<b>567,101</b>	<b>104,934</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>21 STUDENT SUPPORT SERVICES</b>							
21 315 Professional Development - Academic & S.O.'s Staff Development	1,500		1,500	1,500	1,255	0	
21 325 Program Supplies	1,500		1,500	1,500	1,255	0	
21 361 Automobile Reimbursement	1,000		1,000	1,000	345	0	
21 404 Telephone - Cellular	1,000		1,000	1,000	1,823	0	
Supplies & Services	400		400	400	779	0	
	2,400		2,400	2,400	2,947	0	
<b>Total STUDENT SUPPORT SERVICES</b>	<b>3,900</b>		<b>3,900</b>	<b>3,900</b>	<b>4,202</b>	<b>0</b>	
<b>22 COMPUTER SERVICES</b>							
22 317 Professional Development - Non Teaching Staff Development	20,000	-2,000	18,000	15,000	5,121	3,000	
	20,000	-2,000	18,000	15,000	5,121	3,000	
22 325 Program Supplies	1,900	-190	1,710	1,900	1,659	-190	
22 332 Books & Periodicals	500	-50	450	500	0	-50	
22 336 Printing & Photocopying - Non-instructional	1,200		1,200	0	0	1,200	
22 361 Automobile Reimbursement	30,500		30,500	27,000	27,979	3,500	
22 402 Repairs - Computer Technology	25,000		25,000	21,000	43,135	4,000	
22 404 Telephone - Cellular	11,000		11,000	11,000	6,755	0	
22 405 Telephone - Voice	3,500		3,500	0	0	3,500	
22 406 Telephone - Data Communications Services	39,000		39,000	15,200	282,133	23,800	
22 407 Postage	800		800	0	0	800	
22 410 Office Supplies & Services	4,000	-400	3,600	1,500	1,466	2,100	
Supplies & Services	117,400	-640	116,760	78,100	363,128	38,660	
22 501 Replacement of Furniture & Equipment - General	0		0	0	329	0	
22 502 Replacement of Furniture & Equipment - Computer Technology	6,500	-650	5,850	5,000	22	850	
Replacement of F&E	6,500	-650	5,850	5,000	350	850	
22 653 Other Professional Fees	0		0	0	7,572	0	
22 654 Other Contractual Services	23,000		23,000	23,000	0	0	
22 661 Software Fees & Licenses	1,430		1,430	1,430	1,148	0	
22 662 Maintenance Fees - Computer Technology	59,102		59,102	48,325	56,720	10,777	
22 702 Association & Membership Fees - Individuals	500		500	0	0	500	
Fees & Contractual Services	84,032		84,032	72,755	65,439	11,277	
<b>Total COMPUTER SERVICES</b>	<b>227,932</b>	<b>-3,290</b>	<b>224,642</b>	<b>170,855</b>	<b>434,038</b>	<b>53,787</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>23 LIBRARY SERVICES</b>							
23 317	2,000		2,000	2,000	1,934	0	Professional Development - Non Teaching
Staff Development	2,000		2,000	2,000	1,934	0	
23 320	5,000		5,000	15,000	15,125	-10,000	Textbooks & Learning Materials
23 321	35,000		35,000	51,360	36,542	-16,360	Library Books
23 325	10,000		10,000	35,000	34,002	-25,000	Program Supplies
23 330	0		0	0	2,769	0	Instructional Supplies
23 335	1,000		1,000	2,000	2,051	-1,000	Printing & Photocopying - Instructional
23 361	4,000		4,000	5,000	7,514	-1,000	Automobile Reimbursement
23 404	0		0	0	265	0	Telephone - Cellular
Supplies & Services	55,000		55,000	108,360	98,268	-53,360	
<b>Total LIBRARY SERVICES</b>	<b>57,000</b>		<b>57,000</b>	<b>110,360</b>	<b>100,202</b>	<b>-53,360</b>	
<b>24 GUIDANCE SERVICES</b>							
24 320	0		0	0	319	0	Textbooks & Learning Materials
24 330	0		0	0	1,022	0	Instructional Supplies
24 335	0		0	0	2,455	0	Printing & Photocopying - Instructional
Supplies & Services	0		0	0	3,796	0	
<b>Total GUIDANCE SERVICES</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>3,796</b>	<b>0</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>25 TEACHER SUPPORT SERVICES</b>							
25 315 Professional Development - Academic & S.O.'s	18,000		18,000	18,000	12,338	0	
Staff Development	18,000		18,000	18,000	12,338	0	
25 325 Program Supplies	20,500	964,000	984,500	33,500	643,642	951,000	
25 331 Application Software	2,000	-2,000	0	2,000	0	-2,000	
25 335 Printing & Photocopying - Instructional	29,500	2,000	31,500	33,000	14,157	-1,500	
25 336 Printing & Photocopying - Non-instructional	0	0	0	1,200	1,157	-1,200	
25 361 Automobile Reimbursement	27,000	3,000	30,000	29,500	28,205	500	
25 404 Telephone - Cellular	5,100	0	5,100	5,300	4,732	-200	
25 405 Telephone - Voice	0	0	0	3,500	3,577	-3,500	
25 406 Telephone - Data Communications Services	500	0	500	500	480	0	
25 407 Postage	0	0	0	800	153	-800	
25 410 Office Supplies & Services	0	0	0	2,500	3,314	-2,500	
Supplies & Services	84,600	967,000	1,051,600	111,800	699,418	939,800	
25 502 Replacement of Furniture & Equipment - Computer Technology	0	0	0	0	583	0	
Replacement of F&E	0	0	0	0	583	0	
25 640 Instructional Advertising	0	0	0	0	11,311	0	
25 653 Other Professional Fees	0	45,000	45,000	0	44,000	45,000	
25 701 Association & Membership Fees - Board	10,000	0	10,000	10,000	9,704	0	
25 702 Association & Membership Fees - Individuals	3,250	0	3,250	3,300	1,526	-50	
Fees & Contractual Services	13,250	45,000	58,250	13,300	66,541	44,950	
<b>Total TEACHER SUPPORT SERVICES</b>	<b>115,850</b>	<b>1,012,000</b>	<b>1,127,850</b>	<b>143,100</b>	<b>778,879</b>	<b>984,750</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>31 GOVERNANCE/TRUSTEES</b>							
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	21,212	0	
Staff Development	23,000		23,000	23,000	21,212	0	
31 336 Printing & Photocopying - Non-instructional	0	3,500	3,500	0	0	3,500	
31 359 Student Trustees	5,000		5,000	5,000	4,326	0	
31 361 Automobile Reimbursement	10,000		10,000	10,000	5,848	0	
31 404 Telephone - Cellular	3,000		3,000	3,000	2,783	0	
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	4,100	0	
31 407 Postage	200		200	200	0	0	
31 410 Office Supplies & Services	500		500	500	1,230	0	
31 501 Replacement of Furniture & Equipment - General	0		0	0	2,392	0	
31 502 Replacement of Furniture & Equipment - Computer Technology	8,000	-6,000	2,000	8,000	7,241	-6,000	
Supplies & Services	30,300	-2,500	27,800	30,300	27,920	-2,500	
31 701 Association & Membership Fees - Board	49,000		49,000	49,000	47,317	0	
31 702 Association & Membership Fees - Individuals	250		250	250	0	0	
31 725 Miscellaneous	10,000	-5,000	5,000	10,000	2,374	-5,000	
Other	59,250	-5,000	54,250	59,250	49,691	-5,000	
<b>Total GOVERNANCE/TRUSTEES</b>	<b>112,550</b>	<b>-7,500</b>	<b>105,050</b>	<b>112,550</b>	<b>98,823</b>	<b>-7,500</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>32 GENERAL ADMINISTRATION</b>							
32 315 Professional Development - Academic & S.O.'s	34,000	-3,400	30,600	48,992	51,546	-18,392	
32 316 Professional Memberships - Academic	1,000		1,000	1,000	986	0	
32 317 Professional Development - Non Teaching	6,000	-100	5,900	6,000	4,245	-100	
Staff Development	41,000	-3,500	37,500	55,992	56,777	-18,492	
32 322 Books & Periodicals	2,500	-250	2,250	2,500	2,705	-250	
32 325 Program Supplies	0		0	39,397	0	-39,397	
32 336 Printing & Photocopying - Non-instructional	16,000		16,000	16,000	14,319	0	
32 361 Automobile Reimbursement	11,500	400	11,900	11,500	10,458	400	
32 404 Telephone - Cellular	12,200		12,200	12,200	7,366	0	
32 405 Telephone - Voice	0		0	0	890	0	
32 406 Telephone - Data Communications Services	600		600	600	0	0	
32 410 Office Supplies & Services	9,000	-900	8,100	9,000	13,407	-900	
Supplies & Services	51,800	-750	51,050	91,197	49,145	-40,147	
32 501 Replacement of Furniture & Equipment - General	2,000	-200	1,800	2,000	1,098	-200	
32 502 Replacement of Furniture & Equipment - Computer Technology	1,500	-150	1,350	1,500	3,340	-150	
Replacement of F&E	3,500	-350	3,150	3,500	4,438	-350	
32 640 Instructional Advertising	13,900		13,900	11,900	7,531	2,000	
32 641 Community Relations	0		0	0	230	0	
32 652 Legal Fees	15,000		15,000	15,000	8,642	0	
32 653 Other Professional Fees	0		0	0	180	0	
32 654 Other Contractual Services	2,000		2,000	10,000	6,748	-8,000	
32 661 Software Fees & Licenses	0		0	0	2,757	0	
32 672 Liability Insurance	130,930	-2,500	128,430	130,930	122,485	-2,500	
32 701 Association & Membership Fees - Board	200		200	200	249	0	
Fees & Contractual Services	162,030	-2,500	159,530	168,030	148,824	-8,500	
32 702 Association & Membership Fees - Individuals	13,400	250	13,650	11,400	10,660	2,250	
32 725 Miscellaneous	37,700	-9,500	28,200	36,700	22,300	-8,500	
Other	51,100	-9,250	41,850	48,100	32,960	-6,250	
32 790 Amortization	62,949		62,949	50,846	86,023	12,103	
Amortization	62,949		62,949	50,846	86,023	12,103	
<b>Total GENERAL ADMINISTRATION</b>	<b>372,379</b>	<b>-16,350</b>	<b>356,029</b>	<b>417,665</b>	<b>378,167</b>	<b>-61,636</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>33 BUSINESS ADMINISTRATION</b>							
33 317	5,000	-500	4,500	5,000	1,380	-500	Professional Development - Non Teaching
33 318	2,000		2,000	2,000	2,026	0	Professional Memberships - Non Teaching
<b>Staff Development</b>	<b>7,000</b>	<b>-500</b>	<b>6,500</b>	<b>7,000</b>	<b>3,406</b>	<b>-500</b>	
33 336	4,000		4,000	4,000	-3,938	0	Printing & Photocopying - Non-Instructional
33 361	1,500		1,500	1,500	1,297	0	Automobile Reimbursement
33 405	18,000		18,000	18,000	12,717	0	Telephone - Voice
33 406	1,800		1,800	0	1,739	1,800	Telephone - Data Communications Services
33 407	12,000		12,000	12,000	10,701	0	Postage
33 410	19,000	-1,900	17,100	19,000	14,259	-1,900	Office Supplies & Services
<b>Supplies &amp; Services</b>	<b>56,300</b>	<b>-1,900</b>	<b>54,400</b>	<b>54,500</b>	<b>36,775</b>	<b>-100</b>	
33 501	10,000	-1,000	9,000	10,000	12,140	-1,000	Replacement of Furniture & Equipment - General
33 502	5,000	-500	4,500	5,000	1,258	-500	Replacement of Furniture & Equipment - Computer Technology
<b>Replacement of F&amp;E</b>	<b>15,000</b>	<b>-1,500</b>	<b>13,500</b>	<b>15,000</b>	<b>13,398</b>	<b>-1,500</b>	
33 640	2,655		2,655	2,655	852	0	Instructional Advertising
33 651	45,000		45,000	45,000	34,445	0	Audit Fees
33 653	0	0	0	0	6,636	0	Other Professional Fees
33 654	71,000		71,000	71,000	68,733	0	Other Contractual Services
33 661	8,000		8,000	8,000	4,572	0	Software Fees & Licenses
33 662	93,200		93,200	93,200	76,061	0	Maintenance Fees - Computer Technology
33 702	2,000		2,000	2,000	806	0	Association & Membership Fees - Individuals
<b>Fees &amp; Contractual Services</b>	<b>221,855</b>		<b>221,855</b>	<b>221,855</b>	<b>192,106</b>	<b>0</b>	
33 729	0	0	0	0	-940	0	Foreign Exchange Gain/Loss
<b>Other</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-940</b>	<b>0</b>	
<b>Total BUSINESS ADMINISTRATION</b>	<b>300,155</b>	<b>-3,900</b>	<b>296,255</b>	<b>298,355</b>	<b>244,744</b>	<b>-2,100</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>34 HUMAN RESOURCES ADMINISTRATION</b>							
34 317	4,500	-450	4,050	4,500	2,981	-450	Professional Development - Non Teaching
34 318	1,700		1,700	1,700	1,448	0	Professional Memberships - Non Teaching
<b>Staff Development</b>	<b>6,200</b>	<b>-450</b>	<b>5,750</b>	<b>6,200</b>	<b>4,429</b>	<b>-450</b>	
34 322	2,000		2,000	2,000	845	0	Books & Periodicals
34 325	5,000		5,000	0	0	5,000	Program Supplies
34 361	2,000		2,000	2,000	1,860	0	Automobile Reimbursement
34 410	3,500	-350	3,150	3,500	3,780	-350	Office Supplies & Services
34 421	15,000		15,000	15,000	18,638	0	Recruitment of Staff
<b>Supplies &amp; Services</b>	<b>27,500</b>	<b>-350</b>	<b>27,150</b>	<b>22,500</b>	<b>25,123</b>	<b>4,650</b>	
34 650	130,000		130,000	130,000	164,824	0	Labour Relations
34 653	4,000		4,000	2,000	4,638	2,000	Other Professional Fees
34 654	29,000		29,000	29,000	22,509	0	Other Contractual Services
34 661	6,720		6,720	0	0	6,720	Software Fees & Licenses
34 662	0		0	2,500	2,498	-2,500	Maintenance Fees - Computer Technology
34 702	1,400		1,400	1,400	945	0	Association & Membership Fees - Individuals
<b>Fees &amp; Contractual Services</b>	<b>171,120</b>		<b>171,120</b>	<b>164,900</b>	<b>195,414</b>	<b>6,220</b>	
<b>Total HUMAN RESOURCES ADMINISTRATION</b>	<b>204,820</b>	<b>-800</b>	<b>204,020</b>	<b>193,600</b>	<b>224,966</b>	<b>10,420</b>	
<b>35 TECHNICAL ADMINISTRATION</b>							
35 503	10,000		10,000	8,150	498	1,850	Replacement of Furniture & Equipment - Network Connectivity
<b>Replacement of F&amp;E</b>	<b>10,000</b>		<b>10,000</b>	<b>8,150</b>	<b>498</b>	<b>1,850</b>	
35 661	14,408		14,408	14,408	11,566	0	Software Fees & Licenses
<b>Fees &amp; Contractual Services</b>	<b>14,408</b>		<b>14,408</b>	<b>14,408</b>	<b>11,566</b>	<b>0</b>	
<b>Total TECHNICAL ADMINISTRATION</b>	<b>24,408</b>		<b>24,408</b>	<b>22,558</b>	<b>12,063</b>	<b>1,850</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>40 SCHOOL OPERATIONS</b>							
40 317 Professional Development - Non Teaching Staff Development	2,000	0	2,000	2,000	790	0	
40 340 Plant Operations Supplies	2,000	0	2,000	2,000	790	0	
40 341 Electricity	270,235		270,235	250,235	298,897	20,000	
40 343 Heating - Gas	1,369,805	0	1,369,805	1,180,219	1,301,273	189,586	
40 346 Water & Sewage	397,201		397,201	437,225	473,112	-40,024	
40 361 Automobile Reimbursement	173,087		173,087	133,213	168,183	39,874	
40 404 Telephone - Cellular	15,000		15,000	15,000	11,645	0	
40 430 Maintenance Supplies	2,000		2,000	2,000	1,451	0	
40 435 Caretakers Supplies	50,000		50,000	50,000	56,397	0	
Supplies & Services	3,500	0	3,500	0	0	3,500	
	2,280,828	0	2,280,828	2,067,891	2,310,958	212,937	
40 501 Replacement of Furniture & Equipment - General	45,000	-4,500	40,500	45,000	13,872	-4,500	
40 502 Replacement of Furniture & Equipment - Computer Technology	2,000	-200	1,800	2,000	0	-200	
Replacement of F&E	47,000	-4,700	42,300	47,000	13,872	-4,700	
40 610 Rental/Lease - Instructional Accommodation	142,949	-41,520	101,429	185,098	189,130	-83,669	
Rental Expenditures	142,949	-41,520	101,429	185,098	189,130	-83,669	
40 654 Other Contractual Services	700,000		700,000	700,000	719,835	0	
40 661 Software Fees & Licenses	20,000		20,000	20,000	35,052	0	
40 681 Moving of Portables	10,000	50,000	60,000	10,000	26,248	50,000	
Fees & Contractual Services	730,000	50,000	780,000	730,000	781,134	50,000	
40 790 Amortization	3,131,607		3,131,607	3,131,607	2,936,568	0	
Amortization	3,131,607		3,131,607	3,131,607	2,936,568	0	
<b>Total SCHOOL OPERATIONS</b>	<b>6,334,384</b>	<b>3,780</b>	<b>6,338,164</b>	<b>6,163,596</b>	<b>6,232,453</b>	<b>174,568</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>41 SCHOOL MAINTENANCE</b>							
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	7,054	0	
Staff Development	2,500		2,500	2,500	7,054	0	
41 340 Plant Operations Supplies	0		0	0	1,217	0	
41 361 Automobile Reimbursement	15,000		15,000	15,000	8,439	0	
41 370 Vehicle Fuel	30,000		30,000	30,000	28,661	0	
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000	0	0	
41 404 Telephone - Cellular	6,000		6,000	6,000	5,800	0	
41 430 Maintenance Supplies	125,000		125,000	125,000	167,258	0	
41 431 Maintenance Services	300,000		300,000	300,000	341,715	0	
41 432 Landscaping	6,000		6,000	6,000	2,410	0	
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	31,885	0	
41 438 Municipal Improvements	5,000		5,000	5,000	631	0	
41 439 Local Improvement Supplies	10,000		10,000	10,000	0	0	
41 440 Vehicle Maintenance & Supplies	10,000		10,000	10,000	14,118	0	
41 449 Health & Safety	20,000	-2,000	18,000	12,000	13,097	6,000	
Supplies & Services	589,368	-2,000	587,368	581,368	615,231	6,000	
41 501 Replacement of Furniture & Equipment - General	5,000	-500	4,500	5,000	12,028	-500	
Replacement of F&E	5,000	-500	4,500	5,000	12,028	-500	
41 754 Debenture Interest - post May 15, 1998	90,621	-1,774	88,847	93,778	96,786	-4,931	
Interest Charges on Long Ter	90,621	-1,774	88,847	93,778	96,786	-4,931	
41 625 Rental/Lease - Vehicles	0		0	0	2,827	0	
Rental Expenditures	0		0	0	2,827	0	
41 653 Other Professional Fees	2,000		2,000	2,000	5,779	0	
41 654 Other Contractual Services	8,000		8,000	8,000	4,638	0	
41 661 Software Fees & Licenses	20,000		20,000	20,000	19,812	0	
41 671 Property Insurance	88,293	2,500	90,793	88,293	81,128	2,500	
41 673 Vehicle Insurance	8,000		8,000	8,000	7,420	0	
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000	610	0	
Fees & Contractual Services	128,293	2,500	130,793	128,293	119,386	2,500	
<b>Total SCHOOL MAINTENANCE</b>	<b>815,782</b>	<b>-1,774</b>	<b>814,008</b>	<b>810,939</b>	<b>853,313</b>	<b>3,069</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>42 SCHOOL RENEWAL</b>							
42 760 Local Improvements	1,483,959	-33,865	1,450,094	1,483,959	671,566	-33,865	
42 767 Green Schools Pilots	0	0	0	0	80,774	0	
Supplies & Services	1,483,959	-33,865	1,450,094	1,483,959	752,339	-33,865	
<b>Total SCHOOL RENEWAL</b>	<b>1,483,959</b>	<b>-33,865</b>	<b>1,450,094</b>	<b>1,483,959</b>	<b>752,339</b>	<b>-33,865</b>	
<b>43 NEW PUPIL PLACES</b>							
43 754 Debenture Interest - post May 15, 1998	1,477,061	-34,748	1,442,313	2,772,129	2,525,490	-1,329,816	
43 761 Capital Loan Interest	0	0	0	0	25,685	0	
Interest Charges on Long Ter	1,477,061	-34,748	1,442,313	2,772,129	2,551,174	-1,329,816	
<b>Total NEW PUPIL PLACES</b>	<b>1,477,061</b>	<b>-34,748</b>	<b>1,442,313</b>	<b>2,772,129</b>	<b>2,551,174</b>	<b>-1,329,816</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>44 OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>							
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	462	0	
44 340 Plant Operations Supplies	0	0	0	0	18,841	0	
44 341 Electricity	22,955		22,955	32,189	34,729	-9,234	
44 343 Heating - Gas	8,419		8,419	12,362	14,544	-3,943	
44 346 Water & Sewage	2,914		2,914	3,914	2,984	-1,000	
44 361 Automobile Reimbursement	0	0	0	0	226	0	
44 405 Telephone - Voice	4,200		4,200	4,200	453	0	
44 410 Office Supplies & Services	2,500		2,500	2,500	7,964	0	
44 430 Maintenance Supplies	45,000		45,000	45,000	34,196	0	
44 431 Maintenance Services	20,000		20,000	20,000	17,967	0	
Supplies & Services	108,988		108,988	123,165	132,367	-14,177	
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	1,171	0	
Replacement of F&E	2,000		2,000	2,000	1,171	0	
44 754 Debenture Interest - post May 15, 1998	47,468	409	47,877	49,122	50,698	-1,245	
Interest Charges on Long Ter	47,468	409	47,877	49,122	50,698	-1,245	
44 611 Rental/Lease - Non-Instructional Accommodation	50,500	-1,000	49,500	50,500	25,134	-1,000	
Rental Expenditures	50,500	-1,000	49,500	50,500	25,134	-1,000	
44 653 Other Professional Fees	0	0	0	0	2,438	0	
44 654 Other Contractual Services	30,000		30,000	30,000	27,772	0	
Fees & Contractual Services	30,000		30,000	30,000	30,211	0	
<b>Total OP &amp; MAINT/CAPITAL-NON INSTR</b>	<b>238,956</b>	<b>-591</b>	<b>238,365</b>	<b>254,787</b>	<b>239,580</b>	<b>-16,422</b>	
<b>45 DIRECT CAPITAL &amp; DEBT</b>							
45 754 Debenture Interest - post May 15, 1998	1,455,012		1,455,012	383,497	348,567	1,071,515	
Interest Charges on Long Ter	1,455,012		1,455,012	383,497	348,567	1,071,515	
45 762 Other Capital	146,395		146,395	146,395	146,395	0	
Other	146,395		146,395	146,395	146,395	0	
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>1,601,407</b>		<b>1,601,407</b>	<b>529,892</b>	<b>494,962</b>	<b>1,071,515</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>50 TRANSPORTATION - GENERAL</b>							
50 317 Professional Development - Non Teaching Staff Development	8,834		8,834	7,256	6,633	1,578	
50 361 Automobile Reimbursement	8,834		8,834	7,256	6,633	1,578	
50 404 Telephone - Cellular	1,420		1,420	945	2,330	475	
50 410 Office Supplies & Services	74		74	474	820	-400	
Supplies & Services	6,736		6,736	5,363	3,156	1,373	
50 654 Other Contractual Services	8,230		8,230	6,782	6,306	1,448	
50 661 Software Fees & Licenses	25,149		25,149	20,676	18,686	4,473	
50 702 Association & Membership Fees - Individuals	9,401		9,401	9,717	9,405	-316	
Fees & Contractual Services	497		497	395	507	102	
	35,047		35,047	30,788	28,597	4,259	
<b>Total TRANSPORTATION - GENERAL</b>	<b>52,111</b>		<b>52,111</b>	<b>44,826</b>	<b>41,536</b>	<b>7,285</b>	
<b>51 TRANSPORTATION - HOME TO SCHOOL</b>							
51 654 Other Contractual Services	5,041,950		5,041,950	5,116,084	5,414,111	-74,134	
Fees & Contractual Services	5,041,950		5,041,950	5,116,084	5,414,111	-74,134	
<b>Total TRANSPORTATION - HOME TO S</b>	<b>5,041,950</b>		<b>5,041,950</b>	<b>5,116,084</b>	<b>5,414,111</b>	<b>-74,134</b>	
<b>52 TRANSPORTATION - SCHOOL TO SCHOOL</b>							
52 654 Other Contractual Services	66,000	-56,000	10,000	56,700	69,000	-46,700	
52 725 Miscellaneous	5,000		5,000	5,000	0	0	
Fees & Contractual Services	71,000	-56,000	15,000	61,700	69,000	-46,700	
<b>Total TRANSPORTATION - SCHOOL TO</b>	<b>71,000</b>	<b>-56,000</b>	<b>15,000</b>	<b>61,700</b>	<b>69,000</b>	<b>-46,700</b>	
<b>53 TRANSPORTATION - OTHER</b>							
53 654 Other Contractual Services	5,000		5,000	5,000	0	0	
Fees & Contractual Services	5,000		5,000	5,000	0	0	
<b>Total TRANSPORTATION - OTHER</b>	<b>5,000</b>		<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	Description
<b>55 CONTINUING EDUCATION</b>							
55 330 Instructional Supplies	0	0	0	0	0	0	
55 335 Printing & Photocopying - Instructional Supplies & Services	0	0	0	0	0	0	
<b>Total CONTINUING EDUCATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>59 OTHER NON-OPERATING</b>							
59 462 SGF Expense	0	4,000,000	4,000,000	0	4,011,875	4,000,000	
59 722 Claims & Settlements	0	0	0	0	0	0	
Other	0	4,000,000	4,000,000	0	4,011,875	4,000,000	
<b>Total OTHER NON-OPERATING</b>	<b>0</b>	<b>4,000,000</b>	<b>4,000,000</b>	<b>0</b>	<b>4,011,875</b>	<b>4,000,000</b>	
<b>Total Budget</b>	<b>23,427,163</b>	<b>5,732,629</b>	<b>29,159,792</b>	<b>23,594,222</b>	<b>28,104,329</b>	<b>5,565,570</b>	

**CAPITAL  
BUDGET**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Tangible Capital Assets

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	
<b>INSTRUCTION</b>							
10 552	351,850	-351,850	0	360,500	0	-360,500	Appendix Q, V Summary
10 553	20,000	-20,000	0	25,000	0	-25,000	Appendix Q, V Summary
<b>Total</b>	<b>371,850</b>	<b>-371,850</b>	<b>0</b>	<b>385,500</b>	<b>0</b>	<b>-385,500</b>	
<b>Total INSTRUCTION</b>	<b>371,850</b>	<b>-371,850</b>	<b>0</b>	<b>385,500</b>	<b>0</b>	<b>-385,500</b>	
<b>SCHOOL MAINTENANCE</b>							
41 753	0	0	0	0	61,071	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61,071</b>	<b>0</b>	
41 554	27,000	27,000	27,000	27,000	0	0	
<b>Total</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>0</b>	<b>0</b>	
<b>Total SCHOOL MAINTENANCE</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>	<b>61,071</b>	<b>0</b>	
<b>SCHOOL RENEWAL</b>							
42 768	0	0	0	0	874,713	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>874,713</b>	<b>0</b>	
42 765	0	1,055,928	1,055,928	0	0	1,055,928	
42 768	0	0	0	0	-782,374	0	
42 769	0	0	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>1,055,928</b>	<b>1,055,928</b>	<b>0</b>	<b>-782,374</b>	<b>1,055,928</b>	
<b>Total SCHOOL RENEWAL</b>	<b>0</b>	<b>1,055,928</b>	<b>1,055,928</b>	<b>0</b>	<b>92,339</b>	<b>1,055,928</b>	

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Tangible Capital Assets

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>NEW PUPIL PLACES</b>						
43 753	0	0	0	0	0	0
43 756	0	0	0	0	0	0
Total Principal & Sinking Fund Payments	0	0	0	0	0	0
43 758	0	0	0	0	0	0
43 759	3,000,000	1,050,000	4,050,000	12,000,000	0	-7,950,000
Total Tangible Capital Assets	3,000,000	1,050,000	4,050,000	12,000,000	0	-7,950,000
Total NEW PUPIL PLACES	3,000,000	1,050,000	4,050,000	12,000,000	0	-7,950,000
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>						
44 753	0	0	0	0	31,990	0
Total Principal & Sinking Fund Payments	0	0	0	0	31,990	0
44 759	0	0	0	140,000	0	-140,000
Total Tangible Capital Assets	0	0	0	140,000	0	-140,000
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	0	0	0	140,000	31,990	-140,000
<b>DIRECT CAPITAL &amp; DEBT</b>						
45 753	0	0	0	0	171,036	0
Total Principal & Sinking Fund Payments	0	0	0	0	171,036	0
Total DIRECT CAPITAL & DEBT	0	0	0	0	171,036	0
<b>OTHER NON-OPERATING</b>						
59 733	0	0	0	0	3,641,611	0
Total Provision for Reserves	0	0	0	0	3,641,611	0
Total OTHER NON-OPERATING	0	0	0	0	3,641,611	0

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Preliminary Expenditure Estimates - Tangible Capital Assets**

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TOTAL BUDGET</b>	3,398,850	1,734,078	5,132,928	12,552,500	3,998,047	-7,419,572

