



Board Meeting
Tuesday, June 27, 2017 ♦ 7:00 p.m.
Boardroom

Members: Trustees:

Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

- Memorial Statement for June Szeman, former Trustee, Brant Haldimand Norfolk Catholic District School Board

1.2 Attendance

1.3 Approval of the Agenda

Pages 1-3

1.4 Declaration of Interest

1.5 Approval of Board Meeting Minutes – May 23, 2017

Pages 4-7

Approval of Special Meeting of the Board Minutes – June 15, 2017

Pages 8-9

1.6 Business Arising from the Minutes

2. Presentations

2.1 The Board will recognize the retirement of the following individuals:

- Terry Dunnigan, Principal at Jean Vanier Elementary School
- Annette Finnie, Principal at Resurrection School
- Rob Campbell, Principal at St. John's College

2.2 The Board will recognize the Council for Exceptional Children award recipients:

- *Student Achievement Awards*
Aurora Girard (St. Leo, Brantford); Willy Springham (St. Franis Cabrini, Delhi); Dylan Stockmans (St. Michaels, Dunnville); Chaz Mitchell (St. Basil, Brantford); and Keegan Fecteau (Jean Vanier, Brantford)



- *Life Skills Student Award*
Maddie Cunningham (Holy Trinity, Simcoe) and Brandon Shortt (Holy Trinity, Simcoe)
- *Teacher of the Year Award*
Tim O'Neil (Holy Trinity, Simcoe) and Sue Fitzgerald (Sacred Heart, Paris)
- *Paraprofessional Award*
Nora Taylor (St. Cecilia, Port Dover)

3. Delegations

4. Consent Agenda

5. Committee and Staff Reports

- 5.1** Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – June 20, 2017 Pages 10-228
Presenter: Dan Dignard, Vice Chair
- Workplace Harassment Policy 300.01 (*revised*) (pgs. 18-31)
 - Workplace Violence Prevention Policy 300.20 (*revised*) (pgs. 32-62)
 - Purchasing Administrative Procedure 700.01 (*revised*) (pgs. 63-79)
 - 2017-18 Budget (pgs. 80-226)
 - Excursion - Mission Trip to Columbia, SC (pg. 227)
 - Excursion – Italy and Greece (pg. 228)
- 5.2** Special Education Services Department Annual Report 2016-17 Pages 229-251
Presenter: Michelle Shypula, Superintendent of Education
- 5.3** 2015-2018 Strategic Plan – Status Report Pages 252-255
Presenter: Chris N. Roehrig, Director of Education & Secretary

6. Information and Correspondence

7. Notices of Motion

8. Notices of Motion Being Considered for Adoption

9. Trustee Inquiries

10. Business In-camera

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

11. Report on the In-Camera Session



12. Future Meetings and Events

pg. 256

13. Closing Prayer

*Heavenly Father, we thank you for your gifts to us: for making us, for saving us in Christ, for calling us to be your people. As we come to the end of this meeting, we give you thanks for all the good things you have done in us. We thank you for all who have shared in the work of this Board, and ask you to bless us all in your love. We offer this prayer, Father, through Christ our Lord. **Amen***

14. Adjournment



Board Meeting
Tuesday, May 23, 2017 ♦ 7:00 pm
Boardroom

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Bill Chopp, Bonnie McKinnon, Rosalin Dubois (Student Trustee)

Absent: Cliff Casey, Carol Luciani

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee Petrella.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the May 23, 2017 meeting.

Carried

1.4 Declaration of Interest - Nil

1.5 Approval of Board Meeting Minutes – April 25, 2017

Moved by: Bill Chopp

Seconded by: Dan Dignard

THAT the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the April 25, 2017 Board meeting.

Carried

1.6 Business Arising from the Minutes – Nil

2. Presentations

2.1 The Board will recognize Father Tim Hingston, St. Pius X, Brantford

Director Roehrig thanked Father Hingston for providing insight, helping to shape work of the Board and his commitment to the system.

Trustee Petrella expressed thanks to Father Hingston for his wisdom and spirituality.



3. Delegations – Nil

4. Consent Agenda – Nil

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Committee of the Whole Meeting – May 16, 2017

Vice-Chair Dignard brought forward recommendations from the May 16, 2017 Committee of the Whole meeting, as follows:

THAT the Committee of the Whole refers the Community Partnerships Update report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves:

A RESOLUTION AUTHORIZING THE BORROWING OF MONEY TO MEET CURRENT EXPENDITURES OF THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD (THE “Board”)

- A. In accordance with Subsection 243(1) of the Education Act (R.S.O. 1990) (the “Act”), the Board considers it necessary to borrow the amount of up to Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is received, the current expenditures of the Board for the period commencing on January 1, 2010 and ending on August 31, 2018 (the “Period”).
- B. Pursuant to Subsection 243(3) of the Act, the total amount borrowed pursuant to this Resolution together with the total of any similar borrowings and any accrued interest on those borrowings is not to exceed the unreceived balance of the estimated revenues of the Board for the Period.
- C. The total amount previously borrowed by the Board pursuant to Section 243 that has not been repaid is \$0.
- D. The amount borrowed for current expenditures is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training from time to time.

RESOLVED THAT:

1. The Chair or Vice Chair and the Treasurer are authorized on behalf of the Board to borrow from time to time by way of promissory note, or overdraft, or bankers’ acceptance from Canadian Imperial Bank of Commerce (“CIBC”) authorized for borrowing purposes in accordance with Section 243 of the Act] a sum or sums not exceeding in the aggregate Seven Million, Three Hundred Thousand Dollars (\$7,300,000) to meet, until current revenue is collected, the current expenditures of the Board for the Period (including the amounts required for the purposes mentioned in Subsection 243(1) and 243(2) of the Act),



and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Board and signed by any two of the Chair or Vice Chair and the Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC;

2. The interest charged on all sums borrowed pursuant to this Resolution plus any related charges, is not to exceed the interest that would be payable at the prime lending rate of the chartered banks listed in Schedule 1 of the Bank Act (Canada) on the date of borrowing;
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received in respect of the current revenues of the Board;
4. The Treasurer is authorized and directed to deliver to CIBC from time to time upon request a statement showing (a) the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and (b) the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenue already collected.

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 Dublin (Columbus), Ohio from Thursday, September 7 to Saturday, September 9, 2017.

Moved by: Bill Chopp

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of May 16, 2017.

Carried

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of May 16, 2017.

Carried

5.2 Student Trustee Update

Student Trustee Dubois advised that Student Senators recently completed the Renewing the Promise activity and were able to provide feedback on student views of Catholic education. She also reflected on the Student Leadership Symposium and its enjoyment by all students. Student Trustee Dubois provided an overview of recent events which students from Assumption College participated in such as the Festival of Music at Canada's Wonderland and the annual Glow Dance. She reported the Ontario Students Against Impaired driving group has been reintroduced at St. John's College and Holy Trinity recently hosted a successful fundraiser for the United Way.

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried



6. **Information and Correspondence - Nil**

7. **Notices of Motion for Consideration at Next Board Meeting – Nil**

8. **Notices of Motion Being Considered for Adoption – Nil**

9. **Trustee Inquiries – Nil**

10. **Business In-Camera**

Moved by: Bill Chopp

Seconded by: Dan Dignard

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

Carried

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

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

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

Carried

12. **Future Meetings**

Chair Petrella drew attention to the list of upcoming meetings and events.

13. **Closing Prayer**

Chair Petrella led the closing prayer.

14. **Adjournment**

Moved by: Dan Dignard

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 23, 2017.

Carried



**Special Meeting of the Board
Thursday, June 15, 2017 ♦ 4:00 p.m.
Boardroom**

Trustees:

Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Bill Chopp, Carol Luciani, Bonnie McKinnon

Absent: Cliff Casey, Rosalin Dubois (Student Trustee)

Senior Administration:

Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendent of Education)

1. Opening Business

1.1 Opening Prayer and Welcome

The meeting was opened with pray led by Chair Petrella.

1.2 Attendance – as noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the Special Meeting of the Board of June 15, 2017.

Carried

1.4 Declaration of Interest – Nil

2. Committee and Staff Reports – Nil

3. Business In-Camera

Moved by: Bonnie McKinnon

Seconded by: Dan Dignard

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

Carried



4. Report on the In-Camera Session

Moved by: Dan Dignard

Seconded by: Carol Luciani

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

Carried

5. Adjournment

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the Special Meeting of the Board of June 15, 2017.

Carried

RECOMMENDATIONS FOR THE BOARD FROM THE COMMITTEE OF THE WHOLE

June 20, 2017

AGENDA ITEM	MOTION
5.1	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Workplace Harassment Policy 300.01.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Workplace Violence Prevention Policy 300.20.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the revised Purchasing Administrative Procedures 700.01.</p>
5.2	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2017-18 Salaries and Benefits Budget, in the amount of \$101,379,972.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2017-18 Operations Budget, in the amount of \$27,522,779.</p> <p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the 2017-18 Capital Budget, in the amount of \$3,362,155.</p>
5.4	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Friday, September 29 to Saturday, October 7, 2017.</p>
5.5	<p>THAT the Brant Haldimand Norfolk Catholic District School Board approves the request from St. John's College and Holy Trinity for an excursion to Italy and Greece from Friday, March 9 to Sunday, March 18, 2018.</p>

RECOMMENDATIONS:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the unapproved minutes of the Committee of the Whole Meeting of June 20, 2017.

THAT the Brant Haldimand Norfolk Catholic District School Board approves the recommendations of the Committee of the Whole Meeting of June 20, 2017.



Committee of the Whole
Tuesday, June 20, 2017 ♦ 7:00 pm
Boardroom

- Trustees:**
Present: Rick Petrella (Chair), Dan Dignard (Vice Chair), Cliff Casey, Bill Chopp, Carol Luciani, Bonnie McKinnon
- Absent:** Rosalin Dubois (Student Trustee)
- Senior Administration:**
Chris N. Roehrig (Director of Education & Secretary), Thomas R. Grice (Superintendent of Business & Treasurer), Patrick Daly, Michelle Shypula and Leslie Telfer (Superintendents of Education)
-

1. Opening Business

1.1 Opening Prayer

The meeting was opened with prayer led by Trustee McKinnon.

1.2 Attendance – As noted above.

1.3 Approval of the Agenda

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of the June 20, 2017 meeting.

Carried

1.4 Declaration of Interest – Nil

1.5 Approval of Committee of the Whole Meeting Minutes – May 16, 2017

Moved by: Bonne McKinnon

Seconded by: Bill Chopp

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the May 16, 2017 Committee of the Whole meeting.

Carried

1.6 Business Arising from the Minutes – Nil



2. Presentations

2.1 The Board will recognize Father Mike Bennett, Sacred Heart Parish, Paris

Director Roehrig thanked Father Bennett for his commitment and support of Catholic education. He recognized him as a warm, welcoming and compassionate leader in the community and extended congratulations to him on his retirement.

2.2 The Board will recognize the retirement of the following individuals:

The Honourable Dave Levac, MPP Brant

Chair Petrella congratulated the Honourable Dave Levac on his retirement and highlighted his career as an educator. He thanked him for his dedication to Catholic education and service to the community through local and provincial avenues.

Rob Santilli, Principal at St. Joseph's School

Superintendent Telfer extended congratulations and sincerest best wishes to Rob Santilli, Principal at St. Joseph's School. She shared highlights of Mr. Santilli's career with the Board, his passion for education and professionalism.

3. Delegations – Nil

4. Consent Agenda

- 4.1 THAT the Committee of the Whole refers the unapproved minutes of the Regional Parent Involvement Committee Meeting of May 15, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.2 THAT the Committee of the Whole refers the unapproved minutes of the Special Education Advisory Committee Meeting of May 16, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.3 THAT the Committee of the Whole refers the unapproved minutes of the Student Transportation Services of Brant Haldimand Norfolk Governance Committee of May 30, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.4 THAT the Committee of the Whole refers the unapproved minutes of the Mental Health Steering Committee Meeting of June 13, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Friends of the Educational Archives Annual General Meeting of June 13, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

It was noted that Item 5 of the Educational Archives Annual General Meeting minutes should read \$1463 not \$1064.



Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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

Carried

5. Committee and Staff Reports

5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting – June 8, 2017

Vice-Chair Dignard, Chair of the Policy Committee, provided an overview of the business of the Policy Committee of June 8, 2017.

Moved by: Dan Dignard

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of June 8, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Policy Committee Meeting of June 8, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval, which are:

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

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

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

Carried

5.2 Unapproved Minutes and Recommendations from the Budget Committee Meeting – June 6, 2017

Trustee Petrella, Chair of the Budget Committee, presented a balanced budget totaling approximately \$132 million for the 2017-18 school year which reflected the Board's goals of continuing a fiscally-sound approach to developing a balanced budget, enhance financial stability, promote fiscal responsibility among departments and ensure legislative compliance.



Trustees Casey, Chopp and Dignard declared conflicts of interest on the Salaries and Benefits Budget recommendation due to the nature of employment of their children with the Board. They did not participate in any discussion related to this item nor did they vote on the recommendation.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Salaries and Benefits Budget, in the amount of \$101,379,972, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of June 6, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

THAT the Committee of the Whole refers the recommendations of the Budget Committee Meeting of June 6, 2017 to the Brant Haldimand Norfolk Catholic District School Board for approval, which are:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Operations Budget, in the amount of \$27,522,779, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Capital Budget, in the amount of \$3,362,155, to the Brant Haldimand Norfolk Catholic District School Board for approval.

Carried

5.3 Unapproved Minutes from the Accommodations Committee Meeting

Moved by: Cliff Casey

Seconded by: Dan Dignard

THAT The Committee of the Whole refers the unapproved minutes of the Accommodations Committee Meeting of June 8, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.4 Excursion – Mission Trip to Columbia, SC

Superintendent Daly presented a request from Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip to Columbia, South Carolina from September 29, 2017 to October 7, 2017. Approximately 20 Grades 11 and 12 students will represent the schools in a small construction and clean-up project resulting from a flash flood that occurred in October 2015.



Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Committee of the Whole recommends that the Brant Haldimand Norfolk Catholic District School Board approves the request from Assumption College School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Friday, September 29 to Saturday, October 7, 2017.

Carried

5.5 Excursion – Italy and Greece

Superintendent Daly presented a request from Holy Trinity Catholic High School for a trip to Italy and Greece. The excursion will allow approximately 30 Grades 10-12 Art students to experience art, geography and world studies while also visiting historical sites.

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 request from St. John's College and Holy Trinity for an excursion to Italy and Greece from Friday, March 9 to Sunday, March 18, 2018.

Carried

5.6 Science Technology Engineering Math (STEM) Innovation Learning Updates

Superintendent Telfer provided an overview of the STEM learning plan and its fundamental principles. STEM is providing students with critical thinking and learning skills that enable them to adapt and succeed. Superintendent Telfer reviewed staffing for the STEM program and advised that the STEM teacher will work with classes in innovative think spaces.

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Science, Technology, Engineering and Math (STEM) Education: Elementary report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

5.7 Financial Report May

Superintendent Grice provided an update on expenditures as of the end of the third quarter with 74.9% of the budget spent. He reported approximately 80% of the budget is spent on salary and benefits and the total budget is on track.

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Committee of the Whole refers the Financial Report – May 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried



5.8 Educational Field Trips Summary

Superintendent Daly presented a summary of approved educational field trips for the period of February 1, 2017 to June 20, 2017. He reviewed the purpose, expenses and length of some of the trips as outlined in the summary chart.

Moved by: Carol Luciani

Seconded by: Dan Dignard

THAT the Committee of the Whole refers the Educational Field Trips Summary report to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Carried

6. Information and Correspondence

6.1 Correspondence from Health Canada regarding medical assistance in dying and funding for palliative care

Chair Petrella shared the correspondence received from the Strategic Policy Branch, Health Canada, in response to the Board's correspondence regarding concerns of medical assistant in dying and funding for palliative care.

6.2 Sympathy Card from Bruce Grey Catholic District School Board Trustees regarding the passing of June Szeman (added item)

Chair Petrella shared a card from Bruce Grey Catholic District School Board of Trustees expressing sympathy and condolences of the passing of June Szeman, former Trustee.

Director Roehrig distributed a Canada 150 package, which was delivered to schools, supporting Canada Day 150th Anniversary activities the last week of school. He also reported on the Sidewalk Prophets which allow students to decorate signs for display on the front lawn of the school to support the confederation. He congratulated team of staff and administrators who helped with the project.

Moved by: Bill Chopp

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

7. Trustee Inquiries

Trustees made inquiries with respect to a recent secondary school student prank and students' knowledge of the Lord's prayer.



8. Business In-Camera

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board moves to an In-Camera Session.

Carried

9. Report on the In-Camera Session

Moved by: Bill Chopp

Seconded by: Carol Luciani

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

Carried

10. Future Meetings

Chair Petrella drew trustee attention to upcoming meetings and events.

11. Closing Prayer

Chair Petrella led the closing prayer.

12. Adjournment

Moved by: Cliff Casey

Seconded by: Bonnie McKinnon

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of June 20, 2017.

Carried

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: June 6, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

WORKPLACE HARASSMENT POLICY

Public Session

BACKGROUND INFORMATION:

The Workplace Harassment Policy was adopted in April, 2002 and amended in November 2010. Bill 132 – Sexual Violence and Harassment Action Plan Act, 2016 amended the Occupational Health and Safety Act and this policy and procedure has been revised to incorporate the required legislated changes.

DEVELOPMENTS:

1. The policy has been amended to include the revised definition under the *Occupational Health and Safety Act* of workplace harassment to include the definition of workplace sexual harassment. Under the *Human Rights Code* there have been additional grounds for discrimination added (Gender Identity and Gender Expression) and the policy has been updated accordingly.
2. Additionally the policy has been updated to include that in consultation with the Joint Health and Safety Committee, the Board will maintain a written harassment program to implement the policy as required by the *Occupational Health and Safety Act*.
3. The Procedure has been updated to include the required *Occupational Health and Safety Act* amendments; including that the Ministry of Labour may order an investigation by an impartial person at the Board's expense. It provides explanations as to what constitutes various forms of harassment; including sexual harassment.

The revised policy and procedure was shared with all principals, managers, supervisors, union presidents and senior administration for vetting purposes.

RECOMMENDATION:

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



Policy: Workplace Harassment

	Policy Number:	300.01
Adopted:	April 23, 2002	Former Policy Number:
		N/A
Revised:	November 24, 2015	Policy Category:
		Human Resources
Subsequent Review Dates:	TBD	Pages:
		3

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the Board) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs. The Board believes that all of its employees should work and learn in a respectful, non-threatening environment that is free from harassment in all of its forms and from all sources, including employees, supervisors and members of the public. Through this policy, the Board supports a safe and nurturing environment for all staff and students.

Policy Statement:

The Board recognizes its duties regarding Workplace Harassment and Workplace Sexual Harassment. In order to protect its employees, the Board will ensure that:

- In consultation with the Joint Health & Safety Committee, the Board will maintain a written Workplace Harassment program to implement this policy as required under clause 32.0.1(1)(b), of the Ontario Occupational Health & Safety Act.
- The program includes measures and procedures for:
 - an educational and working environment that is free from harassment.
 - all employees to be educated on harassment in the workplace, to ensure an understanding of the importance of the policy and to be made aware that harassment is unacceptable, and will not be tolerated.
 - all those working for the Board, and those using the services of the Board be informed that harassment in the workplace or in the provision of services; (i.e., educational and other) may be an offence under the law.
 - employees to be made aware of the types of behaviour that may be considered offensive.
 - the Board’s responsibilities relative to harassment, identified in terms of awareness, prevention and response.
 - alternative persons to receive and investigate a report of workplace harassment, if the employer or supervisor is the alleged harasser.

Glossary of Key Policy Terms:

Harassment

The Ontario Human Rights Code defines Harassment as *engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known, or ought reasonably to be known to be unwelcome*. This includes among other things, disparaging comments (i.e., inappropriate gender-related comments), distribution of discriminatory materials, behaviour intended to incite hatred or other verbal or physical conduct of a nature, which is known or ought reasonably to be known to be unwelcome, or where such conduct involves any of the prohibited grounds of discrimination as defined by the Ontario Human Rights Code.

Prohibited Grounds

- a. Race
- b. Ancestry
- c. Place of origin
- d. Colour
- e. Ethnic origin
- f. Citizenship
- g. Creed (religion)



-
- h. Age (in employment - over 18)
 - i. Record of offences (in employment - a conviction for an offence under provincial law or a conviction under the Criminal Code for which a pardon has been granted and not revoked)
 - j. Sex (includes pregnancy)
 - k. Sexual orientation
 - l. Family status (parent and child relationship)
 - m. Marital status
 - n. Disability or *perceived* disability (under the Ontario Human Rights Code) *because of handicap*. This means that the person has or has had, or is believed to have or have had:
 - any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness, including diabetes mellitus, epilepsy, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, or physical reliance on a guide dog or on a wheelchair or other remedial appliance or device.
 - a condition of mental retardation or impairment.
 - a learning disability or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
 - a mental disorder; or
 - an injury or disability for which benefits were claimed or received under the Workplace Safety & Insurance Act.
 - o. Gender Identity.
 - p. Gender Expression.

Workplace Harassment

The Ontario Occupational Health & Safety Act defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment.

Behaviours that may be considered workplace harassment include:

- bullying
- teasing
- intimidating or offensive jokes or innuendos
- displaying or circulating offensive pictures or materials
- offensive or intimidating telephone calls, email or text messages.

Workplace harassment is broad enough to include what is often called psychological harassment or personal harassment.

Workplace Sexual Harassment

- Engaging in a course of vexatious comment or conduct against a worker in the workplace because of sex, sexual orientation, gender identify or gender expression, where the course of comment or conduct is known, or ought reasonably to be known, to be unwelcome.
- In the case of employment, sexual harassment also includes the following conduct; one or a series of incidents involving sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature which are known, or ought reasonably to be known, to be offensive or for reprisal or threat of reprisal for rejection of a sexual solicitation or advance.

Sexual Solicitation or Advances

Section 7(3)(a) of the Ontario Human Rights Code sets out a person's right to be free from unwelcome sexual advances or solicitation from a person who is in a position to grant or deny a benefit. This provision of the *Code* is violated when the person making the solicitation or advance knows, or should reasonably know, that such behaviour is unwelcome.



References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedom

Ontario Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Volunteers Policy 300.12

Brant Haldimand Norfolk Catholic District School Board Workplace Violence Policy 300.20



Workplace Harassment AP 300.01

Procedure for: All Staff

Adopted: April 23, 2002

Submitted by: Superintendent of Business

Revised: November 23, 2010; November 24, 2015

Category: Human Resources

Purpose:

This Administrative Procedure has been developed to support and implement the Workplace Harassment Policy (300.01) in order to clarify roles and responsibilities regarding workplace harassment, to assist employees with their complaint and to provide direction to supervisors in receiving and responding to a complaint.