**CURRICULUM  
CONSOLIDATED**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Consolidated

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>INSTRUCTION</b>						
10 185	706,731	6,755	713,486	696,261	480,727	17,225
10 186	74,319		74,319	70,591	84,146	3,728
<b>Total Salaries &amp; Wages</b>	<b>781,050</b>	<b>6,755</b>	<b>787,805</b>	<b>766,852</b>	<b>564,873</b>	<b>20,953</b>
10 315	195,265	18,000	213,265	195,809	103,784	17,456
10 319	5,000		5,000	5,000	14,995	0
<b>Total Staff Development</b>	<b>200,265</b>	<b>18,000</b>	<b>218,265</b>	<b>200,809</b>	<b>118,779</b>	<b>17,456</b>
10 320	5,000	10,000	15,000	5,000	547	10,000
10 325	463,153	14,489	477,642	535,539	714,361	-57,897
10 336	5,000		5,000	5,000	1,496	0
10 361	60,500		60,500	60,263	64,741	237
10 414	3,900		3,900	3,900	4,092	0
10 540	28,100	4,900	33,000	28,100	18,604	4,900
<b>Total Supplies &amp; Services</b>	<b>565,653</b>	<b>29,389</b>	<b>595,042</b>	<b>637,802</b>	<b>803,841</b>	<b>-42,760</b>
10 501	0	0	0	0	1,993	0
10 502	65,556	200,000	265,556	61,296	38,626	204,260
<b>Total Replacement of F&amp;E</b>	<b>65,556</b>	<b>200,000</b>	<b>265,556</b>	<b>61,296</b>	<b>40,619</b>	<b>204,260</b>
10 654	75,000		75,000	75,000	79,329	0
10 661	44,338	50,000	94,338	44,338	0	50,000
10 702	1,000		1,000	1,000	0	0
<b>Total Fees &amp; Contractual Services</b>	<b>120,338</b>	<b>50,000</b>	<b>170,338</b>	<b>120,338</b>	<b>79,329</b>	<b>50,000</b>
<b>Total INSTRUCTION</b>	<b>1,732,862</b>	<b>304,144</b>	<b>2,037,006</b>	<b>1,787,097</b>	<b>1,607,442</b>	<b>249,909</b>
<b>SCHOOL MANAGEMENT</b>						
15 315	22,900		22,900	22,900	20,189	0
<b>Total Staff Development</b>	<b>22,900</b>		<b>22,900</b>	<b>22,900</b>	<b>20,189</b>	<b>0</b>
15 361	3,000		3,000	3,000	1,059	0
15 405	0		0	0	1,364	0
<b>Total Supplies &amp; Services</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>2,422</b>	<b>0</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>25,900</b>		<b>25,900</b>	<b>25,900</b>	<b>22,612</b>	<b>0</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Consolidated

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>STUDENT SUPPORT SERVICES</b>						
21 315 Professional Development - Academic & S.O.'s	1,500		1,500	1,500	1,255	0 Appendix R.S. Schedule 1.1,Pg 1,2
<b>Total Staff Development</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>	<b>1,255</b>	<b>0</b>
21 325 Program Supplies	1,000		1,000	1,000	345	0 Appendix R.S. Schedule 1.1,Pg 1,2
21 361 Automobile Reimbursement	1,000		1,000	1,823	0	0 Appendix R.S. Schedule 1.1,Pg 1,2
21 404 Telephone - Cellular	400		400	400	779	0 Appendix R.S. Schedule 1.1,Pg 1,2
<b>Total Supplies &amp; Services</b>	<b>2,400</b>		<b>2,400</b>	<b>2,400</b>	<b>2,947</b>	<b>0</b>
<b>Total STUDENT SUPPORT SERVICES</b>	<b>3,900</b>		<b>3,900</b>	<b>3,900</b>	<b>4,202</b>	<b>0</b>
<b>TEACHER SUPPORT SERVICES</b>						
25 315 Professional Development - Academic & S.O.'s	18,000		18,000	18,000	12,338	0 Appendix R.S. Schedule 1.1 Pg 3
<b>Total Staff Development</b>	<b>18,000</b>		<b>18,000</b>	<b>18,000</b>	<b>12,338</b>	<b>0</b>
25 325 Program Supplies	20,500	12,000	32,500	33,885	39,885	-1,000 Appendix R.S. Schedule 1.1 Pg 3
25 331 Application Software	2,000	-2,000	0	2,000	0	-2,000 Appendix R.S. Schedule 1.1 Pg 3
25 335 Printing & Photocopying - Instructional	29,500	2,000	31,500	33,000	14,157	-1,500 Appendix R.S. Schedule 1.1 Pg 3
25 361 Automobile Reimbursement	27,000		27,000	29,500	26,362	-2,500 Appendix R.S. Schedule 1.1 Pg 3
25 404 Telephone - Cellular	5,100		5,100	4,732	4,732	-200 Appendix R.S. Schedule 1.1 Pg 3
25 406 Telephone - Data Communications Services	500		500	500	480	0 Appendix R.S. Schedule 1.1 Pg 3
<b>Total Supplies &amp; Services</b>	<b>84,600</b>	<b>12,000</b>	<b>96,600</b>	<b>103,800</b>	<b>85,615</b>	<b>-7,200</b>
25 502 Replacement of Furniture & Equipment - Computer Technology	0		0	0	583	0 Appendix R.S. Schedule 1.1 Pg 3
<b>Total Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>583</b>	<b>0</b>
25 640 Instructional Advertising	0		0	0	11,311	0 Appendix R.S. Schedule 1.1 Pg 3
25 702 Association & Membership Fees - Individuals	3,250		3,250	3,300	1,526	-50 Appendix R.S. Schedule 1.1 Pg 3
<b>Total Fees &amp; Contractual Services</b>	<b>3,250</b>		<b>3,250</b>	<b>3,300</b>	<b>12,837</b>	<b>-50</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>105,850</b>	<b>12,000</b>	<b>117,850</b>	<b>125,100</b>	<b>111,373</b>	<b>-7,250</b>
<b>SCHOOL OPERATIONS</b>						
40 610 Rental/Lease - Instructional Accommodation	25,000	-25,000	0	17,500	14,329	-17,500 Appendix K.2 (Item 1)
<b>Total Rental Expenditures</b>	<b>25,000</b>	<b>-25,000</b>	<b>0</b>	<b>17,500</b>	<b>14,329</b>	<b>-17,500</b>
<b>Total SCHOOL OPERATIONS</b>	<b>25,000</b>	<b>-25,000</b>	<b>0</b>	<b>17,500</b>	<b>14,329</b>	<b>-17,500</b>

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Preliminary Expenditure Estimates - Curriculum Consolidated**

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TOTAL BUDGET</b>	1,893,512	291,144	2,184,656	1,959,497	1,759,957	225,159

**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Consolidated**

Schedule 1.1

	185	186	315	319	320	325	335	336	361	404	406	414	502	540	654	661	702	
	Suppl- Prof. Dev.	Suppl- School Programs	Prof. Dev.- Academic	Religion Course	Textbooks and Learning Materials	Program Supplies	Printing and Instruction	Photocopy- Non- Instruction	Milage Reimburse	Cell Phone	Telephone- Data Comm	Student Senate	Replacement F and E- Computer Technology	Field Trip	Other Contractual Services	Software Fees & Licenses	Professional Memberships -Academic	
<b>Total Of Prelim Budget</b>																		
<b>INSTRUCTION</b>																		
000 General	176,901	34,582	74,319	10,000	5,000	25,000		2,000	21,000			3,900					1,000	
340 E-Learning	15,000					15,000												
401 Arts Program	58,569	45,069	1,500		12,000													
402 FSL-Renewal	76,123	64,749			11,374													
403 French as a Second Language	3,735	3,735				3,000		2,000	1,000									
409 Safe Schools	22,695	13,695	3,000		30,000													
415 Early Learning Program	30,000				5,621													
417 7-12 Differentiated Learning	5,621																	
425 Early Literacy	28,000		3,000						25,000									
429 SEF: School Capacity (SHS Network)	52,663	51,663							1,000									
432 Language	64,760	59,760				5,000												
436 Secondary Cross Panel	11,647					11,647												
440 JK/SK	22,490	2,490				20,000												
442 Computer Education	39,315	24,410	1,655			13,250		1,000						4,260				
444 Health & Physical Education	1,000																	
446 Literacy Consultant	3,500	1,000				2,500												
447 Pathways	13,000	3,000				10,000												
448 TLLP Teacher Learning & Leadership	15,234	6,474				4,000			500									
450 Religion	98,376	36,876	9,000			52,500												
452 Sports Coordinator	17,968	7,968				10,000												
454 Numeracy Consultant	4,500	2,000				2,500												
455 Outdoor Education	75,000																	75,000

Thursday, June 02, 2011

2011-2012 Budget Prelim

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**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Consolidated**

Schedule 1.1

	<i>Total Of Prelim Budget</i>	<i>185</i>	<i>186</i>	<i>315</i>	<i>319</i>	<i>320</i>	<i>325</i>	<i>335</i>	<i>336</i>	<i>361</i>	<i>404</i>	<i>406</i>	<i>414</i>	<i>502</i>	<i>540</i>	<i>654</i>	<i>661</i>	<i>702</i>
		<i>Supply- Prof. Dev.</i>	<i>Supply- School Programs</i>	<i>Prof. Dev.- Academic</i>	<i>Religion Course</i>	<i>Textbooks and Learning Materials</i>	<i>Program Supplies</i>	<i>Printing and Photocopy Instruction</i>	<i>Printing and Photocopy Non-Instruction</i>	<i>Mileage Reimburse</i>	<i>Cell Phone</i>	<i>Telephone- Data Comm</i>	<i>Student Senate</i>	<i>Replacement Computer and E-Technology</i>	<i>Field Trips</i>	<i>Other Contractual Services</i>	<i>Software Licenses</i>	<i>Professional Memberships -Academic</i>
457 Student Success	133,255	76,755		20,000			30,000			2,500					4,000			
464 21st Century Learning Literacy	600,000	116,756		127,610									261,296				94,338	
467 Catholic Learning Communities	15,000			15,000														
471 New Teacher Induction Program	92,640	86,140		2,500		2,000				2,000								
472 Specialist High Skills Major	235,000	10,000		16,500		15,000	170,000			3,500					20,000			
473 Alternative Ed Program	20,000			2,000			8,000			1,000					9,000			
475 Ontario Youth Apprenticeship	16,750	2,500					14,250											
477 Student Success Teachers	15,000			1,500			12,500			1,000								
490 Schools in the Middle	66,959	62,499					2,500			2,000								
496 ESL	6,245	1,245					5,000											
<b>INSTRUCTION</b>	<b>2,037,006</b>	<b>713,486</b>	<b>74,319</b>	<b>213,265</b>	<b>5,000</b>	<b>15,000</b>	<b>477,642</b>	<b>5,000</b>	<b>5,000</b>	<b>60,500</b>	<b>3,900</b>	<b>265,556</b>	<b>33,000</b>	<b>75,000</b>	<b>94,338</b>	<b>1,000</b>		
<b>SCHOOL MANAGEMENT</b>																		
488 Role of the Principal	25,900			22,900						3,000								
<b>SCHOOL MANAGEMENT</b>	<b>25,900</b>			<b>22,900</b>						<b>3,000</b>								
<b>STUDENT SUPPORT SERVICES</b>																		
409 Safe Schools	3,900			1,500			1,000			1,000					400			
<b>STUDENT SUPPORT SERVICES Total</b>	<b>3,900</b>			<b>1,500</b>			<b>1,000</b>			<b>1,000</b>					<b>400</b>			
<b>TEACHER SUPPORT SERVICES</b>																		
000 General	3,000							3,000										
401 Arts Program	5,900			1,000			1,000			2,000					400			500
403 French as a Second Language	4,400			500			1,000			1,000					400			500
409 Safe Schools	7,900			2,000			2,000			1,000					400			
410 Program Consultant	13,800			2,000			4,000			3,000					800			

Thursday, June 02, 2011

2011-2012 Budget Prelim

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**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Preliminary Curriculum Estimates - Consolidated**

**Schedule 1.1**

	<i>Total Of Prelim Budget</i>	<i>185</i>	<i>186</i>	<i>315</i>	<i>319</i>	<i>320</i>	<i>325</i>	<i>335</i>	<i>336</i>	<i>361</i>	<i>404</i>	<i>406</i>	<i>414</i>	<i>502</i>	<i>540</i>	<i>654</i>	<i>661</i>	<i>702</i>
		<i>Suppl- Prof. Dev.</i>	<i>Schul- Programs</i>	<i>Prof. Dev.- Academic</i>	<i>Religion Course</i>	<i>Textbooks and Learning Materials</i>	<i>Program Supplies</i>	<i>Printing and Photocopy Instruction</i>	<i>Printing and Photocopy Non-Instruction</i>	<i>Automobile Mileage Reimburse</i>	<i>Cell Phone</i>	<i>Telephone- Data Comm</i>	<i>Student Senate</i>	<i>Replacement F and E- Computer Technology</i>	<i>Field Trips</i>	<i>Other Contractual Services</i>	<i>Signature Fees &amp; Licences</i>	<i>Professional Memberships -Academic</i>
425 Early Literacy	3,000							3,000										
427 SEF: Board Capacity	6,400			1,000			1,500	2,000	1,500		400							
432 Language	1,400								1,000		400							
442 Computer Education	12,850			2,500			4,000	1,000	4,000	600								750
446 Literacy Consultant	4,600			1,500			500	500	2,000									100
450 Religion	6,400			1,000			1,500	1,000	2,000	400								500
454 Numeracy Consultant	3,600			1,500			500	500	1,000									100
457 Student Success	9,200			500			1,500	5,000	1,500	400								300
472 Specialist High Skills Major	12,000						12,000											
475 Ontario Youth Apprenticeship	14,000			2,500			1,000	5,500	4,500	500								500
496 ESL	9,400			2,000			2,000	2,000	2,500	400								
<b>TEACHER SUPPORT SERVICES Total</b>	<b>117,850</b>			<b>18,000</b>			<b>32,500</b>	<b>31,500</b>	<b>27,000</b>	<b>5,100</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>3,900</b>	<b>33,000</b>	<b>75,000</b>	<b>94,338</b>	<b>4,250</b>
<b>Total Consolidated Curriculum</b>	<b>2,184,656</b>	<b>713,486</b>	<b>74,319</b>	<b>255,665</b>	<b>5,000</b>	<b>15,000</b>	<b>511,142</b>	<b>31,500</b>	<b>5,000</b>	<b>91,500</b>	<b>5,500</b>	<b>500</b>	<b>500</b>	<b>265,556</b>	<b>33,000</b>	<b>75,000</b>	<b>94,338</b>	<b>4,250</b>

**CURRICULUM  
ELEMENTARY**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Elementary

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>INSTRUCTION</b>						
10 185	462,986	75,000	537,986	467,139	340,011	70,847
10 186	63,744		63,744	60,016	67,956	3,728
<b>Total Salaries &amp; Wages</b>	<b>526,730</b>	<b>75,000</b>	<b>601,730</b>	<b>527,155</b>	<b>407,968</b>	<b>74,575</b>
10 315	138,265	25,000	163,265	140,809	64,443	22,456
10 319	0		0	0	7,697	0
<b>Total Staff Development</b>	<b>138,265</b>	<b>25,000</b>	<b>163,265</b>	<b>140,809</b>	<b>72,140</b>	<b>22,456</b>
10 320	0		0	0	547	0
10 325	209,250	-32,000	177,250	364,349	500,791	-187,099
10 336	3,000		3,000	3,000	1,496	0
10 361	46,500		46,500	46,263	50,827	237
<b>Total Supplies &amp; Services</b>	<b>258,750</b>	<b>-32,000</b>	<b>226,750</b>	<b>413,612</b>	<b>553,661</b>	<b>-186,862</b>
10 501	0		0	0	1,993	0
10 502	65,556	200,000	265,556	61,296	38,626	204,260
<b>Total Replacement of Furniture &amp; Equipment - General</b>	<b>65,556</b>	<b>200,000</b>	<b>265,556</b>	<b>61,296</b>	<b>40,619</b>	<b>204,260</b>
10 654	75,000		75,000	75,000	79,329	0
10 661	44,338	50,000	94,338	44,338	0	50,000
<b>Total Fees &amp; Contractual Services</b>	<b>119,338</b>	<b>50,000</b>	<b>169,338</b>	<b>119,338</b>	<b>79,329</b>	<b>50,000</b>
<b>Total INSTRUCTION</b>	<b>1,108,639</b>	<b>318,000</b>	<b>1,426,639</b>	<b>1,262,210</b>	<b>1,153,717</b>	<b>164,429</b>
<b>SCHOOL MANAGEMENT</b>						
15 315	22,900		22,900	22,900	20,189	0
<b>Total Staff Development</b>	<b>22,900</b>		<b>22,900</b>	<b>22,900</b>	<b>20,189</b>	<b>0</b>
15 361	3,000		3,000	3,000	1,059	0
15 405	0		0	0	900	0
<b>Total Supplies &amp; Services</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>1,958</b>	<b>0</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>25,900</b>		<b>25,900</b>	<b>25,900</b>	<b>22,148</b>	<b>0</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Elementary

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>STUDENT SUPPORT SERVICES</b>						
21 315 Professional Development - Academic & S.O.'s	1,500		1,500	1,500	1,255	0 Appendix R,S, Schedule 1.1,Pg 1,2
<b>Total Staff Development</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>	<b>1,255</b>	<b>0</b>
21 325 Program Supplies	1,000		1,000	1,000	345	0 Appendix R,S, Schedule 1.1,Pg 1,2
21 361 Automobile Reimbursement	1,000		1,000	1,000	1,823	0 Appendix R,S, Schedule 1.1,Pg 1,2
21 404 Telephone - Cellular	400		400	400	779	0 Appendix R,S, Schedule 1.1,Pg 1,2
<b>Total Supplies &amp; Services</b>	<b>2,400</b>		<b>2,400</b>	<b>2,400</b>	<b>2,947</b>	<b>0</b>
<b>Total STUDENT SUPPORT SERVICES</b>	<b>3,900</b>		<b>3,900</b>	<b>3,900</b>	<b>4,202</b>	<b>0</b>
<b>TEACHER SUPPORT SERVICES</b>						
25 315 Professional Development - Academic & S.O.'s	11,500		11,500	11,500	7,332	0 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Staff Development</b>	<b>11,500</b>		<b>11,500</b>	<b>11,500</b>	<b>7,332</b>	<b>0</b>
25 325 Program Supplies	16,000		16,000	17,000	24,577	-1,000 Appendix R,S, Schedule 1.1 Pg 3
25 331 Application Software	2,000	-2,000	0	2,000	0	-2,000 Appendix R,S, Schedule 1.1 Pg 3
25 335 Printing & Photocopying - Instructional	19,500		19,500	23,000	11,149	-3,500 Appendix R,S, Schedule 1.1 Pg 3
25 361 Automobile Reimbursement	17,000		17,000	19,500	19,698	-2,500 Appendix R,S, Schedule 1.1 Pg 3
25 404 Telephone - Cellular	4,200		4,200	4,400	4,145	-200 Appendix R,S, Schedule 1.1 Pg 3
25 406 Telephone - Data Communications Services	500		500	500	480	0 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Supplies &amp; Services</b>	<b>59,200</b>	<b>-2,000</b>	<b>57,200</b>	<b>66,400</b>	<b>60,048</b>	<b>-9,200</b>
25 702 Association & Membership Fees - Individuals	2,750		2,750	2,800	1,059	-50 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Fees &amp; Contractual Services</b>	<b>2,750</b>		<b>2,750</b>	<b>2,800</b>	<b>1,059</b>	<b>-50</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>73,450</b>	<b>-2,000</b>	<b>71,450</b>	<b>80,700</b>	<b>68,439</b>	<b>-9,250</b>
<b>SCHOOL OPERATIONS</b>						
40 610 Rental/Lease - Instructional Accommodation	25,000	-25,000	0	17,500	14,329	-17,500 Appendix K.2 (item 1)
<b>Total Rental Expenditures</b>	<b>25,000</b>	<b>-25,000</b>	<b>0</b>	<b>17,500</b>	<b>14,329</b>	<b>-17,500</b>
<b>Total SCHOOL OPERATIONS</b>	<b>25,000</b>	<b>-25,000</b>	<b>0</b>	<b>17,500</b>	<b>14,329</b>	<b>-17,500</b>
<b>TOTAL BUDGET</b>	<b>1,236,889</b>	<b>291,000</b>	<b>1,527,889</b>	<b>1,390,210</b>	<b>1,262,834</b>	<b>137,679</b>

**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Elementary**

Schedule 1.2

	<b>Total Of Prelim Budget</b>	<b>185</b>	<b>186</b>	<b>315</b>	<b>325</b>	<b>335</b>	<b>336</b>	<b>361</b>	<b>404</b>	<b>406</b>	<b>502</b>	<b>654</b>	<b>661</b>	<b>702</b>
		Supply- Prof./Doc.	Supply- School Programs	Prof./Doc.- Academic	Program Supplies	Printing and Photocopying - Instructional	Printing and Photocopying - Non- Instructional	Automobile Mileage Reimbursement	Telephone Data Comm	Cell Phone	Replacement Furniture and Equipment - Computer Technology	Other Contractual Services	Software Fees and Licences	Professional Memberships - Academic
<b>INSTRUCTION</b>														
000 General	133,726	29,982	63,744	5,000	20,000			15,000						
401 Arts Program	58,569	45,069		1,500	12,000									
402 FSL-Renewal	50,749	44,749			6,000									
403 French as a Second Language	3,735	3,735												
409 Safe Schools	22,695	13,695		3,000	3,000	2,000		1,000						
415 Early Learning Program	30,000				30,000									
425 Early Literacy	28,000			3,000				25,000						
429 SEF- School Capacity (SHS Network)	52,683	51,683						1,000						
432 Language	64,760	59,760			5,000									
440 JK/SK	22,490	2,490			20,000									
442 Computer Education	31,315	22,410		1,155	7,750									
444 Health & Physical Education	1,000					1,000								
448 TLLP Teacher Learning & Leadership	15,234	6,474			4,000			500						
450 Religion	85,376	30,876		4,500	50,000									
452 Sports Coordinator	17,968	7,968			10,000									
455 Outdoor Education	75,000													
464 21st Century Learning Literacy	600,000	116,756		127,610						261,296				94,338

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**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Elementary**

Schedule 1.2

	<b>Total Of Prelim Budget</b>	<b>185</b>	<b>186</b>	<b>315</b>	<b>325</b>	<b>335</b>	<b>336</b>	<b>361</b>	<b>404</b>	<b>406</b>	<b>502</b>	<b>654</b>	<b>661</b>	<b>702</b>
		<i>Supply- Prof,Dev.</i>	<i>Supply- School Programs</i>	<i>Prof,Dev.- Academic</i>	<i>Program Supplies</i>	<i>Printing and Photocopying - Instructional</i>	<i>Printing and Photocopying - Non- Instructional</i>	<i>Automobile Mileage Reimbursement</i>	<i>Telephone Data Comm</i>	<i>Cell Phone</i>	<i>Replacement Furniture and Equipment - Computer Technology</i>	<i>Other Contractual Service</i>	<i>Software Fees and Licences</i>	<i>Professional Memberships - Academic</i>
467 Catholic Learning Communities	15,000			15,000										
471 New Teacher Induction Program	45,095	38,585		2,500	2,000		2,000							
490 Schools in the Middle	66,999	62,499			2,500		2,000							
496 ESL	6,245	1,245			5,000									
<b>Total INSTRUCTION</b>	<b>1,426,639</b>	<b>537,986</b>	<b>63,744</b>	<b>163,265</b>	<b>177,250</b>	<b>3,000</b>	<b>46,500</b>	<b>3,000</b>	<b>400</b>	<b>285,556</b>	<b>75,000</b>	<b>94,338</b>		
<b>SCHOOL MANAGEMENT</b>														
488 Role of the Principal	25,900			22,900			3,000							
<b>Total SCHOOL MANAGEMENT</b>	<b>25,900</b>			<b>22,900</b>			<b>3,000</b>							
<b>STUDENT SUPPORT SERVICES</b>														
409 Safe Schools	3,900			1,500	1,000		1,000		400					
<b>Total STUDENT SUPPORT SERVICES</b>	<b>3,900</b>			<b>1,500</b>	<b>1,000</b>		<b>1,000</b>		<b>400</b>					

**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Elementary**

Schedule 1.2

	<b>Total Of Prelim Budget</b>	<b>185</b>	<b>186</b>	<b>315</b>	<b>325</b>	<b>335</b>	<b>336</b>	<b>361</b>	<b>404</b>	<b>406</b>	<b>502</b>	<b>654</b>	<b>661</b>	<b>702</b>
		Supply-Prof. Dev.	Supply-School Programs	Prof. Dev.-Academic	Program Supplies	Printing and Photocopying - Instructional	Printing and Photocopying - Non-Instructional	Automobile Mileage Reimbursement	Telephone Data Comm	Cell Phone	Replacement Furniture and Equipment - Computer Technology	Other Contractual Services	Software Fees and Licences	Professional Memberships - Academic
<b>TEACHER SUPPORT SERVICES</b>														
000 General	3,000					3,000								
401 Arts Program	5,900			1,000	1,000	1,000		2,000	400					500
403 French as a Second Language	4,400			500	1,000	1,000		1,000	400					500
409 Safe Schools	7,900			2,000	2,000	2,000		1,000	400	500				
410 Program Consultant	13,800			2,000	4,000	4,000		3,000	800					
425 Early Literacy	3,000					3,000								
427 SEF: Board Capacity	6,400			1,000	1,500	2,000		1,500	400					
432 Language	1,400							1,000	400					
442 Computer Education	9,850			2,000	3,000	500		3,000	600					750
450 Religion	6,400			1,000	1,500	1,000		2,000	400					500
496 ESL	9,400			2,000	2,000	2,000		2,500	400					500
<b>Total TEACHER SUPPORT SERVICES</b>	<b>71,450</b>			<b>11,500</b>	<b>16,000</b>	<b>19,500</b>		<b>17,000</b>	<b>4,200</b>	<b>500</b>				<b>2,750</b>
<b>Total ELEMENTARY CURRICULUM</b>	<b>1,527,889</b>	<b>537,986</b>	<b>63,744</b>	<b>199,165</b>	<b>194,250</b>	<b>19,500</b>	<b>3,000</b>	<b>67,500</b>	<b>4,600</b>	<b>500</b>	<b>265,556</b>	<b>75,000</b>	<b>94,338</b>	<b>2,750</b>

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Brant Haldimand Norfolk Catholic District School Board

CURRICULUM EXPENDITURE ESTIMATES 2011-2012 ELEMENTARY - PRELIM

INSTRUCTION

10 185 Supply - Professional Development

										Prelim	Revised	Variance from
										2011-2012	2010-2011	2010-2011
												Revised
101851000000	Central									9,960	9,660	280
										2,490	2,420	70
										17,532	17,532	0
										4,980	4,840	140
										34,962	34,472	490
101851000409	Safe Schools									2,490	2,420	70
	Central Total									2,988	2,988	0
101851000440	JK/SK									40,440	36,892	3,548
101851000401	Arts Program											
	Curriculum Committees Total											
	Curriculum Departments											
	Arts Program											
	Arts Program											
	Arts Program											
	FSL - Official Language in Education											
	French as a Second Language											
	French as a Second Language											
	French as a Second Language											
	FSL - Official Language in Education											
	Safe Schools											
	Early Learning Curriculum Review											
	Regional Session Literacy/Numeracy											
	Kindergarten Capacity Building											
	SEF: School Capacity (SHS Network)											
	Language											
	SEF-Framework											
	Computer Education											
	Computer Education											
	TLLP											
	Religion											
	Religion											
	Religion											
	Religion											
	Sports Coordinator (Athletic Coordinators)											
	New Teacher Induction Program											
	Schools in the Middle											
	21st Century Learning Literacy											
	ESL											
	Curriculum Departments Total											
	10 185 Total											
10 186 School Programs												
101861000000	General									63,744	60,016	3,728
	10 186 Total									63,744	60,016	3,728
	Release Time (Sports & Special Events) Training									8.0	x	32
										63,744	60,016	3,728

Brant Haldimand Norfolk Catholic District School Board

CURRICULUM EXPENDITURE ESTIMATES 2011-2012 ELEMENTARY - PRELIM

	Prelim 2011-2012	Revised 2010-2011	Variance from 2010-2011 Revised
<b>10 315 Professional Development</b>			
103151000000 General PA Days/Professional Learning	5,000	5,000	0
<b>Central Total</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
103151000401 Arts	1,500	3,000	1,500
103151000409 Safe Schools	3,000	3,000	0
103151000425 Early Literacy (Literacy Teachers)	3,000	3,000	0
103151000442 Computer Education	1,155	1,155	0
103151000444 Health & Physical Education	1,000	1,000	-1,000
103151000450 Religion	4,500	7,744	-3,244
103151000467 Catholic Learning Communities	15,000	15,000	0
103151000464 21st Century Learning Literacy	127,610	102,610	25,000
103151000471 New Teacher Induction Program	2,500	2,300	200
<b>10 315 Total</b>	<b>163,265</b>	<b>140,809</b>	<b>22,456</b>
<b>10 319 Religion Course</b>			
103191000000 General OECTA/OCSTA Religion Course (10 x \$500)	0	0	0
<b>10 319 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10 320 Textbooks &amp; Learning Materials</b>			
103201000000 General Responsibility to T Grice	0	0	0
<b>10 320 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10 325 Program Supplies</b>			
103251000000 General	20,000	14,000	6,000
<b>Central Total</b>	<b>20,000</b>	<b>14,000</b>	<b>6,000</b>
103251000401 Arts Program	5,000	5,000	0
103251000401 Arts Program	7,000	50,800	-38,800
103251000402 FSL (Grant)	6,000	6,000	0
103251000409 Safe Schools	3,000	18,180	-15,180
103251000415 Early Learning Kindergarten Program	30,000	18,200	11,800
103251000426 Kindergarten Capacity Building	0	2,000	-2,000
103251000432 Language	5,000	58,000	-53,000
103251000437 Healthy Schools Grant	0	4,650	-4,650
103251000440 JK/SK	0	18,000	-18,000
103251000442 Computer Education	20,000	18,000	2,000
103251000444 Health & Physical Education	7,750	5,000	2,750
103251000444 Health & Physical Education	4,000	60,000	-60,000
103251000448 TLLP	7,734	7,734	0
103251000450 Religion	3,477	3,477	0
103251000452 Sports Coordinator	50,000	50,000	0
103251000471 New Teacher Induction Program	10,000	10,000	0
103251000490 Schools in the Middle	2,000	1,300	700
103251000496 ESL	2,500	2,008	492
103251144458 Family Studies	5,000	5,000	0
103251144458 Industrial Arts (Design & Technology)	0	7,500	-7,500
103251158459 Family Studies	0	7,500	-7,500
103251158459 Industrial Arts (Design & Technology)	0	7,500	-7,500

Brant Haldimand Norfolk Catholic District School Board

**CURRICULUM EXPENDITURE ESTIMATES 2011-2012 ELEMENTARY - PRELIM**

	Prelim 2011-2012	Revised 2010-2011	Variance from 2010-2011 Revised
10 325 Total	177,250	364,349	-187,099
<b>10 336 Printing &amp; Photocopying - Non-instructional</b>			
103361000409 Safe Schools	2,000	2,000	0
103361000444 Health & Physical Education	1,000	1,000	0
10 336 Total	3,000	3,000	0
<b>10 361 Automobile Reimbursement</b>			
103611000000 General	15,000	15,000	0
Central Total	15,000	15,000	0
103611000409 Safe Schools	1,000	1,000	0
103611000425 Early Literacy	25,000	25,000	0
103611000429 SEF: School Capacity (SHS Network)	1,000	918	82
103611000448 TLLP	500	345	155
103611000471 New Teacher Induction Program	2,000	2,000	0
103611000490 Schools in the Middle	2,000	2,000	0
10 361 Total	46,500	46,263	237
<b>10 502 Replacement of Furniture &amp; Equipment - Computer Technology</b>			
105021000464 21st Century Learning Literacy	261,296	61,296	200,000
105021000448 TLLP	4,260		4,260
10 502 Total	265,556	61,296	200,000
<b>10 654 Other Contractual Services</b>			
106541000455 Other Contractual services - Outdoor Education	75,000	75,000	0
10 654 Total	75,000	75,000	0
<b>10 661 Software Fees &amp; Licences</b>			
106611000464 21st Century Learning Literacy	94,338	44,338	50,000
10 661 Total	94,338	44,338	50,000
<b>INSTRUCTION Total</b>	1,426,639	1,262,210	164,429
<b>SCHOOL MANAGEMENT</b>			
<b>15 315 Professional Development - Academic &amp; S.O.'s</b>			
153151000488 Role of the Principal	22,900	22,900	0
15 315 Total	22,900	22,900	0
<b>15 361 Automobile Reimbursement</b>			
153611000488 Role of the Principal	3,000	3,000	0
15 361 Total	3,000	3,000	0

Brant Haldimand Norfolk Catholic District School Board

**CURRICULUM EXPENDITURE ESTIMATES 2011-2012 ELEMENTARY - PRELIM**

	Prelim 2011-2012	Revised 2010-2011	Variance from 2010-2011 Revised
<b>15 405 Telephone - Voice</b>			
154051000425 Early Literacy	0	0	0
<b>15 405 Total</b>	0	0	0
<b>SCHOOL MANAGEMENT Total</b>	25,900	25,900	0

**STUDENT SUPPORT SERVICES**

<b>21 315 Professional Development - Academic &amp; S.O.'s</b>			
213151000409 Safe Schools	1,500	1,500	0
<b>21 315 Total</b>	1,500	1,500	0
<b>21 325 Program Supplies</b>			
213251000409 Safe Schools	1,000	1,000	0
<b>21 325 Total</b>	1,000	1,000	0
<b>21 361 Automobile Reimbursement</b>			
213611000409 Safe Schools	1,000	1,000	0
<b>21 361 Total</b>	1,000	1,000	0

<b>21 404 Telephone - Cellular</b>			
214041000409 Safe Schools	400	400	0
<b>21 404 Total</b>	400	400	0
<b>STUDENT SUPPORT SERVICES Total</b>	3,900	3,900	0

**TEACHER SUPPORT SERVICES**

<b>25 315 Professional Development - Academic &amp; S.O.'s</b>			
253151000401 Arts Program	1,000	1,000	0
253151000403 French as a Second Language	500	1,000	-500
253151000409 Safe Schools	2,000	1,000	1,000
253151000410 Program Consultant	2,000	2,000	0
253151000427 SEF: Board Capacity	1,000	1,000	0
253151000442 Computer Education	2,000	3,000	-1,000
253151000450 Religion	1,000	1,000	0
253151000496 ESL	2,000	1,500	500
<b>25 315 Total</b>	11,500	11,500	0

Brant Haldimand Norfolk Catholic District School Board

CURRICULUM EXPENDITURE ESTIMATES 2011-2012 ELEMENTARY - PRELIM

	Prelim 2011-2012	Revised 2010-2011	Variance from 2010-2011 Revised
<b>25 325 Program Supplies</b>			
253251000401 Arts Program	1,000	2,000	-1,000
253251000403 French as a Second Language	1,000	1,000	0
253251000409 Safe Schools	2,000	2,000	0
253251000410 Program Consultant	4,000	4,000	0
253251000427 SEF: Board Capacity	1,500	0	1,500
253251000442 Computer Education	3,000	4,000	-1,000
253251000450 Religion	1,500	2,000	-500
253251000496 ESL	2,000	2,000	0
<b>25 325 Total</b>	<b>16,000</b>	<b>17,000</b>	<b>-1,000</b>

<b>25 331 Application Software</b>			
25331000025 Consultants	0	2,000	-2,000
<b>25 331 Total</b>	<b>0</b>	<b>2,000</b>	<b>-2,000</b>

	Prelim 2011-2012	Revised 2010-2011	Variance from 2010-2011 Revised
<b>25 335 Printing &amp; Photocopying - Instructional</b>			
253351000000 General	3,000	3,000	0
253351000401 Arts Program	1,000	2,000	-1,000
253351000403 French as a Second Language	1,000	1,000	0
253351000409 Safe Schools	2,000	2,000	0
253351000410 Program Consultant	4,000	4,000	0
253351000425 Early Literacy	3,000	3,000	0
253351000427 SEF: Board Capacity	2,000	2,000	0
253351000442 Computer Education	500	2,000	-1,500
253351000450 Religion	1,000	2,000	-1,000
253351000496 ESL	2,000	2,000	0
<b>25 335 Total</b>	<b>19,500</b>	<b>23,000</b>	<b>-3,500</b>

<b>25 361 Automobile Reimbursement</b>			
253611000401 Arts Program	2,000	2,500	-500
253611000403 French as a Second Language	1,000	1,000	0
253611000409 Safe Schools	1,000	1,000	0
253611000410 Program Consultant	3,000	3,000	0
253611000427 SEF: Board Capacity	1,500	1,500	0
253611000432 Language	1,000	1,000	0
253611000442 Computer Education	3,000	4,000	-1,000
253611000450 Religion	2,000	3,000	-1,000
253611000496 ESL	2,500	2,500	0
<b>25 361 Total</b>	<b>17,000</b>	<b>19,500</b>	<b>-2,500</b>

<b>25 404 Telephone - Cellular</b>			
254041000401 Arts Program	400	400	0
254041000403 French as a Second Language	400	400	0
254041000409 Safe Schools	400	400	0
254041000410 Program Consultant	800	800	0
254041000427 SEF: Board Capacity	400	400	0
254041000432 Language	400	400	0
254041000442 Computer Education	600	800	-200

**Brant Haldimand Norfolk Catholic District School Board**

**CURRICULUM EXPENDITURE ESTIMATES 2011-2012 ELEMENTARY - PRELIM**

	Prelim 2011-2012	Revised 2010-2011	Variance from 2010-2011 Revised
254041000450 Religion	400	400	0
254041000496 ESL	400	400	0
<b>25 404 Total</b>	<b>4,200</b>	<b>4,400</b>	<b>-200</b>
<b>25 406 Telephone - Data Communications Services</b>			
254061000409 Safe Schools	500	500	0
<b>25 406 Total</b>	<b>500</b>	<b>500</b>	<b>0</b>
<b>25 702 Association &amp; Membership Fees - Individuals</b>			
257021000401 Arts Program	500	500	0
257021000403 French as a Second Language	500	500	0
257021000442 Computer Education	750	800	-50
257021000450 Religion	500	500	0
257021000496 ESL	500	500	0
<b>25 702 Total</b>	<b>2,750</b>	<b>2,800</b>	<b>-50</b>
<b>TEACHER SUPPORT SERVICES Total</b>	<b>71,450</b>	<b>80,700</b>	<b>-9,250</b>

**SCHOOL OPERATIONS**

<b>40 610 Rental/Lease</b>	<b>0</b>	<b>17,500</b>	<b>-17,500</b>
406101000409 Safe Schools	0	17,500	-17,500
<b>SCHOOL OPERATIONS Total</b>	<b>0</b>	<b>17,500</b>	<b>-17,500</b>
<b>Grand Total</b>	<b>1,527,889</b>	<b>1,390,210</b>	<b>137,679</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Library Services

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	
<b>LIBRARY SERVICES</b>							
23 317 Professional Development - Non Teaching	2,000		2,000	2,000	1,934	0	Appendix T
<b>Total Staff Development</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>1,934</b>	<b>0</b>	
23 320 Textbooks & Learning Materials	5,000		5,000	15,000	15,125	-10,000	Appendix T
23 321 Library Books	35,000		35,000	51,360	36,542	-16,360	Appendix T
23 325 Program Supplies	10,000		10,000	35,000	34,002	-25,000	Appendix T
23 330 Instructional Supplies	0		0	0	2,769	0	Appendix T
23 335 Printing & Photocopying - Instructional	1,000		1,000	2,000	2,051	-1,000	Appendix T
23 361 Automobile Reimbursement	4,000		4,000	5,000	7,514	-1,000	Appendix T
23 404 Telephone - Cellular	0		0	0	265	0	Appendix T
<b>Total Supplies &amp; Services</b>	<b>55,000</b>		<b>55,000</b>	<b>108,360</b>	<b>98,268</b>	<b>-53,360</b>	
<b>Total LIBRARY SERVICES</b>	<b>57,000</b>		<b>57,000</b>	<b>110,360</b>	<b>100,202</b>	<b>-53,360</b>	
<b>TOTAL BUDGET</b>	<b>57,000</b>		<b>57,000</b>	<b>110,360</b>	<b>100,202</b>	<b>-53,360</b>	

**CURRICULUM  
SECONDARY**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Secondary

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>INSTRUCTION</b>						
10 185	243,745	-69,245	175,500	229,122	140,715	-53,622
10 186	10,575		10,575	10,575	16,190	0
	254,320	-69,245	186,075	239,697	156,905	-53,622
<b>Total Salaries &amp; Wages</b>						
10 315	57,000	-7,000	50,000	55,000	39,341	-5,000
10 319	5,000		5,000	5,000	7,298	0
	62,000	-7,000	55,000	60,000	46,639	-5,000
<b>Total Staff Development</b>						
10 320	5,000	10,000	15,000	5,000	0	10,000
10 325	253,903	46,489	300,392	171,190	213,570	129,202
10 336	2,000		2,000	2,000	0	0
10 361	14,000		14,000	14,000	13,914	0
10 414	3,900		3,900	3,900	4,092	0
10 540	28,100	4,900	33,000	28,100	18,604	4,900
	306,903	61,389	368,292	224,190	250,180	144,102
<b>Total Supplies &amp; Services</b>						
10 501	0		0	0	0	0
	0		0	0	0	0
<b>Total Replacement of F&amp;E</b>						
10 702	1,000		1,000	1,000	0	0
	1,000		1,000	1,000	0	0
<b>Total Fees &amp; Contractual Services</b>						
<b>Total INSTRUCTION</b>	<b>624,223</b>	<b>-13,856</b>	<b>610,367</b>	<b>524,887</b>	<b>453,725</b>	<b>85,480</b>
<b>SCHOOL MANAGEMENT</b>						
15 405	0		0	0	464	0
	0		0	0	464	0
<b>Total Supplies &amp; Services</b>						
<b>Total SCHOOL MANAGEMENT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>464</b>	<b>0</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Secondary

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TEACHER SUPPORT SERVICES</b>						
25 315	6,500		6,500	6,500	5,006	0 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Staff Development</b>	<b>6,500</b>		<b>6,500</b>	<b>6,500</b>	<b>5,006</b>	<b>0</b>
25 325	4,500	12,000	16,500	16,500	15,308	0 Appendix R,S, Schedule 1.1 Pg 3
25 335	10,000	2,000	12,000	10,000	3,008	2,000 Appendix R,S, Schedule 1.1 Pg 3
25 361	10,000		10,000	10,000	6,664	0 Appendix R,S, Schedule 1.1 Pg 3
25 404	900		900	900	588	0 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Supplies &amp; Services</b>	<b>25,400</b>	<b>14,000</b>	<b>39,400</b>	<b>37,400</b>	<b>25,567</b>	<b>2,000</b>
25 502	0		0	0	583	0 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Replacement of Furniture &amp; Equipment - Computer Technology</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>583</b>	<b>0</b>
25 640	0		0	0	11,311	0 Appendix R,S, Schedule 1.1 Pg 3
25 702	500		500	500	467	0 Appendix R,S, Schedule 1.1 Pg 3
<b>Total Fees &amp; Contractual Services</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>11,778</b>	<b>0</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>32,400</b>	<b>14,000</b>	<b>46,400</b>	<b>44,400</b>	<b>42,934</b>	<b>2,000</b>
<b>TOTAL BUDGET</b>	<b>656,623</b>	<b>144</b>	<b>656,767</b>	<b>569,287</b>	<b>497,123</b>	<b>87,480</b>

**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Secondary**

Schedule 1.2

	Total Of Prelim Budget	185	186	315	319	320	325	335	336	361	404	414	540	702
		Suppl- Prof. Dev.	Suppl- School Programs	Prof. Dev- Academic	Religion Course	Textbooks and Learning Materials	Program Supplies	Printing and Photocopying - Instructional	Printing and Photocopying - Non-Instructional	Automobile Mileage Reimbursement	Telephone - Cellular	Student Senate	Field Trips	Professional Memberships - Academic
<b>INSTRUCTION</b>														
000 General	43,175	4,700	10,575	5,000	5,000		5,000		2,000	6,000		3,900		1,000
340 E-Learning	15,000						15,000							
402 FSL-Renewal	25,374	20,000					5,374							
417 7-12 Differentiated Learning	5,621						5,621							
436 Secondary Cross Panel	11,647						11,647							
442 Computer Education	8,000	2,000		500			5,500							
446 Literacy Consultant	3,500	1,000					2,500							
447 Pathways	13,000	3,000					10,000							
450 Religion	13,000	6,000		4,500			2,500							
454 Numeracy Consultant	4,500	2,000					2,500							
457 Student Success	133,255	76,755		20,000			30,000			2,500			4,000	
471 New Teacher Induction Program	47,545	47,545												
472 Specialist High Skills Major	235,000	10,000		16,500		15,000	170,000			3,500			20,000	
473 Alternative Ed Program	20,000			2,000			8,000			1,000			9,000	
475 Ontario Youth Apprenticeship	16,750	2,500					14,250							
477 Student Success Teachers	15,000			1,500			12,500			1,000				
<b>Total INSTRUCTION</b>	<b>610,367</b>	<b>175,500</b>	<b>10,575</b>	<b>50,000</b>	<b>5,000</b>	<b>15,000</b>	<b>300,392</b>	<b>2,000</b>	<b>2,000</b>	<b>14,000</b>	<b>3,900</b>	<b>33,000</b>	<b>1,000</b>	

**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Curriculum Estimates - Secondary**

Schedule 1.2

	<b>Total Of Prelim Budget</b>	<b>185</b>	<b>186</b>	<b>315</b>	<b>319</b>	<b>320</b>	<b>325</b>	<b>335</b>	<b>336</b>	<b>361</b>	<b>404</b>	<b>414</b>	<b>540</b>	<b>702</b>
		<i>Supply- Prof. Dev.</i>	<i>Supply- School Program</i>	<i>Prof. Dev.- Academic</i>	<i>Religion Course</i>	<i>Textbooks and Learning Materials</i>	<i>Program Supplies</i>	<i>Printing and Photocopying - Instructional</i>	<i>Printing and Photocopying - Non-Instructional</i>	<i>Automobile Mileage Reimbursement</i>	<i>Telephone - Cellular</i>	<i>Student Senate</i>	<i>Field Trips</i>	<i>Professional Memberships - Academic</i>
<b>TEACHER SUPPORT SERVICES</b>														
442 Computer Education	3,000			500			1,000	500		1,000				
446 Literacy Consultant	4,600			1,500			500	500		2,000				100
454 Numeracy Consultant	3,600			1,500			500	500		1,000				100
457 Student Success	9,200			500			1,500	5,000		1,500				300
472 Specialist High Skills Major	12,000						12,000							
475 Ontario Youth Apprenticeship	14,000			2,500			1,000	5,500		4,500				
<b>Total TEACHER SUPPORT SERVICES</b>	<b>46,400</b>			<b>6,500</b>	<b>5,000</b>	<b>15,000</b>	<b>16,500</b>	<b>12,000</b>	<b>2,000</b>	<b>10,000</b>	<b>900</b>	<b>3,900</b>	<b>33,000</b>	<b>500</b>
<b>Total SECONDARY CURRICULUM</b>	<b>656,767</b>	<b>175,500</b>	<b>10,575</b>	<b>56,500</b>	<b>5,000</b>	<b>15,000</b>	<b>316,892</b>	<b>12,000</b>	<b>2,000</b>	<b>24,000</b>	<b>900</b>	<b>3,900</b>	<b>33,000</b>	<b>1,500</b>

## Brant Haldimand Norfolk Catholic District School Board

## CURRICULUM EXPENDITURE ESTIMATES 2011-2012 SECONDARY - PRELIM

## INSTRUCTION

	Prelim	Revised	Variance from
	2011-2012	2010-2011	2010-2011 Revised
<b>10 185 Supply - Professional Development</b>			
101854000000 General	0		0
101854000402 OLE - FML and FSL Grant	4,700	4,700	0
101854000430 Math Coaching	20,000		20,000
101854000442 Computer Education	0		0
101854000446 Literacy Consultant	2,000	2,000	0
101854000447 Pathways: Skills Canada supply teacher support	1,000	1,000	0
101854000448 TLLP Teacher Learning & Leadership	3,000	3,000	0
101854000450 Religion	0	10,377	-10,377
101854000454 Numeracy Consultant	6,000	6,000	0
101854000457 Student Success : Curriculum development; A&E, School Based Literacy Coaching	2,000	2,000	0
101854000471 Projects: release time	0		0
101854000472 New Teacher Induction Program	76,755	140,000	-63,245
101854000475 Specialist High Skills Major	47,545	47,545	0
Ontario Youth Apprenticeship	10,000	10,000	0
185 Total	2,500	2,500	0
	175,500	229,122	-53,622
<b>10 186 School Programs</b>			
101864000000 Supply - School Programs - Central Costs Miscellaneous	10,575	10,575	0
186 Total	10,575	10,575	0
<b>10 315 Professional Development</b>			
103154000000 Central	5,000	5,000	0
103154000442 Computer Education	500	500	0
103154000450 Religion	4,500	4,500	0
103154000457 projects: Marian Small, etc	20,000	27,000	-7,000
103154000472 Specialist High Skills Major :TBD	16,500	16,500	0
103154000473 Alternative Education	2,000	0	2,000
103154000477 Student Success Teachers: P.D.; Conferences and workshops	1,500	1,500	0
315 Total	50,000	55,000	-5,000
<b>10 319 Religion Course</b>			
103194000000 Religion Course	5,000	5,000	0
319 Total	5,000	5,000	0
<b>10 320 Textbooks</b>			
103204000472 Specialist High Skills Major	15,000	5,000	10,000
320 Total	15,000	5,000	10,000
<b>10 325 Program Supplies</b>			
103254000000 Central	5,000	5,000	0
103254000340 E-Learning Avon - Maitland	15,000	15,000	0

**Brant Haldimand Norfolk Catholic District School Board**

**CURRICULUM EXPENDITURE ESTIMATES 2011-2012 SECONDARY - PRELIM**

	Prelim	Revised	Variance from
	2011-2012	2010-2011	2010-2011 Revised
<b>OLE - FML and FSL Grant</b>	<b>5,374</b>	<b>19,153</b>	<b>-13,779</b>
103254000402 Computer Education	5,500	5,500	0
103254000446 Literacy Consultant	2,500	2,500	0
103254000447 Pathways: Program Supplies- Skills Canada Resources	10,000	10,000	0
103254000450 Religion	2,500	2,500	0
103254000454 Numeracy Consultant	2,500	2,500	0
103254000457 Student Success	30,000	10,000	20,000
103254000472 Specialist High Skills Major	170,000	12,000	158,000
103254000475 Ontario Youth Apprenticeship	14,250	14,250	0
103254000477 Voice?Transition activities Etc.	12,500	12,500	0
103254290473 Alternative Ed Program: Supplies/consumables/resources	8,000	10,000	-2,000
103254000411 Assessment and Evaluation		10,000	-10,000
103254000417 7-12 Differentiated Instruction	5,621	10,720	-5,099
103254000424 Professional Learning Cycle		12,043	-12,043
103254000430 Math Coaching			0
103254000436 Student Success Cross Panel Teams (30,000 - 18,353)	11,647	39,524	-27,877
103254000457 Continuing Ed			0
103254000457 SALEP			0
103254000620 Environmental Education	0	5,000	-5,000
325 Total	390,392	183,190	117,202
<b>10 336 Printing &amp; Photocopying - Non-instructional</b>			
103364000000 Printing & Photocopying - Non-instructional	2,000	2,000	0
336 Total	2,000	2,000	0
<b>10 361 Automobile Reimbursement</b>			
103614000000 Central	6,000	6,000	0
103614000457 Student Success	2,500	2,500	0
103614000472 Specialist High Skills Major: TBD	3,500	3,500	0
103614000477 Student Success Teachers:	1,000	1,000	0
103614290473 Alternative Ed Program	1,000	1,000	0
361 Total	14,000	14,000	0
<b>10 414 Student Senate</b>			
104144000000 Student Senate	3,900	3,900	0
414 Total	3,900	3,900	0
<b>540 Field Trips</b>			
105404000457 Student Success: bussing and transportation costs: Skills Canada/Pathways/Alt.Ed/SAL	4,000	4,000	0
105404000472 Specialist High Skills Major	20,000	15,100	4,900
105404290473 Alternative Ed Program: Excursions/memberships(YMYWCA)	9,000	9,000	0
540 Total	33,000	28,100	4,900
<b>10 702 Association &amp; Membership Fees - Individuals</b>			
107024000000 Association & Membership Fees - Individuals	1,000	1,000	0

Brant Haldimand Norfolk Catholic District School Board

**CURRICULUM EXPENDITURE ESTIMATES 2011-2012 SECONDARY - PRELIM**

	Prelim	Revised	Variance from
	2011-2012	2010-2011	2010-2011
	1,000	1,000	Revised
<b>702 Total</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
<b>Instruction Total</b>	<b>610,367</b>	<b>536,887</b>	<b>73,480</b>
<b>TEACHER SUPPORT SERVICES</b>			
<b>25 315 Professional Development - Academic &amp; S.O.'s</b>			
253154000442 Computer Education	500	500	0
253154000446 Literacy Consultant	1,500	1,500	0
253154000454 Numeracy Consultant	1,500	1,500	0
253154000457 Student Success	500	500	0
253154000475 Ontario Youth Apprenticeship	2,500	2,500	0
<b>315 Total</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>
<b>25 325 Program Supplies</b>			
253254000442 Computer Education	1,000	1,000	0
253254000446 Literacy Consultant	500	500	0
253254000454 Numeracy Consultant	500	500	0
253254000457 Student Success	1,500	1,500	0
<b>Specialist High Skills Major</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
253254000475 Ontario Youth Apprenticeship	1,000	1,000	0
<b>325 Total</b>	<b>16,500</b>	<b>4,500</b>	<b>12,000</b>
<b>25 335 Printing &amp; Photocopying - Instructional</b>			
253354000442 Computer Education	500	500	0
253354000446 Literacy Consultant	500	500	0
253354000454 Numeracy Consultant	500	500	0
253354000457 Student Success	5,000	3,000	2,000
253354000475 Ontario Youth Apprenticeship	5,500	5,500	0
<b>335 Total</b>	<b>12,000</b>	<b>10,000</b>	<b>2,000</b>
<b>25 361 Automobile Reimbursement</b>			
253614000442 Computer Education	1,000	1,000	0
253614000446 Literacy Consultant	2,000	2,000	0
253614000454 Numeracy Consultant	1,000	1,000	0
253614000457 Student Success	1,500	1,500	0
253614000475 Ontario Youth Apprenticeship	4,500	4,500	0
253614000476 School Within A College	0	0	0
253614000478 College Initiative	0	0	0
<b>361 Total</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>
<b>25 404 Telephone - Cellular</b>			
254044000457 Student Success	400	400	0

**Brant Haldimand Norfolk Catholic District School Board**

**CURRICULUM EXPENDITURE ESTIMATES 2011-2012 SECONDARY - PRELIM**

	Prelim	Revised	Variance from
	2011-2012	2010-2011	2010-2011 Revised
254044000475 Ontario Youth Apprenticeship	500	500	0
404 Total	900	900	0

**25 702 Association & Membership Fees - Individuals**

257024000446 Literacy Consultant	100	100	0
257024000454 Numeracy Consultant	100	100	0
257024000457 Student Success	300	300	0
<b>702 Total</b>	<b>500</b>	<b>500</b>	<b>0</b>

**Teacher Support Services Total**

**46,400 32,400 14,000**

**Grand Total**

**656,767 569,287 87,480**

**SPECIAL  
EDUCATION**

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Curriculum Special Education

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>SPECIAL EDUCATION</b>						
12 115	11,800		11,800	16,335	0	-4,535 Appendix U
12 185	17,500		17,500	16,940	7,300	560 Appendix U, Sched 2.1 Pg 1
12 186	86,250		86,250	83,490	34,608	2,760 Appendix U, Sched 2.1 Pg 1
<b>Total Salaries &amp; Wages</b>	<b>115,550</b>		<b>115,550</b>	<b>116,765</b>	<b>41,909</b>	<b>-1,215</b>
12 315	21,500		21,500	23,500	15,752	-2,000 Appendix U, Sched 2.1 Pg 1
12 317	12,800		12,800	11,600	4,375	1,200 Appendix U, Sched 2.1 Pg 1
<b>Total Staff Development</b>	<b>34,300</b>		<b>34,300</b>	<b>35,100</b>	<b>20,128</b>	<b>-800</b>
12 320	17,000		17,000	13,000	70	4,000 Appendix U, Sched 2.1 Pg 1
12 325	92,500		92,500	106,750	129,925	-14,250 Appendix U, Sched 2.1 Pg 1
12 330	11,000		11,000	11,000	14,259	0 Appendix U, Sched 2.1 Pg 1
12 335	0		0	0	828	0 Appendix U, Sched 2.1 Pg 1
12 336	10,800		10,800	10,800	5,313	0 Appendix U, Sched 2.1 Pg 1
12 361	93,200	-12,530	80,670	80,670	63,490	0 Appendix U, Sched 2.1 Pg 1
12 402	5,000	-3,000	2,000	5,000	1,417	-3,000 Appendix U, Sched 2.1 Pg 1
12 404	3,375		3,375	3,375	1,682	0 Appendix U, Sched 2.1 Pg 1
12 405	3,000		3,000	3,600	1,056	-600 Appendix U, Sched 2.1 Pg 1
12 407	200		200	200	34	0 Appendix U, Sched 2.1 Pg 1
12 410	4,500		4,500	4,500	1,991	0 Appendix U, Sched 2.1 Pg 1
12 416	1,000		1,000	1,000	631	0 Appendix U, Sched 2.1 Pg 1
<b>Total Supplies &amp; Services</b>	<b>241,575</b>	<b>-15,530</b>	<b>226,045</b>	<b>239,895</b>	<b>220,697</b>	<b>-13,850</b>
12 501	78,500	-28,500	50,000	128,500	4,762	-78,500 Appendix U, Sched 2.1 Pg 1
12 502	207,500	100,000	307,500	207,500	329,617	100,000 Appendix U, Sched 2.1 Pg 1
<b>Total Replacement of F&amp;E</b>	<b>286,000</b>	<b>71,500</b>	<b>357,500</b>	<b>336,000</b>	<b>334,379</b>	<b>21,500</b>
12 654	49,300		49,300	49,300	46,847	0 Appendix U, Sched 2.1 Pg 1
12 702	200		200	200	191	0 Appendix U, Sched 2.1 Pg 1
<b>Total Fees &amp; Contractual Services</b>	<b>49,500</b>		<b>49,500</b>	<b>49,500</b>	<b>47,038</b>	<b>0</b>
<b>Total SPECIAL EDUCATION</b>	<b>726,925</b>	<b>55,970</b>	<b>782,895</b>	<b>777,260</b>	<b>664,151</b>	<b>5,635</b>
<b>TOTAL BUDGET</b>	<b>726,925</b>	<b>55,970</b>	<b>782,895</b>	<b>777,260</b>	<b>664,151</b>	<b>5,635</b>

**Brant Haldimand Norfolk Catholic District School Board**  
**2011-2012 Preliminary Special Education Curriculum Estimates**

Schedule 2.1

Budget		115	185	186	315	317	320	325	330	336	361	402	404	405	407	410	416	501	502	502	654	702
		Temp	Supply-	Supply-	Prof/Inv-	Prof/Inv-	Textbooks	Program	Instructional	Printing and	Automobile	Repairs -	Telephone -	Telephone -	Postage	Office	SEAC	Replacement	Replacement	Replacement	Other	Assoc and
		Replacem	Prof/Inv	School	Non-Academ	Academc	and Learning	Supplies	Supplies	Phewcopying	Milage	Computer	Cellular	Voice		Supplies and		Furniture	Furniture	Furniture	Contracted	Assoc and
		Equipm	Prof/Inv	Program	Program	Academc	Materials	Supplies	Supplies	Insturctonal	Reimbursm	Technology	Cellular	Phone		Services		and	and	and	Services	Ind
		ent	Program	Program	Program	Program	Materials	Supplies	Supplies	Insturctonal	Reimbursm	Technology	Cellular	Phone		Services		Furniture	Furniture	Furniture	Contracted	Assoc and
		ent	Program	Program	Program	Program	Materials	Supplies	Supplies	Insturctonal	Reimbursm	Technology	Cellular	Phone		Services		Furniture	Furniture	Furniture	Contracted	Assoc and

**SPECIAL EDUCATION**

000	General	0																				
067	Special Ed Dept	15,000					7,000		0													
301	Special Education	233,500	17,500	70,500	8,000	2,000	10,000	37,000	6,000	10,800	6,000		0	3,000	200	4,500	1,000	500	10,000	49,300		200
302	ISA 1 - Personalized Equipment	349,000						3,000	3,000													
330	Resource Staff	24,800			1,800			3,000			20,000											
331	Special Ed Principal	10,500			3,000			1,000			6,000		1,500									
342	Information Technology Spec Ed	10,695		2,000	600			20,000			6,470		625									
343	System Materials	20,000																				
345	JK-Gr 1 Assessment - CODE	0			0																	
352	Non-Violent Crisis Intervention	4,000	4,000																			
354	E.A.'s	13,000																				
355	Child Youth Workers	600				8,000					5,000											
360	Speech	19,700	2,000	2,500		400		2,000			200											
362	Hearing Impaired	12,550	2,000	3,750	300	1,200		500			12,000											
365	Social Worker	8,850				600		2,000			6,000											
370	Gifted Program	15,800		2,500	300			12,500			500		1,250									
375	Behaviour Class	3,000																				
378	Behaviour Therapist	1,300				300		500			500											
380	Autism Initiative	17,300	2,000	0	1,000	300		1,000			8,000											
381	Learning for All	7,000						7,000			2,000											
390	Pilot Projects	10,000						6,000			2,000											
391	IEP	6,300	1,800		4,500																	
Total		782,895	11,800	17,500	86,250	21,500	12,800	17,000	92,500	11,000	10,800	80,670	2,000	3,375	3,000	200	4,500	1,000	50,000	307,500	49,300	200

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**SPECIAL EDUCATION EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

**Brant Haldimand Norfolk Catholic District School Board**

**12 115 - TEMPORARY ASSIST.-CLERICAL/TECH.**

Code	Description	Days	Rate	Units	2011-2012	2010-2011	Variance
121151000352	Educational Assistant - NVCI	20 Days	\$200	1	4,000	9,900	-5,900
121151000360	Speech	10 Days	\$200	1	2,000	1,650	350
121151000362	Hearing Impaired - educational assistants	10 Days	\$200	1	2,000	1,650	350
121151000380	Autism Initiative	10 Days	\$200	1	2,000	1,650	350
121154000391	IEP Secretarial - Secondary	3 Days	\$200	3	1,800	1,485	315
	<b>115 Total</b>				<b>11,800</b>	<b>16,335</b>	<b>-4,535</b>

**12 185 Supply - Professional Development**

Code	Description	Days	Rate	Units	2011-2012	2010-2011	Variance
121851000301	General - Elementary	14 Days	\$250	2	7,000	6,776	224
121854000301	General - Secondary	14 Days	\$250	3	10,500	10,164	336
	<b>185 Total</b>				<b>17,500</b>	<b>16,940</b>	<b>560</b>