Responsibilities:

The Administration of the Board is responsible for:

- discouraging and preventing employment-related harassment and harassment in the provision of services;
- investigating every complaint of harassment in a fair and timely manner;
- imposing appropriate remedial and preventive measures, which may include discipline up to and including dismissal of an employee(s) when a complaint of harassment is found to have been substantiated;
- providing appropriate procedural assistance to an individual(s) complaining of harassment, as well as to an individual(s) who has been named as harasser(s);
- formally acknowledging to a person found to have been harassed that harassment has taken place and to provide him/her with support and assistance as appropriate;
- formally acknowledging to a person who has been named as a harasser if harassment is not found to have taken place;
- regularly reviewing the procedures of the Workplace Harassment Policy to ensure that they adequately meet the Policy objectives;
- maintaining records as required;
- making all those working for and using the services of the Board aware of its commitment to providing a harassment-free environment and the existence of the procedures available under the Policy, and
- providing training and resources for all those working for and providing services to the Board to fulfill their responsibilities under the Workplace Harassment Policy.

Employees are responsible for:

- promoting a working and learning environment that is free from harassment and to assist anyone who believes he/she is being or may have been harassed;
- notifying the supervisor or principal if they believe that a colleague or another person employed by the Board has been the victim of harassment; and
- completing the mandatory *Violence and Harassment in the Workplace* online training module within one month of date of hire.



Information

The Ontario Human Rights Code requires that employers have procedures to prevent and respond to allegations of harassment or discrimination. The Ontario Occupational Health and Safety Act has been amended to include workplace harassment (including sexual harassment) as a hazard for which employers must develop prevention and response strategies. These procedures support the legislated requirements and the Board's commitment to providing a safe working environment.

Workplace Harassment

The Occupational Health and Safety Act defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or workplace sexual harassment. Harassment may also be a form of discrimination if based on one of the Prohibited Grounds as outlined in the Ontario Human Rights Code.

- a) Types of behaviour which may constitute harassment include, but are not limited to:**
- jokes causing embarrassment or offence, told or carried out after the person telling the jokes has been advised that they are offensive, or that are by their nature clearly embarrassing or offensive;
 - racial epithets;
 - mimicking of person's accent or pronunciation of words;
 - comments ridiculing individuals because of race-related characteristics or religious dress;
 - the display of offensive material and graffiti (including electronic format, fax or voice mail);
 - the display of symbols or emblems, including dress, that indicates or incites hatred or notions of supremacy;
 - degrading words used to describe a person;
 - derogatory remarks directed towards members of a group protected under the Ontario Human Rights Code;
 - verbal and non-verbal abuse, intimidation or threats.
- b) Types of behaviour associated with sexual harassment include, but are not limited to:**
- leering (prolonged and intense staring);
 - sexually suggestive or obscene comments or gestures;
 - unwelcome sexual flirtations, advances, propositions;
 - sexual solicitation or advance from a person in a position to confer, grant or deny a benefit;
 - unwanted gifts;
 - unwanted and persistent requests for dates;
 - requests for sexual favours;
 - unwanted touching;
 - verbal abuse or threats of a sexual nature;
 - bragging about sexual prowess;
 - questions or discussions about sexual activities;
 - stalking;
 - gender-based remarks about a person's physical appearance or behaviour;
 - persistent unwanted contact or attention after the end of a consensual relationship;
 - sexual assault;
 - any comments, gestures or above-identified behaviour in relation to sexual orientation or gender identity
 - reprisal or threat of reprisal for rejection of a sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit.



c) Other Types of Harassment:

Poisoned Environment

The notion/concept of a poisoned environment is one where, for example, inappropriate gender related or racially based comments or conduct may be significant or substantial enough to constitute a breach of the Ontario Human Rights Code, by creating a poisoned environment for some individuals because of their membership in a group protected under the Code. However, one does not have to be the person targeted by the comments or conduct to experience a poisoned environment. The inappropriate comments or conduct need not occur continuously or repeatedly, but the impact or effect of the negative comments or actions creates a poisoned environment for certain individuals by subjecting them to differential terms and conditions of employment and services. Negative comments or conduct which humiliates, demeans and is devaluing of members of groups targeted by the unwelcome behaviour can be considered to poison a workplace or academic environment.

d) What is not Harassment?

Reasonable action taken by the employer or supervisor relating to the management and direction of employees or the workplace is not considered to be workplace harassment.

Procedure: Reporting Workplace Harassment

1.0 Complaint from Staff

1.1 A person (Complainant) who considers that he/she has been subjected to harassment or harassment related reprisal is encouraged to bring the matter to the attention of the person responsible for the conduct (Respondent) making direct and clear objection indicating that the comment or conduct is not acceptable. This may resolve the issue. **It is important that the Complainant document (note the details of) any communication he or she has with the Respondent (i.e., date, time, place, witnesses, etc.).**

1.2 Obtain Assistance and Information

Where a person (Complainant) does not feel able to bring the matter directly to the attention of the person responsible (Respondent), or where such an approach is attempted and does not produce a satisfactory result, the Complainant should report the harassment to their direct supervisor. In the case where the alleged harasser is the complainant's direct supervisor, the complainant should report the harassment to another individual (Resource Person), who is in a position to provide guidance and assistance with the complaint, i.e. Supervisor, Principal, Manager, Superintendent, Director.

The Resource Person will advise the Complainant of the following:

- 1.2.1 the option of requesting the assistance of his/her Principal/Supervisor, in resolving the complaint (provided the Principal/Supervisor is not the person named by the Complainant). If the alleged harasser is the immediate Principal/Supervisor, the Complainant should contact the next higher level of management (i.e., Supervisory Officer or Director of Education);
- 1.2.2 the availability of counseling and other support services provided by the Board;
- 1.2.3 the right to lay a formal written complaint under Policy 300.01 when the alleged harasser is an employee of the Board;
- 1.2.4 the expectation that a formal written complaint would be laid within six months of the incident unless a delay was justified on the basis of extenuating circumstances and will not result in substantial prejudice against any person affected by the delay;



- 1.2.5 a right to be represented or assisted by a person of his or her choice (i.e., a friend, colleague, a union representative) throughout the process;
- 1.2.6 the right to withdraw from any further action in connection with the complaint at any stage (even though the Board may continue to investigate the complaint);
- 1.2.7 other avenues of recourse such as the right to utilize the provisions of the Collective Agreement, to file a complaint with the Ontario Human Rights Commission, or the Ministry of Labour, to take civil action, or where appropriate, the right to lay a charge under the Criminal Code.
- 1.2.8 All incidents or complaints of workplace harassment shall be kept confidential by all parties involved in an investigation, except to the extent where it is necessary to reveal details in order to protect employees, to investigate the complaint, to take corrective action or otherwise as required by law.

1.3 Seek Resolution

The complainant may decide not to take any action or to do the following:

- 1.3.1 Request assistance from his/her Principal/Supervisor, or next higher level of management if the Principal/Supervisor is the alleged harasser; meet to discuss the matter; explore the notion of conflict resolution, mediation or any other options to affect a satisfactory solution.
- 1.3.2 Seek counseling through the Board's Employee Assistance (EAP) program.
- 1.3.3 Lay a formal complaint (refer to 1.4, Formal Complaint Process).
- 1.3.4 Take other avenues of recourse:
 - utilize any applicable provisions of the Collective Agreement;
 - file a complaint with the Ontario Human Rights Commission;
 - file a complaint with the Ministry of Labour;
 - resolve the issue through federation/union mechanism if both Complainant and respondent are members of the same bargaining unit;
 - take civil action;
 - report the incident to the police and take action under the Criminal Code.

1.4 Formal Complaint Process

- 1.4.1 The Complainant will inform the Resource Person that she/he wishes to lay a formal written complaint.
- 1.4.2 The Resource Person will outline the formal complaint process.

2.0 Stage 1: Documentation and Notification Process

- 2.1 The Resource Person may assist the Complainant in drafting a formal, written complaint, detailing the particulars of the allegation. The particulars should include the name(s) of the person involved (Respondent), a description of the incident(s) and the name(s) of any witnesses. The formal written complaint must be signed by the Complainant.



- 2.2 The Resource Person will give copies of the complaint, **WITHOUT DELAY**, to the Complainant, the Respondent and to the appropriate Supervisory Officer(s).
- 2.3 Both parties will be advised that even if the matter is resolved to the satisfaction of the Complainant, the Board may, nonetheless, be obliged under the Workplace Harassment Policy to continue the inquiry into the complaint and to take whatever remedial action is appropriate.

3.0 Stage 2: Investigation

- 3.1 The Supervisory Officer will collect evidence by meeting with the Complainant and Respondent (separately), interview witnesses and otherwise investigate all aspects of the matter, which are relevant in determining whether or not the allegations of harassment are substantiated.

An Inspector from the Ministry of Labour may, in writing, order an employer to commence an investigation described in clause 32.0.7(1)(a) of the Ontario Occupational Health and Safety Act; at the expense of the employer, by an impartial person possessing such knowledge, experience or qualifications as are specified by the inspector and to obtain, at the expense of the employer, a written report by that person.

- 3.2 All individuals who are interviewed will be advised that they may be accompanied by a representative of their choice.
- 3.3 All parties involved in the investigation including the Complainant, Respondent and any witnesses will be advised that confidentiality must be maintained by all parties throughout and following the investigation process.
- 3.4 Comprehensive, confidential notes must be kept by the Supervisory Officer.

4.0 Stage 3: Report and Conclusion

- 4.1 At the conclusion of the investigation, the Supervisory Officer will prepare a report within ten working days for the Supervisory Officer responsible for Human Resources who will review it and authorize its release to all parties to the complaint.
- 4.2 The Complainant and Respondent will be given ten working days to respond to the analysis of evidence in the report and to provide new evidence or information that should be considered prior to a final decision being made.
- 4.3 Where the results do not support the complaint of harassment, both parties will be informed in writing and the file will be closed.
- 4.4 The Supervisory Officer responsible for Human Resources will review the responses to the report and will then consider whether or not further investigation is necessary and, if not, whether the complaint or parts of the complaint are substantiated.
- 4.5 The Supervisory Officer responsible for Human Resources will recommend to the Director of Education what remedial action should be taken in the circumstances.



- 4.6 Such rehabilitative or disciplinary action may include, but not be limited to:
- counseling;
 - education on harassment;
 - formal written apology;
 - change of work assignment of the Complainant and/or Respondent;
 - disciplinary action up to and including dismissal.
- 4.7 The Supervisory Officer responsible for Human Resources will advise both the Complainant and Respondent, in writing, of the results of the inquiry and any disciplinary and/or remedial action to be taken.

5.0 Stage 4: Appeal of the Decision

- 5.1 The Complainant and/or Respondent may appeal the decision to the Director of Education who will review the report and any other supporting documentation.
- 5.2 The Director of Education will confirm or reverse the decision of the report in writing to the Complainant and Respondent.

6.0 Retention of Records

- 6.1 Records of the Investigation will include:
- a) a copy of the complaint or details about the incident;
 - b) a record of the investigation including notes;
 - c) a copy of the investigation report (if any);
 - d) a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if an employee of the Board;
 - e) a copy of any appeal related records;
 - f) a copy of any corrective action taken to address the complaint or incident of workplace harassment.
- 6.2 All documentation collected during the formal process must be kept confidential and maintained in a filing system in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. All documents must be kept in a sealed envelope and stored in the Office of the Director of Education.
- 6.3 The results of an investigation, and any report created in the course of, or for the purposes of the investigation, are not a report respecting occupational health and safety for the purposes of subsection 25(2) in the Ontario Occupational Health and Safety Act, and therefore are not required to be shared with the Joint Health and Safety Committee.

7.0 Reprisal

- 7.1 The Ontario Human Rights Code protects people from reprisal or threats of reprisal [Section 8]. A reprisal is an action, or threat, that is intended as retaliation for claiming or enforcing a right under the *Code*.
- 7.2 Employees who file a complaint under the Workplace Harassment policy or who are involved in an investigation related to Workplace Harassment will be protected against reprisal and retaliation.



- 7.3 For the purposes of the Workplace Harassment Policy 300.01, reprisal against an individual will be treated as harassment when such actions occur for;
- a) having invoked the Policy (whether on behalf of oneself or another individual);
 - b) having participated or cooperated in any inquiry under the Policy; or
 - c) having associated with a person who has invoked the Policy or participated in these Administrative Procedures.
- 7.4 In the event that an individual is shown to have not acted in good faith and has initiated a complaint under the Workplace Harassment policy in a frivolous or malicious manner, the Board may take formal disciplinary action against the Complainant. Such discipline is not a reprisal or breach of this policy. Documentation regarding the disciplinary action will be placed in the employee's personnel file.

8.0 Consequences of Engaging in Harassment

8.1 Under Statute

- 8.1.1 Persons who engage in harassment prohibited by the Ontario Human Rights Code are liable under the Code for damages payable to the Complainant. In addition, a person who violates the Code or who obstructs a Human Rights investigation may also be liable to prosecution under the Code and, on conviction, subject to a monetary fine as determined by the Ontario Human Rights Commission.
- 8.1.2 Persons who engage in workplace harassment prohibited by the Ontario Occupational Health and Safety Act, are liable for disciplinary action up to and including dismissal.
- 8.1.3 Persons who have knowledge of, or who acquiesce in, harassment may be found in violation of the Ontario Human Rights Code, or the Ontario Occupational Health and Safety Act, as having indirectly engaged in prohibited activity and are subject to the same consequences as those who directly engage in discrimination or harassment.

8.2 At Common Law

- 8.2.1 Persons who engage in harassment or discrimination, directly or indirectly, may be sued.

8.3 In Employment

- 8.3.1 Employees who engage, directly or indirectly, in discrimination or harassment may be disciplined up to and including dismissal.

9.0 Confidentiality

- 9.1 The Board understands that it is difficult to come forward with a complaint of harassment and recognizes a Complainant's interest in keeping the matter confidential.
- 9.2 To protect the interests of the Complainant, the person complained against and any others who may report incidents of harassment, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances.



Definition of Terms

Workplace Harassment:

Any alleged behaviour that appears to meet the definition of harassment, workplace harassment or sexual harassment found in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Complainant:

A person who considers that he/she has been subjected to harassment or harassment related reprisal even though that individual may not lay a formal written complaint. Similarly, a person named as harasser in a complaint will be referred to as the *Respondent*.

Respondent:

A person who is alleged to have engaged in Workplace harassment as defined in the *Glossary of Key Policy Terms* of the Workplace Harassment Policy.

Resource Person(s):

Principals, Managers, Supervisors, Supervisory Officers, Supervisory Officer responsible for Human Resources or the Director of Education.

References

Education Act

Ontario Human Rights Code

Criminal Code of Canada

Canadian Charter of Rights and Freedom

Occupational Health and Safety Act

Brant Haldimand Norfolk Catholic District School Board Workplace Harassment Policy 300.1

Brant Haldimand Norfolk Catholic District School Volunteers Policy 300.12



**RESOLUTION PROCEDURES
AND OPTIONS**

SPEAK UP	<ul style="list-style-type: none">• Bring the matter to the attention of the harasser making clear that the behavior makes you uncomfortable and ask them to stop.• Document any communication. <p>OBTAIN ASSISTANCE AND INFORMATION.</p> <ul style="list-style-type: none">• Seek advice of a Resource Person.
SEEK RESOLUTION	<ul style="list-style-type: none">• Take no action, but document the incident.• Request assistance from principal/supervisor.• Seek counseling.• Take other avenues of recourse.• Lay a formal complaint.
FOLLOW FORMAL COMPLAINT PROCESS	<ul style="list-style-type: none">• Resource Person will outline the formal complaint process.



FORMAL COMPLAINT PROCESS

CONSULT WITH RESOURCE PERSON	<ul style="list-style-type: none"> Resource Person will outline the formal complaint process.
STAGE 1: DOCUMENTATION AND NOTIFICATION	<ul style="list-style-type: none"> A formal written complaint will be drafted with assistance from Resource Person detailing the particulars of the allegation. Resource Person will provide copies to Complainant, Respondent and their Supervisory Officer(s).
STAGE 2: INVESTIGATION	<ul style="list-style-type: none"> Supervisory Officer will collect evidence by meeting with the Complainant and Respondent (separately), interviewing witnesses and investigating all aspects of the matter. Comprehensive and confidential notes are to be kept throughout the investigation.
STAGE 3: REPORT AND CONCLUSION	<ul style="list-style-type: none"> When the inquiry is complete, the Supervisory Officer will prepare a report for the Supervisory Officer responsible for the Workplace Harassment Policy. The Supervisory Officer responsible for the Workplace Harassment Policy will review the report and authorize its release to all parties of the complaint. The Complainant and Respondent have ten working days to respond to the evidence in the report and/or provide new evidence. The Supervisory Officer will review the responses and determine whether or not to accept the conclusion. If no harassment is found, both parties are informed in writing and the file will be closed. NO WRITTEN RECORD WILL BE KEPT. If the report and responses support the complainant, the Supervisory Officer will determine what rehabilitative and/or disciplinary action is appropriate. FILE TO BE KEPT IN DIRECTOR'S OFFICE.
STAGE 4: APPEAL OF THE DECISION	<ul style="list-style-type: none"> The Complainant or Respondent may appeal the decision to the Director of Education. The Director of Education will review the report and any other supporting documentation and confirm or reverse the decision.

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: June 6, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

WORKPLACE VIOLENCE PREVENTION POLICY

Public Session

BACKGROUND INFORMATION:

The Workplace Violence Policy was adopted in June 2010 and amended in November 2010. This policy and procedure has been revised to incorporate required legislated changes and to provide better clarity with respect to responsibilities, summoning immediate assistance and investigating acts of Workplace Violence.

DEVELOPMENTS:

The Workplace Violence Prevention Policy has been amended to include:

- the Board's commitment to protecting employees from all sources of Workplace Violence.
- a reference to the Administrative Procedure, which implements the Workplace Violence policy, clearly outlines the responsibilities of all parties, includes measures to protect employees, a means of summoning immediate assistance, outlines a process for employees to report incidents and bring forward concerns related to Workplace Violence.
- reference to conducting assessments to review the risks of violence in accordance with the *Ontario Occupational Health and Safety Act*.
- definitions which differentiate between Workplace violence, Sexual violence and Domestic violence.

The Workplace Violence Prevention Administrative Procedure has been amended to include:

- a statement on who the policy applies to and reference to how the rights of students are addressed.
- distinct headings, which outline shared, management and employee responsibilities as well as distinct responsibilities related to Domestic Violence.
- information regarding Work Refusals, Domestic Violence and Personal Information Limits, which were removed from the Workplace Violence Prevention policy and placed in the Administrative Procedure.
- distinct headings, which outline the procedures for summoning immediate assistance, responding to an act of violence that requires immediate assistance (previously called prompt response procedure) and reporting workplace violence for situations of non-immediate assistance.
- distinct headings for conducting an investigation (combined the previous areas of conducting and managing an investigation) and communicating the results of an investigation.
- definitions of workplace violence, workplace, sexual violence, gender identity, gender expression, domestic violence, complainant, resource person and critical injury.

The revised policy and procedure was shared with all principals, managers, supervisors, union presidents, members of the Joint Health & Safety Committee and Senior Administration for vetting purposes.

RECOMMENDATION:

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



Policy: Workplace Violence Prevention

		Policy Number:	300.20
Adopted:	June 22, 2010	Former Policy Number:	n/a
Revised:	June 28, 2016	Policy Category:	Human Resources
Subsequent Review Dates:	TBD	Pages:	2

Belief Statement:

The Brant Haldimand Norfolk Catholic District School Board (the Board) recognizes that the inherent right of all individuals to be treated with dignity and respect is central to Catholic values and beliefs and supports a safe and nurturing environment for all staff and students. As a Catholic Learning Community, we believe in the prevention of workplace violence and promoting a workplace in which all people including employees, supervisors, and members of the public respect one another and work together to achieve common goals. The Board is committed to protecting employees from workplace violence from all sources. Violent behaviour in the workplace is unacceptable conduct and erodes the mutual trust and confidence that is essential to the well-being of our staff.

Policy Statement:

The Board will ensure that:

- every precaution reasonable in the circumstances are taken to protect employees from all sources of workplace violence; this includes protecting employees from the hazard of workplace violence [Section 25(2)(h) Ontario Occupational Health & Safety Act];
- there is an administrative procedure that implements this policy, which will outline responsibilities of all parties and include measures and procedures to protect employees from workplace violence, a means of summoning immediate assistance and a process for employees to report incidents, or raise concerns;
- information and instruction on the contents of this policy and the accompanying administrative procedure are provided to the employee to protect the health and safety of the employee [Section 25(2)(a)] ;
- equipment, materials and protective devices provided by the Board are maintained and in good condition [Section 25(1)(b)];
- the Board’s responsibilities relative to workplace violence are identified in terms of awareness, prevention and response.
- assessment(s) reviewing the risks of violence in the workplace are conducted as often as necessary in accordance with the provisions of the Ontario Occupational Health and Safety Act to ensure protection of employees from workplace violence.
- assistance and cooperation are provided to the Joint Health and Safety Committee; and
- the person reporting a violent incident or any person who is negatively impacted by a violent act in the workplace will not be criticized or reprimanded for having made the report.

Glossary of Key Policy Terms:

Workplace Violence

- The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.



Sexual Violence

- Any sexual act, or any act targeting a person’s sexuality, gender identity or gender expression, whether the act is physical or psychological in nature; that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Domestic Violence

- A pattern of coercive behaviour that is used by one person in an intimate relationship to gain power and control over another. Domestic violence includes physical, sexual, emotional, psychological and financial abuse.
- Involves a person who has a personal relationship with a worker; such as a spouse or former spouse, current or former intimate partner or a family member, who may harm, or attempt or threaten to physically harm that worker at work. In these situations, domestic violence is considered workplace violence.

References

- The Ontario Occupational Health & Safety Act and Regulations (Bill 168 and Bill 132)
- The Ontario Human Rights Code
- Education Act
- Brant Haldimand Norfolk Catholic District School Board Student Behaviour, Discipline and Safety Policy 200.09
- Brant Haldimand Norfolk Catholic District School Board Workplace Harassment Policy 300.01
- Brant Haldimand Norfolk Catholic District School Board Emergency Response Plan 400.04
- Brant Haldimand Norfolk Catholic District School Board Security of Schools, Buildings and Grounds Policy 400.06
- Brant Haldimand Norfolk Catholic District School Board Video Security Surveillance 400.11
- Brant Haldimand Norfolk Catholic District School Board Protection of Property 400.15



Workplace Violence Prevention AP 300.20

Procedure for:	All Staff	Adopted:	June 22, 2010
Submitted by:	Superintendent of Business	Revised:	November 23, 2010, November 24, 2015,
Category:	Human Resources		June 28, 2016

Purpose

The Board has a legal, ethical and moral responsibility to investigate threats and acts of violence against any employee. This Administrative Procedure was developed to support and implement Policy 300.20; to clarify roles and responsibilities, and to assist employees and their supervisors in preventing, responding to, reporting and managing workplace violence.