**12 186 Supply - School Programs**

Code	Description	Days	Rate	Units	2011-2012	2010-2011	Variance
121861000301	General - Elementary	5 Days	\$250	27	33,750	32,670	1,080
121861000301	General - Elementary	8 Days	\$250	5	10,000	9,680	320
121861000301	General - Elementary	30 Days	\$250	1	7,500	7,260	240
121861000301	General - Elementary	53 Days	\$250	1	13,250	12,826	424
121861000360	Information Technology	8 Days	\$250	1	2,000	1,936	64
121861000360	Speech	10 Days	\$250	1	2,500	2,420	80
121861000362	Hearing Impaired	15 Days	\$250	1	3,750	3,630	120
121861000370	Gifted Program	10 Days	\$250	1	2,500	2,420	80
121861000380	Autism Initiative	20 Days	\$250	1	5,000	4,840	160
121864000301	General - Secondary	8 Days	\$250	3	6,000	5,808	192
	<b>186 Total</b>				<b>86,250</b>	<b>83,490</b>	<b>2,760</b>

**12 315 Prof Dev - Academic or S.O.'s**

Code	Description	Days	Rate	Units	2011-2012	2010-2011	Variance
123151000301	General - Elementary				8,000	8,000	0
123151000330	Resource Staff				1,800	1,800	0
123151000331	Special Ed Principal				3,000	3,000	0
123151000342	Information Technology				600	600	0
123151000362	Hearing Impaired				300	300	0
123151000370	Gifted Program				300	300	0
123151000380	Autism Initiative				1,000	3,000	-2,000
123151000390	Pilot Projects				2,000	2,000	0
123151000391	IEP				4,500	4,500	0
	<b>315 Total</b>				<b>21,500</b>	<b>23,500</b>	<b>-2,000</b>

Brant Haldimand Norfolk Catholic District School Board

**SPECIAL EDUCATION EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

**12 317 Professional Development - Non Teaching**

	Prelim	Revised	Variance from
	2011-2012	2010-2011	2010-2011 Revised
123171000301 General - Elementary	2,000	2,000	0
123171000354 E.A.'s	8,000	6,100	1,900
123171000355 Child Youth Workers	400	400	0
123171000360 Speech	1,200	1,200	0
123171000365 Social Worker	600	600	0
123171000378 Behaviour Therapist	300	300	0
123171000380 Autism Initiative	300	1,000	-700
<b>317 Total</b>	<b>12,800</b>	<b>11,600</b>	<b>1,200</b>

**12 320 Textbooks & Learning Materials**

123201000301 General - Elementary	10,000	8,000	2,000
123204000301 General - Secondary	7,000	5,000	2,000
<b>320 Total</b>	<b>17,000</b>	<b>13,000</b>	<b>4,000</b>

**12 325 Program Supplies**

123251000301 General	37,000	37,000	0
123251000330 Resource Staff	3,000	3,000	0
123251000342 Information Technology	1,000	1,000	0
123251000343 System Materials	20,000	20,000	0
123251000360 Speech	2,000	2,000	0
123251000362 Hearing Impaired	500	500	0
123251000365 Social Worker	2,000	6,000	-4,000
123251000370 Gifted Program - Elementary	9,500	6,000	3,500
123251000378 Behaviour Therapist	500	250	250
123251000380 Autism Initiative	1,000	15,000	-14,000
123251000381 Learning For All	7,000	9,000	-2,000
123251000390 Pilot Projects	6,000	4,000	2,000
123254000370 Gifted Program - Secondary	3,000	3,000	0
<b>325 Total</b>	<b>92,500</b>	<b>106,750</b>	<b>-14,250</b>

**12 330 Classroom/Instructional Supplies**

123301000301 General - Elementary	3,000	3,000	0
123304280067 General - Secondary	4,000	4,000	0
123304282067 General - Secondary	1,000	1,000	0
123304284067 General - Secondary	3,000	3,000	0
<b>330 Total</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>

**12 336 Printing & Photocopying - Non-instructional**

123361000301 General	10,800	10,800	0
<b>336 Total</b>	<b>10,800</b>	<b>10,800</b>	<b>0</b>

# INFORMATION TECHNOLOGY

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Information Technology and Data Services

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>INSTRUCTION</b>						
10 402	0		0	0	2,093	0 Appendix Q, V Summary
10 406	265,000		265,000	298,400	0	Appendix Q, V Summary
<b>Total</b>	<b>265,000</b>		<b>265,000</b>	<b>298,400</b>	<b>2,093</b>	<b>-33,400</b>
10 502	42,500	351,850	394,350	39,000	101,580	355,350 Appendix Q, V Summary
10 503	75,000	20,000	95,000	61,128	112,383	33,872 Appendix Q, V Summary
<b>Total</b>	<b>117,500</b>	<b>371,850</b>	<b>489,350</b>	<b>100,128</b>	<b>213,963</b>	<b>389,222</b>
10 602	0		0	0	302,422	0 Appendix Q, V Summary
10 603	0		0	0	186,007	0 Appendix Q, V Summary
<b>Total</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>488,428</b>	<b>0</b>
10 661	55,936		55,936	107,936	160,558	-52,000 Appendix Q, V Summary
10 662	144,350		144,350	56,350	76,917	88,000 Appendix Q, V Summary
<b>Total</b>	<b>200,286</b>		<b>200,286</b>	<b>164,286</b>	<b>237,475</b>	<b>36,000</b>
<b>Total INSTRUCTION</b>	<b>582,786</b>	<b>371,850</b>	<b>954,636</b>	<b>562,814</b>	<b>941,959</b>	<b>391,822</b>
<b>SCHOOL MANAGEMENT</b>						
15 503	14,998		14,998	37,222	27,410	-22,224 Appendix Q, V Summary
<b>Total</b>	<b>14,998</b>		<b>14,998</b>	<b>37,222</b>	<b>27,410</b>	<b>-22,224</b>
15 661	14,406		14,406	14,406	11,566	0 Appendix Q, V Summary
15 662	114,750	150,000	264,750	124,750	71,999	140,000 Appendix Q, V Summary
<b>Total</b>	<b>129,156</b>	<b>150,000</b>	<b>279,156</b>	<b>139,156</b>	<b>83,564</b>	<b>140,000</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>144,154</b>	<b>150,000</b>	<b>294,154</b>	<b>176,378</b>	<b>110,974</b>	<b>117,776</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Information Technology and Data Services

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>COMPUTER SERVICES</b>						
22 317 Professional Development - Non Teaching	20,000	-2,000	18,000	15,000	5,121	3,000 Appendix Q, V Summary
<b>Total Staff Development</b>	<b>20,000</b>	<b>-2,000</b>	<b>18,000</b>	<b>15,000</b>	<b>5,121</b>	<b>3,000</b>
22 325 Program Supplies	1,900	-190	1,710	1,900	1,659	-190 Appendix V
22 332 Books & Periodicals	500	-50	450	500	0	-50 Appendix Q, V Summary
22 336 Printing & Photocopying - Non-instructional	1,200		1,200	0	0	1,200 Appendix Q, V Summary
22 361 Automobile Reimbursement	30,500		30,500	27,979	27,979	3,500 Appendix Q, V Summary
22 402 Repairs - Computer Technology	25,000		25,000	21,000	43,135	4,000 Appendix Q, V Summary
22 404 Telephone - Cellular	11,000		11,000	11,000	6,755	0 Appendix Q, V Summary
22 405 Telephone - Voice	3,500		3,500	0	0	3,500 Appendix Q, V Summary
22 406 Telephone - Data Communications Services	39,000		39,000	15,200	282,133	23,800 Appendix Q, V Summary
22 407 Postage	800		800	0	0	800 Appendix Q, V Summary
22 410 Office Supplies & Services	4,000	-400	3,600	1,500	1,466	2,100 Appendix Q, V Summary
<b>Total Supplies &amp; Services</b>	<b>117,400</b>	<b>-640</b>	<b>116,760</b>	<b>78,100</b>	<b>363,128</b>	<b>38,660</b>
22 501 Replacement of Furniture & Equipment - General	0		0	0	329	0 Appendix Q, V Summary
22 502 Replacement of Furniture & Equipment - Computer Tec	6,500	-650	5,850	5,000	22	850 Appendix Q, V Summary
<b>Total Replacement of F&amp;E</b>	<b>6,500</b>	<b>-650</b>	<b>5,850</b>	<b>5,000</b>	<b>350</b>	<b>850</b>
22 654 Other Contractual Services	23,000		23,000	23,000	0	0 Appendix V
22 661 Software Fees & Licenses	1,430		1,430	1,430	1,148	0 Appendix V
22 662 Maintenance Fees - Computer Technology	59,102		59,102	48,325	56,720	10,777 Appendix Q, V Summary
22 702 Association & Membership Fees - Individuals	500		500	0	0	500 Appendix Q, V Summary
<b>Total Fees &amp; Contractual Services</b>	<b>84,032</b>		<b>84,032</b>	<b>72,755</b>	<b>57,867</b>	<b>11,277</b>
<b>Total COMPUTER SERVICES</b>	<b>227,932</b>	<b>-3,290</b>	<b>224,642</b>	<b>170,855</b>	<b>426,467</b>	<b>53,787</b>
<b>TECHNICAL ADMINISTRATION</b>						
35 503 Replacement of Furniture & Equipment - Network Conne	10,000		10,000	8,150	498	1,850 Appendix Q, V Summary
<b>Total Replacement of F&amp;E</b>	<b>10,000</b>		<b>10,000</b>	<b>8,150</b>	<b>498</b>	<b>1,850</b>
35 661 Software Fees & Licenses	14,408		14,408	14,408	11,566	0 Appendix Q, V Summary
<b>Total Fees &amp; Contractual Services</b>	<b>14,408</b>		<b>14,408</b>	<b>14,408</b>	<b>11,566</b>	<b>0</b>
<b>Total TECHNICAL ADMINISTRATION</b>	<b>24,408</b>		<b>24,408</b>	<b>22,558</b>	<b>12,063</b>	<b>1,850</b>

**Brant Haldimand Norfolk Catholic District School Board  
 2011-2012 Preliminary Expenditure Estimates - Information Technology and Data Services**

	Prelim	Prelim Change	Prelim Budget	Revised 2010- 2011	Actual 2009- 2010	Increase (Decrease)
<b>TOTAL BUDGET</b>	<b>979,280</b>	<b>518,560</b>	<b>1,497,840</b>	<b>932,605</b>	<b>1,491,464</b>	<b>565,235</b>

**Brant Haldimand Norfolk Catholic District School Board**

**INFORMATION TECHNOLOGY EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

INSTRUCTION	Elem	Sec	Prelim	Revised	Variance from 2010-2011 Revised
<b>10 406 Telephone - Data Communications Services</b>					
104061000000 WAN	185,000	35,000	220,000	211,000	9,000
104061000000 Internet	20,000	20,000	40,000	35,600	4,400
104061000000 Fibre Upgrades	0	0	0	16,800	-16,800
104061000000 Increase Internet Bandwidth-Phase 2	2,500	2,500	5,000	10,000	-5,000
104061000000 Fibre Upgrades one time install cost	0	0	0	25,000	-25,000
<b>406 Total</b>	<b>207,500</b>	<b>57,500</b>	<b>265,000</b>	<b>298,400</b>	<b>-33,400</b>
<b>10 502 Replacement Furniture &amp; Equipment - Computer Technology</b>					
105021000000 Miscellaneous Hardware	10,000	5,000	15,000	12,500	2,500
105021000000 Disaster Recovery - Hardware	5,000	5,000	10,000	0	10,000
105021000000 UPS batteries	4,000	1,000	5,000	5,000	0
105021000000 AV Patch Cabling	3,000	2,000	5,000	5,000	0
105021000000 Moving Costs Computers/Monitors	5,000	2,500	7,500	7,500	0
105021000000 Thin Client	0	0	0	9,000	-9,000
105021000000 Replace PC's	32,600	0	32,600	34,500	-1,900
105021000000 Replace Monitors	33,250	0	33,250	0	33,250
105021000000 Moodle	0	0	0	4,500	-4,500
105021000000 Microsoft Exchange	10,000	0	10,000	10,000	0
105021000000 Network Security	10,000	0	10,000	0	10,000
105021000000 Layer 3 Switches	34,000	0	34,000	34,000	0
105021000000 RAM Upgrades	12,500	0	12,500	12,500	0
105021000000 Replace Secretary Desktops	10,000	0	10,000	10,000	0
105021000000 IT Staff Laptops	6,000	0	6,000	6,000	0
105024000000 Mac Labs - Secondary	0	125,000	125,000	125,000	0
105024000000 Secondary Tech Lab Software	0	10,000	10,000	40,000	-30,000
105024000000 MultiMedia - Secondary	0	0	0	75,000	-75,000
105024000000 Replace PC's/Monitors	0	0	0	52,500	-52,500
105024000000 Data Center Virtualization	0	50,000	50,000	75,000	-25,000
105024000000 Primary Initiative - IBM Report	0	0	0	0	0
105024000000 Moodle	0	0	0	8,000	-8,000
105024000000 Microsoft Exchange	0	0	0	12,500	-12,500
105024000000 Replace SJC AV	0	0	0	25,000	-25,000
105024000000 Data Centre - UPS Server Room	0	18,500	18,500	18,500	0
105024000000 Microsoft Exchange	0	0	0	5,000	-5,000
<b>502 Total</b>	<b>175,350</b>	<b>219,000</b>	<b>394,350</b>	<b>399,500</b>	<b>-5,150</b>

**Brant Haldimand Norfolk Catholic District School Board**

**INFORMATION TECHNOLOGY EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

	Elem	Sec	Prelim	Revised	Variance from
			2011-2012	2010-2011	2010-2011 Revised
<b>10 503 Replacement of Furniture &amp; Equipment - Network Connectivity</b>					
105031000000	9,375	9,375	18,750	17,250	1,500
Supplies - Switches/Panels/ Cables					
105031000000	9,375	9,375	18,750	15,750	3,000
Cabling Repairs/Upgrades					
105031000000	9,375	9,375	18,750	9,376	9,374
Wireless Equipment					
105031000000	4,688	4,688	9,375	9,376	-1
Telecom Repairs Add/Move/Changes					
105031000000	4,688	4,688	9,375	9,376	-1
Wan Parts and Supplies					
105031000000	20,000	0	20,000	25,000	-5,000
Fibre Upgrade					
<b>503 Total</b>	57,500	37,500	95,000	86,128	8,872
<b>10 661 Software Fees &amp; Licenses</b>					
106611000000	0	0	0	52,000	-52,000
ESIS Software (2007-2011) - Amortize prepaid capital					
106611000000	27,968	27,968	55,935	55,936	-1
MSoftware Annual License - Elementary & Secondary (66%)					
<b>661 Total</b>	27,968	27,968	55,935	107,936	-52,001
<b>10 662 Maintenance Fees - Computer Technology</b>					
106621000000	6,000	7,000	13,000	13,000	0
Barracuda Content Filter					
106621000000	500	100	600	0	600
Domain Renewals					
<del>106621000000</del>	<del>10,000</del>	<del>10,000</del>	<del>20,000</del>	<del>0</del>	<del>20,000</del>
<del>Disaster Recovery - Software</del>					
106621000000	1,000	1,000	2,000	2,000	0
Packateer Load Balancer Maintenance					
106621000000	8,000	11,500	19,500	19,500	0
First Class Annual Maintenance					
106621000000	2,500	0	2,500	0	2,500
Wireless Controller Warranty					
106621000000	8,000	0	8,000	8,000	0
ECNO Agreement					
106621000000	15,000	0	15,000	11,000	4,000
SQL 2008					
106621000000	4,500	0	4,500	4,500	0
VMWare					
<del>106621000000</del>	<del>1,250</del>	<del>1,250</del>	<del>2,500</del>	<del>2,500</del>	<del>0</del>
<del>Moodle</del>					
106621000000	2,650	0	2,650	2,500	150
Vsphere					
106621000000	900	0	900	900	0
RedHat					
106621000000	2,350	0	2,350	2,350	0
Baraccuda - Spam					
106621000000	1,750	0	1,750	1,750	0
VPN Annual Maintenance					
106621000000	5,000	0	5,000	1,750	3,250
Network Management Software					
106621000000	1,600	0	1,600	1,600	0
Firewall Support (Juniper)					
106621000000	5,000	0	5,000	3,250	1,750
Footprints Annual Maintenance					
106621000000	5,000	0	5,000	4,500	500
Server 2010					
<del>106621000000</del>	<del>3,500</del>	<del>0</del>	<del>-3,500</del>	<del>7,500</del>	<del>-4,000</del>
<del>Windows 7</del>					
106621000000	5,000	0	5,000	0	5,000
VLS Annual Maintenance					
106621000000	6,000	0	6,000	5,500	500
Data Protector					
<b>106621000000</b>				<b>-40,000</b>	<b>40,000</b>
<b>Deduction</b>				<b>-10,000</b>	<b>10,000</b>
<b>106624000000</b>					
<b>Deduction</b>					
106621000000	18,000	0	18,000	16,750	1,250
Maintenance Contracts					
<b>662 Total</b>	113,500	30,850	144,350	56,350	88,000

**Brant Haldimand Norfolk Catholic District School Board**

**INFORMATION TECHNOLOGY EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

INSTRUCTION Total  
 Elem 581,818    Sec 372,818    2011-2012 Prelim 954,635    2010-2011 Revised 948,314    Variance from 2010-2011 Revised 6,321

**SCHOOL MANAGEMENT**

**15 406 Telephone - Data Communications Services**

154061000000	WAN	0	0	0	0	0	0
154061000000	Internet	0	0	0	0	0	0
<b>406 Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**15 503 Replacement of Furniture & Equipment - Network Connectivity**

155031000000	Supplies - Switches/Panels/ Cables	1,875	1,875	3,750	3,450	300
155031000000	Cabling Repairs/Upgrades	1,875	1,875	3,750	3,150	600
155031000000	Wireless Equipment	1,875	1,875	3,750	1,874	1,876
155031000000	Telecom Repairs Add/Move/Changes	937	937	1,874	1,874	0
155031000000	Wan Parts and Supplies	937	937	1,874	1,874	0
<b>155031000000</b>	<b>Fibre Upgrade one time install</b>	<b>7,499</b>	<b>7,499</b>	<b>0</b>	<b>25,000</b>	<b>-25,000</b>
<b>503 Total</b>		<b>7,499</b>	<b>7,499</b>	<b>14,998</b>	<b>37,222</b>	<b>-22,224</b>

**553 - Additional F&E - Network Connectivity - Not Capitalized**

155531000000	Fibre Upgrade one time install	0	0	0	0	0
<b>553 Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**15 661 Software Fees & Licenses**

156611000000	MSOffice Annual License (17%)	7,203	7,203	14,406	14,406	0
<b>661 Total</b>		<b>7,203</b>	<b>7,203</b>	<b>14,406</b>	<b>14,406</b>	<b>0</b>

**15 662 Maintenance Fees - Computer Technology**

156621000000	School Cash	4,750	0	4,750	4,750	0
<b>662 Total</b>		<b>4,750</b>	<b>0</b>	<b>4,750</b>	<b>4,750</b>	<b>0</b>

**SCHOOL MANAGEMENT Total**

		19,452	14,702	34,154	56,378	-22,224
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**COMPUTER SERVICES**

**22 317 Professional Development - Non Teaching**

223171000021	Professional Development for Technicians	4,500	4,500	9,000	5,000	4,000
<b>317 Total</b>		<b>4,500</b>	<b>4,500</b>	<b>9,000</b>	<b>5,000</b>	<b>4,000</b>

**22 332 Books & Periodicals**

223321000000	Books & Periodicals	225	225	450	500	-50
<b>332 Total</b>		<b>225</b>	<b>225</b>	<b>450</b>	<b>500</b>	<b>-50</b>

**22 336 Printing/Photocopying - Non-Instruct**

223361000021	Printing/Photocopying - Non-Instruct from PRC	600	600	1,200	0	1,200
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**Brant Haldimand Norfolk Catholic District School Board**

**INFORMATION TECHNOLOGY EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

	Elem	Sec	2011-2012	Prelim	Revised	Variance from
361 Total	600	600	2010-2011	2010-2011	2010-2011	Revised
<b>22 361 Automobile Reimbursement</b>						
223611000021 Automobile Reimbursement	25,000	3,500	28,500	25,000	25,000	3,500
<b>361 Total</b>	25,000	3,500	28,500	25,000	25,000	3,500
<b>22 402 Repairs - Computer Technology</b>						
224021000021 Repairs - Computer Technology	12,500	12,500	25,000	21,000	21,000	4,000
<b>402 Total</b>	12,500	12,500	25,000	21,000	21,000	4,000
<b>22 404 Telephone-Cellular/Pager</b>						
224041000021 Telephone-Cellular/Pager	6,000	2,500	8,500	8,500	8,500	0
<b>404 Total</b>	6,000	2,500	8,500	8,500	8,500	0
<b>22 405 Telephone - Voice</b>						
224051000021 Telephone-Voice From PRC	1,750	1,750	3,500	3,500	3,500	3,500
<b>405 Total</b>	1,750	1,750	3,500	3,500	3,500	3,500
<b>22 406 Telephone - Data Communications Services</b>						
224061000000 WAN	35,000	0	35,000	14,000	14,000	21,000
224061000000 Internet	4,000	0	4,000	1,200	1,200	2,800
<b>406 Total</b>	39,000	0	39,000	15,200	15,200	23,800
<b>22 407 Postage/Courier</b>						
224071000021 Postage/Courier from PRC	400	400	800	800	800	800
<b>407 Total</b>	400	400	800	800	800	800
<b>22 410 Office Supplies &amp; Services</b>						
224101000000 Office Supplies & Services	750	750	1,500	1,500	1,500	0
224101000021 Office Supplies & Services from PRC	1,050	1,050	2,100	2,100	2,100	2,100
<b>410 Total</b>	1,800	1,800	3,600	3,600	3,600	2,100
<b>22 502 Replacement Furniture &amp; Equipment - Computer Technology</b>						
225021000000 IT Dept F&E Computer Technology	3,600	2,250	5,850	5,000	5,000	850
225021000000 Backup Tapes	0	0	0	0	0	0
<b>502 Total</b>	3,600	2,250	5,850	5,000	5,000	850
<b>22 503 Replacement of Furniture &amp; Equipment - Network Connectivity</b>						
225031000000 Supplies - Switches/Panels/ Cables	0	0	0	0	0	0
225031000000 Wan Parts and Supplies	0	0	0	0	0	0
<b>503 Total</b>	0	0	0	0	0	0
<b>22 662 Maintenance Fees - Computer Technology</b>						
226621000000 Barracuda Content Filter	500	0	500	500	500	0

**Brant Haldimand Norfolk Catholic District School Board**

**INFORMATION TECHNOLOGY EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

	Elem	Sec	2011-2012	2010-2011	Revised	Variance from
			Prelim	Revised		2010-2011
						Revised
226621000000	2,000	0	2,000	0	0	2,000
662 Total	2,500	0	2,500	500	500	2,000
<b>22 702 Association &amp; Membership Fees - Individuals</b>						
227021000000	500		500	0	0	500
702 Total	500	0	500	0	0	500
<b>COMPUTER SERVICES Total</b>	98,375	30,025	128,400	82,200	82,200	46,200
<b>TECHNICAL ADMINISTRATION</b>						
<b>35 406 Telephone - Data Communications Services</b>						
354066000000	0	0	0	0	0	0
354066000000	0	0	0	0	0	0
354066000000	0	0	0	0	0	0
406 Total	0	0	0	0	0	0
<b>35 503 Replacement of Furniture &amp; Equipment - Network Connectivity</b>						
355036000000		2,500	2,500	2,300	2,300	200
355036000000		2,500	2,500	2,100	2,100	400
355036000000		2,500	2,500	1,250	1,250	1,250
355036000000		1,250	1,250	1,250	1,250	0
355036000000		1,250	1,250	1,250	1,250	0
503 Total	0	10,000	10,000	8,150	8,150	1,850
<b>35 661 Software Fees &amp; Licenses</b>						
356616000000		14,408	14,408	14,408	14,408	-1
661 Total	0	14,408	14,408	14,408	14,408	-1
<b>35 662 Maintenance Fees - Computer Technology</b>						
356626000000			0	0	0	0
356626000000			0	0	0	0
356626000000			0	0	0	0
356626000000			0	0	0	0
662 Total	0	0	0	0	0	0
<b>TECHNICAL ADMINISTRATION Total</b>	0	24,408	24,408	22,558	22,558	1,850
<b>Grand Total</b>	699,645	441,952	1,141,597	1,109,450	1,109,450	32,147

# Brant Haldimand Norfolk Catholic District School Board

## DATA SERVICES EXPENDITURE ESTIMATES 2011-2012 REVISED

	Prelim	Revised	Variance from
	2011-2012	2010-2011	2010-2011
			Revised
<b>15 662 - Maintenance Fees - Computer Technology</b>			
156621000028 eSIS Maintenance and Support Agreement	260,000	120,000	140,000
15 662 Total	260,000	120,000	140,000
<b>22 317 - Professional Development - Non Teaching</b>			
223171000028 ECNO Conference Fees and Accommodation	900	900	0
aall Conference	1,100	1,100	0
Compass - Conference Fee	1,000	1,000	0
Technical Training Courses	3,000	3,000	0
Compass - Training Resources (18% of EDCO's \$5000 fee)	900	900	0
Teacher, Principal or Secretary Release	2,100	2,100	0
Lunches and Food various venues	0	1,000	-1,000
22 317 Total	9,000	10,000	-1,000
<b>22 325 - Program Supplies</b>			
223251000028 Computer	500	500	0
Printer & Toner	500	500	0
Stationary Supplies	700	700	0
Per W Easton	-190		
Telephone Long Distance Charges St. Patrick School	200	200	0
22 325 Total	1,710	1,900	0
<b>22 361 - Automobile Reimbursement</b>			
223611000028 Automobile Reimbursement	2,000	2,000	0
22 361 Total	2,000	2,000	0
<b>22 404 - Telephone - Cellular</b>			
224044000028 Telephone - Cellular	2,500	2,500	0
22 404 Total	2,500	2,500	0
<b>22 654 - Other Contractual Services - Data Services</b>			
226541000 028 eSIS yearly enhancements (bhncdsb portion of the Ontario Consortium)	7,000	7,000	0
Cindy Pentland Quad Board Esis Facilitator Salary & Benefits	16,000	16,000	0
22 654 Total	23,000	23,000	0

<b>22 661 - Software Fees</b>				
226611000028	Maplewood Trio License	1,130	1,130	0
	Adobe Flex	300	300	0
	<b>22 661 Total</b>	<b>1,130</b>	<b>1,130</b>	<b>0</b>
<b>22 662 - Maintenance Fees - Computer Technology</b>				
226621000028	Maintenance Fees - Computer Technology - Data Services			
	Cognos License Renewal & Maintenance Agreement	22,850	20,773	2,077
	Additional Enhancement Project Costs billed by AAL above 780 hr ceiling	13,500	13,500	0
	EDCO (Compass) Yearly Costs for on-going participation in NYC			0
	Compass - Maintenance (18% of EDCO's total fee)	8,500	1,800	6,700
	mVal Teacher Appraisal System Annual Fee	11,752	11,752	0
	<b>22 662 Total</b>	<b>56,602</b>	<b>47,825</b>	<b>8,777</b>
	<b>Grand Total</b>	<b>356,242</b>	<b>208,655</b>	<b>147,777</b>

# FACILITIES

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Facilities

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>SCHOOL OPERATIONS</b>						
40 317	2,000	0	2,000	2,000	790	0
Professional Development - Non Teaching						
<b>Total Staff Development</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>790</b>	<b>0</b>
40 340	270,235		270,235	250,235	298,897	20,000
Plant Operations Supplies						
40 341	1,369,805	0	1,369,805	1,180,219	1,301,273	189,586
Electricity						
40 343	397,201		397,201	437,225	473,112	-40,024
Heating - Gas						
40 346	173,087		173,087	133,213	168,183	39,874
Water & Sewage						
40 361	15,000		15,000	15,000	11,645	0
Automobile Reimbursement						
40 404	2,000		2,000	2,000	1,451	0
Telephone - Cellular						
40 430	50,000		50,000	50,000	56,397	0
Maintenance Supplies						
40 435	3,500	0	3,500	0	0	3,500
Caretakers Supplies						
<b>Total Supplies &amp; Services</b>	<b>2,280,828</b>	<b>0</b>	<b>2,280,828</b>	<b>2,067,891</b>	<b>2,310,958</b>	<b>212,937</b>
40 501	45,000	-4,500	40,500	45,000	13,872	-4,500
Replacement of Furniture & Equipment - General						
40 502	2,000	-200	1,800	2,000	0	-200
Replacement of Furniture & Equipment - Computer Technology						
<b>Total Replacement of F&amp;E</b>	<b>47,000</b>	<b>-4,700</b>	<b>42,300</b>	<b>47,000</b>	<b>13,872</b>	<b>-4,700</b>
40 610	117,949	-16,520	101,429	167,588	174,801	-66,169
Rental/Lease - Instructional Accommodation						
<b>Total Rental Expenditures</b>	<b>117,949</b>	<b>-16,520</b>	<b>101,429</b>	<b>167,588</b>	<b>174,801</b>	<b>-66,169</b>
40 654	700,000		700,000	700,000	719,835	0
Other Contractual Services						
40 661	20,000		20,000	20,000	35,052	0
Software Fees & Licenses						
40 681	10,000	50,000	60,000	10,000	26,248	50,000
Moving of Portables						
<b>Total Fees &amp; Contractual Services</b>	<b>730,000</b>	<b>50,000</b>	<b>780,000</b>	<b>730,000</b>	<b>781,134</b>	<b>50,000</b>
<b>Total SCHOOL OPERATIONS</b>	<b>3,177,777</b>	<b>28,780</b>	<b>3,206,557</b>	<b>3,014,489</b>	<b>3,281,556</b>	<b>192,068</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Facilities

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>SCHOOL MAINTENANCE</b>						
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	7,054	0
<b>Total Staff Development</b>	<b>2,500</b>		<b>2,500</b>	<b>2,500</b>	<b>7,054</b>	<b>0</b>
41 340 Plant Operations Supplies	0		0	0	1,217	0
41 361 Automobile Reimbursement	15,000		15,000	15,000	8,439	0
41 370 Vehicle Fuel	30,000		30,000	30,000	28,661	0
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000	0	0
41 404 Telephone - Cellular	6,000		6,000	6,000	5,800	0
41 430 Maintenance Supplies	125,000		125,000	125,000	167,258	0
41 431 Maintenance Services	300,000		300,000	300,000	341,715	0
41 432 Landscaping	6,000		6,000	6,000	2,410	0
41 438 Municipal Improvements	5,000		5,000	5,000	631	0
41 439 Local Improvement Supplies	10,000		10,000	10,000	0	0
41 440 Vehicle Maintenance & Supplies	10,000		10,000	10,000	14,118	0
<b>Total Supplies &amp; Services</b>	<b>508,000</b>		<b>508,000</b>	<b>508,000</b>	<b>570,250</b>	<b>0</b>
41 501 Replacement of Furniture & Equipment - General	5,000	-500	4,500	5,000	12,028	-500
<b>Total Replacement of F&amp;E</b>	<b>5,000</b>	<b>-500</b>	<b>4,500</b>	<b>5,000</b>	<b>12,028</b>	<b>-500</b>
41 754 Debenture Interest - post May 15, 1998	90,621	-1,774	88,847	93,778	96,786	-4,931 Appendix K 1 (item 1)
<b>Total Interest Charges on Long Term Debt</b>	<b>90,621</b>	<b>-1,774</b>	<b>88,847</b>	<b>93,778</b>	<b>96,786</b>	<b>-4,931</b>
41 625 Rental/Lease - Vehicles	0		0	0	2,827	0
<b>Total Rental Expenditures</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>2,827</b>	<b>0</b>
41 653 Other Professional Fees	2,000		2,000	2,000	5,779	0
41 654 Other Contractual Services	8,000		8,000	8,000	4,638	0
41 661 Software Fees & Licenses	20,000		20,000	20,000	19,812	0 e-BASE
41 671 Property Insurance	88,293	2,500	90,793	88,293	81,128	2,500
41 673 Vehicle Insurance	8,000		8,000	8,000	7,420	0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000	610	0
<b>Total Fees &amp; Contractual Services</b>	<b>128,293</b>	<b>2,500</b>	<b>130,793</b>	<b>128,293</b>	<b>119,386</b>	<b>2,500</b>
<b>Total SCHOOL MAINTENANCE</b>	<b>734,414</b>	<b>226</b>	<b>734,640</b>	<b>737,571</b>	<b>808,331</b>	<b>-2,931</b>
<b>SCHOOL RENEWAL</b>						
42 760 Local Improvements	1,483,959	-33,865	1,450,094	1,483,959	671,566	-33,865
<b>Total Supplies &amp; Services</b>	<b>1,483,959</b>	<b>-33,865</b>	<b>1,450,094</b>	<b>1,483,959</b>	<b>671,566</b>	<b>-33,865</b>
<b>Total SCHOOL RENEWAL</b>	<b>1,483,959</b>	<b>-33,865</b>	<b>1,450,094</b>	<b>1,483,959</b>	<b>671,566</b>	<b>-33,865</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Facilities

		Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)	
<b>NEW PUPIL PLACES</b>								
43	754	1,477,061	-34,748	1,442,313	2,772,129	2,525,490	-1,329,816	Appendix K.1 (item 2)
<b>Total</b>		<b>1,477,061</b>	<b>-34,748</b>	<b>1,442,313</b>	<b>2,772,129</b>	<b>2,525,490</b>	<b>-1,329,816</b>	
<b>Total NEW PUPIL PLACES</b>								
		<b>1,477,061</b>	<b>-34,748</b>	<b>1,442,313</b>	<b>2,772,129</b>	<b>2,525,490</b>	<b>-1,329,816</b>	
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>								
44	336	3,000		3,000	3,000	462	0	Maintenance Shop
44	340	0		0	0	18,841	0	
44	341	22,955		22,955	32,189	34,729	-9,234	Appendix J
44	343	8,419		8,419	12,362	14,544	-3,943	Appendix J
44	346	2,914		2,914	3,914	2,984	-1,000	Appendix J
44	361	0		0	0	226	0	
44	405	4,200		4,200	4,200	453	0	Maintenance Shop
44	410	2,500		2,500	2,500	7,964	0	Maintenance Shop
44	430	45,000		45,000	45,000	34,196	0	
44	431	20,000		20,000	20,000	17,967	0	
<b>Total</b>		<b>108,988</b>		<b>108,988</b>	<b>123,165</b>	<b>132,367</b>	<b>-14,177</b>	
44	501	2,000		2,000	2,000	1,171	0	
<b>Total</b>		<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>1,171</b>	<b>0</b>	
<b>Replacement of Furniture &amp; Equipment - General</b>								
44	754	47,468	409	47,877	49,122	50,698	-1,245	Appendix K.1 (item 3)
<b>Total</b>		<b>47,468</b>	<b>409</b>	<b>47,877</b>	<b>49,122</b>	<b>50,698</b>	<b>-1,245</b>	
<b>Total Interest Charges on Long Term Debt</b>								
44	611	50,500	-1,000	49,500	50,500	25,134	-1,000	Appendix K.2 (item 2)
<b>Total</b>		<b>50,500</b>	<b>-1,000</b>	<b>49,500</b>	<b>50,500</b>	<b>25,134</b>	<b>-1,000</b>	
<b>Total Rental Expenditures</b>								
44	653	0		0	0	2,438	0	
44	654	30,000		30,000	30,000	27,772	0	Fire/Alarm, etc.
<b>Total</b>		<b>30,000</b>		<b>30,000</b>	<b>30,000</b>	<b>30,211</b>	<b>0</b>	
<b>Total Fees &amp; Contractual Services</b>								
<b>Total</b>		<b>238,956</b>	<b>-591</b>	<b>238,365</b>	<b>254,787</b>	<b>239,580</b>	<b>-16,422</b>	
<b>DIRECT CAPITAL &amp; DEBT</b>								
45	754	1,455,012		1,455,012	383,497	348,567	1,071,515	Appendix K.1 (item 4)
<b>Total</b>		<b>1,455,012</b>		<b>1,455,012</b>	<b>383,497</b>	<b>348,567</b>	<b>1,071,515</b>	
<b>Total Interest Charges on Long Term Debt</b>								
<b>Total</b>		<b>1,455,012</b>		<b>1,455,012</b>	<b>383,497</b>	<b>348,567</b>	<b>1,071,515</b>	
<b>Total DIRECT CAPITAL &amp; DEBT</b>								

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Preliminary Expenditure Estimates - Facilities**

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TOTAL BUDGET</b>	8,567,179	-40,198	8,526,981	8,646,432	7,875,090	-119,451

**EXPENDITURE ESTIMATES 2011-2012 - PRELIM UTILITIES**

BASE

	2009-2010 ACTUAL				2010-2011 REVISED				2011-2012 ESTIMATES			
	Electricity	Water	Heat	TOTAL	Electricity	Water	Heat	TOTAL	Electricity	Water	Heat	TOTAL
Blessed Sacrament	9,998	-	9,848	19,846	10,233	-	9,572	19,805	11,649	-	8,687	20,336
Christ the King	11,529	1,032	7,979	20,540	14,839	1,861	7,796	24,486	14,475	1,165	5,796	21,456
Holy Cross	13,599	858	8,084	22,541	16,108	1,201	8,078	25,387	13,518	745	4,915	19,178
Holy Family	24,779	3,953	11,515	40,247	25,002	720	11,304	37,026	24,363	5,997	9,804	40,164
Jean Vanier (NEW)	41,453	2,117	5,079	48,649	35,682	3,368	14,782	53,842	39,110	1,607	10,520	51,237
Notre Dame (Caledonia)	35,720	9,652	21,550	66,922	33,490	4,355	21,273	59,118	33,771	7,059	12,967	53,837
Our Lady of Fatima (Courtland)	10,931	866	11,119	22,917	9,003	1,264	10,772	21,039	9,789	884	10,451	21,124
Our Lady of LaSalette	13,160	-	9,007	22,167	8,600	-	8,766	17,366	10,847	-	7,606	18,653
Our Lady of Providence	44,515	3,430	11,080	59,024	48,082	2,515	11,104	61,681	43,704	4,622	6,562	54,888
Resurrection	23,755	1,146	9,423	34,324	25,377	5,042	11,644	42,063	26,800	1,432	8,890	37,112
Sacred Heart (Paris)	30,724	6,153	10,852	47,730	31,683	4,160	17,943	53,786	28,795	9,334	12,872	51,001
Sacred Heart (Langton)	25,543	-	16,414	41,957	17,939	-	16,340	34,279	21,225	-	13,299	34,524
St Anthony Daniel	9,111	-	10,719	19,829	8,522	-	10,360	18,882	10,091	-	8,809	18,980
St Basil	15,532	1,900	7,722	25,154	18,054	2,283	7,326	27,663	50,290	3,580	9,691	71,561
St Bernard	16,404	5,141	10,675	34,219	14,220	2,301	10,356	26,877	17,298	2,374	7,004	26,676
St Bernard of Clairvaux	16,179	3,653	11,340	31,172	9,544	1,847	10,953	22,344	17,605	2,800	9,888	30,293
St Cecilia's	20,588	7,101	13,651	41,339	13,930	2,383	13,731	30,044	12,388	1,253	10,777	24,418
St Frances Cabrini	61,199	2,982	12,511	76,691	52,153	3,165	11,903	67,221	19,590	1,862	9,660	31,102
St Gabriel	47,964	7,204	6,907	62,105	36,535	4,052	6,807	47,394	40,048	5,764	5,268	51,080
St Joseph	25,966	4,351	20,552	50,869	18,531	1,987	20,471	40,989	23,131	5,796	11,276	40,203
St Leo	11,390	1,422	7,645	20,457	11,935	1,306	7,423	20,664	12,768	1,432	6,635	20,835
St Mary	16,824	6,043	7,096	29,964	16,314	1,137	6,809	24,260	17,035	1,828	6,167	25,028
St Mary (Hagersville)	16,697	4,983	10,004	31,683	14,775	1,336	9,601	25,712	17,494	5,724	9,893	33,111
St Michael's (Dunnville)	13,145	-	9,115	22,260	9,771	-	8,641	18,412	13,611	-	9,655	23,266
St Michael's (Walsh)	22,096	1,598	15,537	39,230	16,842	1,697	15,623	34,162	19,400	1,940	10,548	32,908
St Patrick	20,751	4,231	12,464	37,446	17,863	2,449	12,490	32,802	19,129	4,300	8,938	32,367
St Patrick (Caledonia)	14,176	1,577	11,458	27,211	13,063	939	7,059	21,101	13,169	1,632	5,643	20,444
St Peter	13,328	4,323	11,458	29,108	13,871	3,070	11,065	28,006	14,012	5,434	10,451	29,897
St Plus	12,015	5,357	4,335	21,707	13,139	2,502	4,091	19,732	12,509	1,539	3,688	17,736
St Stephen's	11,735	1,204	9,406	22,345	9,235	1,441	8,827	19,503	12,436	1,632	10,005	24,073
St Theresa	1,864	1,969	866	4,699	7,981	367	6,078	14,426	-	-	-	0
328 Sacred Heart	7,945	923	671	9,538	9,838	-	6,951	16,789	6,905	1,969	4,640	13,514
329 St Jean de Brebeuf	12,472	392	3,900	16,764	8,708	628	3,582	12,918	13,114	354	3,202	16,670
342 Fatima Resource Centre	674,986	95,651	325,814	1,096,451	610,852	59,376	349,551	1,019,779	707,014	88,154	287,813	1,082,981
TOTAL ELEMENTARY	250,739	28,649	31,715	311,303	256,674	32,426	31,047	320,147	0	0	0	0
Assumption College	197,718	13,415	39,294	250,427	201,234	14,910	39,144	255,286	266,430	37,035	28,695	332,160
St. John's College	168,420	29,563	60,954	258,937	158,869	27,841	61,595	248,105	224,029	17,721	31,657	273,407
Holy Trinity	2,052	271	2,323	4,646	0	0	0	0	170,756	30,177	48,743	249,676
Alternate Ed Center	618,929	71,827	132,234	822,990	616,777	74,977	131,786	823,540	1,575	-	293	1,868
TOTAL SECONDARY	1,293,915	167,488	458,048	1,919,451	1,227,629	134,353	481,337	1,843,319	662,790	84,933	109,388	857,111
TOTAL INSTRUCTIONAL	15,718	2,157	5,350	23,226	17,478	1,705	5,042	24,225	0	0	0	0
Board Office	15,196	335	4,045	19,576	12,858	522	3,751	17,131	18,618	2,760	4,242	25,620
Providence Resource Centre	3,615	491	5,148	9,455	5,304	337	4,930	10,571	4,337	154	4,177	8,668
Maintenance Shop	34,729	2,984	14,544	52,257	35,640	2,564	13,723	51,927	22,955	2,914	8,419	34,288
TOTAL NON-INSTRUCTIONAL	1,328,645	170,471	472,592	1,971,708	1,263,269	136,917	495,060	1,895,246	1,392,759	176,001	405,620	1,974,380
TOTAL BOARD												

**DEBENTURE PAYMENTS  
2011-2012**

Appendix K

**Debenture Payments  
School Maintenance**

	Interest a/c 41-754	Principal		Total	
Assumption College Energy Retrofit DEBENTURE (issue 2007)	88,847	65,920		154,767	
	<u>88,847</u>	<u>65,920</u>	0	<u>154,767</u>	(Item 1)

**New Pupil Places**

	Interest a/c 43-754	Principal	Deposit	Total	
1) CAPITAL LOAN - CIBC	0	0	0	0	
DEBENTURE (issue 2001) Re: Holy Trinity, OLP	967,211	578,559	0	1,545,770	
SINKING FUND re: Holy Trinity, OLP	180,298		Final Pymt	180,298	
DEBENTURE (issue 2007) re: St Gabriel	226,437	168,006		394,443	
DEBENTURE (issue 2007) re: Paris Land Purchase (EDC Funds)	68,367	50,725	0	119,092	
	<u>1,442,313</u>	<u>797,290</u>	0	<u>2,239,603</u>	(Item 2)

**Non-Instructional Operations**

	Interest a/c 44-754	Principal		Total	
Board Office Addition DEBENTURE (issue 2007)	47,877	35,522		83,399	
	<u>47,877</u>	<u>35,522</u>	0	<u>83,399</u>	(Item 3)

**OFA Debentures**

	Interest a/c 45-754	Principal		Total	
GPL Projects 2006 - 2010 OFA DEBENTURE (issue 2006, 2008, 2009, 2010)	373,849	207,315		581,164	
New Pupil Places	648,949	276,300		925,249	
Prohibitive to Repair	358,181	149,660		507,841	
Primary Class Size	74,032	30,933		104,965	
	<u>1,455,011</u>	<u>664,208</u>	0	<u>2,119,219</u>	(Item 4)
Grand Total	3,034,048	1,562,940		4,596,988	

**Brant Haldimand Norfolk Catholic District School Board**  
**EXPENDITURE ESTIMATES 2011-2012 - PRELIM**  
**PORTABLE CLASSROOM LEASES**  
**Rental of Instructional Accommodation (a/c 40-610)**

Appendix K.2

1) LEASES - C.L. MARTIN LTD.

			Elementary	Secondary	Total
# of leased portables 2010-2011			9	10	19
# required for Sept 2011-2012			9	3	12
Lease cost \$500/month	0	510.80	0	0	0
Lease cost \$550/month	3	561.88	20,228	0	20,228
Lease cost \$575/month	0	587.42	0	0	0
Lease cost \$600/month	9	612.96	44,133	22,067	66,200
	12		<u>64,361</u>	<u>22,067</u>	<u>86,428</u>

- 2) ST MARY'S (BRANT) - GYM RENTAL  
 3) MARKET STREET - ALTERNATIVE ED

	Elementary	Secondary	Total
2) ST MARY'S (BRANT) - GYM RENTAL	15,000	0	15,000
3) MARKET STREET - ALTERNATIVE ED			0
	<u>79,361</u>	<u>22,067</u>	<u>101,428</u>

(Item 1)

**OTHER LEASED PREMISES (a/c 44-611)**

Maintenance Shop - Mortgage Payment Units 11, 12, 13		24,000
Maintenance Shop - Fees	Common Element Fees @ \$2124.97/month	<u>25,500</u>
		<u>49,500</u>

(Item 2)

**Brant Haldimand Norfolk Catholic District School Board**  
**EXPENDITURE ESTIMATES 2010-2011 - PRELIM**  
**Board Vehicles 2011-2012**

Appendix L

	Kilometers as of Mar 01, 2011
2000 Ford E250 Van (replace 2011-2012)	186,480
2002 Chev Van	193,211
2003 Chev Van	171,409
2008 Chev Van	87,212
2009 Chev Uplander Van	53,068
2009 Chev Uplander Van	33,712
2010 Chev Silverado Pickup Truck	29,536
2010 Chev Express Van	24,956
2010 Chev Express Van	10,952
2010 Chev Express Van	on order

# TRANSPORTATION

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Transportation

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TRANSPORTATION - GENERAL</b>						
50 103 Department Managers & Supervisory Personnel	33,162		33,162	32,998	33,659	164
50 110 Technical & Specialized - Non-Instructional	67,875		67,875	64,772	50,344	3,103
50 112 Clerical & Secretarial	10,463		10,463	10,159	10,371	304
50 115 Temporary Assistance - Clerical/Technical & Specialized	0		0	0	10,865	0
<b>Total Salaries &amp; Wages</b>	<b>111,500</b>		<b>111,500</b>	<b>107,929</b>	<b>105,239</b>	<b>3,571</b>
50 203 Benefits - Department Managers & Supervisory Personnel	6,924		6,924	6,890	8,418	34
50 210 Benefits - Technical & Specialized-Non-Instructional	14,172		14,172	13,525	10,512	647
50 212 Benefits - Clerical & Secretarial	2,594		2,594	2,519	2,571	75
50 215 Benefits - Temporary Assistance - Clerical/Technical & Specialize	0		0	0	1,326	0
<b>Total Employee Benefits</b>	<b>23,690</b>		<b>23,690</b>	<b>22,934</b>	<b>22,827</b>	<b>756</b>
50 317 Professional Development - Non Teaching	8,834		8,834	7,256	6,633	1,578
<b>Total Staff Development</b>	<b>8,834</b>		<b>8,834</b>	<b>7,256</b>	<b>6,633</b>	<b>1,578</b>
50 361 Automobile Reimbursement	1,420		1,420	945	2,330	475
50 404 Telephone - Cellular	74		74	474	820	-400
50 410 Office Supplies & Services	6,736		6,736	5,363	3,156	1,373
<b>Total Supplies &amp; Services</b>	<b>8,230</b>		<b>8,230</b>	<b>6,782</b>	<b>6,306</b>	<b>1,448</b>
50 654 Other Contractual Services	25,149		25,149	20,676	18,686	4,473
50 661 Software Fees & Licenses	9,401		9,401	9,717	9,405	-316
50 702 Association & Membership Fees - Individuals	497		497	395	507	102
<b>Total Fees &amp; Contractual Services</b>	<b>35,047</b>		<b>35,047</b>	<b>30,788</b>	<b>28,597</b>	<b>4,259</b>
<b>Total TRANSPORTATION - GENERAL</b>	<b>187,301</b>		<b>187,301</b>	<b>175,689</b>	<b>169,603</b>	<b>11,612</b>
<b>TRANSPORTATION - HOME TO SCHOOL</b>						
51 654 Other Contractual Services	5,041,950		5,041,950	5,116,084	5,414,111	-74,134
<b>Total Fees &amp; Contractual Services</b>	<b>5,041,950</b>		<b>5,041,950</b>	<b>5,116,084</b>	<b>5,414,111</b>	<b>-74,134</b>
<b>Total TRANSPORTATION - HOME TO SCHOOL</b>	<b>5,041,950</b>		<b>5,041,950</b>	<b>5,116,084</b>	<b>5,414,111</b>	<b>-74,134</b>
<b>TRANSPORTATION - SCHOOL TO SCHOOL</b>						
52 654 Other Contractual Services	66,000		10,000	56,700	69,000	-46,700
52 725 Miscellaneous	5,000		5,000	5,000	0	0
<b>Total Fees &amp; Contractual Services</b>	<b>71,000</b>		<b>15,000</b>	<b>61,700</b>	<b>69,000</b>	<b>-46,700</b>
<b>Total TRANSPORTATION - SCHOOL TO SCHOOL</b>	<b>71,000</b>		<b>15,000</b>	<b>61,700</b>	<b>69,000</b>	<b>-46,700</b>

# Brant Haldimand Norfolk Catholic District School Board 2011-2012 Preliminary Expenditure Estimates - Transportation

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TRANSPORTATION - OTHER</b>						
53 654 Other Contractual Services	5,000		5,000	5,000	0	0
<b>Total Fees &amp; Contractual Services</b>	<b>5,000</b>		<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>Total TRANSPORTATION - OTHER</b>	<b>5,000</b>		<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>5,305,251</b>	<b>-56,000</b>	<b>5,249,251</b>	<b>5,358,473</b>	<b>5,652,713</b>	<b>-109,222</b>

# Brant Haldimand Norfolk Catholic District School Board

## TRANSPORTATION EXPENDITURE ESTIMATES 2011-2012 - PRELIM

Appendix M

		2011-2012 Prelim	2010-2011 Revised	Variance
50-103	Managers	\$ 33,161.63	\$ 32,998.00	\$ 163.63
50-110	Technical Staff	\$ 67,874.80	\$ 64,772.00	\$ 3,102.80
50-112	Clerical Staff	\$ 10,463.39	\$ 10,159.00	\$ 304.39
50-115	Temp Staff		\$ -	\$ -
	<b>SALARIES</b>	<b>\$ 111,499.82</b>	<b>\$ 107,929.00</b>	<b>\$ 3,570.82</b>
50-203	Benefits	\$ 6,924.15	\$ 6,890.00	\$ 34.15
50-210	Benefits	\$ 14,172.26	\$ 13,525.00	\$ 647.26
50-212	Benefits	\$ 2,593.87	\$ 2,519.00	\$ 74.87
50-215	Benefits		\$ -	\$ -
	<b>BENEFITS</b>	<b>\$ 23,690.28</b>	<b>\$ 22,934.00</b>	<b>\$ 756.28</b>
50-317	PROF DEV	\$ 8,833.51	\$ 7,256.00	\$ 1,577.51
50-361	Auto Reimbursement	\$ 1,419.67	\$ 945.00	\$ 474.67
50-404	Telephone - cell	\$ 73.22	\$ 474.00	\$ (400.78)
50-410	Office supplies	\$ 6,735.55	\$ 5,363.00	\$ 1,372.55
	<b>SUPPLIES AND SERVICES</b>	<b>\$ 8,228.45</b>	<b>\$ 6,782.00</b>	<b>\$ 1,446.45</b>
50-654	Other Contractual	\$ 15,521.74	\$ 20,676.00	\$ (5,154.26)
50-661	Software and Licenses	\$ 9,401.38	\$ 9,717.00	\$ (315.62)
50-702	Membership fees	\$ 496.89	\$ 395.00	\$ 101.89
	Lease	\$ 9,627.27		\$ 9,627.27
	<b>FEES &amp; CONTRACTS</b>	<b>\$ 35,047.27</b>	<b>\$ 30,788.00</b>	<b>\$ 4,259.27</b>
<b>TRANSPORTATION - GENERAL</b>		<b>\$ 187,299.33</b>	<b>\$ 175,689.00</b>	<b>\$ 11,610.33</b>
	Home to School	\$ 4,941,950.08	\$ 5,016,084.00	\$ (74,133.92)
	Fuel Escalation	\$ 100,000.00	\$ 100,000.00	\$ -
51-564	<b>HOME TO SCHOOL</b>	<b>\$ 5,041,950.08</b>	<b>\$ 5,116,084.00</b>	<b>\$ (74,133.92)</b>
	School to School	\$ 10,000.00	\$ 56,700.00	\$ (46,700.00)
	Trips to Church	\$ 5,000.00	\$ 5,000.00	\$ -
52-654	<b>SCHOOL TO SCHOOL</b>	<b>\$ 15,000.00</b>	<b>\$ 61,700.00</b>	<b>\$ (46,700.00)</b>
53-654	OTHER	\$ 5,000.00	\$ 5,000.00	\$ -
<b>GRAND TOTAL</b>		<b>\$ 5,249,249.41</b>	<b>\$ 5,358,473.00</b>	<b>\$ (109,223.59)</b>

# ADMINISTRATION

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Trustees

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>GOVERNANCE/TRUSTEES</b>						
31 101 Trustees' Honorarium	64,700		64,700	64,700	64,694	0
<b>Total Salaries &amp; Wages</b>	<b>64,700</b>		<b>64,700</b>	<b>64,700</b>	<b>64,694</b>	<b>0</b>
31 201 Benefits - Trustees	2,588		2,588	2,588	1,389	0
<b>Total Employee Benefits</b>	<b>2,588</b>		<b>2,588</b>	<b>2,588</b>	<b>1,389</b>	<b>0</b>
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	21,212	0
<b>Total Staff Development</b>	<b>23,000</b>		<b>23,000</b>	<b>23,000</b>	<b>21,212</b>	<b>0</b>
31 336 Printing & Photocopying - Non-instructional	0	3,500	3,500	0	0	3,500
31 359 Student Trustees	5,000		5,000	5,000	4,326	0
31 361 Automobile Reimbursement	10,000		10,000	10,000	5,848	0
31 404 Telephone - Cellular	3,000		3,000	3,000	2,783	0
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	4,100	0
31 407 Postage	200		200	200	0	0
31 410 Office Supplies & Services	500		500	500	1,230	0
31 501 Replacement of Furniture & Equipment - General	0		0	0	2,392	0
31 502 Replacement of Furniture & Equipment - Computer Tec	8,000	-6,000	2,000	8,000	7,241	-6,000
<b>Total Supplies &amp; Services</b>	<b>30,300</b>	<b>-2,500</b>	<b>27,800</b>	<b>30,300</b>	<b>27,920</b>	<b>-2,500</b>
31 701 Association & Membership Fees - Board	49,000		49,000	49,000	47,317	0
31 702 Association & Membership Fees - Individuals	250		250	250	0	0
31 725 Miscellaneous	10,000	-5,000	5,000	10,000	2,374	-5,000
<b>Total Other</b>	<b>59,250</b>	<b>-5,000</b>	<b>54,250</b>	<b>59,250</b>	<b>49,691</b>	<b>-5,000</b>
<b>Total GOVERNANCE/TRUSTEES</b>	<b>179,838</b>	<b>-7,500</b>	<b>172,338</b>	<b>179,838</b>	<b>164,906</b>	<b>-7,500</b>

# Brant Haldimand Norfolk Catholic District School Board 2011-2012 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>GENERAL ADMINISTRATION</b>						
32 315	34,000	-3,400	30,600	48,992	51,546	-18,392
32 316	1,000		1,000	1,000	986	0
32 317	6,000	-100	5,900	6,000	4,245	-100
<b>Total Staff Development</b>	<b>41,000</b>	<b>-3,500</b>	<b>37,500</b>	<b>55,992</b>	<b>56,777</b>	<b>-18,492</b>
32 322	2,500	-250	2,250	2,500	2,705	-250
32 325	0		0	39,397	0	-39,397
32 336	16,000		16,000	16,000	14,319	0
32 361	11,500	400	11,900	11,500	10,458	400
32 404	12,200		12,200	12,200	7,366	0
32 405	0		0	0	890	0
32 406	600		600	600	0	0
32 410	9,000	-900	8,100	9,000	13,407	-900
<b>Total Supplies &amp; Services</b>	<b>51,800</b>	<b>-750</b>	<b>51,050</b>	<b>91,197</b>	<b>49,145</b>	<b>-40,147</b>
32 501	2,000	-200	1,800	2,000	1,098	-200
32 502	1,500	-150	1,350	1,500	3,340	-150
<b>Total Replacement of F&amp;E</b>	<b>3,500</b>	<b>-350</b>	<b>3,150</b>	<b>3,500</b>	<b>4,438</b>	<b>-350</b>
32 640	13,900		13,900	11,900	7,531	2,000
32 641	0		0	0	230	0
32 652	15,000		15,000	15,000	8,642	0
32 653	0		0	0	180	0
32 654	2,000		2,000	10,000	6,748	-8,000
32 661	0		0	0	2,757	0
32 672	130,930	-2,500	128,430	130,930	122,485	-2,500
32 701	200		200	200	249	0
<b>Total Fees &amp; Contractual Services</b>	<b>162,030</b>	<b>-2,500</b>	<b>159,530</b>	<b>168,030</b>	<b>148,824</b>	<b>-8,500</b>
32 702	13,400	250	13,650	11,400	10,660	2,250
32 725	37,700	-9,500	28,200	36,700	22,300	-8,500
<b>Total Other</b>	<b>51,100</b>	<b>-8,250</b>	<b>41,850</b>	<b>48,100</b>	<b>32,960</b>	<b>-6,250</b>
32 790	62,949		62,949	50,846	86,023	12,103
<b>Total Amortization</b>	<b>62,949</b>		<b>62,949</b>	<b>50,846</b>	<b>86,023</b>	<b>12,103</b>
<b>Total GENERAL ADMINISTRATION</b>	<b>372,379</b>	<b>-16,350</b>	<b>356,029</b>	<b>417,665</b>	<b>378,167</b>	<b>-61,636</b>

# Brant Haldimand Norfolk Catholic District School Board 2011-2012 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>BUSINESS ADMINISTRATION</b>						
33 317	Professional Development - Non Teaching		5,000	5,000	1,380	-500
33 318	Professional Memberships - Non Teaching	-500	2,000	2,000	2,026	0
	<b>Total Staff Development</b>	-500	7,000	7,000	3,406	-500
33 336	Printing & Photocopying - Non-instructional		4,000	4,000	-3,938	0
33 361	Automobile Reimbursement		1,500	1,500	1,297	0
33 405	Telephone - Voice		18,000	18,000	12,717	0
33 406	Telephone - Data Communications Services		1,800	0	1,739	1,800
33 407	Postage		12,000	12,000	10,701	0
33 410	Office Supplies & Services	-1,900	17,100	19,000	14,259	-1,900
	<b>Total Supplies &amp; Services</b>	-1,900	56,300	54,500	36,775	-100
33 501	Replacement of Furniture & Equipment - General		10,000	10,000	12,140	-1,000
33 502	Replacement of Furniture & Equipment - Computer Tec	-500	4,500	5,000	1,258	-500
	<b>Total Replacement of F&amp;E</b>	-1,500	15,000	15,000	13,398	-1,500
33 640	Instructional Advertising		2,655	2,655	852	0
33 651	Audit Fees		45,000	45,000	34,445	0
33 653	Other Professional Fees		0	0	6,636	0
33 654	Other Contractual Services		71,000	71,000	68,733	0
33 661	Software Fees & Licenses		8,000	8,000	4,572	0
33 662	Maintenance Fees - Computer Technology		93,200	93,200	76,061	0
33 702	Association & Membership Fees - Individuals		2,000	2,000	806	0
	<b>Total Fees &amp; Contractual Services</b>		221,855	221,855	192,106	0
33 729	Foreign Exchange Gain/Loss		0	0	-940	0
	<b>Total Other</b>		0	0	-940	0
	<b>Total BUSINESS ADMINISTRATION</b>	-3,900	300,155	296,255	244,744	-2,100