This policy applies to all Board employees, trustees and other users of the Board's facilities, such as members of consultative committees, parents, volunteers, contractors and employees of other organizations not related to the Board, but who work on or are invited onto Board premises. This policy also covers workplace violence by such persons which are proven to have repercussions that adversely affect the Board's learning and working environment.

This policy addresses workplace violence under the Ontario Occupational Health & Safety Act and applies to all employees. The policy addresses workplace violence from all sources which may include: employees, supervisors, trustees, students, parents, suppliers and members of the public.

The rights of students to a respectful working and learning environment, free from violence, are dealt with under applicable policies, legislation or regulations including, but not limited to, the Education Act, Ontario Schools Code of Conduct and codes of behaviour.

Responsibilities

Shared Responsibility:

Every Person involved with or working for the Board must:

- treat co-workers, students and the public with respect and dignity.
- reduce incidents of workplace violence, domestic violence and workplace sexual violence by practicing principles of prevention.
- understand and comply with the Workplace Violence Prevention Policy, 300.20 and all related procedures.
- maintain confidentiality.

Management Responsibilities:

The Principal/Supervisor will:

- ensure an employee works in the manner and with the protective devices, measures and procedures required by the Ontario Occupational Health and Safety Act (OH&SA) and its regulations [Section 27(1)(a)];
- ensure an employee uses or wears the equipment, protective devices or clothing that the employer requires to be used or worn [Section 27(1)(b)];
- identify and manage risks, and develop and implement prevention strategies that eliminate or reduce the risk;
- Principals and Supervisors are responsible for creating safe work plans;
- advise an employee of the existence of any actual or potential danger to the health or safety of the employee of which the supervisor is aware [Section 27(2)(a)];
- take every precaution reasonable in the circumstances to protect employees [Section 27(2) (c)]; and
- investigate all cases of alleged violence reported by employees in a fair and timely manner.



- promote codes of conduct during each school year and provide employees with appropriate training related to the tasks they perform, in order to assist with recognizing the potential for violent acts and understanding how to deal with violent acts in the workplace.

Principals and Supervisors are reminded to inform their staff about:

- policy and guidelines.
- how to access assistance.
- potential violent situations (as determined by the risk assessment).
- individuals with a violent past (this duty is limited and applies only when the employee can be expected to encounter the violent person in the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury).
- safe work plans.
- reporting procedures.
- investigation procedures.

Employee Responsibilities:

The Employee will:

- work in compliance with the Ontario Occupational Health and Safety Act and its regulations [Section 28(1)(a)];
- use or wear equipment, protective devices or clothing required by the employer [Section 28(1)(b)];
- report the absence of, or defect in, any equipment or protective device of which the employee is aware [Section 28(1)(c)];
- report any contravention of the Ontario Occupational Health and Safety Act or its regulations, or the existence of any hazard the employee knows of, to the employer or Supervisor [Section 28(1)(d)]; and
- not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct [Section 28(2) (c)]. While this type of behaviour may not constitute workplace violence, it must not be allowed. If allowed to continue, this behaviour may escalate into workplace violence.
- complete the mandatory *Violence and Harassment in the Workplace* online training module within one month of date of hire.

and should:

- know how to summon immediate assistance;
- know how to report incidents of workplace violence to the Board or Supervisor;
- know that the employer will investigate and deal with incidents, threats or complaints;
- know, understand and be able to carry out the measures and procedures that are in place to protect them from workplace violence; and
- be able to carry out any other procedures that are part of the administrative procedure.

Responsibilities Related to Domestic Violence:

Employees must be told that they can report their concerns to the Principal/Supervisor if they fear domestic violence may enter the workplace. If this occurs, Principals/Supervisors are responsible for creating an individual safety plan for the employee while they are at work. The safety plan should be developed in consultation with the employee.

An employer can become aware of domestic violence when an incident takes place at work or when a concern is raised by the employee, co-worker or someone else. Other indications could be threatening emails or phone calls at work or unwanted visits to the workplace by the aggressor. An employee must advise their Principal/Supervisor if they have applied for or obtained a restraining order that lists a work location as a protected area or requires a person to remain a certain distance from the employee at all times.

The Ministry of Labour states that even if the employee does not want any steps taken, the employer may still be required to take some action to protect the employee, depending on the circumstances. Principals and supervisors should work



closely with a targeted employee to develop reasonable precautions to address the situation while attempting to respect the employee's privacy and sensitivity of the issue.

Information

Legislative Requirements:

The Ontario Occupational Health and Safety Act includes workplace violence and workplace sexual violence as a hazard for which employers must develop prevention and response strategies. These procedures support this legislated requirement and the Board's commitment to providing a safe working environment.

Under the Ontario Occupational Health and Safety Act, an employer must take every precaution reasonable under the circumstances for the protection of workers, when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace and that it would likely expose a worker to physical injury.

Work Refusal:

Under the Ontario Occupational Health and Safety Act, an employee can refuse to work if he or she has reason to believe he or she may be endangered by workplace violence [Section 43(3) (b.1)].

The Act sets out a specific procedure that must be followed in a work refusal. It is important for all employees, supervisors and Joint Health and Safety Committees representatives to understand and follow this procedure. Teachers, however, cannot refuse work when a pupil's life, health or safety is in imminent jeopardy [Section 3(3) of [Regulation 857 \(Teachers\)](#)].

Personal Information Limits:

The Ontario [Occupational Health and Safety Act](#) clarifies that employers and supervisors must provide employees with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour [Section 32.0.5(3)]. However, this duty is limited and applies only when the:

- employee can be expected to encounter the violent person in the course of his or her work and the risk of workplace violence is likely to expose the employee to physical injury.
- employers and supervisors must not disclose more information than is reasonably necessary for the protection of an employee from physical injury.

Procedures

1.0 Summoning Immediate Assistance

- 1.1 An employee who is the victim of or a witness to a violent incident in the workplace should, as soon as safely possible, call 911.
- 1.2 Once the immediate response is underway, the employee should call his/her immediate supervisor and advise him/her of the situation.

2.0 Responding to an Act of Violence that Requires Immediate Assistance

The following immediate action needs to be taken when an Act of Violence occurs that poses an immediate risk of physical injury:

- 2.1 Control workplace access.
- 2.2 In the case of a critical injury, immediately report the incident to the Human Resources Department in accordance with the Incident/Accident Reporting procedures. The incident scene is to be preserved until an Inspector from the Ministry of Labour has had an opportunity to view it or to instruct you



otherwise. A Joint Health and Safety representative may inspect the place where the injury occurred as indicated in the Ontario Occupational Health and Safety Act [Section 8(14)].

- 2.3 Call the police when an act of violence has occurred or when someone is threatened with violence in the workplace.
- 2.4 All incidents of violence/threat must be reported to the school's Supervisory Officer.
- 2.5 All incidents need to be documented (Report found in Resources).
- 2.6 Consideration must be given as to who needs to be immediately informed (i.e., family members).
- 2.7 A list of potential witnesses needs to be developed.
- 2.8 In consultation with the Supervisory Officer, or with Senior Management, an initial analysis ought to be conducted which will include a plan for the incident investigation.

3.0 Reporting Workplace Violence – Non-Immediate Assistance

Employees with concerns regarding workplace violence (actual violence, attempted violence, threatened violence) that do not require an immediate response (including concerns about domestic violence that may flow into the workplace) should follow the procedure below.

- 3.1 A person (Complainant) who considers that he/she has been subjected to or witnessed workplace violence, domestic violence, or sexual violence in the workplace, is required and encouraged to report an act of violence and should report the incident to their direct Supervisor immediately and seek any medical or emergency attention if required.
- 3.2 Where a person (Complainant) does not feel comfortable in reporting the matter to their direct supervisor, or in the case where the direct supervisor is alleged to have perpetrated the violent act, the Complainant should report the violence to the next higher level of management, who is in a position to provide guidance and assistance with the complaint, i.e. Supervisor, Principal, Manager, Superintendent, Director, Ministry of Labour.

The Resource Person will advise the Complainant of the following:

- 3.2.1 the option of requesting the assistance of his/her principal, supervisor, in resolving the complaint. If the principal/supervisor is the person named by the Complainant, the Complainant should request assistance from the next higher level of management.
- 3.2.2 the option of other avenues of recourse such as the right to utilize any applicable provisions of the Collective Agreement, file a complaint with the Ministry of Labour, to file a complaint with the Ontario Human Rights Commission, take civil action, or where appropriate, the right to file charges under the Criminal Code.
- 3.2.3 the availability of counseling and other support services provided by the Board;
- 3.2.4 the right to file a formal written complaint under the Workplace Violence Prevention Policy 300.01 when the alleged perpetrator is an employee of the Board;
- 3.2.5 the right to be represented or assisted by a union representative (as outlined in the applicable Collective Agreement) throughout the process;
- 3.2.6 the right to withdraw from any further action in connection with the complaint, at any stage (even



though the Board may need to continue to investigate the complaint);

- 3.3 All incidents or complaints of workplace violence will be kept confidential except to the extent necessary to protect employees, to investigate the complaint, to take corrective action or as otherwise required by law.
- 3.4 Under the Workplace Violence Prevention policy 300.02, employees are required and encouraged to report an act of violence. Individuals who file a report or participate in an investigation under the Workplace Violence Prevention policy will be protected from reprisal or any negative consequences which may result from acting in accordance with this policy.

4.0 Conducting the Investigation

Following a violent event, the investigation process must be implemented immediately.

- 4.1 The immediate supervisor (Principal/Supervisor/Superintendent) of the employee, along with the Disability Management & Safety Coordinator will conduct a joint investigation.
- 4.2 Where the immediate supervisor is the subject of the complaint, the next level up of management will be responsible for conducting the investigation with the Disability Management & Safety Coordinator or;
- 4.3 A Ministry of Labour Health & Safety Inspector may, in writing, order an employer to cause an investigation described in clause 32.0.7(1)(a) of the Occupational Health & Safety Act to be conducted, at the expense of the employer, by an impartial person possessing such knowledge, experience or qualifications as are specified by the inspector, and to obtain, at the expense of the employer, a written report by that person.
- 4.4 The investigation must be fair, impartial and timely.
- 4.5 The principal/supervisor in consultation with Senior Management and, if applicable, the Ministry of Labour will determine whether it is reasonable to reassign employees or students (who may be victims of violent behaviour) while the investigation is in progress. Such transfers and reassignments are administrative measures and are not disciplinary in nature. These decisions may be necessary to ensure the safety of the employee in the workplace and also to ensure the integrity of the investigation.
- 4.6 Until the investigation is completed, the employee shall remain in a safe place as near as possible to his or her work station and, if applicable, be available to the Ministry of Labour Inspector for the purposes of the investigation.
- 4.7 The Board will provide medical and counseling support as deemed necessary in the circumstances, consistent with programs described in collective agreements or by Board policy applicable to non-unionized staff.
- 4.8 During the investigation, unionized employees will be advised of their collective agreement rights.
- 4.9 It is critical that all relevant information be obtained; this means that a violent incident or unusual and threatening behaviour needs to be investigated with the persons directly involved. This will include the person who reports the violence or the potentially violent circumstances, those to whom the violent behaviour was directed, other witnesses and the person or persons who are alleged to have engaged in the violent conduct.



- 4.10 The investigation results should be able to determine:
- what happened (series of events)
 - what provoked the incident
 - if the procedures in place were correctly followed
 - if the intervention measures were appropriate
 - if the existing safety procedures were adequate
 - if the lines of communication were effective
 - if other preventative measures should be implemented
 - if the situation could have been prevented
- 4.11 In conjunction with any discipline that may be imposed, the Board may reassign an employee during or after the Board's investigation, as deemed reasonable under the circumstances.

5.0 Communicating the Results of an Investigation

- 5.1 The results of the investigation will be communicated to the person who reported the circumstances and to others involved in the investigation that reasonably ought to be informed of the results.
- 5.2 The results of the investigation and any report created in the course of or for the purposes of the investigation is not considered a report relating to occupational health and safety, for the purposes of subsection 25(2) of the Ontario Occupational Health and Safety Act.

Definitions

Workplace Violence

Workplace Violence as defined by the Occupational Health and Safety Act means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; and
- c) A statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Workplace violence also includes an aggressive action or threat sent in writing or by electronic messaging.

Workplace

The Workplace is any place where employees perform work or work-related duties or functions. Schools and school-related activities such as extra-curricular activities and excursions comprise the workplace, as do the Board office and facilities. In addition, conferences and training sessions fall within the scope of the Workplace.

Sexual Violence

Any sexual act, or act targeting a person's sexuality, gender identity, or gender expression, whether the act is physical or psychological in nature; that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Domestic Violence

A pattern of coercive behaviour that is used by one person in an intimate relationship to gain power and control over another. Domestic violence includes physical, sexual, emotional, psychological and financial abuse. Involves a person who has a personal relationship with a worker – such as a spouse or former spouse, current or former intimate partner or a family member - who may harm, or attempt or threaten to physically harm that worker at work. In these situations, domestic violence is considered workplace violence.



Bullying

Aggressive and typically repeated behaviour, where:

- a) The behaviour is intended to have the effect of or ought reasonably be known that the behaviour would be likely to have the effect of:
 - i) Causing harm, fear or distress to another individual, including physical, psychological or social harm, harm to the individual's reputation or harm to the individual's property, or
 - ii) Creating a negative environment for another individual, and
- b) The behaviour occurs in the context where there is a real or perceived power imbalance based on factors such as size, strength, age, intelligence, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race or disability

Bullying behaviour includes the use of any physical, verbal, electronic, written or other means.

Gender Identity

One's sense of oneself as male, female or transgender. When one's gender identity and biological sex are not congruent, the individual may identify as transsexual or as another transgender category.

Gender Expression

The way in which a person acts to communicate gender within a given culture; for example, in terms of clothing, communication patterns and interests. A person's gender expression may or may not reflect his or her gender identity.

Complainant

A person who considers that he/she has been subjected to workplace violence related reprisal even though that individual may not lay a formal written complaint. Similarly, a person named as harasser in a complaint will be referred to as the *Respondent*.

Resource Person

Principals, Managers, Supervisors, Supervisory Officers, Supervisory Officer responsible for Human Resources or the Director of Education.

Critical Injury

An injury of serious nature which results in a situation which places life in jeopardy, loss of consciousness, substantial loss of blood, a fracture or amputation of the leg or arm, feet or hands, loss of sight, significant burns as defined by regulation 834 under the Ontario Occupational Health and Safety Act.

References

Ontario Occupational Health and Safety Act and Regulations

The Ontario Human Rights Code

Education Act

Brant Haldimand Norfolk Catholic District School Board Student Behaviour, Discipline and Safety Policy 200.09

Brant Haldimand Norfolk Catholic District School Board Workplace Harassment Policy 300.01

Brant Haldimand Norfolk Catholic District School Board Emergency Response Plan 400.04

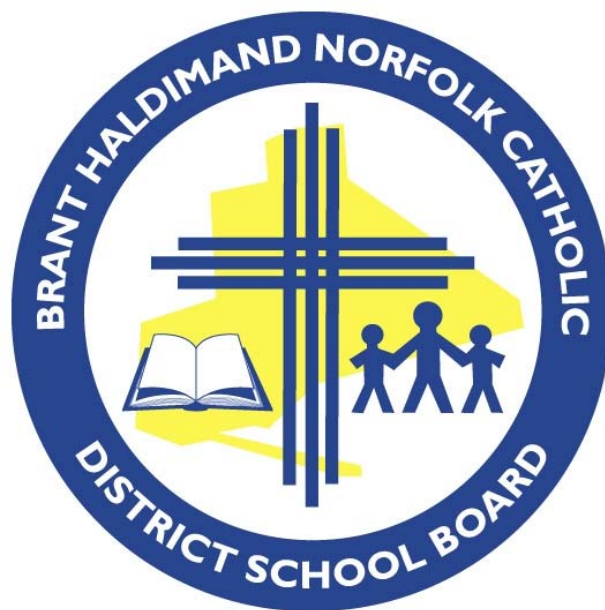
Brant Haldimand Norfolk Catholic District School Board Security of Schools, Buildings and Grounds Policy 400.06

Brant Haldimand Norfolk Catholic District School Board Video Security Surveillance 400.11

Brant Haldimand Norfolk Catholic District School Board Protection of Property 400.15

Workplace Violence Prevention

Resource Information



Message from the Director of Education

As a Catholic Learning Community, we believe our actions are guided by the teachings of our Catholic faith. This is demonstrated through our commitment to continuous improvement, safe and nurturing environments, teamwork, collaboration and building positive relationships. We support the personal well-being of all employees - spiritual, emotional, mental, social and physical.

We value everyone's safety. The right to be free from violence while at work is a priority.

Within our Catholic community, violent behaviour in the workplace is unacceptable. The Workplace Violence Prevention policy protects all employees, who interface daily with parents, students, members of the community, contractors and other individuals who enter the Board's facilities. We will work together to prevent workplace violence.

The attached resource information will help you implement the policy. Included are prevention measures and a process for reporting incidents and concerns.

We must ensure that this policy and administrative procedures are implemented and maintained and that all employees have the appropriate information and instruction to protect themselves.

Principals and supervisors are responsible for ensuring that measures and procedures are followed by employees and that all employees reporting to the principal and supervisor, have the appropriate information and instructions to protect themselves from violence and sexual violence at work. Principals and supervisors are reminded that under the Occupational Health and Safety Act, they can be charged as individuals by the Ministry of Labour.

Every employee must work in compliance with the policy and procedures. Please encourage employees to raise concerns about workplace violence and to report any violent incidents or threats. Employees must cooperate in investigations and participate in the associated training.

The Brant Haldimand Norfolk Catholic District School Board will investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the greatest extent possible.

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BACKGROUND INFORMATION:

As of June 15, 2010, (amended on March 8, 2016) the Occupational Health and Safety Act requires employers in Ontario to assess the risks of workplace violence, and sexual violence, and to put in place policies and programs regarding workplace violence, harassment, sexual violence and sexual harassment. *Employers need to protect employees against violent acts and threats of violence and to create an atmosphere in which employees feel free to come forward with any concerns or complaints. Employers also need to treat complaints of harassment seriously and stop it.*

Students, employees, supervisors, members of the public, spouses or family members can introduce violence into the workplace. Violence and harassment can come from anyone in the workplace and can be directed at anyone. It can be subtle or overt. Abuse may be deliberate or unintended. The test is whether a reasonable person knows, or ought to have known, that the behaviour is considered unwelcome or inappropriate by the recipient. It may be a single event or may involve a continuing series of incidents. It can involve the abuse of authority or position or can involve outsiders who enter the workplace. Abuse can victimize both males and females and be directed by or towards employees, students, parents and members of the public.

Violence and harassment can come from anyone in the workplace and be directed at anyone.

PRE – INCIDENT: RECOGNIZE THE POTENTIAL FOR VIOLENCE

One of the best predictors of future violence is a history of violence. Violence-prone individuals have a need for personal space that is four times larger than the average person. These special personal space requirements should be respected. Early clues to behaviour that might indicate aggression or difficulty in maintaining control, include an increase in agitation and behaviours such as pacing, clenching or pounding of fists and increased verbal hostility and anger.

PRE - INCIDENT: INFORMATION REGARDING A PERSON WITH A HISTORY OF VIOLENT BEHAVIOUR

The [Occupational Health and Safety Act](#) clarifies that employers and supervisors must provide employees with information, including personal information, related to a risk of workplace violence from a person with a history of violent behaviour [Section 32.0.5(3)].

However, this duty is limited and applies only when the:

- employee can be expected to encounter the violent person in the course of his or her work; and the
- risk of workplace violence is likely to expose the employee to physical injury.

Employers and supervisors must not disclose more information than is reasonably necessary for the protection of an employee from physical injury.

Please contact your Superintendent to seek advice and direction before you release any information

DOMESTIC VIOLENCE

Under the Occupational Health and Safety Act, an employer must take every precaution reasonable in the circumstances for the protection of workers when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace and that it would likely expose a worker to physical injury.

Employees need to be told that they can report their concerns to their principal or supervisor if they fear domestic violence may enter the workplace. If this occurs, principals and supervisors are responsible for creating an Individual Safety Plan for the employee while they are at work. The Safety Plan should be developed in consultation with the employee.

We can become aware of domestic violence when an incident takes place at work or when a concern is raised by the employee, co-worker or someone else. Other indications could be threatening emails or phone calls at work or unwanted visits to the workplace by the aggressor (for further information see the Domestic Violence Handout).

The Ministry of Labour states that even if the employee does not want any steps taken, the employer may still be required to take some action to protect the employee, depending on the circumstances. Principals and supervisors should work closely with a targeted employee to develop reasonable precautions to address the situation while attempting to respect the employee's privacy and sensitivity of the issue.

WORK REFUSAL

Under the Occupational Health and Safety Act, an employee can refuse to work if he or she has reason to believe he or she may be endangered by workplace violence [Section 43(3) (b.1)]. However, work cannot be refused on the grounds of workplace harassment.

The Act sets out a specific procedure that must be followed in a work refusal. It is important for employees, employers, supervisors, joint health and safety committees and health and safety representatives to understand and follow this procedure. However, teachers cannot refuse work when a pupil's life, health or safety is in imminent jeopardy [Section 3(3) of [Regulation 857 \(Teachers\)](#)].

PREVENTION: RISK ASSESSMENT AND RISK MANAGEMENT

Prevention is preferable to intervention. As an employer, we must carefully analyze and evaluate the current risks of workplace violence and harassment.

Risk assessment is a logical and organized method of identifying and quantifying risks, allowing the employer to better manage these risks. Risks are assessed by considering the severity of the consequences and frequency of exposure to the risk.

Following risk identification, risk management and prevention strategies need to be developed and implemented. Risk management involves the development of strategies that eliminate or reduce the risk.

Principals and supervisors are charged with this duty and must create safe work plans.

PRE - INCIDENT: EDUCATION AND TRAINING

Education to increase awareness is key to eliminating workplace violence and harassment and is required by law. Principals and supervisors are reminded to inform their staff about:

- policy and guidelines
- how to access assistance
- potential violent situations (as determined by the risk assessment)
- individuals with a violent past
- safe work plans
- reporting procedures
- investigation procedures

Education to increase awareness of the potential of workplace violence is required in Ontario.

IT'S THE LAW

POST – INCIDENT: INVESTIGATION PROCESS

The purpose of the investigation is to objectively establish the series of events that have taken place. The investigation is also used to evaluate the effectiveness of the preventive measures in place and the communication system. The findings of an investigation may result in the enforcement of disciplinary measures.

The results of the investigation are intended to help determine how such an incident could have been averted and serve to prevent this type of incident from occurring again.

It must be emphasized that in the event that the Police or the Ministry of Labour become involved at the beginning of the incident, they will take control of the situation and the environment. Their instructions must be adhered to and they must be allowed to complete their tasks before an internal investigation is initiated.

POST - INCIDENT: INTERVENTION AND FOLLOW-UP

Management of violent incidents after their occurrence is as critical as efforts toward prevention. Incidents need to be:

- documented
- investigated
- remedied as effectively as possible to reduce further damage.