# Brant Haldimand Norfolk Catholic District School Board

## 2011-2012 Preliminary Expenditure Estimates - Human Resources

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>INSTRUCTION</b>						
10 115	2,000		2,000	0	0	2,000 Wellness Committee
10 185	0		0	0	7,487	0
<b>Total Salaries &amp; Wages</b>	<b>2,000</b>		<b>2,000</b>	<b>0</b>	<b>7,487</b>	<b>2,000</b>
10 311	60,000		60,000	60,581	60,581	0
<b>Total Employee Benefits</b>	<b>60,000</b>		<b>60,000</b>	<b>60,581</b>	<b>60,581</b>	<b>0</b>
10 315	5,000		5,000	0	0	5,000
<b>Total Staff Development</b>	<b>5,000</b>		<b>5,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
10 501	10,000		10,000	15,000	0	-5,000
<b>Total Replacement of F&amp;E</b>	<b>10,000</b>		<b>10,000</b>	<b>15,000</b>	<b>0</b>	<b>-5,000</b>
<b>Total INSTRUCTION</b>	<b>77,000</b>		<b>77,000</b>	<b>75,000</b>	<b>68,068</b>	<b>2,000</b>
<b>HUMAN RESOURCES ADMINISTRATION</b>						
34 317	4,500	-450	4,050	4,500	2,981	-450
34 318	1,700		1,700	1,700	1,448	0
<b>Total Staff Development</b>	<b>6,200</b>	<b>-450</b>	<b>5,750</b>	<b>6,200</b>	<b>4,429</b>	<b>-450</b>
34 322	2,000		2,000	2,000	845	0
34 325	5,000		5,000	0	0	5,000 Wellness Committee
34 361	2,000		2,000	2,000	1,860	0
34 410	3,500	-350	3,150	3,500	3,780	-350
34 421	15,000		15,000	15,000	18,638	0
<b>Total Supplies &amp; Services</b>	<b>27,500</b>	<b>-350</b>	<b>27,150</b>	<b>22,500</b>	<b>25,123</b>	<b>4,650</b>
34 650	130,000		130,000	130,000	164,824	0
34 653	4,000		4,000	2,000	4,638	2,000 Dr notes, Functional Abilities Evals
34 654	29,000		29,000	29,000	22,509	0
34 661	6,720		6,720	0	0	6,720 Parklane Disabilities Mgmt Module
34 662	0		0	2,500	2,498	-2,500 iCOD - move to employee portal
34 702	1,400		1,400	1,400	945	0
<b>Total Fees &amp; Contractual Services</b>	<b>171,120</b>		<b>171,120</b>	<b>164,900</b>	<b>195,414</b>	<b>6,220</b>
<b>Total HUMAN RESOURCES ADMINISTRATION</b>	<b>204,820</b>	<b>-800</b>	<b>204,020</b>	<b>193,600</b>	<b>224,966</b>	<b>10,420</b>

**Brant Haldimand Norfolk Catholic District School Board  
2011-2012 Preliminary Expenditure Estimates - Human Resources**

	Prelim	Prelim Change	Prelim Budget	Revised 2010- 2011	Actual 2009- 2010	Increase (Decrease)
<b>SCHOOL MAINTENANCE</b>						
41 449 Health & Safety	20,000	-2,000	18,000	12,000	13,097	6,000
Total Supplies & Services	20,000	-2,000	18,000	12,000	13,097	6,000
<b>Total SCHOOL MAINTENANCE</b>	<b>20,000</b>	<b>-2,000</b>	<b>18,000</b>	<b>12,000</b>	<b>13,097</b>	<b>6,000</b>
<b>TOTAL BUDGET</b>	<b>301,820</b>	<b>-2,800</b>	<b>299,020</b>	<b>280,600</b>	<b>306,131</b>	<b>18,420</b>

# Brant Haldimand Norfolk Catholic District School Board 2011-2012 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2010-2011	Actual 2009-2010	Increase (Decrease)
<b>TECHNICAL ADMINISTRATION</b>						
35 503	10,000		10,000	8,150	498	1,850
						Appendix Q, V Summary
<b>Total Replacement of Furniture &amp; Equipment - Network Conne</b>	<b>10,000</b>		<b>10,000</b>	<b>8,150</b>	<b>498</b>	<b>1,850</b>
35 661	14,408		14,408	14,408	11,566	0
						Appendix Q, V Summary
<b>Total Fees &amp; Contractual Services</b>	<b>14,408</b>		<b>14,408</b>	<b>14,408</b>	<b>11,566</b>	<b>0</b>
<b>Total TECHNICAL ADMINISTRATION</b>	<b>24,408</b>		<b>24,408</b>	<b>22,558</b>	<b>12,063</b>	<b>1,850</b>

**EXPENDITURE ESTIMATES 2011-2012 - PRELIM**

Prelim 2011-2012

**General Administration**

**Professional Development A/C 32-315**

Prof Dev - Academic or S.O's - Director	9,000	
Prof Dev - Academic or S.O's - Associate Director	6,300	
Prof Dev - Academic or S.O's - Sup of Ed - Elem	4,500	
Prof Dev - Academic or S.O's - Sup of Ed - Sec	4,500	
Prof Dev - Academic or S.O's - Assist SOB	1,800	
Prof Dev - Academic or S.O's - Sup of Ed - Spec Ed	4,500	
	<u>30,600</u>	Item 1

**Professional Development A/C 32-316**

Prof Dev - Academic	1,000	
	<u>1,000</u>	Item 2

**Professional Development A/C 32-317**

Prof Dev - Academic or S.O's	1,800	
Prof Dev - Academic or S.O's - Communications Manager	3,600	
Prof Dev - Academic or S.O's - Community Use of Schools	500	
	<u>5,900</u>	Item 3

**Printing & Photocopying - Non-instructional A/C 32-336**

Printing & Photocopying - Non-instructional	7,800	
Printing & Photocopying - Non-instructional-Communications Manager	1,300	
Printing & Photocopying - Non-instructional-Director	1,300	
Printing & Photocopying - Non-instructional-Associate Director	3,000	
Printing & Photocopying - Non-instructional-Sup of Ed - Elem	1,300	
Printing & Photocopying - Non-instructional-Sup of Ed - Sec	1,300	
	<u>16,000</u>	Item 4

**Auto Reimbursement A/C 32-361**

Automobile Reimbursement-Director	3,500	
Automobile Reimbursement-Communications Manager	1,000	
Automobile Reimbursement-Associate Director	2,000	
Automobile Reimbursement-Sup of Ed - Elem	1,000	
Automobile Reimbursement-Sup of Ed - Sec	1,000	
Automobile Reimbursement- Assist SOB	1,000	
Automobile Reimbursement-Sup of Ed	2,000	
Automobile Reimbursement- Assist SOB	400	
	<u>11,900</u>	Item 5

**Telephone - Cell A/C 32-404**

Telephone - Cell- Director	3,500	
Telephone - Cell- Communications Manager	1,200	
Telephone - Cell-Associate Director	1,500	
Telephone - Cell-Sup of Ed - Elem	1,000	
Telephone - Cell- Sup of Ed - Sec	2,000	
Telephone - Cell- Sup of Ed - Assist SOB	1,000	
Telephone - Cell- Sup of Ed - Spec Ed	2,000	
	<u>12,200</u>	Item 6

**Association & Membership Fees A/C 32-702**

Ass & Mbsp Fees	1,000	
Ass & Mbsp Fees - Director	3,000	
Ass & Mbsp Fees - Communications Manager	1,000	
Ass & Mbsp Fees - Associate Director	2,000	
Ass & Mbsp Fees - Sup of Ed - Elem	1,500	
Ass & Mbsp Fees - Sup of Ed - Sec	1,500	
Ass & Mbsp Fees - Assist SOB	1,500	
Ass & Mbsp Fees - Sup of Ed - Spec Ed	1,900	
Ass & Mbsp Fees - Community Use of Schools	250	
	<u>13,650</u>	Item 7

**Miscellaneous A/C 32-725**

Miscellaneous - Christmas	5,000	
Miscellaneous - Other	1,500	
Miscellaneous - Catholic Student Leadership Ceremony	3,200	
Miscellaneous - Flowers/Cards	1,500	
Miscellaneous - Meetings	7,600	
Miscellaneous - Long Service Award Banquet	7,500	
Miscellaneous - Student Award Ceremony	1,900	
	<u>28,200</u>	Item 8

**Brant Haldimand Norfolk Catholic District School Board**

## Expenditure Estimates 2011-2012 Prelim

**Business Administration****Other Contractual Fees A/C 33-654**

Other Contractual Services	5,000	
Other Contractual Services(Payroll services)	66,000	
	<u>71,000</u>	Item 1

**Software Fees and Licenses A/C 33-661**

ECNO	6,000	
Assessment (Gov't of Ont)	2,000	
	<u>8,000</u>	Item 2

**Maintenance Fees Computer Technology A/C 33-662**

SRB BAS 2000 Annual Maintenance (40,000/yr commencing 2006-07)	40,000	
WorkTech Capital Assets	1,000	
ISYSWorks ( Annual Fee based on FTE ) Plus Electronic ROE	15,200	
Enrolment Planning System (Barragar)	32,000	
Other (printer, etc.)	5,000	
	<u>93,200</u>	Item 3

# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

June 7, 2011

AGENDA ITEM	MOTION
4.1	THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.2	THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.3	THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.
4.4	THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Committee of the Whole refers the unapproved minutes from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations from the Policy Committee Meeting of June 7, 2011 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy Committee  
Tuesday, June 7, 2011  
Boardroom**

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

**Absent:**

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**1. Call to Order**

**1.1 Opening Prayer**

The meeting opened with a prayer led by Dennis Blake.

**2. Routine Matters**

**2.1 Approval of the Agenda**

Moved by: Dan Dignard

Seconded by: June Szeman

THAT the Policy Committee approves the agenda for the June 7, 2011 meeting.

**Carried**

**2.2 Declaration of Interest: Nil**

**2.3 Approval of Minutes from the Policy Committee Meeting of May 5, 2011**

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT the Policy Committee approves the minutes from the May 5, 2011 meeting.

**Carried**

**2.4 Business Arising from Minutes: Nil**

**3. Presentations and Delegations: Nil**

**4. Committee and Staff Reports**

**4.1 Community Use of Schools 400.05 (revised)**

The Committee reviewed the Community Use of School policy which had been revised to reflect changes to the online permitting/rental process, fees and categories.



Moved by: Bonnie McKinnon  
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.2 Trustee Expenses 100.10 (revised)**

Associate Director Easton reviewed the Trustee Expenses policy which had been revised to reflect the requirements of the Broader Public Sector Expense Directive issued by the Ministry of Finance on April 1, 2011.

Moved by: Cliff Casey  
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses Policy 100.10 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.3 Employee Expenses 700.04 (revised)**

Associate Director Easton reviewed the Employee Expenses policy which had been revised to reflect the requirements of the Broader Public Sector Expense Directive issued by the Ministry of Finance on April 1, 2011.

Moved by: June Szeman  
Seconded by: Bonnie McKinnon

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses Policy 700.04 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

#### **4.4 Purchasing Policy 700.01 (revised)**

Associate Director Easton reviewed the Purchasing policy which had been revised to reflect the requirements of the Broader Public Sector Procurement Directive issued by the Ministry of Finance on April 1, 2011.

Moved by: Dan Dignard  
Seconded by: Rick Petrella

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing Policy 700.01 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**



**4.5 Trustees' Code of Conduct 100.04 (revised)**

Director Horgan reviewed the initial draft of the Trustee's Code of Conduct, which has been re-written to reflect the revised Board Governance direction by the Ministry of Education. Trustees were requested to review the draft policy and to provide feedback. The feedback will be used to provide a second draft for review in September, 2011.

**5. Discussion Items – Nil**

**6. Information - Nil**

**7. Adjournment**

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee adjourns the meeting of June 7, 2011.

**Carried**

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**POLICY: COMMUNITY USE OF SCHOOLS**

Public Session

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**BACKGROUND INFORMATION:**

The current Community Use of Schools policy was adopted in 2003 and revised in March 2006.

**DEVELOPMENTS:**

The existing policy requires revisions to reflect changes in the online permitting/rental process, fees and categories.

The Board currently receives Ministry funding to assist with "...where feasible, ensure that after-hours user fees for school facilities in their district are affordable for Not-For-Profit community users." The fees associated with the rental of school facilities in the Board's jurisdiction have not changed in ten years or more. In order to continue to provide our facilities and remain cost-effective, proposed changes have been made to the categories, rates and subsidized rates.

In 2009 the Board purchased software from DMS Technologies to establish an online permit process for internal and external groups. The previous method for booking facilities was neither electronic nor centralized. The revised process has been outlined in the administrative procedures.

This revised policy was vetted to school administrators, managers, union groups and high-use community organizations/groups. There were no recommended changes.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Community Use of Schools Policy 400.05 to the Brant Haldimand Norfolk Catholic District School Board for approval.

## Policy: Community Use of Schools

		<b>Policy Number:</b>	400.05
<b>Adopted:</b>	09/09/03	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	03/28/06	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	2

### Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board believes in building positive relationships and partnerships with our parishes, parents and the community at large. The Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The use of facilities must be complementary to the goals and beliefs of the Board.

### Policy Statement:

~~The Brant Haldimand Norfolk Catholic District School Board acknowledges that educational facilities are an integral part of the community and, as such, add to the spiritual, educational, recreational and social development of all who share them. It is the intent of the Board to have its facilities used in the best interests of the community, including facilitation of community partnerships, when they are not required for school use. The Community Use of Schools Policy is to be implemented as revenue generating, a minimum of which is cost recovery.~~ **The Brant Haldimand Norfolk Catholic District School Board criteria regarding community use of schools are as follows:**

- Use of facilities by groups other than the school must not interfere with school programs.
- The Board must not incur any liability or contingent liability on behalf of any group.
- The use of a school by a group, **other than non-profit or other than the Board, schools and parishes**, must be on a cost-recovery basis.
- Security of school property and safety of children must never be compromised.
- **The Board shall not compete with private or municipally owned facilities and encourages facility utilization where it is in the best interest of the community, and when such facilities are not required for school use.**

### Glossary of Key Policy Terms:

#### **Party Alcohol Liability Insurance (PAL)**

Provides coverage for single/multi-day events with or without alcohol involved, i.e., fundraising events, weddings, receptions.

#### **Smart Serve Certified Definition**

~~Are~~ Servers of alcoholic beverages, who have been trained to know the responsibilities and obligations under the law for serving alcohol. They are also trained to recognize signs of intoxication and implement intervention strategies for aggressive individuals. Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the Official Responsible Server Training Program in the province of Ontario.

#### **Facilities**

Include classrooms, auditoriums, gymnasiums, cafeterias, cafetoriums, and outside recreation areas such as fields and parking lots.

## References

~~Regulations for Community Use of Schools~~

~~Rules Governing the Use of School Properties~~

~~Rental Fees~~

~~Community Partnership Agreement Application~~

~~Purchase Insurance Application Form~~

Statutory/Regulatory references

Board Policies:

Ministry of Education

1. <http://www.edu.gov.on.ca/eng/general/elemsec/community/index.html>
2. <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>

DRAFT

## Community Use of Schools AP 400.05

<b>Procedure for:</b>	Permission Level (i.e., principals, all staff)	<b>Adopted:</b>	Month, dd, yyyy
<b>Submitted by:</b>	Position Title (Senior Administrator only)	<b>Revised:</b>	Month, dd. yyyy or N/A
<b>Category:</b>	Operations		

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### Purpose

Purpose of the Administrative Procedure for Community Use of Schools is to establish guidelines and procedures for school principals, staff and community groups for the use of school facilities.

### Responsibilities

It is the responsibility of the school principal to make certain all school-sanctioned events are entered into the online calendar to ensure community groups are aware of the availability of school facilities. The school principal shall also support or reject applications for the use of the school by the community.

The Executive Assistant, Community Relations (cus@bhncdsb.ca) is responsible for the initial approval/denial stage of the online application as it pertains to the policy and administrative procedures, regulations and conditions for use, validation of insurance, Party Alcohol Liability (PAL) insurance, licensing (where applicable) and payment for the use of facilities. The Executive Assistant is the contact for all public inquiries.

The Custodial Supervisor is responsible for the allocation of staff to open, close and clean school facilities.

### Information

School board facilities may be used for any function, except those not deemed to be acceptable by the Board (Director of Education, Associate Director, Corporate Services) or the principal. Except for use as Polling Stations during elections, schools shall not be used for partisan political events, except those approved by the Board of Trustees. The Brant Haldimand Norfolk Catholic District School Board shall make available facilities and premises for any educational or lawful purpose, consistent with the teachings of the Roman Catholic Church.

### 1.0 Procedure

The Brant Haldimand Norfolk Catholic District School Board has a tiered approval system through the online Community Use of Schools Program ([http://www.bhncdsb.ca/board/community\\_use\\_of\\_schools](http://www.bhncdsb.ca/board/community_use_of_schools)).

- 1.1 Community groups must complete an online application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the activity.
- 1.2 Refer to the Community Group Categories (3.0 of this Administrative Procedure) and Fee Schedule (Appendix "A") to determine the rate of rental.
- 1.3 Permits are not transferable.
- 1.4 Permits are valid for the current school year only and new applications must be made on an annual basis.
- 1.5 Applications for the following school year (runs from September - first Monday following Labour Day to June 30th) can be submitted online as of July 1<sup>st</sup>. Applications submitted prior to July 1<sup>st</sup> will be denied.
- 1.6 Permits will be cancelled when schools have been closed during the day due to inclement weather or for any other reason beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.
- 1.7 Permit holders shall adhere to all rules and regulations regarding the Community Use of Schools. Failure to do so could result in cancellation of the contract. Permit holders are responsible for all damages incurred while under the Community Use Permit.
- 1.8 Inquiries, concerns and/or complaints should be directed to cus@bhncdsb.ca.

When a community group submits a permit request, the permit will go to the Executive Assistant, Community Relations, for an initial overview. The request will then be advanced to the principal of the school for review. The principal will receive an email to notify them that a new permit is awaiting their support. The principal will have three days to either “Support” or “Not Support” the permit. If the principal does not support the permit application the principal must provide an explanation. If the permit is not supported, the Executive Assistant will notify the community group by email that the request is denied. If the permit is supported, the Custodial Supervisor will arrange for opening, closing and the clean-up required for the permit and advise the Executive Assistant of any conflicts with repairs or maintenance at the school. The permit will then be reviewed by the Executive Assistant for comments, additional costs and the final permit issued.

Applications will only be approved if all information is completed, valid insurance information has been obtained, and proof of licensing (where applicable) has been received. Payment is due upon approval of the permit.

At any time, a user can check the status of their request at [www.bhncdsb.ca/board/community\\_use\\_of\\_schools](http://www.bhncdsb.ca/board/community_use_of_schools). The permit status will be noted as either “new” or “pending” until it is either “approved”, “denied” or “cancelled”. Once approved, the applicant will receive a copy of their permit via e-mail.

## 2.0 Conditions of Use:

### Responsibility of the Applicant

#### 2.1 Liability and Insurance:

2.1.1 The Board is not responsible for personal injury or damage, or for the loss or theft of clothing and equipment, of anyone attending an event on the invitation of the applicant. This disclaimer also applies to the use of parking lots and playgrounds. The permit holder agrees to indemnify and save harmless the Board from any action or claim against it as a result of the use of school facilities by the user. The permit holder is advised that he/she must provide proof of proper liability insurance as he/she is not covered under the Board's insurance policy. The Board will purchase insurance for permit holders who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.

2.1.2 Every permit holder must supply and provide proof of valid insurance. Permit holders shall request a Certificate of Insurance from their insurance broker for General Liability insurance in the amount of \$2 million, naming the “Brant Haldimand Norfolk Catholic District School Board” as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit.

#### 2.2 ~~2.2 Organization~~ Permit Holder agrees to the following:

2.2.1 To assume full responsibility for the acts and conduct of all persons admitted to the premises.

2.2.2 To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.

2.2.3 During the use and occupation of the premises, the Permit Holder shall indemnify and save harmless, the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises. ~~Rental groups shall sign a form stating such. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL), if alcohol will be served.~~ The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students against any and all claims arising from use of the Board's premises and equipment.

2.3 Alcoholic Beverages are permitted only under the following conditions:

- a. The permit holder has obtained a Liquor License from the Liquor License Board of Ontario **and will supply the Board with proof of the license.**
- b. The permit holder will display signs encouraging use of a designated driver.
- c. The permit holder will display the telephone numbers for local taxi companies.
- d. The permit holder must ensure that a minimum of \$2 million of Third-Party Liability (this includes Catholic School Councils, as well) has been obtained from Party Alcohol Liability (PAL) Insurance and the Board is named as an insured.
- e. The permit holder will employ servers of alcoholic beverages who are Smart Serve certified.
- f. The permit holder has obtained Board approval prior to the hosting of the event.

2.4 Restrictions and Limitations:

- 2.4.1 Smoking is prohibited on all Board property and as outlined in the *Tobacco Control Act*. The permit holder shall be responsible for ensuring posters are displayed stating smoking is prohibited.
- 2.4.2 **No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.**
- 2.4.3 **No organization whose policies or activities contrary to the philosophy, mission and values of the Board shall be granted use of any property of the Board.**
- 2.4.4 No permit holder shall use the facilities unless the designated **online** Permit Application is received and approved **in accordance with this policy**. The permit request **must** be made at least 14 days prior to the date of the activity.
- 2.4.5 No permits will be issued for statutory holidays or during Christmas holidays, March Break, **and Professional Development days. All permits will be cancelled when schools are closed due to inclement weather.** ~~without administrative approval. Use of schools during the months of July and August will be approved by administration or by special agreement with the Board.~~
- 2.4.6 **Due to annual maintenance of schools and vacation of staff, the use of indoor school facilities will not be available during the months of July and August. Outdoor fields are available for booking, however, soccer cleats are prohibited on these areas. The organization shall be responsible for reimbursement of costs to repair any damage caused by its use of grounds.**
- 2.4.7 **Nuts and nut products, shellfish and latex (balloons) are common allergens and pose a significant health risk to some of our students and community members. These products are not allowed in our schools.**
- 2.4.8 Floor hockey and ball hockey are not permitted.
- 2.4.9 **Indoor soccer is permitted with the use of indoor soccer balls only.**
- 2.4.10 **Rubber-soled, non-skid and non-marking shoes** must be worn during all athletic functions held in school gymnasiums and/or general purpose rooms. Proper athletic shoes must be worn on the court areas of all secondary school gymnasiums.
- 2.4.11 Normally, the school shall be opened and closed by either the principal or the caretaker. If neither the principal nor the caretaker is available, a designate may be appointed by the principal. Where the principal appoints another to perform this function, the designate shall be a responsible person over the age of 21 years. ~~Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift, he/she shall be paid amounting to time and one half, based on the caretaker's hourly rate as established by the Board. Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift.~~
- 2.4.12 **Custodial staff is on duty for the care and protection of school property and not as supervisors of an activity in progress.**
- 2.4.13 **All tables, chairs, dishes and other equipment brought into the facility by the permit holder shall be removed promptly after the permit activity.**
- 2.4.14 **Permit holders are not permitted to store furniture, equipment or material in any facilities.**

- 2.4.15 Use of gymnasium equipment, other than the use of basketball nets and volleyball standards are not available. Use of any other gymnasium equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the gymnasium. ~~Other equipment shall be used only with the principal or teacher present.~~ The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.
- 2.4.16 Use of audio visual and sound equipment will be allowed only with approval of the principal. Only the specific items requested on the online Application Form will be left by the principal or the designate in the rented room space. The permit holder shall be responsible for reimbursement of costs to repair any damage caused by its use of the equipment.
- 2.4.17 The permit holder using the premises shall be responsible for reimbursement of costs to repair any damage caused by its use to the building, grounds or equipment or lost or stolen items. The Board will seek full restitution for any theft/loss and/or damage done to its buildings, equipment or grounds by the rental group/organization.
- 2.4.18 Use of the kitchen, its equipment and small wares, is not permitted in schools which have cafeteria facilities.
- 2.4.19 Permission to use any outdoor area, i.e., playground, playing field/track, must be obtained from through the online application process for Community Use of Schools. ~~the school principal.~~
- 2.4.20 Vehicle parking is permitted only in designated parking areas only. Parking is not permitted on grass or asphalt play areas.

## 2.5 Fire Prevention:

- 2.5.1 All scenery, special effects, props, etc., must be approved by the principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
- 2.5.2 The seating capacity in the auditorium, gymnasium and cafeteria/~~cafetorium~~ must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
- 2.5.3 In compliance with Fire Regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or is determined that it is a false alarm, by the Fire Department, will the audience be allowed to re-enter the auditorium space.

## Fees

~~Fees for use of facilities are based on the type of organization. Organizations are categorized in Section 17(a). Fees are quoted in Appendix B. All groups are subject to costs under Section 17(b) and 17(c).~~

## 3.0 Community User Group Categories:

### (a) Category #1 – Exempt

- ~~Activities of the Board.~~
- ~~Meetings or activities sponsored by the Catholic Parent/Teacher Association and/or School Advisory Council.~~
- ~~General meetings or activities of Community Health Associations.~~
- ~~Not-for-profit organizations involving youth, i.e., Boy Scouts, Cubs, Guides, Brownies, 4-H Clubs, Junior Farmers' Clubs.~~
- ~~Meetings/social functions of Catholic Church-associated groups, i.e., Parish Councils, Catholic Womens' League, Catholic Youth Organization, Knights of Columbus.~~
- ~~— Meetings of recognized Community Service Clubs.~~

~~Category #2 – Cost Recovery~~

- ~~▪ Adult activity and recreational groups sponsored by other than a recognized community recreational commission, i.e., dance or drama groups, choirs, cultural organizations.~~
- ~~▪ Community functions sponsored by local community recreational commissions.~~
- ~~▪ Industrial or business athletic groups and leagues for purposes authorized by the school principal.~~
- ~~▪ Concerts and other functions sponsored by service clubs and other local non-profit organizations where admission charge is used to help defray expenses and/or for charitable work in the community, as authorized by the school principal.~~

~~Category #3 – Commercial~~

- ~~▪ All other groups not included in Category #1 or Category #2.~~
- ~~▪ Commercial enterprises.~~
- ~~▪ Private individuals.~~

~~Category #4 – Partnerships~~

- ~~▪ Community/school partnerships are supported and encouraged by the Board.~~
- ~~▪ A Community Partnership Agreement Application must be completed and submitted to the Superintendent of Education.~~
- ~~▪ Community Partnership Applications must be approved by Senior Administration.~~

Category	Organization	Permit Fee	Subsidy from Board	
	<b>1A</b>	School and Board sanctioned activities	n/a	n/a
	<b>1B</b>	Electoral Polling Stations	n/a	n/a
<b>LOCAL Not-for-Profit Programs, including charities</b>	<b>2A</b>	Childcare Operations – before and after-school childcare programs delivered by eligible operators (per the Day Nurseries Act).	\$20	90%
	<b>2B</b>	Joint-Use Agreements – activities and programs covered in the agreement. (Joint-Use agreements currently in place with the City of Brantford and the Grand Erie District School Board, Brant County, Haldimand County and Norfolk County)	\$20	n/a
	<b>2C</b>	Youth Leadership/Citizenship Programs(i.e., Boy Scouts, Girl Guides, 4-H Clubs, Cadets)	\$20	100%
		Catholic Church/Parish programs, Knights of Columbus and Catholic Womens League (Roman Catholic Churches in the Dioceses of Hamilton, London and St. Catharines)	\$20	100%
	<b>2D</b>	Youth Sport/Recreation programs run by recognized groups that are: i) sponsored or recognized by a municipality as providing services/programs for the benefit of the community; ii) members of a provincial sports organizations, or iii) universally recognized as service providers, such as the YMCA or Red Cross.	\$20	90%
	<b>2E</b>	Community programs, such as organized adult recreational programs, non-Catholic churches, special interest clubs, health associations, senior groups, service clubs, local cultural groups, other educational groups (i.e., colleges, universities).	\$20	75%
		Tournaments and Exhibition games hosted by local not-for-profit organizations which are open to participants outside of the Board's jurisdiction.	\$20	25%
<b>4</b>	Fundraising events run by not-for-profit organizations without a charitable registration number	\$20	0%	
	Commercial activities and programs for which admission fees are charged or which are operated for private or corporate gain including businesses charging and receiving fees for drama, music, dance, fitness, martial arts, basketball, theatrical/film productions, etc.	\$20	0%	

## 4.0 Fees

### 4.1 Fair and Equal Access

Schools are welcoming and inclusive and offer parent groups, community organizations and other citizens' fair access to use of school space at affordable rates for community purposes in non-school hours.

### 4.2 Administration Fee

In order to cover some or all of the costs associated with, or incurred with the Community Use of Schools, an administrative fee will be applied to user groups. As of September 1, 2011, the administration fee is \$20 (plus HST) per permit.

### 4.3 Subsidized Rates for Community Groups

It is the intent of the Board to provide discounted rental charges to non-profit organizations in accordance with the guidelines and funding made available by the Ministry of Education.

### 4.4 Rental Fees

Room rental charges are based on the permit holder's activity and the room booked. Please check the category list to see which category applies to your group. Fees are indicated on Appendix "A".

~~A multi-use discount will be applied for permits in excess of 25 and 100 hours. Based on total hours booked per permit, a multi-use discount may be applied. Permits between 25-100 hours in Category 2 and 7 shall receive a 35% discount and in excess of 100 hours shall receive a 50% discount. Permits of 25 hours or more in Category 3 shall receive a 25% discount.~~

### 4.5 Caretaker Fees

Where a caretaker has been designated to open and/or close the school, and is required to do so outside of his/her regular shift, the organization shall be charged a fee, as established by the Board. ~~If the school is opened and closed by a person appointed by the principal, and such person is a member of the organization using the facilities, this fee will be waived.~~

The permit is responsible for the preparation and clean-up of the premises. Should the permit holder require the caretaker(s) to perform such work, the permit holder will be charged a fee at the rate of one and one-half times the current hourly rate for caretakers, in addition to the fees listed. ~~in #17b above~~

If, in the opinion of the principal and the caretaker, the premises have not been used properly or have been left in an unsatisfactory condition, he/she shall immediately forward a written report to the Associate Director, Corporate Services & Treasurer.

### 4.6 Payment of Fees

All fees shall be paid in advance directly to the Board. ~~The online Community Use of Schools system allows permit holders to pay by credit card. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.~~

For those who do not have a credit card, cheques must be received at the time of application and at least 14 days prior to use. Cheques can be made payable to, "BHNCD SB" and shall quote the number of the permit(s) being paid and sent to:

Brant Haldimand Norfolk Catholic District School Board  
Attn: Executive Assistant, Community Relations  
322 Fairview Drive  
PO Box 217  
Brantford, ON N3T 5M8

### 4.7 Distribution of Fees

Rental fees shall be distributed as follows and will be paid on ~~a quarterly~~ **an annual** basis:

50% of rental fees are to be distributed to the school **to provide for maintenance and replacement of equipment and facilities.**

25% of rental fees are to be distributed to the Board for overhead, maintenance, etc.

25% of rental fees are to be distributed among all schools for the benefit of all schools.

## 5.0 Refunds

### Cancellation

- a. **By Permit Holder**  
If after approval, the permit holder cancels the event, he/she is required to send a request/notification through the online system. At that time, the Executive Assistant, Community Relations may cancel the specific date provided the date has not already passed. If so, there will be no credit issued unless the cancellation has been made due to inclement weather or that the school, Board or parish requires the use of the facility. In the event that the permit holder requires additional dates, he/she will be required to request these dates under a separate request and will be billed accordingly.
- b. **Inclement Weather**  
For inclement weather cancellations, cancellations will be announced on local radio stations, and the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)). An e-mail message will also be forwarded to all permit holders for that day via the online system advising them of the cancellation.
- c. **School/Board/Parish Use**  
The Board reserves the right to revoke a contract at any time. The Board, schools and Roman Catholic churches have first rights to all facilities and their use can supersede an existing permit holder's request if necessary.
- d. **Elections**  
The Board must comply with the terms and conditions under the *Election Act* for use of the facilities by Federal, Provincial and Municipal governments. These permits will override all other users.