Intervention must be timely and address the rights and responsibilities of both the victim and the alleged aggressor. Risk assessments, safety plans and processes need to be reviewed following a violent incident.

VICTIM SUPPORT

Employees who have been victims of violent behaviour need to be debriefed shortly after the incident. Employees need to understand they are not to blame for the aggressive behaviours directed at them and that being a victim of violent behaviour does not reflect on their professional competence.

Debriefing should involve:

- review of incident facts
- review of victim's needs
- social support

After an incident, it is suggested that any or all of the following be provided:

- physical support such as immediate medical care
- environmental support, which may include removing either the victim or the alleged aggressor from the environment or adjusting the environment in order to reduce the potential for continued violent behaviour
- Employee Assistance Program (EAP) referral or appointment with family physician
- social support from co-employees, peers, supervisors

Principals and supervisors are reminded that portions of the Emergency Response Plan, Safe Schools, Harassment Protocols and Policy can be referred to.

Victim support may be required on an immediate, intermediate and long-term basis depending on the incident.

MANAGEMENT OF THE ALLEGED AGGRESSOR

The employer must address an incident of violent behaviour in an objective and consistent manner. In substantiated cases, the following factors should be considered when determining corrective action:

- impact on the victim
- degree of aggressiveness and physical contact
- vulnerability of the victim
- the employee's disciplinary record
- whether the incident was an isolated event or part of an ongoing pattern of behaviour
- whether the employee's misbehaviour was similar to earlier events for which the employee has been disciplined
- whether the employee accepts responsibility for his or her actions
- whether the employee has expressed remorse and is prepared to sincerely apologize to those affected by the employee's conduct
- the employee's length of service at the Board

Options for corrective action:

- Discipline
- Apology
- Training
- Referral to EAP
- Reassignment or relocation
- Limited access within a building
- Report to professional body
- Filing a complaint with criminal charges
- Discharge

*Employees who report work-related harassment and violence that is **found to be frivolous or vexatious in nature** will be disciplined*



**Brant Haldimand Norfolk Catholic District School Board
WORKPLACE VIOLENT INCIDENT REPORT FORM**

PART A - To be completed with the Employee (when possible)

School/Location Name:		Date:
Name of the Person Making the Report:		Job Title:
Date of Incident:	Time:	
Location of the Incident:		
Name of the Victim (if different from above):		Female <input type="checkbox"/> Male <input type="checkbox"/>
<p>Classification:</p> <p><input type="checkbox"/> Physical Violence <input type="checkbox"/> Exercised <input type="checkbox"/> Attempted <input type="checkbox"/> Threatened</p> <p><input type="checkbox"/> Sexual Violence <input type="checkbox"/> Exercised <input type="checkbox"/> Attempted <input type="checkbox"/> Threatened</p> <p><input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Conduct <input type="checkbox"/> Comment(s) Made</p>	<p>Nature of Violence/Sexual Violence</p> <p><input type="checkbox"/> Punching <input type="checkbox"/> Striking <input type="checkbox"/> Spitting <input type="checkbox"/> Scratching <input type="checkbox"/> Hair Pulling <input type="checkbox"/> Biting <input type="checkbox"/> Pushing <input type="checkbox"/> Kicking <input type="checkbox"/> Sexual</p> <p><input type="checkbox"/> Verbal <input type="checkbox"/> Written/Email <input type="checkbox"/> Telephone/Texting <input type="checkbox"/> Stalking <input type="checkbox"/> Destruction of Personal Property <input type="checkbox"/> Malicious Rumour <input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Other : _____</p> <p>Were weapons used?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Unknown <input type="checkbox"/> No</p> <p>If yes, what?</p> <p><input type="checkbox"/> Gun/Firearm <input type="checkbox"/> Knife <input type="checkbox"/> Brick/Stone <input type="checkbox"/> Stick/Bat/Bar <input type="checkbox"/> Glass/Bottle <input type="checkbox"/> Explosive Device/Bomb <input type="checkbox"/> Needle/Sharps</p> <p><input type="checkbox"/> Other : _____</p>	
<p>Aggressor information</p> <p><input type="checkbox"/> Employee <input type="checkbox"/> Non-Employee</p>	<p>If non-employee, please explain relationship to employee (if applicable)</p> <p>_____</p> <p><input type="checkbox"/> Domestic violence is a factor in this incident</p> <p>Has the aggressor been involved in any previous violent incidents with staff? If yes, please explain.</p>	
<p>Police Involvement</p> <p><input type="checkbox"/> Police were Summoned</p>	<p>If yes,</p> <p><input type="checkbox"/> A statement was taken Police Incident number _____ <input type="checkbox"/> Charges have been laid <input type="checkbox"/> Pending</p>	

WORKPLACE VIOLENT INCIDENT REPORT FORM

PART B – To be completed by the Principal or Supervisor

Please describe, in detail, what happened and indicate:	
Description of the event:	
The scene of the incident: i.e., the specific area, for example – locker room, science class, gymnasium, etc.	
What happened prior to the incident?	
Circumstances that appear to have led to the violent behaviour:	
Who was notified? (911, Ministry of Labour, Family)	Temporary transfer or reassignment pending outcome?
Recommendation/Conclusion:	Prevention Strategy:
Additional Information:	

PROGRESSIVE DISCIPLINE PROCESS

Violence and the potential for violent activity in the workplace will not be tolerated. Members of the school community and the Board, under both the *Safe Schools* legislation and the *Occupational Health and Safety Act*, are required to act in a manner which supports learning. Teachers are professionally required to be good role models. Everyone employed by a school board is to act in a manner which exemplifies respectful behaviour and supports teachers and school administrators in behaviour management in each of our schools.

Codes of conduct must be learned and internalized. This means that there must be consequences for inappropriate violent and potentially violent behaviour.

Student Discipline will take place under the Board's Student Behaviour and Safety policy and Code of Conduct.

Employee Discipline will take place in accordance with the Board's Progressive Discipline policy and/or applicable Collective Agreement.

Parents, volunteers, and other persons who engage in violence on Board premises will be dealt with through advisement of Senior Management, or depending on the severity by the police and could be restricted from further access to Board property.

The key elements in the application of progressive discipline are:

- Obtain the facts.
- Ensure that the code of conduct and standards of respectful behaviour have been brought to the attention of all concerned.
- Depending upon the severity of the incident, apply progressive discipline principles taking mitigating factors into account.

Other Factors

Discipline for violent behaviour may range from a verbal warning to dismissal. Due to the nature of the misconduct, violent behaviour will usually result in a suspension without pay or dismissal.

Those exercising the authority to discipline must be consistent in their decision-making recognizing that violence in the workplace cannot be tolerated and, at the same time, that employees are treated fairly; taking all of the factors in the imposition of progressive discipline into account.

The Decision Makers

After all of the relevant facts have been enquired into, school administrators must consult with their superintendent regarding the imposition of discipline and the appropriate sanctions under the circumstances. Advise the Human Resources Department prior to discipline, if possible.

You must remember that it can be very difficult to know when a person is going to be violent. While not all people will show the signs below, these types of behaviours and physical signs can serve as warning signs that a situation could turn violent. Always take these behaviours *in context*. Look for multiple warning signs and for signs of escalation (the behaviours are getting worse).



Warning Signs

If you are concerned about a person who shows some or all of the identified characteristics, **take action**. Report your concern to your supervisor or the Human Resources Department.

What are warning signs of a troubled person or employee?

Workplace violence can start as small incidents involving negative remarks and inappropriate behaviour. It may escalate to physical or psychological violence. It is much easier to prevent violence by stopping small incidents than trying to deal with the aftermath of a major crisis.

It is extremely important to understand that the following behaviours do not mean a person will become violent, but they may indicate that the person is experiencing high levels of stress. Each situation is unique and professional judgement or outside assistance may be necessary to determine if intervention is necessary.

Always take particular note if:

- There is a change in behaviour patterns.
- The frequency and intensity of the behaviours are disruptive to the work environment.
- The person is exhibiting many of these behaviours, rather than just a few.
- Crying, sulking or temper tantrums.
- Excessive absenteeism or lateness.
- Disregard for the health and safety of others.
- Disrespect for authority.
- Increased mistakes or errors or unsatisfactory work quality.
- Refusal to acknowledge job performance problems.
- Faulty decision-making.
- Testing the limits to see what they can get away with.
- Swearing or emotional language.
- Overreacting to criticism.
- Making inappropriate statements.
- Forgetfulness, confusion and/or distraction.
- Inability to focus.
- Blaming others for mistakes.
- Complaints of unfair treatment.
- Talking about the same problems repeatedly without resolving them.
- Insistence that he or she is always right.
- Misinterpretation of communications from supervisors or co-workers.
- Social isolation.
- Personal hygiene is poor or ignored.
- Sudden and/or unpredictable change in energy level.
- Complaints of unusual and/or non-specific illnesses.

The first thing everyone in the workplace should be aware of is that it is not easy to know when someone is going to become aggressive in their behaviour. All people in the workplace will not show the same signs before becoming violent

Are there physical signs that a person may be becoming violent?

Sometimes it is not what a person says, but what their body is *doing*. Use caution if you see someone who shows one or more of the following *non-verbal* signs or body language.

- Red-faced or white-faced
- Sweating
- Pacing, restless or repetitive movements
- Trembling or shaking
- Clenched jaws or fists
- Exaggerated or violent gestures
- Change in voice
- Loud talking or chanting
- Shallow, rapid breathing
- Scowling, sneering or use of abusive language
- Glaring or avoiding eye contact
- Violating your personal space (they get too close)

What are other warning signs of a potentially violent person?

In some cases, there has been a clear pattern of warning signs before a violent incident. When you can, take note of:

History of Violence

- Fascination with weapons, acts of violence or both
- Demonstrated violence towards inanimate objects
- Evidence of earlier violent behaviour

Threatening Behaviour

- States intention to hurt someone (can be verbal or written)
- Holds grudges
- Excessive behaviour (e.g. phone calls, gift giving)
- Escalating threats that appears well-planned
- Preoccupation with violence

Intimidating Behaviour

- Argumentative, displays unwarranted anger
- Uncooperative, impulsive, easily frustrated
- Challenges peers and authority figures

Increase in Personal Stress

- An unreciprocated romantic obsession
- Serious family or financial problems
- Recent job loss

Research says: Potential Triggering Events can be:

1. Being fired, laid off or suspended; passed over for promotion
2. Disciplinary action, poor performance review, criticism from boss or coworkers
3. Bank or court action (e.g., foreclosure, restraining order, custody hearing)
4. Benchmark date (e.g., company anniversary, chronological age)
5. Failed or spurned romance; personal crisis (e.g., divorce, death in family)

Personality Characteristics

- Suspicious of others
- Believes he/she is entitled to something
- Cannot take criticism
- Feels victimized
- Shows a lack of concern for the safety or well-being of others
- Blames others for his or her problems or mistakes
- Low self-esteem

Marked Changes in Mood or Behaviour

- Extreme or bizarre behaviour
- Irrational beliefs and ideas
- Appears depressed or expresses hopelessness or heightened anxiety
- Marked decline in work performance

Socially Isolated

- History of negative interpersonal relationships
- Few family or friends
- Sees the company as a *family*
- Has an obsessive involvement with his or her job

Abuses Drugs or Alcohol

Observable Warning Signs
(often newly acquired negative traits)

Violent and Threatening Behavior

e.g., hostility, approval of the use of violence

Strange Behavior

e.g., becoming reclusive, deteriorating appearance/hygiene, erratic behavior

Emotional Problems

e.g., drug/alcohol abuse, under unusual stress, depression, inappropriate emotional display

Performance Problems

including problems with attendance or tardiness

Interpersonal Problems

e.g., numerous conflicts, hyper-sensitivity, resentment

WHAT TO DO WHEN CONFRONTED WITH AGGRESSIVE BEHAVIOUR

We all like to think of ourselves as being safe and secure while at work, protected from all forms of violence and aggression. However, wherever people interact, there is potential for violence.

Knowing some basic communications skills (verbal and non-verbal) and some *problem solving* strategies can help prevent problems from occurring or can stop a small problem from getting bigger or out of control. Workplace violence can start as a small incident involving negative remarks and inappropriate behaviour. These small incidents can escalate to physical or psychological violence.

What is Meant by *Verbal* Communication Skills?

Verbal communication skills are the way that you talk to another person or other people. Verbal communication includes the words you choose to use and the way in which you use them (for example, the tone (angry or calm) or volume (loud or soft)).

When you are interacting with other people, you should:

- Focus your attention on the other person and let them know that you are interested in what they have to say.
- Remain calm.
- Be conscious of how you are delivering your words.
- Speak slowly, quietly and confidently.
- Speak simply. DO NOT use officious language or complex terminology.
- Listen carefully. DO NOT interrupt or offer unsolicited advice or criticism.
- Encourage the other person to talk. DO NOT tell them to relax or calm down.
- Remain open-minded and objective.
- Use silence as a calming tool.

What is Meant by *Non-Verbal* Communication Skills?

Non-verbal communication skills include things like your body language and position. People communicate through both their words and their bodies. The way you position or use your body can be calming or could aggravate a situation.

You should:

- Use calm body language - a relaxed posture with your hands unclenched and an attentive expression.
- Get on the other person's physical level. If they are seated, try kneeling or bending over, rather than standing over them.
- Give the other person enough physical space, usually about one meter (about three feet).
- More importantly, you should not:
 - Pose in a challenging stance, such as putting your hands on your hips, pointing your finger, waving your arms or crossing your arms.
 - Glare or stare, which may be interpreted as challenging.

How can you Help Someone Solve a Problem they are Having?

Some tips for problem solving include:

- Try to put yourself in the person's shoes so that you can better understand how to solve the problem.
- Ask for his or her recommendations.
- Repeat back to the person what you feel they are asking of you in order to clarify what you understand.
- Accept criticism in a positive way. When a complaint might be true, use statements like *you are probably right* or *it was my fault*. If the criticism seems unwarranted, ask for clarification.
- Be honest. DO NOT make false statements or promises you can't keep.
- Remain professional and take the person seriously. Be respectful.
- Ask for small, specific favours – such as asking the person to move to a quieter area.
- Break a problem or an issue into smaller pieces and offer step-by-step solutions so that the person is not overwhelmed by the issue.

DO NOT

- Do not take sides or agree with distortions.
- Do not reject the person's demands or position from the start.
- Do not attempt to bargain with a threatening individual. If necessary, end the interaction.
- Do not make promises you can't keep.

How can you end an Aggressive Conversation?

It is important to know how to safely and effectively end a conversation or interaction before the situation escalates. Here are some tips:

- Interrupt the conversation firmly but politely.
- Tell the person that you:
 - Do not like the tone of the conversation.
 - Will not accept abusive treatment.
 - Will end the conversation if necessary.
- Tell the person that you will ask him or her to leave (the building, your office, etc.) or that you will leave.
- If the behaviour continues, end the conversation. Ask the person to leave or leave yourself.
- If the person does not agree to leave, remove yourself from the scene and inform your supervisor/supervisor immediately.
- Do not return to the meeting if you believe the person may be a physical threat.
- Tell other staff and have them leave the immediate area as well.
- Call local police; if appropriate.
- File an incident report.

What can You do if you Feel Threatened?

- Politely and calmly end the interaction in a non-threatening way, if possible.
- Know how to summon immediate assistance and what back-up and advice is available to help you when handling a difficult individual.

**It is important that you try to avoid escalating the situation.
Establish ground rules if the unreasonable behaviour continues.
Calmly describe the consequences of violent or aggressive behaviour.
Suggest alternatives and avoid giving commands or making conditional statements.**

DOMESTIC VIOLENCE

To Encourage Employees to Reach Out for Assistance:

- Be approachable and make time to meet with employees.
- Address job performance issues constructively, not punitively.
- Let employees know that they are valued members of the team.
- Respect decisions made by employees who are living with family violence.
- Protect the confidentiality of employees.
- Ensure cultural sensitivity and appropriateness.
- Ensure employees have access to trained counselors.

Did you know?

- Domestic violence in the workplace has been identified as the fastest growing type of workplace violence in Canada, but less than half of Canadian workplaces have policies to manage this risk.
- One in four Canadian women will be affected by family violence during her lifetime.
- While men may also be victims of abuse, women are more often subjected to violence by their partners and are more likely than men to report injuries, experience lost productivity, suffer multiple assaults, fear for their lives and experience negative emotional consequences.
- Among those at highest risk of violence are young women, Aboriginal women and women who are separated from their partners.

HOW TO TALK TO EMPLOYEES ABOUT DOMESTIC VIOLENCE

Knowing how to start a conversation about family violence with an employee can be difficult. Your role as an employer or supervisor is not to be a counselor, but rather to approach the employee in a professional, sensitive manner and discover what help is required and where the employee can find it. When an employee tells you about abuse, make a strong statement of support such as, *no one deserves to be abused*.

When talking with an employee, your role is primarily to:

- provide initial support
- discuss the specific steps that can be taken to help this employee in the workplace, including developing a safe work plan.
- refer the employee to available resources in the community or to the Employee Assistance Program (EAP)

When addressing the issue of domestic violence with an employee, ensure that you:

- offer to meet in private
- clearly identify any job performance problems you have observed (i.e., “I notice that you are having difficulty meeting your deadlines and you don’t seem quite yourself. Is there anything I can do to help?”)
- express empathy that sometimes personal issues can interfere with work performance
- are aware that family violence victims and alleged aggressors can be of either sex; do not always refer to abusers as “he”
- use respectful language such as calling a person by their name or referring to the nature of the relationship such as *your partner* or *your boyfriend*; avoid using labels such as *abuser* or *batterer*
- are sensitive and avoid accusing, diagnosing or drawing conclusions about the situation
- listen to what the employee has to say and support her or him to seek help
- reassure the employee that her or his situation will not adversely affect how she or he is regarded by the employer, unless there are any continued employment issues
- offer Board and community resources such as EAP information or contact information for family violence prevention services and crisis line numbers
- develop a plan to help the employee maintain job performance and a strategy to implement it
- discuss the need for a safe work plan in the workplace and help the employee understand how the employer may be able to support a safe work plan
- recommend that the employee speak to a trained counselor who can help develop a sound plan to deal with the issues
- help the employee determine if the abuser’s behaviour may put others in the workplace at risk
- if it appears that others in the workplace might be in danger, discuss the extent to which the employee’s confidentiality can be maintained

WORKPLACE VIOLENCE – ADDITIONAL EXAMPLES

Workplace violence is any incident, in which a person is abused, threatened, intimidated, coerced or sustains physical, emotional or psychological harm or injury in or related to the workplace.

Most people think of violence as a physical assault. However, workplace violence is a much broader problem. It is any act in which a person is abused, threatened, intimidated or assaulted in his or her employment. Workplace violence includes:

- **threatening behaviour** - such as shaking fists, destroying property or throwing objects.
- **verbal or written threats** - any expression of intent to inflict harm.
- **verbal abuse** - swearing, insults or condescending language.
- **physical attacks** - hitting, shoving, pushing or kicking.

Rumours, swearing, verbal abuse, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, anger-related incidents, rape, arson and murder are all examples of workplace violence.

Workplace violence is not limited to incidents that occur within a traditional workplace. Work-related violence can occur at off-site business-related functions (conferences, trade shows), at social events related to work, resulting from work for example a threatening telephone call to your home.

Additional Examples of Workplace Violence Include:

<ul style="list-style-type: none">• shaking of fists• destroying of property• throwing of objects• expression of intent• obscene phone calls• intimidating presence• insults or condescending language• focus on a grudge, grievance or romantic interest	<ul style="list-style-type: none">• bullying• physical attacks including slapping, kicking, punching and choking, brandishing a weapon or object that could be used as a weapon• theft• sexual assault• arson and obsessively directed behavior such as stalking
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REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Policy Committee
Submitted on: June 6, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

PURCHASING Public Session

BACKGROUND INFORMATION:

The Purchasing Administrative Procedure was last updated in June 2011 to reflect the Broader Public Sector Procurement Directive established by the Province of Ontario.

DEVELOPMENTS:

Changes have been made to the Administrative Procedures only. The Administrative Procedures have been updated to better reflect the Board's current process for the purchase of goods and services and are listed as follows:

1. The procedure defines the requisitioning of goods and services by staff with purchase orders issued centrally through Purchasing Services.
2. The procedure re-defines some staff titles.
3. The procedure clarifies staff and Trustee roles pertaining to capital and operating acquisition approvals.
4. The procedure clearly outlines the annual deadline for requisition entry.
5. Updated thresholds for competitive procurements to improve efficiencies within end user departments.

RECOMMENDATION:

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



Policy: Purchasing

	Policy Number:	700.01
Adopted:	September 24, 2003	Former Policy Number:
		N/A
Revised:	May 25, 2010; June 28, 2011	Policy Category:
		Finance
Subsequent Review Dates:		Pages:
		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
AP 700.01

Procedure for: All Staff **Adopted:** September 24, 2003
Submitted by: Associate Director **Superintendent of Business** & Treasurer **Revised:** May 25, 2010; June 28, 2011
Category: 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

Requisitioner

- **Responsible for being familiar with and compliant with the Board's Purchasing Policy and Administrative Procedures.**
- Ensure items are purchased at the lowest possible price, are of an adequate quality for the intended purpose and the ~~purchase order~~ **requisition** is completed properly.
- ~~Purchase~~ **Requisition** from existing tenders and quotations, wherever possible.

Superintendents/Principals/Consultants/Managers

- Responsible for the purchase of goods and services related to their areas of **budget** responsibility ~~as listed in their cost centre budget statements~~ **and in accordance with the Board's Purchasing Policy and Administrative Procedures.**
- Ensure that the items are necessary and that sufficient funds are available within their budgets.
- Approve ~~acquisitions/commit funds~~ **requisitions** up to \$2,000.

Coordinator of Purchasing Services

- ~~Tender, evaluate and recommend~~ **Responsible for the purchase/rental/lease of Board-approved goods and services. with the exception of land, home to school transportation, legal services, employee assistance and benefit programs.**
- 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~~ **the Board's Purchasing Policy and Administrative Procedures** as necessary.
- Issue purchase orders for approved ~~acquisitions when required, i.e., commitment of funds.~~ **requisitions**
- **Ensure budget is not exceeded and re-direct for approval as necessary**
- 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 Clerk

- ~~Ensure purchase orders are completed properly.~~ **Issue purchase orders for approved standard commodity-type requisitions as directed by the Coordinator of Purchasing Services.**
- Ensure the budget account is correct.
- ~~Ensure that all extensions are added correctly.~~ **Monitor compliance to the Board's Purchasing Policy and Administrative Procedures.**
- Process payment to the supplier **with consideration for purchase discounts where applicable.**



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. Monitor compliance to the Board's Purchasing Policy and Administrative Procedures.
- Authorize payment to the supplier upon proof of receipt.

Manager of Finance

- Develop, implement, monitor and maintain appropriate purchasing controls.
- Approve acquisitions requisitions (budget approval) up to \$10,000.