All processing fees are non-refundable. Groups that wish to alter or terminate a permit must do so at least 2 (two) business days prior in order to receive a refund.

### Definitions

#### **Catholic Churches/Parishes**

Any Roman Catholic Church within the Dioceses of Hamilton, London and/or St. Catharines and defined as one in Union with the See of Rome.

#### **Community Group/User**

The specific community group or association using a school

#### **Cost Recovery**

Cost recovery includes the labour cost for opening and closing the school, coverage during the event, if applicable and clean-up after the event; administrative costs; normal wear and tear; as well as energy and consumable and supply costs. Some examples of this are local fundraising, multi-cultural festivals, community association-sponsored classes/events for which there is a charge to attend.

#### **Facilities**

Facilities include classrooms, gymnasiums, cafeteriums, library and outside recreation areas, such as files and parking lots.

#### **Fundraising Events**

A social function that is held for the purpose of raising money for an organization, and/or an event undertaken to raise money for a particular activity such as equipment for extracurricular sports programs, or to defray costs.

### **Hours of Community Use**

1. Regular school days: Use of school buildings may commence on Monday to Friday from 6:00 pm to 10:00 pm
2. Weekend use: Use of school buildings may commence on Saturday and Sunday from 8:00 am to 6:00 pm.
3. School breaks and statutory holidays: Use of school buildings will not be available during school holidays, Professional Activity days, July – August and statutory holidays.
4. Inclement weather: All permits will be cancelled at board facilities during inclement weather.

### **Not-for-profit groups shall be defined to include:**

- Not-for-Profit Youth-Related Community Groups – run by local youth groups such as Boy Scouts, Girl Guides, 4H Clubs and Cadets, etc. where the activities are intended for participants under the age of 18 (or where the participants are under a disability, then under the age of 28).
- Not-for-Profit Recognized Children's Sport and Recreation Service Providers - groups that are: a.) sponsored or recognized by a municipality as providing services or programs for the benefit of the community, or b.) members of a provincial sports organization or an accredited camping organization, or c.) universally recognized as service providers, such as the YMCA or Red Cross.
- Not-for-Profit Childcare Operations – groups involved with before and after-school childcare programs delivered by eligible operators (as per the Day Nurseries Act) within the school board district.
- Other Not-for-Profit or Charitable Groups – other groups such as local service clubs, community health associations, parent groups, seniors groups, etc. as determined by the district school board.

### **School Availability**

Schools will be open for use by the community when there are no school-sanctioned events planned. The Board, schools and parishes have first rights to all facilities and can alter an existing user's request.

### **School Year**

A school year, with regards to the use of facilities, runs from September (first Monday following Labour Day) to June 30<sup>th</sup> each year.

### **References**

Statutory/Regulatory references

Ministry of Education

1. <http://www.edu.gov.on.ca/eng/general/elemsec/community/index.html>
2. <http://www.edu.gov.on.ca/eng/general/elemsec/community/program.html>

## Appendix “A”

### Rental Fees

The hourly rental fees are in addition to costs for cleaning, caretaking, etc. as per sections 4.5 of the Administrative Procedures: Community Use of Schools.

Category	Organization	User cost after subsidy	Single Gym \$40.00	Double Gym \$60.00	Triple Gym \$80.00	Classroom \$15.00	Elementary Library \$30.00	Secondary Library \$40.00	Cafetorium \$50.00	Elementary Stage \$50.00	Secondary Stage \$70.00
1A/1B	Board/School/Elections	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2A	Childcare Operations	10%	\$4.00	\$6.00	\$8.00	\$1.50	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00
2B	Joint-use Agreements	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2C	Youth Leadership	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2D	Youth Sport/Recreation (non-profit)	10%	\$4.00	\$6.00	\$8.00	\$1.50	\$3.00	\$4.00	\$5.00	\$5.00	\$7.00
2E	Community/Adult programs	25%	\$10.00	\$15.00	\$20.00	\$3.75	\$7.50	\$10.00	\$12.50	\$12.50	\$17.50
3	Tournaments/Exhibition games	75%	\$30.00	\$45.00	\$60.00	\$11.25	\$22.50	\$30.00	\$37.50	\$37.50	\$52.50
4	Commercial, Fundraising	100%	\$40.00	\$60.00	\$80.00	\$15.00	\$30.00	\$40.00	\$50.00	\$50.00	\$70.00

Schools shall submit their school-sanctioned activities for the next school year, no later than June 1st. This will ensure the calendar is up-to-date for permit holders submitting requests.

Applications for the following school year (runs from September - first Monday following Labour Day to June 30th) can be submitted online as of July 1st. Applications submitted prior to July 1st will be denied.

Permits are valid for the current school year only and new applications must be made on an annual basis.

### Hours of Community Use

- **Regular school days:** Use of school buildings may commence on Monday to Friday from 6:00 pm to 10:00 pm
- **Weekend use:** Use of school buildings may commence on Saturday and Sunday from 8:00 am to 6:00 pm.
- **School breaks and statutory holidays:** Use of school buildings will not be available during school holidays, Professional Activity days, July – August and statutory holidays.
- **Inclement weather:** All permits will be cancelled at board facilities during inclement weather.



# The Brant Haldimand Norfolk Catholic District School Board

322 Fairview Drive, P.O. Box 217, Brantford ON N3T 5M8

Telephone: (519) 756-6505 Fax: (519) 756-9913

## USE OF FACILITIES - PERMIT APPLICATION

**This application must be received by the Facilities Department at least 14 days prior to the starting date of the permit. See Regulations for Use on the reverse.**

Name of Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Permit \_\_\_\_\_  
 Number of People Attending \_\_\_\_\_  
 Name of School Required \_\_\_\_\_

Date From \_\_\_\_\_ to \_\_\_\_\_

Time From \_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.

Contact Person \_\_\_\_\_  
 Telephone Work \_\_\_\_\_ Extension \_\_\_\_\_ Home \_\_\_\_\_

**The organization shall further undertake and agree to indemnify and save harmless the Board, its employees, agents or students.**

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

**Please complete the following information if you will be charging a fee in connection with this permit activity:**

Membership Fee  Program Fee  Admission Fee  Amount of Fee \$ \_\_\_\_\_

**Facilities Required (includes one set of washrooms)**  
 Gymnasium  (Board does not supply equipment)  
 Bleachers  Change Rooms  
 Classroom(s)  Number of rooms required \_\_\_\_\_  
 Auditorium  Library  Cafetorium   
 Other  Please specify \_\_\_\_\_

**Rental Fee** \$ \_\_\_\_\_  
**Caretaker Required**  
 No  Yes Caretaker required to:  
 Open  Close  
 Set-Up  Clean-Up

Caretaker fee: \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # of hours Fee per Hour **Total Caretaker Fee**

**TOTAL FEE \$** \_\_\_\_\_ (Rental Fee + Caretaker Fee)

**Insurance**  
 Certificate of Insurance Attached  Board to Purchase Insurance (see Form attached)  
 If Serving Alcohol --  Liquor Licence Attached  PAL Insurance Attached  
 Smart Serve Certificate # \_\_\_\_\_

**Payment and a Certificate of Insurance are required prior to the issuance of the permit**

**For Office Use Only:** Category of Applicant for Fee Purposes: 1 2 3  
 Approval by Principal \_\_\_\_\_ Date \_\_\_\_\_  
 Approval by Manager of Facilities: \_\_\_\_\_ Date \_\_\_\_\_  
 Amount of Payment \_\_\_\_\_ Payment Received By \_\_\_\_\_

**BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD**  
**APPENDIX "A"**  
**RULES GOVERNING THE USE OF SCHOOL PROPERTIES**

**GENERAL**

Below are detailed rules governing the use of all school facilities by Community Groups. Compliance with these rules will be monitored by Board personnel. **FAILURE TO COMPLY WITH ANY OF THE RULES WILL RESULT IN IMMEDIATE CANCELLATION OF THIS CONTRACT BY THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD.**

**RESERVATIONS**

1. Schools shall have first claim to the use of their respective buildings at all times, and any agreement made with an outside organization will be contingent on the needs of the programs of the various schools **and such agreements may be terminated or altered at any time.**
2. All use of schools by outside groups shall be automatically canceled when schools are closed due to inclement weather, strikes or any other cause beyond the control of the Board.

**USE OF FACILITY AND APPLICABLE CHARGES**

1. **ADEQUATE ADULT SUPERVISION (Adult is 21 years of age or older) must accompany all rental groups. This supervisor must be with the group at all times during the rental time period. It is the responsibility of the group supervisor to ensure that the participants remain within the designated rental area, that damage to the building and grounds does not occur and that all group participants leave the school on or before the ending time of the rental permit. Board personnel will monitor all groups to ensure adequate supervision is maintained. When groups are renting multiple facility space, there must be a supervisor in charge of each area; i.e., when many classrooms are used, there must be a supervisor for each classroom. Youth group members must not enter the school before the leader arrives.**
2. Rubber-soled shoes must be worn at all times in the gymnasium or auditorium for all sports activities. Floor hockey, ball hockey and indoor soccer are not permitted.
3. Rental Charges on this Agreement do not include the use of school equipment other than volleyball standards and basketball nets. Sporting equipment such as volleyball nets, balls, floor mats, scoreboard, etc. are not included as part of the Rental Agreement. Sound and audio visual equipment are not included as part of the Rental Agreement. These items may be arranged directly with the school and an additional charge may apply.
4. The use of the building or grounds must be confined to the hours specified by the applicant. Each rental group/organization will inspect the facility listed on the permit with the Principal, Vice-Principal or Caretaker before and after the event. Any damage, problems during the event/extended time and additional hours for clean-up will be noted on this report. Any additional costs will be assessed to the Permit Holder. NOTE: Overtime charges are subject to change without notice. **The facility must be left in the same condition the group received it for use.**
5. The Board will seek full restitution for any damage done to its buildings or grounds by the rental group/organization.
6. Permit fees shall be paid directly to the School or Facilities Department of the Board. Cheques are made payable to the Brant Haldimand Norfolk Catholic District School Board. Permits will be held until payment is received. Fees for short-term permits (one month or less) shall be paid in full. Fees for long-term permits (more than one month) can be paid in advance with equal monthly installments beginning the 1st of every month. Once payment is received, the permit will be released to the organization and school. Any bank charges will be the responsibility of the group/organization.
7. In default of payment or non-compliance with any conditions for use of facilities, as specified above, the accommodation will not be available.

8. Groups who cancel a permit must inform the school or Facilities Department, in writing, seven days before the event. There will be a cancellation fee of \$25 if notice is less than seven days. The cancellation fee will be deducted from the amount of the refund. Organizations who alter the permit will be granted one free alteration to the permit. There will be a \$10 processing fee for each subsequent alteration.

**LIABILITY AND INSURANCE**

The rental organization agrees to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the Premises.
2. To release the Board from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the Premises.
3. To supply and provide proof of insurance. Organizations shall request a Certificate of Insurance from their insurance broker for General Liability Insurance in the amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy. The Board will purchase insurance for groups who are unable to provide a Certificate of Insurance. The cost of insurance will be reflected in the permit. See Purchase Insurance Application.
4. During the use and occupation of the Premises, the Permit Holder shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the Premises. Rental groups shall sign a form stating such.
5. To supply and provide proof of a Liquor License and Party Alcohol Insurance (PAL) if alcohol will be served.

**MISCELLANEOUS**

1. The Principal, Vice-Principal or Caretaker of the building will normally be on duty during the hours of possession by the organization or school groups, or a designate may be appointed by the Principal.
2. Permits are not assigned or transferable.
3. Arrangement must be made through the school for use of any school equipment, such as tables/chairs, at least five days prior to occupancy.
4. No food or drink is to be served or consumed in the foyer or taken into auditoriums and gymnasiums. Alcoholic beverages will not be permitted in buildings or on the grounds without prior approval of the Director of Education.
5. There must be **NO SMOKING** in any part of the school building or on school property as such is law according to Bill 119, subsection 9 and also the Insurance Schedule of the Board.
6. All tables, chairs, dishes and other equipment brought into the school by the rental group shall be removed promptly after the permit activity.
7. Vehicle parking is permitted only in designated parking areas.

**FIRE PREVENTION**

1. All scenery, special effects, props, etc. must be approved by the Principal at least 24 hours prior to presentation or dress rehearsal. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
2. The seating capacity in the auditorium, gymnasium, cafeteria must not exceed the Fire Department's limit indicated on the capacity listings posted in these facilities.
3. In compliance with Fire regulation, immediately on the sounding of the fire alarm, the house lights will be turned on and the audience will be requested to leave by the nearest exit. Only when the fire is brought under control or it is determined that it is a false alarm (by the Fire Department), will the audience be allowed to re-enter the auditorium.



# Brant Haldimand Norfolk Catholic District School Board

## Appendix "B"

### RENTAL FEES

The Rental fees are in addition to costs for cleaning, caretaking, etc. as per sections 17(c) and 17(d) of the Community Use of Schools Policy. Fees are subject to GST.

### SCHEDULE OF FEES

RENTAL AREA	CATEGORY		
	1	2	3 Hourly Rate
<b>ELEMENTARY SCHOOL</b>			
Classroom	Nil	Nil	\$20
General Purpose Room or Gymnasium	Nil	Nil	\$40
Library	Nil	Nil	\$40
<b>SECONDARY SCHOOL</b>			
Gymnasium	Nil	Nil	\$60
Cafetorium	Nil	Nil	\$45
Classroom/Stage	Nil	Nil	\$20
Lecture Hall	Nil	Nil	\$40

### MULTIPLE USAGE FEES

HOURS Based on total hours booked per permit	CATEGORY	DISCOUNT
1 - 25 hours	100% of applicable fees as set-out in Section 17 (a)	
25 - 100 hours	2	35% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)
In excess of 100 hours	2	50% of applicable fees as set-out in Section 17 (a)
	3	25% of applicable fees as set-out in Section 17 (a)

Maximum rental duration is ten hours.

### BANQUETS AND WEDDINGS

A fee will be calculated separately, based on each event.

Approval must be granted from the Director of Education, or designate, for groups/organizations who wish to rent facilities for the use of banquets, weddings. A fee will be determined at that time.



# Brant Haldimand Norfolk Catholic District School Board

## COMMUNITY USE OF SCHOOLS PARTNERSHIP AGREEMENT TEMPLATE

This partnership agreement made as of the \_\_\_ day of \_\_\_, 200\_\_

B E T W E E N:

**The Brant Haldimand Norfolk Catholic District School Board**  
*(School Name and Location)*

and -

**Name of Organization/Group**

1. Community/school partnerships are supported and encouraged by the Brant Haldimand Norfolk Catholic District School Board.
2. The (group/organization) will use the facilities of the (name of school) for the following purposes:
3. The (group/organization) will use the facilities on the following dates/times from (date) to (date):
4. In return, the (name of school) will derive the following benefits from the partnership:

DESCRIPTION	\$ VALUE

In witness whereof, attested by the hands of their respective officers duly authorize in that behalf.:

The Brant Haldimand Norfolk Catholic  
District School Board

\_\_\_\_\_  
Director of Education

Name of School

\_\_\_\_\_  
Principal

Name of Organization

\_\_\_\_\_  
Authorized Representative



# Brant Haldimand Norfolk Catholic District School Board

## COMMUNITY USE OF SCHOOLS PURCHASE INSURANCE APPLICATION

### PLEASE PRINT

Name of User Group: .....

Address: .....  
*Street* *City* *Postal Code*

Contact Name: .....

Contact Telephone: .....

Type of Activity: .....

Number of Participants: .....

Date(s) of Permit: .....

School Rented: .....

I hereby authorize the Brant Haldimand Norfolk Catholic District School Board to purchase insurance for the above-named group.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

If you have any questions or require further information regarding the purchase of insurance, please contact Linda Luciani at (519) 756-6505, extension 272 or [lluciani@bhncdsb.edu.on.ca](mailto:lluciani@bhncdsb.edu.on.ca).

### FOR OFFICE USE ONLY

Premium Charged: \$ \_\_\_\_\_

PST @ 8%: \$ \_\_\_\_\_

Administration Fee: \$ 10.00

**TOTAL FEE FOR INSURANCE:** \$ \_\_\_\_\_

Payment Received: .....

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**PURCHASING POLICY 700.01**

Public Session

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**BACKGROUND INFORMATION:**

The Purchasing Policy was reviewed in May 2010. Since that time, the Ministry of Finance has issued a *Broader Public Sector Procurement Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect the requirements of the new directive. Previously, the government issued *guidelines* for supply chain management and those guidelines were reflected in the 2010 revisions to the policy. As a result, few changes were required to update the policy based on the new directive. Major changes are the requirements to use competitive procurement for all *consulting services*, to enhance transparency and fairness in the evaluation of competitive procurements, to include a *Bid Dispute Resolution* process, and to include responsible and effective contract management.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Purchasing policy (700.01) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Policy: Purchasing**

		<b>Policy Number:</b>	700.01
<b>Adopted:</b>	September 24, 2003	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 25, 2010	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	1

**Belief Statement:**

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should be, but not limited to, price, quality, service, delivery, operating, maintenance and disposal costs. In doing so, the Board will ensure that all transactions:

- are conducted in an efficient and cost-effective manner;
- ensure transparency and accountability;
- protect the Board’s financial interests;
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate;
- adhere to socially acceptable and legal standards for fair labour practices.

**Glossary of Key Policy Terms:**

**Total Cost of Ownership**

The sum of all costs (direct and indirect) associated with the acquisition of goods and/or services. This includes, but is not limited to, delivery, maintenance, operational, service, down time, etc.

**Transparency**

An openness or willingness to accept public scrutiny, which diminishes the capacity for an agency to practice or harbour potentially unacceptable policies/practices.

**Economies of Scale**

Increasing efficiencies in the acquisition of goods and services through common product/service specifications, where feasible.

**References**

- Education Act, Section 217
- Agreement on Internal Trade
- Municipal Freedom of Information & Protection of Privacy Act
- Ontario-Quebec Procurement Agreement
- [Bill 122, Broader Public Sector Accountability Act, 2010](#)
- [Broader Public Sector Procurement Directive \(Management Board of Cabinet\)](#)
- Criminal Background Checks
- Employee Expense Reimbursement Policy
- Ontario Regulation 612/00 School Councils
- Professional Standards & Conflict of Interest Policy for Employees
- Purchasing Terms and Conditions
- Public Service of Ontario Act, 2006
- School Funds Policy



**Purchasing Policy**  
**APxxx001**

<b>Procedure for:</b>	All Staff	<b>Adopted:</b>	September 24, 2003
<b>Submitted by:</b>	Associate Director, Corporate Services & Treasurer	<b>Revised:</b>	May 25, 2010
<b>Category:</b>	Finance		

**Purpose**

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

**Responsibilities**

**~~Originator~~ Requisitioner**

- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the purchase order is completed properly.
- Purchase from existing tenders and quotations, wherever possible.

**Superintendents/Principals/Consultants/Managers**

- Responsible for the purchase of goods and services related to their areas of responsibility as listed in their cost centre budget statements.
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve acquisitions/**commit funds** up to \$2,000.

**Purchasing Department Coordinator of Purchasing Services**

- Tender, evaluate and recommend the purchase/rental/lease of Board-approved ~~capital equipment~~ **goods and services**.
- Ensure compliance with Board purchasing policies and procedures by all departments and schools.
- Provide support to Board staff with sourcing information for all purchasing needs.
- Monitor vendor performance.
- Amend/update purchasing policy and procedures as necessary.
- **Issue purchase orders for approved acquisitions when required, i.e., commitment of funds.**
- **Authorize the release of all competitive procurement documents issued by a designate/third party on behalf of the Board.**
- **Manage the bid dispute resolution process**

**Accounting Clerks**

- Ensure purchase orders are completed properly.
- Ensure the budget account is correct.
- Ensure that all extensions are added correctly.
- **Process payment to the supplier.**



### **Supervisor of Accounting**

- Review monthly budgets and provide monthly reports to schools.
- Ensure the budget allocation is not exceeded. When a budget has been exceeded, inform the Manager of Finance or the Associate Director, Corporate Services & Treasurer.
- Act as a resource/back-up to the Accounting Clerks.
- Ensure compliance with Board purchasing procedures and guidelines.
- **Authorize payment to the supplier upon proof of receipt.**

### **Manager of Finance**

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions (**budget approval**) up to \$10,000.

### **Associate Director, Corporate Services & Treasurer or Designate**

- Ensure adherence to all Board policies, relating to the purchasing process.
- Approve acquisitions (**budget approval**) up to **\$100,000**.
- **Manage the bid dispute resolution process.**

### **Director of Education or Director's Designate**

- Responsible for the purchase of goods and services related to the Director's Office, as well as those pertaining to the Board of Trustees.

### **Board of Trustees**

- Approve acquisitions over \$100,000 if amount is in excess of budget.

## **Information**

### **1. Purchase Orders**

Purchase orders may be initiated (subject to approval authority) by the following personnel:

- Department Heads
- Principals/Vice-Principals
- Consultants
- **Senior Library Technician**
- **Manager of Communications & Public Relations**
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- **Manager of Information Technology**
- Purchasing Department
- Superintendents of Education
- ~~Assistant Superintendent of Business~~
- Associate Director, Corporate Services & Treasurer
- Director of Education



Purchase orders must be properly and fully completed by the ~~issuer~~ **requisitioner** and approved and signed by his/her ~~supervisor~~ **the individual(s) with budget approval authority**, prior to submission to the Catholic Education Centre for processing. The ~~issuer~~ **requisitioner** must ensure that the proper account code has been listed on the purchase order.

Purchase orders are to be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds.

## 2. **Processing Purchase Orders**

Purchase orders approved by the Principal (purchase order less than \$2,000, including applicable taxes) may be submitted directly to the vendor from the school. In such cases, the Catholic Education Centre copy (yellow) should be forwarded to the Catholic Education Centre. Once the goods are received, the Receiving Report (pink) should be completed, signed and forwarded to the Catholic Education Centre.

Purchase orders greater than \$2,000 must be forwarded to the Catholic Education Centre for approval. The school should retain the School's copy (green). After approval, the Receiving Report (pink) will be returned to the school, pending receipt of goods.

## 3. **Purchase Discounts**

Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are approved and Receiving Reports are forwarded to the Catholic Education Centre in a timely manner so discounts may be realized.

Where the total discount is less than \$10, the Manager of Finance will decide whether a discount is feasible. Where the discount is over \$10, and the invoice is received in a timely manner to be eligible for a discount, payment should be made to take advantage of the discount. The Manager of Finance has the authority to circumvent this procedure.

Where lack of proper documentation results in the loss of a discount, this matter should be brought to the attention of the person responsible for the department, i.e., Principal, as well as the Manager of Finance.

## 4. **Receiving Reports**

All goods and services are to be delivered to the ~~originator's~~ **requisitioner's** location.

### 4.1. **Receiving Procedure at all Locations**

When goods are delivered to a location, the receiver is responsible for ensuring that the quantity delivered matches the packing slip. Any shortage, overage or visible damage should be noted on the packing slip before it is signed. The ~~school~~ **receiver** is to notify the vendor immediately of any short shipments in order that the appropriate credit can be issued. The purchaser must note on the Receiving Report (pink) of the purchase order when the vendor was contacted to point out this discrepancy. The Receiving Report as well as a copy of the packing slip and cartage bill is to be forwarded to the Catholic Education Centre.

### 4.2. **Complete Shipments - Receiving Report of the Purchase Order**

If a shipment is complete, the receiver must sign and date the Receiving Report (pink) of the purchase order and forward it to the Accounts Payable Department. The Receiving Report, with the attached packing slip and cartage bill, will serve as authority for payment of the invoice.

### 4.3. **Incomplete Shipment - Interim Receiving Report**

If a shipment is not complete, the receiver will complete the Receiving Report (pink) of the purchase order, noting the back ordered items. A photocopy must be retained ~~in the school files~~ **by the receiving location**. The signed Receiving Report (pink) should be sent to the Accounts Payable Department.



The receiver must indicate the items received match the list of items originally ordered on the Originator's Copy (green) of the purchase order. When the order is complete, the final items received are to be indicated on the photocopy of the Receiving Report and sent to the Accounts Payable Department. The items received earlier and approved on the original Receiving Report are to be crossed-out on the photocopied final Receiving Report.

In order to take advantage of early payment discounts and/or ensure accurate and timely payment to all our vendors, Receiving Reports (pink), including photocopies, must be dated, signed and submitted immediately to the Accounts Payable Department.

5. **Cancellation of Purchase Order**

All requests for cancellation of a purchase order, either complete or in part, are to be made in writing, to the Accounts Payable Department, only after confirming the cancellation with the vendor.

6. **Requests from the Accounting Department**

When Accounts Payable personnel request completion of a Receiving Report, immediate follow-up is a must. Requests are made only when supplier invoices are received and the Accounts Payable Department does not have appropriate documentation to process payment. Any undue delay could result in the vendor's refusal to deliver future orders until payment is made or the supplier may add interest charges to the cost of the order.

7. **Receiving Report (Pink Copy of Purchase Order) – Summer Procedure**

When Receiving Reports (pink) are sent to the Accounts Payable Department, all invoices will be paid.

If the Receiving Report (pink) has not been sent to the Accounts Payable Department by September 10<sup>th</sup> of the current year, the Accounts Payable Department will email a Request for a Receiving Report and scan a copy of each invoice to the department/school. This procedure is time consuming for both the school and Board staff and should, therefore, be avoided.

**Procedures**

The following administrative procedures apply to all staff involved in the purchase of goods and services on behalf of the Board as well as all purchases of goods and services from school-generated funds.

**1.0 Purchasing Thresholds**

The following dollar thresholds (including applicable taxes) indicate the purchasing process to be followed by all staff for goods and services not included on a quotation, tender and/or contract awarded through the Board's Purchasing Department or a collaborative purchasing effort done on behalf of the Board. Note: The Facilities Department may operate under different thresholds based on the unique requirements within that department.



**1.1 Quotations and Competitive Procurements**

1.1.1 The purchase of goods and **non-consulting** services shall be made in accordance with the following:

<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$2,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.
\$2,001 to \$25,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/ <b>third party on behalf of Board</b> ) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website ( <b>excluding second stage competitive procurements</b> ).
\$100,000 +	The Purchasing Department ( <b>or third party on behalf of Board</b> ) to issue open competitive procurement. Bids shall be advertised on a nationally-recognized electronic bulletin board ( <b>excluding second stage competitive procurements</b> ).

The Facilities Department shall follow the purchasing process for goods and **non-consulting** services (including applicable taxes) that are not already on a quotation, tender and/or contract awarded through the Purchasing Department or a collaborative purchasing effort done on behalf of the Board as outlined below:

<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$5,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained regardless of this value range.
\$5,001 to \$25,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor quotes (fax, email or written).
\$25,001 to \$99,999	The Purchasing Department (or designate/ <b>third party on behalf of Board</b> ) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website ( <b>excluding second stage competitive procurements</b> ).
\$100,000 +	The Purchasing Department ( <b>or third party on behalf of Board</b> ) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board ( <b>excluding second stage competitive procurements</b> ).



1.1.2 The purchase of consulting services shall be made in accordance with the following:

<b>Consulting Services</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$99,999	The Purchasing Department (or designate/third party on behalf of Board) to issue an invitational competitive procurement to a minimum of three suppliers. Bid notices shall, at minimum, be advertised on the Board's website (excluding second stage competitive procurements).
\$100,000 +	The Purchasing Department (or third party on behalf of Board) to issue open competitive bid document. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

1.1.3 All quotations received are to be ~~on file and maintained along with a copy of~~ **attached** to the purchase order by the initiating department and/or school.

1.1.4 It is the department and/or school's responsibility to determine if the required goods and/or services are already available on a quotation, tender and/or contract awarded through the Purchasing Department (or a collaborative purchasing effort done on behalf of the Board).

1.1.5 The Purchasing Department may decide to purchase any goods or services through a formal or informal quotation process, regardless of the estimated dollar value.

1.1.6 Where the unit cost of an item is less than \$2,001, but the quantity required exceeds a total value of \$2,001, three vendor quotes are required as per the above thresholds.

i.e.: one utility table = \$250                      = no quotation  
ten utility tables = \$2,500                      = three quotes required

A division of requirements into multiple purchases to reduce the estimated value of a single purchase and avoid the application of the above thresholds is not permitted.

**1.2 Competitive Procurement**

There are two main types of competitive procurement: Information Gathering and Purchasing.

1.2.1 Information Gathering

1.2.1.1 Request for Information (RFI)

An RFI should be used to gather general supplier or product information. This mechanism may be used when the Board is researching a contemplated procurement and has not yet determined what characteristics the ideal solution would have. RFIs normally contribute to the final version of a subsequent Request for Proposal (RFP).

1.2.1.2 Request for Expression of Interest (RFEI)

An RFEI should be used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when the Board wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected in an RFEI can also facilitate selecting the best procurement process for a follow-up competitive process.

Note: A response to an RFI or RFEI must not pre-qualify potential suppliers and must not influence their chances of being the successful supplier on any subsequent opportunity.



#### 1.2.1.3 Request for Supplier Qualifications (RFSQ)

An RFSQ should be used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers or a Vendor of Record (VOR). This mechanism may be used either to identify qualified candidates in advance of expected ~~future competitions~~ **second stage competitive procurements** or to narrow the field for an immediate need. The purpose of this process is to reduce subsequent effort devoted to the competitive process (i.e., bid preparation on the part of suppliers and evaluation on the part of the Board).

Note: The terms and conditions of the RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually contact a supplier to supply such goods or services as a result of the pre-qualification. No Contract A or Contract B shall be formed between the Board and the pre-qualified suppliers as a result of this process.

Contract A is formed when a competitive bid document has been returned in the form of a valid bid. Once formed, the Board has a legal obligation to deal fairly and equally with all bidders and must not show favouritism or prejudice. During Contract A, the Board cannot deviate from the process described in the competitive bid document (i.e., change specifications to unfairly benefit a particular bidder).

Contract B is formed when the Board formally accepts a bid. It is the result of fair and equitable treatment of all bidders in arriving at acceptance of a bid. Contract B creates an agreement with obligations on both parties and is subject to applicable contract law, including accepted meanings and interpretations of enforceability, non-performance, breach of contract, remedies, etc.

### 1.2.2 Purchasing

#### 1.2.2.1 Request for Proposal (RFP)

An RFP should be used to request suppliers to provide solutions for the delivery of complex goods, services or construction or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

#### 1.2.2.2 Request for Tender (RFT)

An RFT should be used to request suppliers' bids to provide goods, services or construction based on stated delivery requirements, performance specifications and terms and conditions. An RFT usually focuses the evaluation criteria predominantly on price and delivery requirements. This document may also be called a Request for Quotation (RFQ) where the organization has described exactly what needs to be purchased and the evaluation is made solely on price.