Associate Director, Corporate Services Superintendent of Business & Treasurer or Designate

- Ensure adherence to all Board policies, relating to the purchasing process. compliance to the Board's Purchasing Policy and Administrative Procedures.
- Approve operating acquisitions (budget approval) up to \$100,000 \$150,000.
- Approve capital acquisitions up to \$500,000 that are within pre-approved budget values or Ministry Capital Allocations.
- 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 operating acquisitions over \$150,000; if amount value is in excess of budget approved amount.
- Approve capital acquisitions over \$200,000, if value is in excess of pre-approved budget value or Ministry Capital Allocation.

Information

1. **Purchase Orders Requisitions**

Purchase orders Requisitions may be initiated (subject to approval authority) by the following personnel:

- Secretaries, Office and Clerical, Assistants
- Department Heads and some Teaching Staff
- Program Leads
- Consultants
- Principals/Vice-Principals
- Senior Library Technician
- Manager of Communications & Public Relations
- Manager of Facilities
- Manager of Finance
- Manager of Human Resources
- Manager of Information Technology
- Managers, Supervisors, Coordinators
- Purchasing Department Services
- Superintendents of Education
- Associate Director, Corporate Services & Treasurer
- Director of Education
- Senior Administration



~~Purchase orders~~ **Requisitions** must be properly and fully **accurately** completed by the requisitioner and approved and signed by the individual(s) with budget approval authority. ~~prior to submission to the Catholic Education Centre for processing. The requisitioner must ensure that the proper account code has been listed on the purchase order.~~

~~Purchase orders are to~~ **Requisitions must** be issued for all purchases of equipment, supplies and services over \$100. Purchases under \$100 may be made with Petty Cash funds **(subject to pre-approval)**. **Please reference the employee portal for additional information on petty cash purchases.**

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.~~

Purchase orders will be generated from approved requisitions and sent directly to the vendor unless otherwise agreed upon.

3. Purchase Discounts

~~Purchase discounts should be utilized, when available. Every effort should be made by all staff to ensure invoices are~~ **processed** ~~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~~ **with budget responsibility.**

4. Receiving Reports

~~All goods and services are to be delivered to the 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 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 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.~~

Receiving and Expediting Goods and Services

4.1 Expediting Purchase Orders

~~Expediting is the responsibility of the requisitioner or designate. This includes routine follow-up of purchase orders via direct communication with the vendor in an effort to receive the goods or services without undue delay, handle short shipments, substitutes and/or backorders.~~

4.2 Receipt of Goods and Services

~~The location in receipt of the goods or services is responsible for immediately confirming receipt of the purchase order in the Board's financial system. Any paperwork that has accompanied the goods or services must be forwarded to the Accounting Department in the subsequent Board courier. The Board will not only pay invoices without proof of receipt by the requisitioner or designate. 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.~~

~~If there are backordered items, please do not hold back paperwork. Confirmation of receipt in the Board's financial system must be completed immediately following the arrival of the backorder(s).~~

~~Shipments must be verified against the accompanying paperwork within 24 hours of its arrival. Note any discrepancies/shortages and contact the vendor immediately. Failure to do so in a timely manner may result in the inability to receive credit or the correct good/service.~~

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 **Accounting Clerks**, 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 10th 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.~~

6. Requisition Year-End Deadline

~~Each year, the Coordinator of Purchasing Services will designate a date in May as the deadline for requisition entry for all schools and curriculum-based requirements. This deadline will allow sufficient time for receipt prior to the end of the school year. Exceptions shall apply to Corporate Services.~~

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 Services~~ or a collaborative purchasing effort ~~done~~ on behalf of the Board. Note: The Facilities Department **and Information Technology Services** 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:

Goods or Services (Non-Consulting) Services and Construction (before applicable taxes)	
Total Value	Purchasing Process to be Followed
\$0 to \$2,000 \$2,500	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 \$2,501 to \$25,000 \$50,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor written quotes (fax, email or written).
\$25,001 \$50,001 to \$99,999	The Purchasing Department Services (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 Services (or third party on behalf of Board) to issue open competitive procurement. Bids shall be advertised on a nationally-recognized electronic bulletin board (excluding second stage competitive procurements).

The Facilities Department **and Information Technology Services** shall follow the purchasing process for goods and non-consulting services (~~including applicable taxes~~) that are not **included** on a quotation, tender and/or contract awarded through ~~the Purchasing Department Services~~ or a collaborative purchasing effort done on behalf of the Board as outlined below:

Goods or Services (Non-Consulting) *Facility Services & Information Technology Services* Services and Construction	
Total Value	Purchasing Process to be Followed
\$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 \$50,000	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor written quotes (fax, email or written).
\$25,001 \$50,001 to \$99,999	The Purchasing Department Services (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 Services (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).
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1.1.2 The purchase of consulting services shall be made in accordance with the following:

Consulting Services	
Total Value	Purchasing Process to be Followed
\$0 to \$99,999	The Purchasing Department Services (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 Services (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 attached to the purchase order by the initiating department and/or school.~~ **must be submitted with the requisition and are subject to review by Purchasing Services.**
- 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~~ **Services** (or a collaborative purchasing effort done on behalf of the Board).
- 1.1.5 ~~The Purchasing Department~~ **Services** 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~~ **\$2,501**, but the quantity required exceeds a total value of ~~\$2,001~~ **\$2,501**, three quotes are required as per the above thresholds.

i.e.: one utility table = ~~\$250~~ **\$300** = no quotation
 ten utility tables = ~~\$2,500~~ **\$3,000** = 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 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 pre-defined 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 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 can 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.

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.
- 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, contract award notification, only after the contract has been 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~~ **Services**.
- ii) ~~The Purchasing Department~~ **Services** 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~~ **Services**, the supplier may request, in writing, to meet with the ~~Associate Director, Corporate Services~~ **Superintendent of Business & 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~~ **Services** 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, regardless 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, regardless 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
Less than \$2,000	Individuals with budget responsibility
Greater than \$2,000 to less than \$10,000	Manager of Finance Manager of Facilities and Construction Projects (for Facilities Department purchases)
Greater than \$25,000 \$10,000 to less than \$150,000	Associate Director, Corporate Services Superintendent of Business & Treasurer
Greater than \$150,000 \$150,000	Associate Director, Corporate Services Superintendent of Business & Treasurer with approval of the Board of Trustees, if the amount is in excess of budget or Ministry Capital Allocation.

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~~ **Superintendent of Business & 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 the Board’s Employee Expense Reimbursement 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~~ **Superintendent of Business & 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~~ **Services** as well as approval from the Director of Education, ~~Associate Director, Corporate Services~~



Superintendent of Business & Treasurer (or designate). Contracts must be signed only by the Director of Education or the ~~Associate Director, Corporate Services~~ **Superintendent of Business & Treasurer**.

- 1.4.5 Credit applications and vendor accounts are to be processed/established by ~~The Purchasing Department~~ **Services**.
- 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 **The term of the contract and any options to extend must be set out in the original procurement documents (bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by the appropriate approval authority must be obtained before changing the contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non-competitive procurement; thus requiring the Board to obtain appropriate approval authority prior to proceeding.**
- 1.5.5 Contracts shall include a dispute resolution process.
- 1.5.6 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~~ **Services** 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~~ **Superintendent of Business & 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 judgment 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*.

4.0 Code of Ethics

- 4.1 All Board staff involved in procurement related activity shall be guided by the [Ontario Public Buyer's Association \(OPBA\) Code of Ethics](#) and the ~~Purchasing Management Association of Canada (PMAC) Code of Ethics~~ (http://www.pmac.ca/images/stories/join_pmac_pdf/code%20of%20ethics%20en.pdf [Supply Chain Management Association Code of Ethics](#)).
- 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 **Services** 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

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

6.0 Environmental Purchasing



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~~ **Services** in consultation with the originating department and/or school.
- 7.3 ~~The Purchasing Department~~ **Services** 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 **No employee or Trustee shall purchase, or receive free, any goods declared surplus by the Board, unless done so through public auction.**
- 7.5 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, **district school boards** and/or other cooperative group contracts. 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 Information Technology ~~Department~~ **Services** and/or ~~The Purchasing Department~~ **Services** 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~~ **Services** 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~~ **Canadian Free Trade Agreement**/~~Ontario-Québec Procurement Agreement~~ **Other Trade Agreements**



- 10.1.1 The Board will endeavour to provide equal access to qualified suppliers in consideration of the ~~Agreement on Internal Trade~~ **Canadian Free Trade Agreement** and the ~~Ontario-Québec Procurement Agreement~~ **other Trade agreements**.
- 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.bhnedsb.ca, and a nationally recognized electronic bulletin board available within Canada~~ **electronically**.

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~~ a Board **authorized purchase order**. ~~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~~ **Services**, in situations where it is not appropriate or feasible to issue a purchase order.
- iv) Retail store purchases (**see below**).

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 Purchasing-**Services** 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 as 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

Agreement on Internal Trade

Education Act, Section 217

Bill 122, Broader Public Sector Accountability Act, 2010

Broader Public Sector Expenses Directive (Management Board of Cabinet), 2011

Broader Public Sector Procurement Directive (Management Board of Cabinet), 2011

Criminal Background Checks for Service Providers Policy and Administrative Procedures

Employee Expense Reimbursement Policy and Administrative Procedures

Municipal Freedom of Information & Protection of Privacy Act

Ontario Public Buyer's Association (OPBA) Code of Ethics

Ontario-Quebec Procurement Agreement

Ontario Regulation 444/98: Disposition of Surplus Real Property

Ontario Regulation 612/00: **School Councils and Parent Involvement Committees**

Professional Standards & Conflict of Interest Policy for Employees

Purchasing Terms and Conditions

Public Service of Ontario Act, 2006

School Funds Policy and Administrative Procedures

Supply Chain Management Association Code of Ethics

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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer
Presented to: Budget Committee
Submitted on: June 6, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

2017-18 BUDGET

Public Session

BACKGROUND INFORMATION:

On April 12, 2017, the government released the regulation for the *Grants for Student Needs* (GSN) for the 2017-18 school year. In 2017-18, total projected education funding through the GSN increased from \$23.0 billion in 2016-17 to \$23.8 billion in 2017-18.

The GSN allocation continues to mirror vital priorities of the Ministry of Education, including Achieving Excellence, Ensuring Equity, Promoting Well-Being and Enhancing Public Confidence. The Ministry continues to plan and implement strategies in an attempt to ensure that the publicly-funded education system is fiscally sustainable; while at the same time, realizing the province's goals for education; namely the improvement of student achievement.

In November 2015, the Board approved its Strategic Plan 2015-18. The multi-year plan was the result of considerable community engagement, an in-depth environmental scan, a review of the goals of the Ministry of Education and the progress made on our previous strategic plan. At the January 11, 2017 meeting, the Budget Committee recommended that the Trustees of the Board adopt the Goals of the 2015-18 Strategic Plan as the Goals for the 2017-18 Budget.

The following goals for the 2015-18 Strategic Plan are as follows:

Improving Student Achievement – Knowing our Learners: When we know, understand and respond to the unique learning needs using assessment-rich learning, we can respond to the individual needs of our students and improve their outcomes;

Catholic Faith Formation – When we support the family and the parish in forming the faith of our students and we commit ourselves to the principles of our gospel values, as expressed through the example of Catholic Social Teaching, we help to build the Kingdom of God;

Developing Safe and Inclusive Schools – When we foster positive relationships that emphasize mutual respect, understanding and trust, we are able to improve the cohesion of our community; and

Communicating Effectively – When we communicate effectively to our internal and external stakeholders, we enhance the engagement of our community, which improves our ability to generate support for our system.

Senior Administration has spent considerable time reviewing the strategic plan goals for 2015-18, as approved by the Board, and has aligned our strategic commitments and expenditures in support. The above priorities provided guidance for development of the budget and served as the basis for expenditure decisions.

The School Boards Collective Bargaining Act, 2014 (SBCBA) also referred to as *Bill 122* passed into legislation on April 8, 2014. The SBCBA governs collective bargaining for teaching and support staff in the education sector. The SBCBA creates two tiers of collective bargaining, central, which is bargained provincially, and local, which is bargained locally, for teachers and support staff. Central items would include items such as salaries, class size and benefits. Central negotiations between the Ontario Catholic School Trustees' Association (OCSTA), the Ontario English Catholic Teachers' Association (OECTA) and as agreed to by the Crown concluded August 25, 2015. Central negotiations between the Ontario Catholic School Trustees' Association (OCSTA), the Ontario Secondary School Teachers' Federation - Education Workers and as agreed to by the Crown concluded November 27, 2015. These Collective Agreements were scheduled to expire on August 31, 2017; however, these agreements were successfully re-negotiated during the winter / spring of 2016-17 and are now referred to as *Extension Agreements*. These Extension Agreements will provide two additional years of labour stability; ending on August 31, 2019. The 2017-18 GSN reflects investments for the first year of the Extension Agreements.

Overall funding to school boards within the GSN is projected to increase in 2017-18 to \$12,100 per student; an increase of 3.3 percent from 2016-17. The funding increase is largely the result of terms and conditions agreed to at the Central Table for the Central Terms Extension Agreements.

DEVELOPMENTS:

Enrolment in the elementary panel is projected to increase by 44 Full-Time Equivalent (FTE) students from Revised Budget. Enrolment in the secondary panel is projected to increase by 38 FTE students from Revised Budget. Enrolment for 2017-18 is estimated at 9,788 Average Daily Enrolment (ADE) students. In addition to class size caps in Grade 1- Grade 3, the Ministry has introduced a class size cap of 30 students in a Full-Day Kindergarten (FDK) class; effective September 2017 with some defined exceptions that can increase the FDK class size to 32 students on a limited basis. Further, the Ministry introduced a regulation in the spring of 2017 to decrease the Junior / Intermediate class size on a phased-in approach over five years. Currently, the Board's Junior / Intermediate class size target, as established by the Ministry in 2014-15, is 25.6 students for Junior / Intermediate classes. Per the regulation and the GSN Memo 2017: B04, the Board will be required to reduce its Junior / Intermediate maximum class size average to 24.5 students.

The Extension Agreement for OECTA includes a provision for a system investment in 2017-18 that will continue in the 2018-19 school year. The system investment for OECTA includes the hiring of approximately 5.5 FTE teachers to support students in need, consistent with local needs and priorities.

The net result of the student enrolment increase as well as the need to meet regulation compliance for FDK and Junior / Intermediate classes; combined with staffing pressures at small schools and the system investment associated with the Extension Agreements, has resulted in the increase of approximately 12 FTE teachers to the Board's compliment.

The Ministry has funded 47.76 Early Childhood Educator (ECE) positions in the Early Learning Kindergarten Program (ELKP) classrooms for the 2017-18 school year. These positions are based on an ELKP projected enrolment of 1,230 students with 25.75 students per classroom.

A balanced budget is being presented for the Board's approval. The total increase in the Board's operational budget over the 2016-17 Revised Budget is approximately \$5,594,000 or 4.5%.

Attached are several appendices:

- Appendix A - Explanation of 2017-18 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 equals the total revenue and expenditure estimates.

RECOMMENDATION:

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Salaries and Benefits Budget, in the amount of \$101,379,972, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Operations Budget, in the amount of \$27,522,779, to the Brant Haldimand Norfolk Catholic District School Board for approval.

THAT the Budget Committee recommends that the Committee of the Whole refers the 2017-18 Capital Budget, in the amount of \$3,362,155, to the Brant Haldimand Norfolk Catholic District School Board for approval.

**BUDGET
SUMMARY**

REVENUE ESTIMATES 2017-2018

	Preliminary 2017-18	Revised 2016-17	Actual 2015-16	Incr (Decr)
GENERAL LEGISLATIVE GRANTS				
Total: Foundation Allocation (includes Primary Class size)	53,359,391	52,028,806	50,601,616	1,330,585
School Foundation	8,057,792	8,028,097	7,919,381	29,695
Special Education Allocation	13,971,762	13,091,477	12,372,040	880,285
Language Allocation	1,419,835	1,421,367	1,389,443	(1,532)
Distant Schools/Small Schools Allocation	-	25,821	51,695	(25,821)
Remote & Rural Allocation	1,317,208	1,310,389	1,313,287	6,819
Learning Opportunity Allocation	3,023,206	1,891,173	1,693,726	1,132,033
Adult & Continuing Education & Summer School	345,397	162,298	331,350	183,099
Teacher Compensation Allocation	11,416,093	9,898,340	10,872,090	1,517,753
Benefits Trust Funding	1,019,237	501,484	-	517,753
New Teacher Induction Program (NTIP)	103,807	77,233	56,702	26,574
ECE Q&E Allocation	630,541	555,427	434,062	75,114
Restraint Savings	(67,355)	(67,355)	(67,355)	-
Transportation Allocation	4,981,297	4,937,071	5,057,402	44,226
Administration & Governance Allocation	3,869,215	3,749,300	3,541,010	119,915
School Operations Allocations	9,849,553	9,858,133	9,799,035	(8,580)
Community Use of Schools	140,700	136,202	136,134	4,498
Declining Enrolment Adjustment	-	17,159	94,919	(17,159)
Indigenous Education Allocation	316,871	221,437	138,139	95,434
Safe and Accepting Schools Allocation	203,685	199,303	193,935	4,382
Permanent Financing of NPF	146,395	146,395	146,395	-
Labour Enhancement	-	-	-	-
Total: OPERATING	114,104,630	108,189,557	106,075,006	5,915,073
Trustee Association Fee	43,017	43,017	43,017	-
Debt Charges Allocation -Interest	2,329,758	2,452,106	2,567,983	(122,348)
TOTAL LEGISLATIVE GRANT-OPERATING	116,477,405	110,684,680	108,686,006	5,792,725
Capital Allocation				
School Renewal Allocation	1,606,396	1,609,389	1,604,045	(2,993)
School Renewal Allocation to Capital / DCC /Deferred	(687,695)	(600,000)	(808,086)	(87,695)
TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPIT	117,396,106	111,694,069	109,481,965	5,702,037
Amortization of DCC	4,294,851	4,106,913	4,076,301	187,938
Allocate to Deferred Revenue DCC(re MTA)	-	(27,500)	223,962	27,500
SEA Formula based Funding ((to) fr Deferred)	301,170	344,228	0	(43,058)
SEA Formula based Funding ((to) fr Deferred)	-	(5,274)	(28,068)	5,274
Mental Health Lead (to) fr Deferred	-	3,610	(1,928)	(3,610)
	121,992,127	116,116,046	113,752,232	5,876,081
OTHER REVENUE				
Tuition fees	1,094,825	1,182,556	1,088,772	(87,731)
Rental Revenue	116,124	103,240	206,841	12,884
Interest	141,000	140,000	153,520	1,000
Insurance	-	-	13,145	-
Miscellaneous Revenue	65,376	168,210	65,655	(102,834)
Shared Facilities	280,540	290,161	324,697	(9,621)
EDC Fund Revenue (re: Debenture Payment)	51,402	54,580	57,609	(3,178)
<i>Miscellaneous Gov't Grants</i>				
Misc Grants EPO/EFIS	1,137,777	1,206,601	2,212,394	(68,824)
Deferred Revenue	-	78,694	-	(78,694)
French Monitor Program	18,000	18,000	20,218	-
CODE: Technology & Summer Literacy	373,829	318,829	-	55,000
SCWI / SWAC	80,000	80,000	88,683	-
Ontario Youth Apprenticeship Program	95,285	95,285	94,925	-
Total Other Revenue	3,454,159	3,736,156	4,326,459	(281,997)
TOTAL REVENUE	125,446,286	119,852,202	118,078,691	5,594,084
School Generated Funds	3,500,000	3,500,000	3,469,893	-
Prior Period Adjustment	-	-	60,362	-
NET REVENUE	128,946,286	123,352,202	121,608,946	5,594,084
EXPENDITURE (including School funds)				
	128,902,751	123,308,667	120,499,065	5,594,084
Surplus(deficit) PSAB	43,535	43,535	1,109,881	(0)
EDC Fund Revenue re: prior Land Purchase	-	-	421,102	-
Adjustment(for Compliance Purposes)	(43,535)	(43,535)	(43,535)	-
Surplus(deficit) For Compliance (Operations)	(0)	-	1,487,448	(0)

**EXPENDITURE
DETAIL**

**SALARY &
BENEFITS BUDGET**

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Salary and Benefits**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	Description
10 INSTRUCTION							
Salaries & Wages	55,697,361	-89,359	55,608,002	52,747,479	52,725,226	2,860,523	
Employee Benefits	7,083,130	-13,137	7,069,993	6,829,850	6,076,798	240,143	
Total INSTRUCTION	62,780,491	-102,496	62,677,995	59,577,329	58,802,024	3,100,666	
12 SPECIAL EDUCATION							
Salaries & Wages	12,747,180		12,747,180	11,853,041	11,332,022	894,139	
Employee Benefits	2,579,625	140,863	2,720,488	2,277,341	2,095,554	443,147	
Total SPECIAL EDUCATION	15,326,805	140,863	15,467,668	14,130,382	13,427,577	1,337,286	
15 SCHOOL MANAGEMENT							
Salaries & Wages	6,971,307		6,971,307	6,851,484	7,026,342	119,823	
Employee Benefits	1,071,812	573	1,072,385	964,951	977,664	107,434	
Total SCHOOL MANAGEMENT	8,043,119	573	8,043,692	7,816,435	8,004,005	227,257	
21 STUDENT SUPPORT SERVICES							
Salaries & Wages	766,824		766,824	655,408	572,964	111,416	
Employee Benefits	154,578		154,578	124,073	100,867	30,505	
Total STUDENT SUPPORT SERVICES	921,402		921,402	779,481	673,831	141,921	
22 COMPUTER SERVICES							
Salaries & Wages	1,005,571		1,005,571	902,659	815,556	102,912	
Employee Benefits	262,459		262,459	230,468	202,354	31,991	
Total COMPUTER SERVICES	1,268,030		1,268,030	1,133,127	1,017,910	134,903	
23 LIBRARY SERVICES							
Salaries & Wages	758,937		758,937	718,894	737,536	40,043	
Employee Benefits	173,786		173,786	148,244	155,063	25,542	
Total LIBRARY SERVICES	932,723		932,723	867,138	892,599	65,585	
24 GUIDANCE SERVICES							

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Salary and Benefits

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	Description
Salaries & Wages	834,308		834,308	879,790	858,839	-45,482	
Employee Benefits	92,310		92,310	90,221	87,625	2,089	
Total GUIDANCE SERVICES	926,618		926,618	970,011	946,464	-43,393	
25 TEACHER SUPPORT SERVICES							
Salaries & Wages	1,330,815		1,330,815	1,095,165	1,031,115	235,650	
Employee Benefits	135,034		135,034	119,322	113,729	15,712	
Total TEACHER SUPPORT SERVICES	1,465,849		1,465,849	1,214,487	1,144,844	251,362	
31 GOVERNANCE/TRUSTEES							
Salaries & Wages	64,700		64,700	64,700	68,096	0	
Employee Benefits	2,588		2,588	2,588	1,559	0	
Total GOVERNANCE/TRUSTEES	67,288		67,288	67,288	69,655	0	
32 SENIOR ADMINISTRATION							
Salaries & Wages	787,858		787,858	787,858	787,858	0	
Employee Benefits	81,031		81,031	77,847	77,932	3,184	
Total SENIOR ADMINISTRATION	868,889		868,889	865,705	865,790	3,184	
33 ADMINISTRATION AND OTHER SUPPORT							
Salaries & Wages	194,869		194,869	126,530	141,469	68,339	
Employee Benefits	33,698		33,698	28,185	29,305	5,513	
Total ADMINISTRATION AND OTHER SUPPO	228,567		228,567	154,715	170,774	73,852	
34 HUMAN RESOURCES ADMINISTRATION							
Salaries & Wages	505,473	-22,099	483,374	438,530	436,449	44,844	
Employee Benefits	112,567	-1,878	110,689	115,032	99,317	-4,343	
Total HUMAN RESOURCES ADMINISTRATIO	618,040	-23,977	594,063	553,562	535,766	40,501	
35 INFORMATION TECHNOLOGY ADMINISTRATION							
Salaries & Wages	60,165		60,165	58,841	53,329	1,324	

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Salary and Benefits

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	Description
Employee Benefits	16,132		16,132	15,312	15,388	820	
Total INFORMATION TECHNOLOGY ADMINI	76,297		76,297	74,153	68,717	2,144	
36 DIRECTOR'S OFFICE							
Salaries & Wages	268,512		268,512	262,285	202,172	6,227	
Employee Benefits	64,422		64,422	59,809	49,193	4,613	
Total DIRECTOR'S OFFICE	332,934		332,934	322,094	251,365	10,840	
37 PAYROLL ADMINISTRATION							
Salaries & Wages	183,072	22,099	205,171	163,376	163,696	41,795	
Employee Benefits	45,003	1,878	46,881	42,892	42,609	3,989	
Total PAYROLL ADMINISTRATION	228,075	23,977	252,052	206,268	206,305	45,784	
38 FINANCE							
Salaries & Wages	397,411		397,411	389,442	351,405	7,969	
Employee Benefits	92,756		92,756	83,568	79,384	9,188	
Total FINANCE	490,167		490,167	473,010	430,789	17,157	
39 PURCHASING AND PROCUREMENT							
Salaries & Wages	80,416		80,416	78,644	75,877	1,772	
Employee Benefits	18,989		18,989	18,285	17,889	704	
Total PURCHASING AND PROCUREMENT	99,405		99,405	96,929	93,766	2,476	
40 SCHOOL OPERATIONS							
Salaries & Wages	4,159,498		4,159,498	4,016,732	4,113,364	142,766	
Employee Benefits	1,247,429	-13,734	1,233,695	1,028,982	1,000,512	204,713	
Total SCHOOL OPERATIONS	5,406,927	-13,734	5,393,193	5,045,714	5,113,876	347,479	
41 SCHOOL MAINTENANCE							
Salaries & Wages	742,246		742,246	725,123	740,830	17,123	
Employee Benefits	179,503		179,503	174,188	182,204	5,315	

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Salary and Benefits**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	Description
Total SCHOOL MAINTENANCE	921,749		921,749	899,311	923,034	22,438	
44 OP & MAINT/CAPITAL-NON INSTRUCTIONAL							
Salaries & Wages	42,771		42,771	41,831	43,066	940	
Employee Benefits	12,671		12,671	11,821	11,852	850	
Total OP & MAINT/CAPITAL-NON INSTRUCTI	55,442		55,442	53,652	54,918	1,790	
55 CONTINUING EDUCATION							
Salaries & Wages	269,218		269,218	260,799	281,582	8,419	
Employee Benefits	26,732		26,732	24,391	23,160	2,341	
Total CONTINUING EDUCATION	295,950		295,950	285,190	304,741	10,760	
Total Budget	101,354,767	25,205	101,379,972	95,585,981	93,998,749	5,793,991	

**OPERATIONS
BUDGET**

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
INSTRUCTION								
10	315	Professional Development - Academic & S.O.'s	187,729		187,729	179,541	151,273	8,188
10	317	Professional Development - Non Teaching	1,000		1,000	1,000	1,439	0
10	319	Religion Course	5,000		5,000	5,000	5,500	0
	Total	Staff Development	193,729		193,729	185,541	158,212	8,188
10	320	Textbooks & Learning Materials	117,818		117,818	198,468	250,832	-80,650
10	322	Books & Periodicals	500		500	500		0
10	324	School Initiatives	0		0	0	35,107	0
10	325	Program Supplies	584,674		584,674	554,666	614,393	30,008
10	330	Instructional Supplies	874,741		874,741	874,741	403,293	0
10	331	Application Software	0		0	0	5,024	0
10	335	Printing & Photocopying - Instructional	200,000		200,000	210,000	197,784	-10,000
10	336	Printing & Photocopying - Non-instructional	2,000		2,000	2,000	323	0
10	339	First Aid Supplies	7,500		7,500	7,500	6,200	0
10	361	Automobile Reimbursement	78,375		78,375	79,530	51,028	-1,155
10	401	Repairs - Furniture & Equipment	5,000		5,000	5,000	347	0
10	402	Repairs - Computer Technology	0		0	0	268	0
10	404	Telephone - Cellular	1,200		1,200	1,200	463	0
10	406	Telephone - Data Communications Services	420,400		420,400	420,400	342,369	0
10	414	Student Senate	12,000		12,000	12,000	8,951	0
10	540	School Trips - Transportation	70,360		70,360	66,810	79,700	3,550
	Total	Supplies & Services	2,374,568		2,374,568	2,432,815	1,996,082	-58,247
10	501	Replacement of Furniture & Equipment - General	58,810		58,810	58,810	190,680	0
10	502	Replacement of Furniture & Equipment - Computer Tech	477,711	50,000	527,711	813,961	603,037	-286,250
10	503	Replacement of Furniture & Equipment - Network Conne	46,550		46,550	46,550	159,428	0
	Total	Replacement of F&E	583,071	50,000	633,071	919,321	953,144	-286,250
10	640	Instructional Advertising	67,500		67,500	67,500	67,036	0
10	653	Other Professional Fees	0		0	10,000	32,691	-10,000
10	654	Other Contractual Services	97,338		97,338	97,338	256,759	0
10	661	Software Fees & Licenses	84,000		84,000	84,000	72,253	0
10	662	Maintenance Fees - Computer Technology	180,050		180,050	167,900	112,185	12,150
10	702	Association & Membership Fees - Individuals	1,200		1,200	1,200		0
	Total	Fees & Contract Services	430,088		430,088	427,938	540,924	2,150
10	701	Association & Membership Fees - Board	0		0	0	613	0
10	705	Student Bursaries/Awards	1,800		1,800	1,800	1,800	0

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
10	725	Miscellaneous	1,500		1,500	1,500		0
	Total	Other Expenses	3,300		3,300	3,300	2,413	0
10	790	Amortization	158,908		158,908	267,972	267,972	-109,064
	Total	Amortization	158,908		158,908	267,972	267,972	-109,064
Total	INSTRUCTION		3,743,664	50,000	3,793,664	4,236,887	3,918,748	-443,223
SPECIAL EDUCATION								
12	315	Professional Development - Academic & S.O.'s	20,200		20,200	20,200	18,405	0
12	317	Professional Development - Non Teaching	16,000		16,000	16,000	11,141	0
	Total	Staff Development	36,200		36,200	36,200	29,545	0
12	320	Textbooks & Learning Materials	5,500		5,500	7,000	2,704	-1,500
12	325	Program Supplies	87,209		87,209	77,184	107,634	10,025
12	330	Instructional Supplies	8,000		8,000	8,000	28,683	0
12	335	Printing & Photocopying - Instructional	0		0	0	1,212	0
12	336	Printing & Photocopying - Non-instructional	8,000		8,000	8,000	7,627	0
12	361	Automobile Reimbursement	45,500		45,500	44,500	38,180	1,000
12	402	Repairs - Computer Technology	3,000		3,000	3,000		0
12	404	Telephone - Cellular	1,450		1,450	1,450	264	0
12	405	Telephone - Voice	2,000		2,000	2,000	13,459	0
12	407	Postage	235		235	235	122	0
12	410	Office Supplies & Services	2,500		2,500	2,500	701	0
12	416	SEAC	500		500	500	75	0
12	540	School Trips - Transportation	2,750		2,750	2,750	3,501	0
	Total	Supplies & Services	166,644		166,644	157,119	204,161	9,525
12	501	Replacement of Furniture & Equipment - General	106,500		106,500	106,500	99,889	0
12	502	Replacement of Furniture & Equipment - Computer Tech	490,508	-97,001	393,507	490,508	138,330	-97,001
	Total	Replacement of F&E	597,008	-97,001	500,007	597,008	238,218	-97,001
12	654	Other Contractual Services	40,500		40,500	40,500	39,506	0
12	662	Maintenance Fees - Computer Technology	25,740		25,740	42,000		-16,260
12	702	Association & Membership Fees - Individuals	0		0	0	175	0
	Total	Fees & Contract Services	66,240		66,240	82,500	39,681	-16,260
Total	SPECIAL EDUCATION		866,092	-97,001	769,091	872,827	511,605	-103,736

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL MANAGEMENT								
15	315	Professional Development - Academic & S.O.'s	23,000		23,000	23,000	33,041	0
15	317	Professional Development - Non Teaching	12,735		12,735	12,735	725	0
	Total	Staff Development	35,735		35,735	35,735	33,766	0
15	324	School Initiatives	0		0	0	12,895	0
15	325	Program Supplies	17,000		17,000	12,000	8,105	5,000
15	335	Printing & Photocopying - Instructional	0		0	0		0
15	336	Printing & Photocopying - Non-instructional	0		0	0	6,330	0
15	361	Automobile Reimbursement	17,000		17,000	17,000	8,524	0
15	404	Telephone - Cellular	0		0	0	20,606	0
15	405	Telephone - Voice	75,405		75,405	75,405	56,441	0
15	406	Telephone - Data Communications Services	0		0	0	2,525	0
15	407	Postage	32,046		32,046	32,046	39,996	0
15	410	Office Supplies & Services	136,112		136,112	136,112	93,972	0
15	415	School Council Supplies	26,000		26,000	37,920	30,523	-11,920
	Total	Supplies & Services	303,563		303,563	310,483	279,917	-6,920
15	501	Replacement of Furniture & Equipment - General	9,000		9,000	9,000	38,464	0
15	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,938	0
15	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350		0
	Total	Replacement of F&E	12,350		12,350	12,350	41,403	0
15	661	Software Fees & Licenses	58,400		58,400	46,900	37,061	11,500
15	662	Maintenance Fees - Computer Technology	116,200		116,200	116,200	112,244	0
15	701	Association & Membership Fees - Board	2,300		2,300	2,300		0
15	719	School Courier	20,000		20,000	20,000	16,362	0
	Total	Fees & Contract Services	196,900		196,900	185,400	165,668	11,500
Total	SCHOOL MANAGEMENT		548,548		548,548	543,968	520,753	4,580

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
STUDENT SUPPORT SERVICES						
21 317	Professional Development - Non Teaching		2,700	2,400	193	300
	Total Staff Development		2,700	2,400	193	300
21 325	Program Supplies		7,095	4,829		2,266
21 361	Automobile Reimbursement		10,000	10,000	6,131	0
21 540	School Trips - Transportation		1,900	1,900		0
	Total Supplies & Services		18,995	16,729	6,131	2,266
Total	STUDENT SUPPORT SERVICES		21,695	19,129	6,324	2,566
COMPUTER SERVICES						
22 317	Professional Development - Non Teaching		29,000	30,000	17,420	-1,000
	Total Staff Development		29,000	30,000	17,420	-1,000
22 325	Program Supplies		1,710	1,710	1,029	0
22 332	Books & Periodicals		0	0		0
22 336	Printing & Photocopying - Non-instructional		900	900	201	0
22 361	Automobile Reimbursement		20,000	20,000	15,960	0
22 402	Repairs - Computer Technology		15,000	16,000	7,939	-1,000
22 404	Telephone - Cellular		9,500	8,500	8,250	1,000
22 405	Telephone - Voice		0	0	738	0
22 406	Telephone - Data Communications Services		34,000	34,000	33,590	0
22 407	Postage		400	800	105	-400
22 410	Office Supplies & Services		1,000	1,000	1,928	0
	Total Supplies & Services		82,510	82,910	69,740	-400
22 501	Replacement of Furniture & Equipment - General		1,000	1,000	711	0
22 502	Replacement of Furniture & Equipment - Computer Tech		4,000	4,000	2,543	0
	Total Replacement of F&E		5,000	5,000	3,254	0
22 653	Other Professional Fees		38,368	38,211	39,868	157
22 654	Other Contractual Services		0	0		0
22 662	Maintenance Fees - Computer Technology		12,252	12,252	12,978	0
22 702	Association & Membership Fees - Individuals		500	500	678	0
	Total Fees & Contract Services		51,120	50,963	53,524	157
Total	COMPUTER SERVICES		167,630	168,873	143,938	-1,243

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
LIBRARY SERVICES								
23	317	Professional Development - Non Teaching	2,000		2,000	2,000	1,134	0
	Total	Staff Development	2,000		2,000	2,000	1,134	0
23	320	Textbooks & Learning Materials	20,000		20,000	10,000	800	10,000
23	321	Library Books	2,000		2,000	2,000	39,079	0
23	325	Program Supplies	14,577		14,577	14,577	16,467	0
23	330	Instructional Supplies	0		0	0	2,107	0
23	335	Printing & Photocopying - Instructional	1,500		1,500	1,500	1,571	0
23	361	Automobile Reimbursement	1,500		1,500	1,500	1,459	0
23	404	Telephone - Cellular	200		200	200	62	0
	Total	Supplies & Services	39,777		39,777	29,777	61,545	10,000
23	662	Maintenance Fees - Computer Technology	23,534		23,534	23,534	24,042	0
	Total	Fees & Contract Services	23,534		23,534	23,534	24,042	0
Total	LIBRARY SERVICES		65,311		65,311	55,311	86,721	10,000
GUIDANCE SERVICES								
24	330	Instructional Supplies	0		0	0	812	0
24	335	Printing & Photocopying - Instructional	0		0	0	2,940	0
	Total	Supplies & Services	0		0	0	3,752	0
24	501	Replacement of Furniture & Equipment - General	0		0	0		0
	Total	Replacement of F&E	0		0	0		0
Total	GUIDANCE SERVICES		0		0	0	3,752	0

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
TEACHER SUPPORT SERVICES								
25	315	Professional Development - Academic & S.O.'s	15,200		15,200	15,200	16,906	0
25	325	Program Supplies	0		0	0	269	0
	Total	Staff Development	15,200		15,200	15,200	17,175	0
25	325	Program Supplies	35,198		35,198	35,869	10,785	-671
25	335	Printing & Photocopying - Instructional	10,500		10,500	10,500	6,009	0
25	361	Automobile Reimbursement	15,695		15,695	15,695	13,231	0
25	404	Telephone - Cellular	1,260		1,260	1,260	1,048	0
	Total	Supplies & Services	62,653		62,653	63,324	31,073	-671
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,196	0
	Total	Replacement of F&E	0		0	0	2,196	0
25	701	Association & Membership Fees - Board	10,000		10,000	10,000	9,340	0
25	702	Association & Membership Fees - Individuals	1,577		1,577	1,577	389	0
	Total	Fees & Contract Services	11,577		11,577	11,577	9,729	0
Total	TEACHER SUPPORT SERVICES		89,430		89,430	90,101	60,172	-671

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
GOVERNANCE/TRUSTEES								
31	317	Professional Development - Non Teaching	23,000		23,000	23,000	14,073	0
	Total	Staff Development	23,000		23,000	23,000	14,073	0
31	336	Printing & Photocopying - Non-instructional	3,500		3,500	3,500	477	0
31	359	Student Trustees	5,000		5,000	5,000		0
31	361	Automobile Reimbursement	10,000		10,000	10,000	9,212	0
31	404	Telephone - Cellular	3,000		3,000	3,000	2,884	0
31	406	Telephone - Data Communications Services	3,600		3,600	3,600	4,115	0
31	407	Postage	200		200	200		0
31	410	Office Supplies & Services	500		500	500	904	0
31	725	Miscellaneous	5,000		5,000	5,000	998	0
	Total	Supplies & Services	30,800		30,800	30,800	18,590	0
31	502	Replacement of Furniture & Equipment - Computer Tech	2,000		2,000	2,000		0
	Total	Replacement of F&E	2,000		2,000	2,000		0
31	702	Association & Membership Fees - Individuals	0		0	0		0
	Total	Fees & Contract Services	0		0	0		0
Total	GOVERNANCE/TRUSTEES		55,800		55,800	55,800	32,663	0

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SENIOR ADMINISTRATION						
32 315	Professional Development - Academic & S.O.'s		27,000	30,059	25,022	-3,059
32 316	Professional Memberships - Academic		300	300		0
	Total Staff Development		27,300	30,359	25,022	-3,059
32 322	Books & Periodicals		2,250	2,250	1,155	0
32 325	Program Supplies		4,553	4,553	134	0
32 336	Printing & Photocopying - Non-instructional		4,000	4,000	1,776	0
32 361	Automobile Reimbursement		9,500	9,500	2,377	0
32 404	Telephone - Cellular		10,000	10,000	4,750	0
32 406	Telephone - Data Communications Services		1,000	1,000	868	0
	Total Supplies & Services		31,303	31,303	11,060	0
32 702	Association & Membership Fees - Individuals		10,900	10,900	8,850	0
	Total Fees & Contract Services		10,900	10,900	8,850	0
32 725	Miscellaneous		1,500	1,500	1,277	0
	Total Other Expenses		1,500	1,500	1,277	0
Total	SENIOR ADMINISTRATION		71,003	74,062	46,209	-3,059

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
ADMINISTRATION AND OTHER SUPPORT						
33 317	Professional Development - Non Teaching		6,100	6,100	10,354	0
	Total Staff Development		6,100	6,100	10,354	0
33 336	Printing & Photocopying - Non-instructional		500	500	-102	0
33 361	Automobile Reimbursement		1,700	1,700	1,832	0
33 404	Telephone - Cellular		1,200	1,200	1,492	0
33 405	Telephone - Voice		13,000	13,000	12,312	0
33 406	Telephone - Data Communications Services		1,800	1,800	1,127	0
33 407	Postage		16,000	16,000	7,774	0
33 410	Office Supplies & Services		9,100	9,100	7,680	0
	Total Supplies & Services		43,300	43,300	32,114	0
33 501	Replacement of Furniture & Equipment - General		0	0	5,487	0
	Total Replacement of F&E		0	0	5,487	0
33 640	Instructional Advertising		18,500	18,500	15,381	0
33 652	Legal Fees		15,000	15,000	82,093	0
33 653	Other Professional Fees		61,086	0	29,469	61,086
33 654	Other Contractual Services		2,500	2,500	462	0
33 662	Maintenance Fees - Computer Technology		30,000	30,000	25,959	0
33 672	Liability Insurance		0	0	0	0
33 701	Association & Membership Fees - Board		49,000	49,000	45,687	0
33 702	Association & Membership Fees - Individuals		750	750	655	0
	Total Fees & Contract Services		176,836	115,750	199,706	61,086
33 710	Interest		0	0	135	0
33 725	Miscellaneous		25,500	22,900	17,178	2,600
33 729	Foreign Exchange Gain/Loss		10,000	10,000	7,723	0
	Total Other Expenses		35,500	32,900	25,035	2,600
33 790	Amortization		49,201	49,201	49,201	0
	Total Amortization		49,201	49,201	49,201	0
Total	ADMINISTRATION AND OTHER SUPPORT		310,937	247,251	321,898	63,686

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Operations

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
HUMAN RESOURCES ADMINISTRATION								
34	317	Professional Development - Non Teaching	4,550		4,550	4,550	5,932	0
34	318	Professional Memberships - Non Teaching	1,400		1,400	1,400	932	0
	Total	Staff Development	5,950		5,950	5,950	6,864	0
34	322	Books & Periodicals	1,500		1,500	1,500		0
34	361	Automobile Reimbursement	2,000		2,000	2,000	735	0
34	404	Telephone - Cellular	1,400		1,400	1,400	1,131	0
34	410	Office Supplies & Services	2,500		2,500	2,500	3,669	0
34	421	Recruitment of Staff	20,000		20,000	20,000	5,793	0
34	501	Replacement of Furniture & Equipment - General	0		0	0	5,999	0
	Total	Supplies & Services	27,400		27,400	27,400	17,327	0
34	650	Labour Relations	150,000		150,000	175,000	119,364	-25,000
34	653	Other Professional Fees	20,000		20,000	20,000	1,863	0
34	654	Other Contractual Services	30,000		30,000	30,000	13,115	0
34	661	Software Fees & Licenses	16,720		16,720	19,720	14,761	-3,000
34	662	Maintenance Fees - Computer Technology	10,000		10,000	10,000	10,077	0
34	702	Association & Membership Fees - Individuals	1,400		1,400	1,400	733	0
	Total	Fees & Contract Services	228,120		228,120	256,120	159,913	-28,000
Total	HUMAN RESOURCES ADMINISTRATION		261,470		261,470	289,470	184,103	-28,000
INFORMATION TECHNOLOGY ADMINISTRATION								
35	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350	9,414	0
	Total	Replacement of F&E	3,350		3,350	3,350	9,414	0
35	661	Software Fees & Licenses	11,000		11,000	11,000	11,000	0
	Total	Fees & Contract Services	11,000		11,000	11,000	11,000	0
Total	INFORMATION TECHNOLOGY ADMINISTRATION		14,350		14,350	14,350	20,414	0

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
DIRECTOR'S OFFICE						
36 317	Professional Development - Non Teaching		1,800	1,800	637	0
	Total Staff Development		1,800	1,800	637	0
36 336	Printing & Photocopying - Non-instructional		3,900	3,900		0
36 361	Automobile Reimbursement		1,000	1,000	299	0
36 404	Telephone - Cellular		1,000	1,000	43	0
36 405	Telephone - Voice		1,500	1,500		0
36 406	Telephone - Data Communications Services		1,500	1,500		0
36 410	Office Supplies & Services		6,455	6,455	3,140	0
	Total Supplies & Services		15,355	15,355	3,482	0
36 501	Replacement of Furniture & Equipment - General		1,800	1,800	3,428	0
36 502	Replacement of Furniture & Equipment - Computer Tech		1,350	1,350	2,033	0
	Total Replacement of F&E		3,150	3,150	5,461	0
36 702	Association & Membership Fees - Individuals		0	0		0
	Total Fees & Contract Services		0	0		0
Total	DIRECTOR'S OFFICE		20,305	20,305	9,581	0
PAYROLL ADMINISTRATION						
37 317	Professional Development - Non Teaching		1,500	1,500	179	0
	Total Staff Development		1,500	1,500	179	0
37 361	Automobile Reimbursement		500	500	135	0
37 410	Office Supplies & Services		1,500	1,500	1,521	0
37 502	Replacement of Furniture & Equipment - Computer Tech		0	0	715	0
	Total Supplies & Services		2,000	2,000	2,372	0
37 654	Other Contractual Services		66,000	66,000	66,720	0
37 661	Software Fees & Licenses		1,500	9,000	1,839	-7,500
37 662	Maintenance Fees - Computer Technology		11,500	11,500	9,934	0
37 702	Association & Membership Fees - Individuals		400	400	204	0
	Total Fees & Contract Services		79,400	86,900	78,697	-7,500
Total	PAYROLL ADMINISTRATION		82,900	90,400	81,248	-7,500