#### 1.2.2.3 Vendor of Record (VOR)/Preferred Supplier List

A VOR/Preferred Supplier List should be used to establish a procurement arrangement authorizing the Board to select from one or more pre-qualified vendor(s), typically by way of a formal second-stage process, for a defined period on terms and conditions, including pricing, as set out in the particular VOR agreement. VORs/Preferred Suppliers Lists are used to reduce costs to the Board through the establishment of strategic relationships with a small group of suppliers.

**1.2.3.** The goal of competitive procurement is to achieve the highest number of quality bids possible, so as to maximize the Board's ability to achieve better value for money. The Board shall provide a minimum response time of 15 calendar days for all competitive procurements **valued at \$100,000 or more** with the exception of urgent and/or emergency procurements. **The Board will consider increasing minimum response time to 30 calendar days for procurements of high complexity, risk and/or dollar value.**



- 1.2.4 All competitive procurements issued by the Board will have a pre-defined closing date and time during normal business hours (Monday to Friday, excluding provincial and national holidays). All submissions received after the closing date and time will not be considered **and will be returned unopened**.
- 1.2.5 ~~All competitive bid documents procurements valued at \$100,000 or more shall outline bid protest procedures for suppliers to follow in the event of a dispute. The process outlined will be compliant with the bid protest procedures in the AIT and the Ontario-Quebec Procurement Agreement.~~ moved to section 1.2.7
- 1.2.5 Evaluation of Competitive Procurements
- 1.2.5.1 Competitive procurements must establish **and fully disclose** evaluation criteria and methodology/process to be used in evaluating a supplier's submission, including the method to resolve a tie score, **prior to commencement of the competitive procurement process**. The Board shall outline these criteria and processes, where applicable, in the competitive bid documents. Any mandatory criteria shall be clearly defined. **Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria**. Once the competitive process has begun, the above cannot only be changed or altered **by means of addendum to the competitive bid documents**.
- 1.2.5.2 For competitive procurements requiring an Evaluation Team, the Board will attempt to select and confirm each member's participation prior to issuing the competitive bid documents.
- 1.2.5.3 All members of the Evaluation Team must be aware of the restrictions related to confidential information shared through the competitive process and refrain from engaging in activities that may create or appear to create a conflict of interest (see Section 3 – Conflict of Interest).
- 1.2.5.4 The Board shall require all members of the Evaluation Team to sign a conflict-of-interest declaration and non-disclosure agreement.
- 1.2.5.5 Each member of the Evaluation Team must evaluate all supplier submissions **using an evaluation matrix**. All notes, records, etc., must be auditable, fair, factual and fully defensible as these documents are subject to public scrutiny.
- 1.2.5.6 The Board shall select only the highest-ranking submission(s) that have met all criteria as established in the original competitive bid document. Unless expressly requested in the competitive bid document, the Board will not consider alternative strategies or solutions proposed by a supplier.
- ~~In accordance with the Agreement on Internal Trade (AIT),~~ The Board shall refrain from discrimination or preferred treatment in awarding a contract to the preferred supplier from the competitive process in an effort to avoid potential bid protests or disputes from proponents.

#### 1.2.6 Contract Award

- 1.2.6.1 Once the competitive process is complete and the preferred supplier has been selected, the Board will send a formal contract award letter to initiate the process.
- ~~1.2.6.2 A signed written contract must be made between the Board and the successful supplier prior to the provision of the goods and/or services and before construction commences. The Board shall obtain supplier signatures before obtaining signatures from either the Director of Education or the Associate Director, Corporate Services & Treasurer.~~



- 1.2.6.3 Where an immediate need exists for goods or services and the Board and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. Details of this action must be documented and approved by the appropriate authority.
- 1.2.6.4 The form of contract released with the competitive bid document is the only form of contract that will be finalized between the Board and the successful supplier. In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Board and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.
- 1.2.6.5 The contract shall include the term of the agreement and any optional extensions that were in the competitive bid document, appropriate cancellation and/or termination clauses and a dispute resolution process to be followed throughout the life of the contract, if required. Changes to the term of the agreement initially established in the competitive bid document must first be approved by the appropriate approval authority, within the Board, as these are considered non-competitive procurements.
- 1.2.6.6 For procurements valued at \$100,000 or more, the Board will post, in the same manner as the competitive bid was posted, the name(s) of the successful supplier(s) ~~contract award notification~~, only after the contract has been awarded and signed ~~executed~~.
- 1.2.6.7 The contract award notification shall include the name(s) of the successful supplier(s), the agreement start and end dates, including any extension options.
- 1.2.6.8 For procurements valued at \$100,000 or more, all unsuccessful suppliers will be informed regarding their entitlement to a debriefing. The Board will allow 60 calendar days following the date of contract award notification for unsuccessful suppliers to request a debriefing.

#### 1.2.7 Bid Dispute Resolution

All competitive procurements must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures as established in the applicable trade agreements. The Board shall resolve any bid disputes as indicated below:

- i) Suppliers must forward, in writing, their concerns to the Purchasing department.
- ii) The Purchasing Department will meet with the supplier to resolve the dispute.
- iii) If the supplier has further concerns and/or is unable to resolve the dispute upon meeting with the Purchasing department, the supplier may request, in writing, to meet with the ~~Assistant Superintendent of Business and/or~~ Associate Director of Corporate Services & Treasurer.
- iv) If the above means do not resolve the supplier's dispute, the supplier may then make a written request to the next level of authority at the provincial level to seek resolution.

- 1.2.8 All procurement documents and any other pertinent information relating to the competitive process shall be retained, in recoverable form, for a period of seven years. The Purchasing Department shall be responsible for the process involving what documents will be stored and where they will be stored. The Board shall utilize the Classification & Retention Administrative Guideline.

### 1.3 Non-Competitive Procurement

In certain circumstances, it may not always be practical or feasible to obtain competitive quotes/bids from vendors. The following processes outline allowable exceptions to the above thresholds:



- 1.3.1 Single Source – When an unforeseen urgency and/or emergency exists that places risk to the health and welfare of students and/or staff or risk of damage to Board property, obtaining goods and/or services from one supplier, irregardless of value, is acceptable. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.2 Sole Source – When only one supplier is available, obtaining goods and/or services from this supplier, irregardless of value, is acceptable. Examples of this type of purchase are: to ensure compatibility with existing products, to recognize exclusive rights (license, copyright/patents), to retain a warranty, to purchase real property, to maximize exceptionally advantageous circumstances (bankruptcy/receivership sales), and to make newspaper/magazine/periodical subscriptions. Documentation describing the rationale for this type of purchase must be completed and approved by the appropriate approval authority as this may be used as supporting documents in the case of a competitive dispute.
- 1.3.3 Exemptions/Exceptions/Non-Application Clause – Where an exemption, exception, or non-application clause exists under the Agreement on Internal Trade or other trade agreement, the Board must formally establish applicability of the appropriate clause when obtaining goods and/or services.

Prior to commencement of non-competitive procurement (valued at \$100,000 or more), supporting documentation must be completed and approved by the appropriate approval authority within the Board.

#### 1.4 Approval Authority Levels

Approval authority levels identify the approval required for various dollar levels of purchasing. The following approval levels must be obtained for all purchases prior to conducting the purchase and must be adhered to for all goods and services, including consulting services, based on total estimated value of the purchase.

- 1.4.1 The following approval levels are subject to funds available in an approved budget:

Total Value	Approval Authority
< \$2,000	Individuals with budget responsibility
> \$2,000 to <\$10,000	Manager of Finance Manager of Facilities and Construction Projects (for Facilities Department purchases)
> \$25,000 to < \$100,000	Associate Director, Corporate Services & Treasurer
> \$100,00	Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees, if the amount is in excess of budget

Prior to commencement, any non-competitive purchase for goods and non-consulting services must be approved by an authority one level higher than indicated above.

Prior to commencement, any non-competitive purchase for consulting services (see Section 1.3.3) must be approved by the Associate Director, Corporate Services & Treasurer with approval of the Board of Trustees.

- 1.4.2 Mileage, out-of pocket and/or professional development expenses must be made in accordance with our Employee Expenses policy. Individuals cannot approve their own expenses.



- 1.4.3 Emergency purchases are permitted with the approval of the Director of Education, Associate Director, Corporate Services & Treasurer (or designate) in consultation with the Chair of the Board.
- 1.4.4 Contracts are to be entered into only after consultation with the Purchasing Department along with approval from the Director of Education, Associate Director, Corporate Services & Treasurer (or designate). Contracts must be signed only by the Director of Education or the Associate Director, Corporate Services & Treasurer.
- 1.4.5 Credit applications and vendor accounts are to be processed/established by the Purchasing Department.
- 1.4.6 Written notification must be received a minimum 30 days in advance of any price increases.

## 1.5 Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

- 1.5.1 Assignments must be properly documented to include sufficient detail of the goods and/or services to be provided and subsequently paid for. Assignments should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- 1.5.2 For services, contracts shall include, only if applicable, expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive. The Board will ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.
- 1.5.3 Payments must be made in accordance with the provisions of the contract.
- 1.5.4 Contracts shall include a dispute resolution process.
- 1.5.5 Supplier performance must be clearly managed and documented, including any performance issues.

## 2.0 Unauthorized Purchases

- 2.1 Any purchases made in the Board's name, without authority or validation, will be considered an obligation of the person making the purchase and not an obligation of the Board.
- 2.2 No person is authorized to make a purchase and charge it to an account unless he/she is the individual responsible for the budget, has complied with purchasing thresholds listed above and/or has authorized the Purchasing Department to do so on his/her behalf.
- 2.3 Personal purchases are strictly prohibited. This includes, but is not limited to, those placed on purchase order, through a petty cash fund, through a purchasing card and/or on an employee/Board member meal and travel expense report.
- 2.4 Verbal orders are prohibited except with prior approval from the Associate Director – Corporate Services & Treasurer.



### 3.0 Conflict of Interest

- 3.1 A conflict of interest exists where the decision(s) made and/or actions taken in the exercise of duties by a Board employee, trustee, member of a statutory committee or council of the Board, including school council members, could be, or could be perceived to be, affected by the personal, financial or business interest of that person or that person's family or business associates. It is important to note that a conflict of interest exists whether or not decisions are affected by a personal interest; a conflict of interest implies only the potential for bias, not likelihood.
- 3.2 All staff involved in procurement activities are responsible and accountable for using good judgement and must:
- 3.2.1 Declare and disclose, in writing, any conflict of interest in a purchasing decision to their supervisor.
- 3.2.2 Avoid situations which may present a conflict of interest, while dealing with persons or organizations doing business or seeking to do business with the Board.
- 3.3 School council members are governed by their individual school council's conflict of interest by-laws (as required by Ontario Regulation 612/00).
- 3.4 Where a conflict of interest arises, the Board must evaluate and take appropriate mitigating action.
- 3.5 In accordance with the *Education Act*, it is prohibited for an employee of the Board to promote or sell goods and services for compensation other than their salary to any Board, provincial school or teachers' college, or to any pupil enrolled therein, except as permitted by the *Act*.
- ~~3.5 — Education Act, section 217 (1-4)~~
- ~~3.5.1 — A Board employee shall not sell, directly or indirectly, any goods or services to the Board on behalf of an organization for which he/she has a direct or indirect interest.~~
- ~~3.5.2 — A Board employee shall not purchase and/or recommend any goods or services to the Board for purchase from an organization in which another Board employee has a direct or indirect interest.~~
- ~~3.5.3 — Penalty — Every person who contravenes the Education Act is guilty of an offence and on conviction is liable to a fine of not more than \$1,000.~~

### 4.0 Code of Ethics

- 4.1 All Board staff involved in procurement related activity shall be guided by the Ontario Public Buyers' Association (OPBA) Code of Ethics (<https://www.opba.ca/chapters/nigp-opba/documents/codeofethics04.pdf>) and the Purchasing Management Association of Canada (PMAC) Code of Ethics (<http://www.pmac.ca/PDF/Code%20of%20Ethics.pdf>) [http://www.pmac.ca/images/stories/join\\_pmac\\_pdf/code%20of%20ethics%20en.pdf](http://www.pmac.ca/images/stories/join_pmac_pdf/code%20of%20ethics%20en.pdf).



- 4.2 In accordance with the above Codes of Ethics, Board staff shall conduct all procurement-related activity based on the following:
- i) highest standard of integrity in all business relationships within and outside of the Board;
  - ii) **honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders;**
  - iii) highly demonstrated level of respect for each other and the environment;
  - iv) **confidential information must be safeguarded;**
  - v) consideration for the interests of the Board and its students in all transactions;
  - vi) transparency and fairness in obtaining the best value for public funds;
  - vii) demonstrated responsible, efficient and effective manner of using public resources;
  - viii) avoidance of any activity that may create, or appear to create, a conflict of interest;
  - ix) gifts and/or gratuities in excess of reasonable hospitality will not be accepted;
  - x) seek counsel from the Purchasing Department as required;
  - xi) compliance with laws in the Province of Ontario and Canada;
  - xii) buy without prejudice in order to achieve maximum value for money;
  - xiii) avoidance of one's authority being used for personal gain;
  - xiv) **continuous improvement in all areas of supply chain (process, knowledge, leading practices, etc.).**

## 5.0 Criminal Background Checks

- 5.1 In accordance with Board Policy 300.15, Section B, *Criminal Background Checks for Service Providers*, all vendors will be required to comply with the regulation. A copy of the Board's policy, *Criminal Background Checks* is available on the Board's website [www.bhncdsb.ca](http://www.bhncdsb.ca)

## 6.0 Environmental Purchasing

- 6.1 The Board will make every reasonable effort to consider environmentally responsible and sustainable products and services as part of the purchasing decision. This will include, but not be limited to, landfill diversion, waste reduction, energy efficiency, ability to be recycled, reusability and supplier selection.

## 7.0 Disposal of Board Assets

- 7.1 The Board will endeavour to re-use existing resources elsewhere in the system wherever possible. It must be recognized that in our environmentally-conscious society, disposal of surplus or obsolete goods can be expensive. When resources are no longer viable for use, every effort will be made to ensure disposal is both environmentally responsible and cost effective. Should outside agencies be contracted for disposal, they must comply with any applicable government regulation(s).
- 7.2 All furniture and equipment considered surplus will be relocated and/or disposed of by the Purchasing Department in consultation with the ~~Facilities Department and/or Information Technology Department~~ **originating department and/or school.**
- 7.3 The Purchasing Department shall have the authority to sell, exchange, trade-in or otherwise dispose of all goods declared surplus or obsolete where it is cost effective and in the best interest of the Board to do so.
- 7.4 The sale of Real Property shall be in accordance with Ontario Regulation 444/98.



## 8.0 Cooperative Purchasing

- 8.1 The Board will actively participate in cooperative purchasing ventures with other school boards and other branches of government or their agencies of public authorities to obtain maximum value for money through economies of scale and/or shared services. This may also include the Board utilizing a piggy-back clause to existing Ministry or government services contracts and/or other cooperative groups. The Board reserves the right to exercise any of the above; providing these ventures adhere to the Board's policies and procedures and serve the best interests of the Board.
- 8.2 The Purchasing Department is an active member of the Grand River Purchasing Cooperative (GRPC) that meets quarterly to explore and/or manage all opportunities for collaborative purchasing.

## 9.0 Standardization

- 9.1 The Board will standardize goods and services wherever possible in an effort to ensure an acceptable level of quality as well as to increase cost and service efficiencies.
- 9.2 All computer-related products (desktops, laptops, printers, monitors, etc.) shall be purchased only after consulting with the Information Technology Department and/or the Purchasing Department to obtain the recommended product and the appropriate vendor information.

### 9.3 Centralized Purchases

- 9.3.1 In order to ensure uniformity across the Board, the Purchasing Department will oversee the purchase and/or lease of office furniture, classroom furniture, office equipment and wireless communications.

## 10.0 Geographic Preference

### 10.1 Agreement on Internal Trade/Ontario-Québec Procurement Agreement

- 10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the Agreement on Internal Trade and the Ontario-Québec Procurement Agreement.
- 10.1.2. The Board shall advertise all opportunities for goods and services valued at (pre-tax) \$100,000 or greater on the Board's website [www.bhncdsb.ca](http://www.bhncdsb.ca) and a nationally-recognized electronic bulletin board available within Canada.

## 11.0 Freedom of Information

- 11.1 All vendor quotations/bids submitted become the property of the Brant Haldimand Norfolk Catholic District School Board and are subject to the *Municipal Freedom of Information and Protection of Privacy Act*.
- 11.2 Any information supplied by the vendor that is considered confidential must be clearly identified as such by the vendor.
- 11.3 Although the Act provides for some protection for third party business interests, the Brant Haldimand Norfolk Catholic District School Board cannot guarantee that any information provided to the Board can be held in confidence.



## 12.0 Fair Labour Practices

- 12.1 The Board supports the rights of all workers and will, therefore, strive to ensure that all suppliers of student and staff uniforms, as well as spirit wear, provide the necessary assurances that the items are manufactured under safe, just and healthy conditions.

## 13.0 Purchase Orders

- 13.1 All purchases for goods and services must be made using the Board's standard purchase order form.

Exceptions are as follows:

- i) Purchase is made with petty cash funds (for purchases less than \$100).
- ii) Purchase is made using a Board purchase card.
- iii) Purchase is authorized by the Manager of Facilities & Construction Projects/Manager of Finance, Supervisor of Accounting or the Purchasing Department, in situations where it is not appropriate or feasible to issue a purchase order.
- iv) Retail store purchases.

## 14.0 Retail Store Purchases

- 14.1 The Board will, from time-to-time, make purchases through local retail stores to satisfy emergency and/or time-sensitive requirements. Board employees requiring this type of purchase are encouraged, where possible, to purchase through stores which provide the Board with open terms (i.e., invoice the Board for payment later) and/or in which blanket orders are in place.
- 14.2 Transactions will be made in accordance with the Board's purchasing thresholds listed above.
- 14.3 All invoices/original cash register receipts must be approved by the appropriate individual with budget responsibility (i.e., Manager/Principal/Superintendent).
- 14.4 Purchases of this nature will be monitored at regular intervals by the Purchasing Department to ensure value-for-money and policy adherence.

## 15.0 Facilities Department

- 15.1 The Facilities Department will issue purchase orders and/or blanket orders to pre-qualified contractors on an *as required* basis. Each contractor will have an estimated dollar limit per work order, which must be approved by the Manager of Facilities & Construction Projects.
- 15.2 The above circumstances are conducted with the understanding that in some situations, it is not practical to obtain three quotations in advance of the work being performed (see Section 1.3.4 – Emergency Purchases).
- 15.3 Blanket orders will be issued by the Facilities Department to companies for general contracting services based on competitive procurements as outlined in Section 1 – Purchasing Thresholds.
- 15.4 All invoices must show the purchase order number/blanket order number as well a description of the work performed. The Manager of Facilities & Construction Projects will approve the invoices for payment.

## Definitions

### Consulting Services

The provision of securing expertise or strategic advice for consideration and decision-making.



### **Emergency Purchases**

Necessary purchases made to avoid any potential loss of life, property or financial burden.

### **References**

Education Act, Section 217  
Agreement on Internal Trade  
Municipal Freedom of Information & Protection of Privacy Act  
Ontario-Quebec Procurement Agreement  
[Bill 122, Broader Public Sector Accountability Act, 2010](#)  
[Broader Public Sector Procurement Directive \(Management Board of Cabinet\)](#)  
Criminal Background Checks  
Employee Expense Reimbursement Policy  
Ontario Regulation 612/00 School Councils  
Professional Standards & Conflict of Interest Policy for Employees  
Purchasing Terms and Conditions  
Public Service of Ontario Act, 2006  
School Funds Policy

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**TRUSTEE EXPENSES 100.10**

Public Session

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**BACKGROUND INFORMATION:**

The Trustee Expenses policy was reviewed in January 2010. Since that time, the Ministry of Finance has issued a *Broader Public Sector Expense Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect the requirements of the new directive. Major changes are more strict requirements for extending *hospitality* to individuals. Specifically, hospitality is not to be provided for the sole benefit of trustees or employees of the Board or the Broader Public Sector. This restriction applies to lunches, retirement parties, holiday celebrations, etc. Expenses incurred while travelling on Board business are permissible.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Trustee Expenses policy (100.10) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Trustee Expenses**

		<b>Policy Number:</b>	100.10
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	700.4 and 100.6
<b>Revised:</b>	June 26, 2007; January 26, 2010	<b>Policy Category:</b>	Governance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

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

**Policy Statement:**

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

**Glossary of Key Policy Terms:** Nil.

**References:**

[Education Act](#)

[Broader Public Sector Expenses Directive](#)



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## Trustee Expenses AP 100.10

<b>Procedure for:</b>	Trustees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director, Corp. Services & Treasurer	<b>Revised:</b>	June 26, 2007; January 28, 2010
<b>Category:</b>	Governance		

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by Trustees while on Board business.

### Responsibilities

The Chair of the Board shall approve all expenses for Trustees subject to Board policies, procedures or as otherwise approved by the Board. The Treasurer of the Board shall approve the expenses incurred by the Chair of the Board as provided in this procedure.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Mileage will be paid based on the number of kilometres from a trustee's home to the meeting location or Board event and back to their home.
- 1.2 Trustees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Trustees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Trustees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

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



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed, if approved by the Chair of the Board.
- 4.2 Trustees will be reimbursed for travel to conferences, workshops and other events as approved by the Board. Attendance at the Annual General Meeting and Regional Meetings **and other events sponsored by the Ontario Catholic School Trustees' Association (OCSTA)**, the Annual General Meeting of the Canadian Catholic School Trustees' Association (**CCSTA**) and When Faith Meets Pedagogy Conference are deemed approved for all trustees when these events are held in Canada. Attendance at the Annual Chair and Vice-Chair Conference is deemed approved for the Chair and Vice-Chair of the Board when held in Canada. **Moderate and reasonable consumption of alcohol at these events is permissible.**
- 4.3 Other approved costs **related to Board business, which are incurred** while attending conferences and workshops, will be reimbursed if approved by the Chair of the Board.
- 4.4 If the conference or workshop fee includes meals, trustees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by the Chair of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).
- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops; will be reimbursed if approved by the Chair of the Board. Board events involving employees are not considered hospitality functions and cannot be reimbursed as the Broader Public Expenses Directive states that hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, **personal** retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.
- 5.4 Moderate and reasonable consumption of alcohol during an event described in .5.1 and 5.3 above and approved in advance by the **Chair of the** Board of Trustees is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.



5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.

## 6.0 Service Equipment

6.1 The following equipment will be provided to the trustee as required:

- Cellular telephone, including hands-free device, connection fees, air time and long-distance charges.
- Laptop computer, the specification for which will be the current classroom standard, plus a modem and printer/scanner/copier.
- Connection and monthly charges for internet provision.
- Calendaring devices.

6.2 At the end of the trustee's term of office, user fees for telephone and internet access will be terminated

## 7.0 Other

7.1 Standard Expense Forms, developed by the Finance Department, must be used when submitting expenses. Expense reports are to be submitted monthly if expenses incurred are over \$250 or quarterly if expenses incurred are less than \$250.

7.2 The Chair of the Board will approve Expense Reports for trustees and the Director of Education. The Associate Director, Corporate Services & Treasurer will approve Expense Reports for the Chair of the Board. The approver cannot authorize expense claims if the claim includes expenses which benefit the approver.

7.3 Original invoices or receipts, which clearly show costs and applicable sales taxes, are required for expenses other than automobile mileage costs.

7.4 Cash advances will not normally be provided, however, a trustee who is unable to use a personal credit card may make a written request to the Associate Director, Corporate Services & Treasurer at least ten business days prior to when the funds are required.

7.5 Donations or gifts to community groups, political parties, schools and charities will not be reimbursed.

7.6 Should there be a dispute regarding the eligibility of an expense, the trustee may contest the decision during a public session of the Board.

7.7 Trustee expenses will be reported to the Board in public session annually.

## Definitions

### Hospitality

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).

## References

Broader Public Sector Expenses Directive

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

Prepared by: G. Wallace Easton, Associate Director, Corporate Services & Treasurer  
Presented to: Policy Committee  
Submitted on: June 7, 2011  
Submitted by: Cathy Horgan, Director of Education & Secretary

**EMPLOYEE EXPENSES 700.04**

Public Session

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**BACKGROUND INFORMATION:**

The Employee Expenses policy was reviewed in March 2005. Since that time, the Ministry of Finance has issued a *Broader Public Sector Expense Directive*, which came into effect April 1, 2011.

**DEVELOPMENTS:**

The policy has been updated to reflect requirements of the new directive. Major changes are more strict requirements for extending *hospitality* to individuals. Specifically, hospitality is not to be provided for the sole benefit of those employed by the Board or the Broader Public Sector. This restriction applies to staff lunches, retirement parties, holiday celebrations, etc. Expenses incurred while travelling on Board business are permissible.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the Employee Expenses policy (700.04) to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Employee Expenses**

		<b>Policy Number:</b>	700.04
<b>Adopted:</b>	March 29, 2005	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	June 26, 2007; February 23, 2010	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that expenses incurred for employees to fulfill their duties should be paid by the Board, provided such expenses are approved by a supervisor and in accordance with this policy.

**Policy Statement:**

The Board will pay expenses incurred by employees while conducting business on behalf of the Board, including hospitality expenses, which are in compliance with Board policies and procedures.

**Glossary of Key Policy Terms:** Nil.

**References:**

Education Act



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## Employee Expenses AP 700.04

<b>Procedure for:</b>	All Employees	<b>Adopted:</b>	March 29, 2005
<b>Submitted by:</b>	Associate Director, Corp Services & Treasurer	<b>Revised:</b>	June 26, 2007; February 23, 2010
<b>Category:</b>	Finance		

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### Purpose

The purpose of this procedure is to provide direction regarding expenses incurred by employees while on Board business.

### Responsibilities

The supervisor shall approve all expenses for employees; subject to Board policies, procedures or as otherwise approved by the Board.

### Information

This procedure was developed using the guidelines outlined in the Broader Public Sector Expenses Directive issued by the Ministry of Finance, effective April 1, 2011.

### Procedures

#### 1.0 Travel Costs – Personal Automobile

- 1.1 Employees will be paid mileage based on the number of kilometers from their primary business location (in most cases, the location of the employee's office) to other assigned locations and back to the primary business location. Itinerant employees will be assigned a primary business location each September by their supervisor.
- 1.2 Employees must submit an approved Expense Report, in prescribed form, to the Finance Department when requesting reimbursement of travel expenses. Employees should retain a copy of the form for their records as copies will not be provided.

#### 2.0 Travel Costs - Other

- 2.1 Employees may use the most cost-effective method of travel. If a method is used other than a personal automobile, reimbursement will be based on actual costs as supported by an invoice or receipt. These costs must not be greater than the amount incurred if a personal automobile was used as determined in (1.2) above.
- 2.2 Parking costs will be reimbursed based on actual receipts.

#### 3.0 Hotels and Meals

- 3.1 Meal expenses will be reimbursed based on reasonable meal costs. Except in unusual circumstances, breakfast and an evening meal will be reimbursed only if employees are required to be away from home overnight. Lunch will be reimbursed if employees are required to attend meetings over the lunch period. Actual receipts or invoices must be submitted. Credit card or debit card receipts are not acceptable.
- 3.2 Reasonable costs for hotel rooms will be reimbursed if approved, in advance, by the employee's supervisor. Costs such as movies, mini bar, personal telephone calls, etc., will not be reimbursed.



#### 4.0 Professional Development

- 4.1 Registration fees for conferences and workshops related to Board business will be paid directly by the Board or reimbursed if approved by an appropriate supervisory officer with responsibility for professional development.
- 4.2 Employees will be reimbursed for travel to conferences, workshops and other events as approved by an appropriate supervisory officer with responsibility for professional development. Attendance at conferences outside of Canada must be approved by the Director of Education.
- 4.3 Other approved costs related to Board business which are incurred while attending conferences and workshops will be reimbursed if approved by the employee's immediate supervisor.
- 4.4 If the conference or workshop fee includes meals, employees will not be reimbursed for meal costs they choose to incur.

#### 5.0 Hospitality

- 5.1 Hospitality expenses, approved in advance by a supervisory officer of the Board, will be recognized when:
  - token gifts, value not to exceed \$30, are given to individuals not employed or contracted by the Board in appreciation or recognition of service;
  - engaging in an appropriate event on behalf of the Board; or
  - sponsoring events related to the business of the Board.Hospitality may never be offered solely for the benefit of trustees, employees or contractors of the Board or other designated agency of the Broader Public Sector (BPS).
- 5.2 When hospitality is extended to vendors, or possible vendors, it is imperative that such hospitality is not perceived to give the vendor preferential treatment.
- 5.3 Other costs related to Board business, which are incurred while attending conferences and workshops, will be reimbursed if approved by the employee's immediate supervisor. Hospitality may never be offered solely for the benefit of any individual covered by this policy. Expenses that are not considered hospitality and will not be reimbursed are office social events, retirement parties and holiday celebrations. Hospitality may be extended in an economical and consistent manner when:
  - it can facilitate the business of the Board;
  - it is considered desirable as a matter of courtesy or protocol;
  - engaging in discussions or hosting receptions regarding Board matters with representatives from other governments; the broader public sector; business and industry; public interest groups or labour groups;
  - providing individuals from national, international, or charitable organizations with an understanding or appreciation of Ontario and the workings of its government;
  - honouring distinguished individuals for exceptional public service in Ontario;
  - conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector;
  - the business of the Board includes hospitality functions.
- 5.4 Moderate and reasonable consumption of alcohol during an event described in 5.3 approved in advance by the Director of Education is permissible and expenses shall be reimbursed. Otherwise expenses for alcohol are not permitted.
- 5.5 Original invoices or receipts, which clearly show costs and applicable sales taxes, must be submitted using the prescribed Expense Report form. Reimbursement for hospitality expenses are subject to approvals as are other expenses referred to in this policy.



**6.0 Other**

- 6.1 Standard Expense Forms developed by the Finance Department must be used when submitting expenses. Expense reports must be submitted monthly if expenses incurred are over \$250 and may be submitted quarterly if expenses incurred are less than \$250.
- 6.2 Supervisors are responsible for the review and approval of Expense Reports.
- 6.3 Original invoices or receipts which clearly show costs and applicable sales taxes are acceptable for expenses other than automobile mileage costs.
- 6.4 Cash advances will not normally be provided; however, an employee who is unable to use a personal credit card may make a written request to the Manager of Finance at least ten (10) business days prior to when the funds are required.

**Definitions**

**Hospitality**

The provision of food, beverages, accommodation, transportation and other amenities to individuals who are not elected trustees, appointees, employees, consultants or contractors engaged to work for the Board or other designated agencies of the Broader Public Sector (BPS).

**References**

Broader Public Sector Expenses Directive



## 2010-11 Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
<b>June 21, 2011</b>	7:00 pm	<b>Committee of the Whole</b>	
June 27, 2011	4:45 pm	Assumption College Graduation	
<b>June 28, 2011</b>	7:00 pm	<b>Board Meeting</b>	
June 29, 2011		Last Day of Classes	
June 29, 2011	7:00 pm	St. John's College Graduation – Sanderson Centre	
June 29, 2011	7:00 pm	Holy Trinity Graduation	
June 30, 2011		PA Day (system-wide)	