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
FINANCE						
38 317	Professional Development - Non Teaching		5,500	3,500	3,729	2,000
38 318	Professional Memberships - Non Teaching		2,400	2,400	1,961	0
Total Staff Development			7,900	5,900	5,690	2,000
38 336	Printing & Photocopying - Non-instructional		3,460	3,460	358	0
38 361	Automobile Reimbursement		500	500	310	0
38 404	Telephone - Cellular		540	540	495	0
38 410	Office Supplies & Services		3,400	3,400	1,733	0
Total Supplies & Services			7,900	7,900	2,897	0
38 501	Replacement of Furniture & Equipment - General		2,000	2,000	971	0
38 502	Replacement of Furniture & Equipment - Computer Tech		3,000	3,000	1,637	0
Total Replacement of F&E			5,000	5,000	2,608	0
38 640	Instructional Advertising		2,655	2,655		0
38 651	Audit Fees		55,000	55,000	52,485	0
38 653	Other Professional Fees		2,500	2,500	6,130	0
38 654	Other Contractual Services		6,000	4,000	1,251	2,000
38 661	Software Fees & Licenses		8,000	8,000	1,292	0
38 662	Maintenance Fees - Computer Technology		52,000	56,000	28,518	-4,000
38 702	Association & Membership Fees - Individuals		1,200	1,200	1,142	0
Total Fees & Contract Services			127,355	129,355	90,818	-2,000
Total FINANCE			148,155	148,155	102,013	0

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
PURCHASING AND PROCUREMENT						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	622	0
39 318 Professional Memberships - Non Teaching	500		500	500	440	0
Total Staff Development	1,500		1,500	1,500	1,062	0
39 361 Automobile Reimbursement	500		500	500	273	0
39 404 Telephone - Cellular	600		600	600	593	0
39 410 Office Supplies & Services	100		100	100	168	0
39 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0	238	0
Total Supplies & Services	1,200		1,200	1,200	1,272	0
39 702 Association & Membership Fees - Individuals	500		500	500	439	0
Total Fees & Contract Services	500		500	500	439	0
Total PURCHASING AND PROCUREMENT	3,200		3,200	3,200	2,773	0

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL OPERATIONS						
40 317	Professional Development - Non Teaching		3,000	3,000	4,295	0
	Total Staff Development		3,000	3,000	4,295	0
40 340	Plant Operations Supplies		262,735	262,735	313,881	0
40 341	Electricity		1,744,581	1,747,661	1,835,199	-3,080
40 343	Heating - Gas		396,558	365,842	237,229	30,716
40 346	Water & Sewage		206,625	200,910	205,283	5,715
40 361	Automobile Reimbursement		7,600	7,600	8,107	0
40 404	Telephone - Cellular		2,000	2,000	613	0
40 430	Maintenance Supplies		50,000	50,000	28,626	0
40 435	Caretakers Supplies		3,500	3,500		0
	Total Supplies & Services		2,673,599	2,640,248	2,628,939	33,351
40 501	Replacement of Furniture & Equipment - General		35,000	35,000	29,897	0
40 502	Replacement of Furniture & Equipment - Computer Tech		1,800	1,800		0
	Total Replacement of F&E		36,800	36,800	29,897	0
40 654	Other Contractual Services		700,000	700,000	717,246	0
40 661	Software Fees & Licenses		33,000	33,000	29,941	0
40 681	Moving of Portables		10,000	10,000		0
	Total Fees & Contract Services		743,000	743,000	747,187	0
40 790	Amortization		4,236,992	3,939,990	3,939,991	297,002
	Total Amortization		4,236,992	3,939,990	3,939,991	297,002
	Total SCHOOL OPERATIONS		7,693,391	7,363,038	7,350,309	330,353

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL MAINTENANCE						
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	2,055	0
Total Staff Development	2,500		2,500	2,500	2,055	0
41 340 Plant Operations Supplies	0		0	0		0
41 361 Automobile Reimbursement	15,000		15,000	15,000	1,064	0
41 370 Vehicle Fuel	30,000		30,000	30,000	28,092	0
41 401 Repairs - Furniture & Equipment	1,000		1,000	1,000		0
41 404 Telephone - Cellular	6,000		6,000	6,000	5,191	0
41 430 Maintenance Supplies	135,000		135,000	135,000	186,460	0
41 431 Maintenance Services	509,300		509,300	509,300	729,328	0
41 432 Landscaping	6,000		6,000	6,000		0
41 434 Building & Grounds (School Based)	61,368		61,368	61,368	39,686	0
41 438 Municipal Improvements	5,000		5,000	5,000	105	0
41 439 Local Improvement Supplies	0		0	0	8,245	0
41 440 Vehicle Maintenance & Supplies	10,000		10,000	10,000	17,779	0
Total Supplies & Services	778,668		778,668	778,668	1,015,950	0
41 501 Replacement of Furniture & Equipment - General	4,500		4,500	4,500	10,292	0
41 625 Rental/Lease - Vehicles	0		0	0	866	0
Total Replacement of F&E	4,500		4,500	4,500	11,158	0
41 754 Debenture Interest - post May 15, 1998	66,800		66,800	70,930	74,866	-4,130
Total Interest Charges on Capital	66,800		66,800	70,930	74,866	-4,130
41 653 Other Professional Fees	2,000		2,000	2,000	12,727	0
41 654 Other Contractual Services	26,000		26,000	26,000	10,475	0
41 661 Software Fees & Licenses	30,000		30,000	30,000	29,941	0
41 671 Property Insurance	120,793		120,793	120,793	71,752	0
41 672 Liability Insurance	89,000		89,000	89,000	55,066	0
41 673 Vehicle Insurance	11,000		11,000	11,000	8,068	0
41 702 Association & Membership Fees - Individuals	2,000		2,000	2,000		0
Total Fees & Contract Services	280,793		280,793	280,793	188,030	0
Total SCHOOL MAINTENANCE	1,133,261		1,133,261	1,137,391	1,292,059	-4,130

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Operations**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL RENEWAL						
42 760 Local Improvements	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688
Total Supplies & Services	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688
Total SCHOOL RENEWAL	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688
NEW PUPIL PLACES						
43 754 Debenture Interest - post May 15, 1998	2,075,970		2,075,970	2,188,642	2,255,701	-112,672
43 761 Capital Loan Interest	3,600		3,600	4,800	6,000	-1,200
Total Interest Charges on Capital	2,079,570		2,079,570	2,193,442	2,261,701	-113,872
Total NEW PUPIL PLACES	2,079,570		2,079,570	2,193,442	2,261,701	-113,872

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
OP & MAINT/CAPITAL-NON INSTRUCTIONAL						
44 317 Professional Development - Non Teaching	0		0	0	77	0
Total Staff Development	0		0	0	77	0
44 336 Printing & Photocopying - Non-instructional	3,000		3,000	3,000	481	0
44 340 Plant Operations Supplies	0		0	0	266	0
44 341 Electricity	55,038		55,038	55,038	57,664	0
44 343 Heating - Gas	9,041		9,041	9,041	5,411	0
44 346 Water & Sewage	3,818		3,818	3,707	2,905	111
44 361 Automobile Reimbursement	0		0	0	410	0
44 405 Telephone - Voice	4,200		4,200	4,200	290	0
44 410 Office Supplies & Services	2,500		2,500	2,500	2,921	0
44 430 Maintenance Supplies	45,000		45,000	45,000	18,030	0
44 431 Maintenance Services	20,000		20,000	20,000	72,771	0
44 432 Landscaping	0		0	0	181	0
44 440 Vehicle Maintenance & Supplies	0		0	0	0	0
Total Supplies & Services	142,597		142,597	142,486	161,329	111
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	3,885	0
Total Replacement of F&E	2,000		2,000	2,000	3,885	0
44 754 Debenture Interest - post May 15, 1998	35,996		35,996	38,222	40,343	-2,226
Total Interest Charges on Capital	35,996		35,996	38,222	40,343	-2,226
44 611 Rental/Lease - Non-Instructional Accommodation	18,484		18,484	18,484	18,484	0
44 653 Other Professional Fees	0		0	0	102	0
Total Rental Expenses	18,484		18,484	18,484	18,587	0
44 654 Other Contractual Services	36,284		36,284	36,284	11,839	0
Total Fees & Contract Services	36,284		36,284	36,284	11,839	0
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	235,361		235,361	237,476	236,059	-2,115

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
DIRECT CAPITAL & DEBT						
45 754 Debenture Interest - post May 15, 1998	305,191		305,191	318,046	330,297	-12,855
Total Interest Charges on Capital	305,191		305,191	318,046	330,297	-12,855
45 762 Other Capital	146,395		146,395	146,395	146,395	0
Total Other Expenses	146,395		146,395	146,395	146,395	0
Total DIRECT CAPITAL & DEBT	451,586		451,586	464,441	476,692	-12,855
TRANSPORTATION - GENERAL						
50 404 Telephone - Cellular	0		0	0		0
Total Supplies & Services	0		0	0		0
50 654 Other Contractual Services	224,000		224,000	211,190	197,736	12,810
Total Fees & Contract Services	224,000		224,000	211,190	197,736	12,810
Total TRANSPORTATION - GENERAL	224,000		224,000	211,190	197,736	12,810
TRANSPORTATION - HOME TO SCHOOL						
51 654 Other Contractual Services	4,846,320		4,846,320	4,659,130	4,286,150	187,190
Total Fees & Contract Services	4,846,320		4,846,320	4,659,130	4,286,150	187,190
Total TRANSPORTATION - HOME TO SCHOOL	4,846,320		4,846,320	4,659,130	4,286,150	187,190

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Operations

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
CONTINUING EDUCATION						
55 315 Professional Development - Academic & S.O.'s	500		500	500	61	0
55 317 Professional Development - Non Teaching	0		0	0	1,041	0
Total Staff Development	500		500	500	1,102	0
55 330 Instructional Supplies	9,400		9,400	9,400	9,190	0
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	360	0
55 361 Automobile Reimbursement	4,400		4,400	4,400	3,397	0
55 404 Telephone - Cellular	600		600	600	520	0
Total Supplies & Services	15,600		15,600	15,600	13,468	0
55 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
Total Replacement of F&E	0		0	0		0
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
Total Fees & Contract Services	1,000		1,000	1,000	989	0
Total CONTINUING EDUCATION	17,100		17,100	17,100	15,559	0
OTHER NON-OPERATING						
59 462 SGF Expense	3,500,000		3,500,000	3,500,000	3,333,400	0
Total Supplies & Services	3,500,000		3,500,000	3,500,000	3,333,400	0
59 722 Claims & Settlements	0		0	0	13,145	0
59 795 Loss on Disposal of TCA	0		0	0	223,962	0
Total Other Expenses	0		0	0	237,107	0
Total OTHER NON-OPERATING	3,500,000		3,500,000	3,500,000	3,570,507	0
TOTAL BUDGET	27,660,468	-137,689	27,522,779	27,722,686	26,535,647	-199,907

CAPITAL BUDGET

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates Tangible Capital Assets**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
SCHOOL MAINTENANCE							
41 551 Additional Furniture & Equipment - General	0		0	27,500	3,754	-27,500	T
Total Tangible Capital Assets	0		0	27,500	3,754	-27,500	
Total SCHOOL MAINTENANCE	0		0	27,500	3,754	-27,500	
SCHOOL RENEWAL							
42 760 Local Improvements	600,000	87,695	687,695	600,000		87,695	T
42 764 Greenhouse Gas Reduction		534,890	534,890			534,890	T
42 765 School Condition Improvement	3,000,000	-860,430	2,139,570	3,000,000	0	-860,430	T
Total Tangible Capital Assets	3,600,000	-237,845	3,362,155	3,600,000	0	-237,845	
Total SCHOOL RENEWAL	3,600,000	-237,845	3,362,155	3,600,000	0	-237,845	
NEW PUPIL PLACES							
43 758 Site Purchases	0		0	0		0	T
43 759 Buildings	0		0	0	-1,231,496	0	ELKP
Total Tangible Capital Assets	0		0	0	-1,231,496	0	
Total NEW PUPIL PLACES	0		0	0	-1,231,496	0	
OP & MAINT/CAPITAL-NON INSTRUCTIONAL							
44 759 Buildings	0		0	0		0	T
Total Tangible Capital Assets	0		0	0		0	
Total OP & MAINT/CAPITAL-NON INSTRUCTIONAL	0		0	0		0	
Total	3,600,000	-237,845	3,362,155	3,627,500	-1,227,742	-265,345	
TOTAL BUDGET	3,600,000	-237,845	3,362,155	3,627,500	-1,227,742	-265,345	

**CURRICULUM
CONSOLIDATED**

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating GSN								
INSTRUCTION								
10	171	Learning Resource Teacher/Other	0		0	0	12,265	0
10	185	Supply - Prof Dev	343,052		343,052	337,268	282,341	5,784
10	186	School Programs	67,944		67,944	67,944	82,701	0
10	188	ECE Supply - Prof Dev	2,790		2,790	2,790	1,731	0
Total Salaries & Wages			413,786		413,786	408,002	379,037	5,784
10	271	Benefits - Learning Resource Teacher/Other School Bas	0		0	0	782	0
10	285	Benefits - Supply Professional Development	33,026		33,026	31,922	24,040	1,104
10	286	Benefits - School Programs	6,556		6,556	6,556	7,249	0
10	288	Benefits - ECE Supply Prof Dev	270		270	270	141	0
10	291	Benefits - Educational Assistant	0		0	0	4,368	0
Total Employee Benefits			39,852		39,852	38,748	36,579	1,104
10	315	Professional Development - Academic & S.O.'s	145,199		145,199	137,011	93,484	8,188
10	319	Religion Course	5,000		5,000	5,000	5,500	0
Total Staff Development			150,199		150,199	142,011	98,984	8,188
10	320	Textbooks & Learning Materials	97,818		97,818	178,468	115,756	-80,650
10	322	Books & Periodicals	500		500	500		0
10	325	Program Supplies	373,491		373,491	284,254	355,181	89,237
10	336	Printing & Photocopying - Non-instructional	2,000		2,000	2,000	323	0
10	361	Automobile Reimbursement	64,553		64,553	64,708	38,047	-155
10	404	Telephone - Cellular	1,200		1,200	1,200	463	0
10	414	Student Senate	12,000		12,000	12,000	8,951	0
10	540	School Trips - Transportation	62,360		62,360	58,810	46,587	3,550
Total Supplies & Services			613,922		613,922	601,940	565,309	11,982
10	501	Replacement of Furniture & Equipment - General	0		0	0	24,529	0
10	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	109,305	0
Total Replacement of F&E			0		0	0	133,835	0
10	654	Other Contractual Services	86,338		86,338	86,338	89,680	0
10	702	Association & Membership Fees - Individuals	1,200		1,200	1,200		0
Total Fees & Contract Services			87,538		87,538	87,538	89,680	0
10	701	Association & Membership Fees - Board	0		0	0	613	0
10	705	Student Bursaries/Awards	1,800		1,800	1,800	1,800	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
10 725 Miscellaneous	1,500		1,500	1,500		0
Total Other Expenses	3,300		3,300	3,300	2,413	0
Total INSTRUCTION	1,308,597		1,308,597	1,281,539	1,305,837	27,058

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SPECIAL EDUCATION								
12	115	Temporary Assistance - Clerical/Technical & Specialized	0		0	0	230	0
12	132	Psychological Services - Professionals & Para-Professio	97,322		97,322	95,178	93,898	2,144
12	171	Learning Resource Teacher/Other	94,613		94,613	94,613	94,613	0
12	185	Supply - Prof Dev	15,960		15,960	15,960	9,917	0
12	186	School Programs	69,084		69,084	73,644	38,641	-4,560
12	192	EA Supply - Prof Dev	7,440		7,440	7,130	2,428	310
		Total Salaries & Wages	284,419		284,419	286,525	239,727	-2,106
12	215	Benefits - Temporary Assistance - Clerical/Technical & S	0		0	0	41	0
12	232	Benefits - Psychological Services - Professionals & Para	21,733		21,733	21,093	22,574	640
12	271	Benefits - Learning Resource Teacher/Other School Bas	7,379		7,379	7,379	7,379	0
12	285	Benefits - Supply Professional Development.	1,540		1,540	1,540	832	0
12	286	Benefits - School Programs	6,666		6,666	7,106	3,320	-440
12	292	Benefits - EA Supply Prof Dev	720		720	690	228	30
12	310	Workers' Compensation	0		0	0	0	0
		Total Employee Benefits	38,038		38,038	37,808	34,374	230
12	315	Professional Development - Academic & S O.'s	20,200		20,200	20,200	18,391	0
12	317	Professional Development - Non Teaching	14,700		14,700	14,700	8,925	0
		Total Staff Development	34,900		34,900	34,900	27,316	0
12	320	Textbooks & Learning Materials	5,500		5,500	7,000	2,704	-1,500
12	325	Program Supplies	81,298		81,298	75,408	107,435	5,890
12	330	Instructional Supplies	8,000		8,000	8,000	8,875	0
12	336	Printing & Photocopying - Non-instructional	8,000		8,000	8,000	7,627	0
12	361	Automobile Reimbursement	40,500		40,500	39,500	34,828	1,000
12	402	Repairs - Computer Technology	3,000		3,000	3,000	0	0
12	404	Telephone - Cellular	1,450		1,450	1,450	264	0
12	405	Telephone - Voice	2,000		2,000	2,000	13,459	0
12	407	Postage	235		235	235	122	0
12	410	Office Supplies & Services	2,500		2,500	2,500	701	0
12	416	SEAC	500		500	500	75	0
12	540	School Trips - Transportation	2,750		2,750	2,750	3,501	0
		Total Supplies & Services	155,733		155,733	150,343	179,591	5,390
12	501	Replacement of Furniture & Equipment - General	106,500		106,500	106,500	99,889	0
12	502	Replacement of Furniture & Equipment - Computer Tech	490,508	-97,001	393,507	490,508	138,330	-97,001

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Total Replacement of F&E	597,008	-97,001	500,007	597,008	238,218	-97,001
12 654 Other Contractual Services	40,500		40,500	40,500	39,506	0
12 702 Association & Membership Fees - Individuals	0		0	0	175	0
Total Fees & Contract Services	40,500		40,500	40,500	39,681	0
Total SPECIAL EDUCATION	1,150,598	-97,001	1,053,597	1,147,084	758,907	-93,487
SCHOOL MANAGEMENT						
15 151 Principals	23,471		23,471	23,125	23,067	346
Total Salaries & Wages	23,471		23,471	23,125	23,067	346
15 251 Benefits - Principals	2,106		2,106	2,106	2,106	0
Total Employee Benefits	2,106		2,106	2,106	2,106	0
15 315 Professional Development - Academic & S.O.'s	10,000		10,000	10,000	29,891	0
Total Staff Development	10,000		10,000	10,000	29,891	0
15 325 Program Supplies	5,000		5,000	0	3,955	5,000
15 361 Automobile Reimbursement	16,000		16,000	16,000	8,360	0
15 415 School Council Supplies	26,000		26,000	26,000	19,803	0
Total Supplies & Services	47,000		47,000	42,000	32,117	5,000
15 661 Software Fees & Licenses	0		0	0	3,576	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300		0
Total Fees & Contract Services	2,300		2,300	2,300	3,576	0
Total SCHOOL MANAGEMENT	84,877		84,877	79,531	90,757	5,346

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

		Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
STUDENT SUPPORT SERVICES							
21	136	Other Professionals & Para-Professionals	6,818	6,818	6,818	4,973	0
	Total	Salaries & Wages	6,818	6,818	6,818	4,973	0
21	236	Benefits - Other Professionals & Para-Professionals	682	682	682	256	0
	Total	Employee Benefits	682	682	682	256	0
21	317	Professional Development - Non Teaching	1,200	1,200	900	193	300
	Total	Staff Development	1,200	1,200	900	193	300
21	325	Program Supplies	2,000	2,000			2,000
21	361	Automobile Reimbursement	9,000	9,000	9,000	6,131	0
	Total	Supplies & Services	11,000	11,000	9,000	6,131	2,000
Total	STUDENT SUPPORT SERVICES		19,700	19,700	17,400	11,553	2,300
COMPUTER SERVICES							
22	135	Technicians - Student Support	55,247	55,247	54,030		1,217
	Total	Salaries & Wages	55,247	55,247	54,030		1,217
22	235	Benefits - Technicians - Student Support	7,204	7,204	7,204		0
	Total	Employee Benefits	7,204	7,204	7,204		0
Total	COMPUTER SERVICES		62,451	62,451	61,234		1,217

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
LIBRARY SERVICES								
23	317	Professional Development - Non Teaching	2,000		2,000	2,000	1,134	0
	Total	Staff Development	2,000		2,000	2,000	1,134	0
23	320	Textbooks & Learning Materials	20,000		20,000	10,000	800	10,000
23	321	Library Books	2,000		2,000	2,000		0
23	325	Program Supplies	14,577		14,577	14,577	16,467	0
23	335	Printing & Photocopying - Instructional	1,500		1,500	1,500		0
23	361	Automobile Reimbursement	1,500		1,500	1,500	1,459	0
23	404	Telephone - Cellular	200		200	200	62	0
	Total	Supplies & Services	39,777		39,777	29,777	18,788	10,000
23	662	Maintenance Fees - Computer Technology	23,534		23,534	23,534	24,042	0
	Total	Fees & Contract Services	23,534		23,534	23,534	24,042	0
Total	LIBRARY SERVICES		65,311		65,311	55,311	43,964	10,000

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
TEACHER SUPPORT SERVICES								
25	112	Clerical & Secretarial	38,341		38,341	37,491	37,270	850
25	161	Coordinators/Consultants - Teacher Support	244,792		244,792	244,145	257,466	647
	Total	Salaries & Wages	283,133		283,133	281,636	294,736	1,497
25	212	Benefits - Clerical & Secretarial	12,097		12,097	11,248	11,253	849
25	261	Benefits - Coordinators/Consultants - Teacher Support	26,599		26,599	26,599	26,679	0
	Total	Employee Benefits	38,696		38,696	37,847	37,932	849
25	315	Professional Development - Academic & S.O.'s	12,200		12,200	12,200	13,641	0
25	325	Program Supplies	0		0	0	269	0
	Total	Staff Development	12,200		12,200	12,200	13,909	0
25	325	Program Supplies	32,698		32,698	33,369	8,247	-671
25	335	Printing & Photocopying - Instructional	10,500		10,500	10,500	5,943	0
25	361	Automobile Reimbursement	15,195		15,195	15,195	11,233	0
25	404	Telephone - Cellular	760		760	760	548	0
	Total	Supplies & Services	59,153		59,153	59,824	25,971	-671
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,196	0
	Total	Replacement of F&E	0		0	0	2,196	0
25	702	Association & Membership Fees - Individuals	1,577		1,577	1,577	339	0
	Total	Fees & Contract Services	1,577		1,577	1,577	339	0
Total	TEACHER SUPPORT SERVICES		394,759		394,759	393,084	375,083	1,675

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
CONTINUING EDUCATION						
55 185 Supply - Prof Dev	0		0	0	228	0
Total Salaries & Wages	0		0	0	228	0
55 285 Benefits - Supply Professional Development.	0		0	0	16	0
Total Employee Benefits	0		0	0	16	0
55 315 Professional Development - Academic & S.O.'s	500		500	500	61	0
Total Staff Development	500		500	500	61	0
55 330 Instructional Supplies	9,400		9,400	9,400	9,190	0
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	360	0
55 361 Automobile Reimbursement	4,400		4,400	4,400	3,397	0
55 404 Telephone - Cellular	600		600	600	520	0
Total Supplies & Services	15,600		15,600	15,600	13,468	0
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
Total Fees & Contract Services	1,000		1,000	1,000	989	0
Total CONTINUING EDUCATION	17,100		17,100	17,100	14,762	0
Total Operating GSN	3,103,393	-97,001	3,006,392	3,052,283	2,600,863	-45,891

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating EPO Grants								
INSTRUCTION								
10	171	Learning Resource Teacher/Other	96,741		96,741	96,741	192,061	0
10	185	Supply - Prof Dev	267,102		267,102	287,622	307,282	-20,520
10	188	ECE Supply - Prof Dev	33,943		33,943	0	12,427	33,943
10	189	ECE Supply	0		0	0		0
10	194	Designated Early Childhood Educator	0		0	0		0
Total Salaries & Wages			397,786		397,786	384,363	511,771	13,423
10	271	Benefits - Learning Resource Teacher/Other School Bas	11,609		11,609	11,609	21,010	0
10	285	Benefits - Supply Professional Development.	25,817		25,817	27,797	25,947	-1,980
10	288	Benefits - ECE Supply Prof Dev	3,270		3,270	0	1,012	3,270
10	289	Benefits - ECE Supply	0		0	0		0
10	294	Benefits - Early Childhood Educator	0		0	0		0
Total Employee Benefits			40,696		40,696	39,406	47,969	1,290
10	315	Professional Development - Academic & S.O.'s	31,380		31,380	31,380	50,169	0
10	317	Professional Development - Non Teaching	0		0	0	1,321	0
Total Staff Development			31,380		31,380	31,380	51,490	0
10	325	Program Supplies	201,183		201,183	248,412	246,597	-47,229
10	335	Printing & Photocopying - Instructional	0		0	10,000		-10,000
10	361	Automobile Reimbursement	13,822		13,822	13,822	9,841	0
10	540	School Trips - Transportation	2,000		2,000	2,000	1,402	0
Total Supplies & Services			217,005		217,005	274,234	257,840	-57,229
10	502	Replacement of Furniture & Equipment - Computer Tech	30,682		30,682	30,682	28,953	0
Total Replacement of F&E			30,682		30,682	30,682	28,953	0
10	640	Instructional Advertising	0		0	0		0
10	654	Other Contractual Services	0		0	0	49,417	0
Total Fees & Contract Services			0		0	0	49,417	0
Total INSTRUCTION			717,549		717,549	760,065	947,440	-42,516

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SPECIAL EDUCATION								
12	132	Psychological Services - Professionals & Para-Professio	65,702		65,702	69,167		-3,465
12	185	Supply - Prof Dev	2,280		2,280	2,280		0
12	186	School Programs	3,648		3,648	3,648	14,819	0
12	191	Educational Assistant	34,821		34,821	34,821		0
12	192	EA Supply - Prof Dev	310		310	310	1,138	0
		Total Salaries & Wages	106,761		106,761	110,226	15,956	-3,465
12	232	Benefits - Psychological Services - Professionals & Para	13,140		13,140	13,833		-693
12	285	Benefits - Supply Professional Development.	220		220	220		0
12	286	Benefits - School Programs	352		352	352	1,252	0
12	291	Benefits - Educational Assistant	4,179		4,179	4,179		0
12	292	Benefits - EA Supply Prof Dev	30		30	30	134	0
		Total Employee Benefits	17,921		17,921	18,614	1,386	-693
12	315	Professional Development - Academic & S.O.'s	0		0	0	14	0
12	317	Professional Development - Non Teaching	1,300		1,300	1,300	925	0
		Total Staff Development	1,300		1,300	1,300	939	0
12	325	Program Supplies	5,911		5,911	1,776	198	4,135
12	361	Automobile Reimbursement	5,000		5,000	5,000	3,353	0
		Total Supplies & Services	10,911		10,911	6,776	3,551	4,135
		Total SPECIAL EDUCATION	136,893		136,893	136,916	21,832	-23
SCHOOL MANAGEMENT								
15	315	Professional Development - Academic & S.O.'s	12,000		12,000	12,000	2,205	0
		Total Staff Development	12,000		12,000	12,000	2,205	0
15	325	Program Supplies	12,000		12,000	12,000	3,326	0
15	361	Automobile Reimbursement	1,000		1,000	1,000	164	0
15	410	Office Supplies & Services	5,158		5,158	5,158	7,835	0
15	415	School Council Supplies	0		0	11,920	10,720	-11,920
		Total Supplies & Services	18,158		18,158	30,078	22,045	-11,920
		Total SCHOOL MANAGEMENT	30,158		30,158	42,078	24,251	-11,920

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
STUDENT SUPPORT SERVICES								
21	136	Other Professionals & Para-Professionals	68,029		68,029	74,088	70,527	-6,059
21	138	Supply - Student Support	3,673		3,673			3,673
21	139	Supply PD - Student Support	6,823		6,823			6,823
21	188	ECE Supply - Prof Dev	0		0	1,015		-1,015
21	189	ECE Supply	0		0	3,688		-3,688
		Total Salaries & Wages	78,525		78,525	78,791	70,527	-266
21	236	Benefits - Other Professionals & Para-Professionals	12,164		12,164	13,314	12,390	-1,150
21	238	Benefits - Supply - Student Support	689		689			689
21	239	Benefits - Supply PD - Student Support	1,251		1,251			1,251
21	288	Benefits - ECE Supply Prof Dev	0		0	101		-101
21	289	Benefits - ECE Supply	0		0	689		-689
		Total Employee Benefits	14,104		14,104	14,104	12,390	0
21	317	Professional Development - Non Teaching	1,500		1,500	1,500		0
		Total Staff Development	1,500		1,500	1,500		0
21	325	Program Supplies	5,095		5,095	4,829		266
21	361	Automobile Reimbursement	1,000		1,000	1,000		0
21	540	School Trips - Transportation	1,900		1,900	1,900		0
		Total Supplies & Services	7,995		7,995	7,729		266
Total		STUDENT SUPPORT SERVICES	102,124		102,124	102,124	82,917	0

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
TEACHER SUPPORT SERVICES						
25 161 Coordinators/Consultants - Teacher Support	73,660		73,660	73,660	73,660	0
Total Salaries & Wages	73,660		73,660	73,660	73,660	0
25 261 Benefits - Coordinators/Consultants - Teacher Support	8,840		8,840	8,840	8,840	0
Total Employee Benefits	8,840		8,840	8,840	8,840	0
25 315 Professional Development - Academic & S.O.'s	0		0	0	306	0
Total Staff Development	0		0	0	306	0
25 325 Program Supplies	0		0	0	379	0
25 361 Automobile Reimbursement	0		0	0	1,536	0
Total Supplies & Services	0		0	0	1,915	0
Total TEACHER SUPPORT SERVICES	82,500		82,500	82,500	84,721	0
Total Operating EPO Grants	1,069,224		1,069,224	1,123,683	1,161,161	-54,459

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating Other Grants								
INSTRUCTION								
10	171	Learning Resource Teacher/Other	75,000		75,000	75,000	63,325	0
10	185	Supply - Prof Dev	78,888		78,888	89,832	88,456	-10,944
10	188	ECE Supply - Prof Dev	0		0	0	6,165	0
	Total	Salaries & Wages	153,888		153,888	164,832	157,946	-10,944
10	271	Benefits - Learning Resource Teacher/Other School Bas	0		0	0	4,997	0
10	285	Benefits - Supply Professional Development.	7,612		7,612	8,668	7,854	-1,056
10	288	Benefits - ECE Supply Prof Dev	0		0	0	511	0
	Total	Employee Benefits	7,612		7,612	8,668	13,362	-1,056
10	315	Professional Development - Academic & S.O.'s	3,000		3,000	3,000	3,604	0
	Total	Staff Development	3,000		3,000	3,000	3,604	0
10	320	Textbooks & Learning Materials	0		0	0	1,380	0
10	325	Program Supplies	10,000		10,000	22,000	12,615	-12,000
10	361	Automobile Reimbursement	0		0	1,000	2,427	-1,000
10	540	School Trips - Transportation	6,000		6,000	6,000	7,559	0
	Total	Supplies & Services	16,000		16,000	29,000	23,980	-13,000
10	501	Replacement of Furniture & Equipment - General	0		0	0	79,089	0
10	502	Replacement of Furniture & Equipment - Computer Tech	212,329		212,329	212,329	220,641	0
	Total	Replacement of F&E	212,329		212,329	212,329	299,730	0
10	640	Instructional Advertising	7,500		7,500	7,500	8,044	0
10	653	Other Professional Fees	0		0	10,000	4,597	-10,000
	Total	Fees & Contract Services	7,500		7,500	17,500	12,641	-10,000
	Total	INSTRUCTION	400,329		400,329	435,329	511,263	-35,000

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Consolidated by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL MANAGEMENT						
15 112 Clerical & Secretarial	11,300		11,300	11,300	11,300	0
Total Salaries & Wages	11,300		11,300	11,300	11,300	0
15 212 Benefits - Clerical & Secretarial	2,503		2,503	2,503	2,503	0
Total Employee Benefits	2,503		2,503	2,503	2,503	0
Total SCHOOL MANAGEMENT	13,803		13,803	13,803	13,803	0
COMPUTER SERVICES						
22 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	0		0	0		0
Total COMPUTER SERVICES	0		0	0		0
TEACHER SUPPORT SERVICES						
25 161 Coordinators/Consultants - Teacher Support	43,300		43,300	43,300	51,483	0
Total Salaries & Wages	43,300		43,300	43,300	51,483	0
25 261 Benefits - Coordinators/Consultants - Teacher Support	5,182		5,182	5,182	5,340	0
Total Employee Benefits	5,182		5,182	5,182	5,340	0
25 315 Professional Development - Academic & S.O.'s	3,000		3,000	3,000	2,959	0
Total Staff Development	3,000		3,000	3,000	2,959	0
25 325 Program Supplies	2,500		2,500	2,500	2,022	0
25 335 Printing & Photocopying - Instructional	0		0	0	65	0
25 361 Automobile Reimbursement	500		500	500	463	0
25 404 Telephone - Cellular	500		500	500	500	0
Total Supplies & Services	3,500		3,500	3,500	3,050	0
Total TEACHER SUPPORT SERVICES	54,982		54,982	54,982	62,832	0
Total Operating Other Grants	469,114		469,114	504,114	587,897	-35,000
TOTAL BUDGET	4,641,731	-97,001	4,544,730	4,680,080	4,349,921	-135,350

CURRICULUM TELFER

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating GSN						
INSTRUCTION						
10 185	Supply - Prof Dev		58,824	58,824	57,793	0
10 188	ECE Supply - Prof Dev		2,790	2,790	1,731	0
Total Salaries & Wages			61,614	61,614	59,523	0
10 285	Benefits - Supply Professional Development		5,676	5,676	4,954	0
10 288	Benefits - ECE Supply Prof Dev		270	270	141	0
10 291	Benefits - Educational Assistant		0	0	4,368	0
Total Employee Benefits			5,946	5,946	9,462	0
10 315	Professional Development - Academic & S.O.'s		11,620	11,620	7,737	0
Total Staff Development			11,620	11,620	7,737	0
10 325	Program Supplies		44,910	44,910	81,513	0
10 336	Printing & Photocopying - Non-instructional		0	0	323	0
10 361	Automobile Reimbursement		17,300	17,300	11,806	0
10 540	School Trips - Transportation		14,078	14,078	11,862	0
Total Supplies & Services			76,288	76,288	105,504	0
10 502	Replacement of Furniture & Equipment - Computer Tech		0	0	106,774	0
Total Replacement of F&E			0	0	106,774	0
10 654	Other Contractual Services		86,338	86,338	89,680	0
10 702	Association & Membership Fees - Individuals		200	200		0
Total Fees & Contract Services			86,538	86,538	89,680	0
Total INSTRUCTION			242,006	242,006	378,680	0
SCHOOL MANAGEMENT						
15 415	School Council Supplies		26,000	26,000	19,803	0
Total Supplies & Services			26,000	26,000	19,803	0
15 701	Association & Membership Fees - Board		2,300	2,300		0
Total Fees & Contract Services			2,300	2,300		0
Total SCHOOL MANAGEMENT			28,300	28,300	19,803	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund

		Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
STUDENT SUPPORT SERVICES							
21	136	Other Professionals & Para-Professionals		6,818	6,818	4,973	0
		Total Salaries & Wages		6,818	6,818	4,973	0
21	236	Benefits - Other Professionals & Para-Professionals		682	682	256	0
		Total Employee Benefits		682	682	256	0
Total		STUDENT SUPPORT SERVICES		7,500	7,500	5,229	0
TEACHER SUPPORT SERVICES							
25	315	Professional Development - Academic & S.O.'s		8,700	8,700	5,159	0
25	325	Program Supplies		0	0	269	0
		Total Staff Development		8,700	8,700	5,428	0
25	325	Program Supplies		6,600	6,600	4,878	0
25	335	Printing & Photocopying - Instructional		6,300	6,300	4,685	0
25	361	Automobile Reimbursement		10,395	10,395	7,675	0
25	404	Telephone - Cellular		360	360	451	0
		Total Supplies & Services		23,655	23,655	17,689	0
25	702	Association & Membership Fees - Individuals		977	977	100	0
		Total Fees & Contract Services		977	977	100	0
Total		TEACHER SUPPORT SERVICES		33,332	33,332	23,217	0
Total		Operating GSN		311,138	311,138	426,930	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating EPO Grants								
INSTRUCTION								
10	171	Learning Resource Teacher/Other	96,741		96,741	96,741	192,061	0
10	185	Supply - Prof Dev	218,994		218,994	218,994	212,872	0
10	188	ECE Supply - Prof Dev	33,943		33,943	0	8,475	33,943
10	189	ECE Supply	0		0	0		0
10	194	Designated Early Childhood Educator	0		0	0		0
Total Salaries & Wages			349,678		349,678	315,735	413,408	33,943
10	271	Benefits - Learning Resource Teacher/Other School Bas	11,609		11,609	11,609	21,010	0
10	285	Benefits - Supply Professional Development.	21,175		21,175	21,175	18,279	0
10	288	Benefits - ECE Supply Prof Dev	3,270		3,270	0	686	3,270
10	289	Benefits - ECE Supply	0		0	0		0
10	294	Benefits - Early Childhood Educator	0		0	0		0
Total Employee Benefits			36,054		36,054	32,784	39,975	3,270
10	315	Professional Development - Academic & S.O.'s	16,962		16,962	16,962	12,063	0
10	317	Professional Development - Non Teaching	0		0	0	1,321	0
Total Staff Development			16,962		16,962	16,962	13,384	0
10	325	Program Supplies	75,307		75,307	77,734	102,448	-2,427
10	335	Printing & Photocopying - Instructional	0		0	10,000		-10,000
10	361	Automobile Reimbursement	11,522		11,522	11,522	7,091	0
10	540	School Trips - Transportation	2,000		2,000	2,000	1,402	0
Total Supplies & Services			88,829		88,829	101,256	110,941	-12,427
10	640	Instructional Advertising	0		0	0		0
Total Fees & Contract Services			0		0	0		0
Total INSTRUCTION			491,523		491,523	466,737	577,709	24,786

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SPECIAL EDUCATION						
12 192 EA Supply - Prof Dev	0		0	0	908	0
Total Salaries & Wages	0		0	0	908	0
12 292 Benefits - EA Supply Prof Dev	0		0	0	115	0
Total Employee Benefits	0		0	0	115	0
Total SPECIAL EDUCATION	0		0	0	1,022	0
SCHOOL MANAGEMENT						
15 325 Program Supplies	10,000		10,000	10,000	2,494	0
15 415 School Council Supplies	0		0	11,920	10,720	-11,920
Total Supplies & Services	10,000		10,000	21,920	13,214	-11,920
Total SCHOOL MANAGEMENT	10,000		10,000	21,920	13,214	-11,920

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
STUDENT SUPPORT SERVICES								
21	136	Other Professionals & Para-Professionals	68,029		68,029	74,088	70,527	-6,059
21	138	Supply - Student Support	3,673		3,673			3,673
21	139	Supply PD - Student Support	6,823		6,823			6,823
21	188	ECE Supply - Prof Dev	0		0	1,015		-1,015
21	189	ECE Supply	0		0	3,688		-3,688
		Total Salaries & Wages	78,525		78,525	78,791	70,527	-266
21	236	Benefits - Other Professionals & Para-Professionals	12,164		12,164	13,314	12,390	-1,150
21	238	Benefits - Supply - Student Support	689		689			689
21	239	Benefits - Supply PD - Student Support	1,251		1,251			1,251
21	288	Benefits - ECE Supply Prof Dev	0		0	101		-101
21	289	Benefits - ECE Supply	0		0	689		-689
		Total Employee Benefits	14,104		14,104	14,104	12,390	0
21	317	Professional Development - Non Teaching	1,500		1,500	1,500		0
		Total Staff Development	1,500		1,500	1,500		0
21	325	Program Supplies	5,095		5,095	4,829		266
21	361	Automobile Reimbursement	1,000		1,000	1,000		0
21	540	School Trips - Transportation	1,900		1,900	1,900		0
		Total Supplies & Services	7,995		7,995	7,729		266
Total		STUDENT SUPPORT SERVICES	102,124		102,124	102,124	82,917	0

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
TEACHER SUPPORT SERVICES						
25 161 Coordinators/Consultants - Teacher Support	73,660		73,660	73,660	73,660	0
Total Salaries & Wages	73,660		73,660	73,660	73,660	0
25 261 Benefits - Coordinators/Consultants - Teacher Support	8,840		8,840	8,840	8,840	0
Total Employee Benefits	8,840		8,840	8,840	8,840	0
25 315 Professional Development - Academic & S.O.'s	0		0	0	306	0
Total Staff Development	0		0	0	306	0
25 325 Program Supplies	0		0	0	379	0
25 361 Automobile Reimbursement	0		0	0	1,536	0
Total Supplies & Services	0		0	0	1,915	0
Total TEACHER SUPPORT SERVICES	82,500		82,500	82,500	84,721	0
Total Operating EPO Grants	686,147		686,147	673,281	759,583	12,866

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating Other Grants								
INSTRUCTION								
10	185	Supply - Prof Dev	78,888		78,888	82,536	85,265	-3,648
10	188	ECE Supply - Prof Dev	0		0	0	6,165	0
	Total	Salaries & Wages	78,888		78,888	82,536	91,429	-3,648
10	285	Benefits - Supply Professional Development.	7,612		7,612	7,964	7,582	-352
10	288	Benefits - ECE Supply Prof Dev	0		0	0	511	0
	Total	Employee Benefits	7,612		7,612	7,964	8,093	-352
10	315	Professional Development - Academic & S.O.'s	0		0	0	684	0
	Total	Staff Development	0		0	0	684	0
10	361	Automobile Reimbursement	0		0	1,000	2,072	-1,000
	Total	Supplies & Services	0		0	1,000	2,072	-1,000
10	502	Replacement of Furniture & Equipment - Computer Tech	212,329		212,329	212,329	220,641	0
	Total	Replacement of F&E	212,329		212,329	212,329	220,641	0
10	653	Other Professional Fees	0		0	0		0
	Total	Fees & Contract Services	0		0	0		0
	Total	INSTRUCTION	298,829		298,829	303,829	322,919	-5,000
	Total	Operating Other Grants	298,829		298,829	303,829	322,919	-5,000
	TOTAL BUDGET		1,296,114		1,296,114	1,288,248	1,509,432	7,866

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer

				136	138	139	161	171	185	188
Responsibility Description	Function	Program	Program Description	Other Professionals & Para-Professionals	Supply - Student Support	Supply PD - Student Support	Coordinators/ Consultants - Teacher Support	Learning Resource Teacher/Other	Supply - Prof Dev	ECE Supply - Prof Dev
Curriculum - School Effectiveness - Telfer	10	401	Arts Program						28,728	
		403	French as a Second Language						5,244	
		425	Literacy							
		432	Language						5,244	
		440	JK/SK						5,472	2,790
		442	Computer Education						11,856	
		455	Outdoor Education and Engagement							
		496	ESL						2,280	
	10 Total								58,824	2,790
	15	000	General							
	15 Total									
	21	000	General	6,818						
	21 Total			6,818						
	25	401	Arts Program							
		403	French as a Second Language							
		410	Program Consultant							
		425	Literacy							
		427	SEF: Board Capacity							
		442	Computer Education							
		496	ESL							
	25 Total									
Curriculum - School Effectiveness - Telfer Total				6,818					58,824	2,790
EPO - School Effectiveness - Telfer	10	402	FSL-Official Language in Education						31,578	
		465	CODE - Technology Enabled Learning						78,888	
		482	Early Years Leadership Strategy						456	
		485	Renewed Mathematics Strategy					96,741	186,960	
		AAA	ECE - Professional Development OSSTF Ext							33,943
	10 Total							96,741	297,882	33,943
	15	483	Parents Reaching Out - Prov/Reg							
	15 Total									
	21	469	Tutors in the Classroom	6,818						
		481	Parenting & Family Literacy Ctr		3,673	6,823				
	21 Total			6,818	3,673	6,823				
	25	482	Early Years Leadership Strategy				73,660			
	25 Total						73,660			
		481	Parenting & Family Literacy Ctr	61,211						
	Total			61,211						
EPO - School Effectiveness - Telfer Total				68,029	3,673	6,823	73,660	96,741	297,882	33,943
Grand Total				74,847	3,673	6,823	73,660	96,741	356,706	36,733

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer

Responsibility Description	Function	Program	Program Description	236	238	239	261	271	285	288		
				Benefits - Other Professionals & Para-Professionals	Benefits - Supply - Student Support	Benefits - Supply PD - Student Support	Benefits - Coordinators/Consultants - Teacher Support	Benefits - Learning Resource Teacher/School Based Teachers	Benefits - Supply Professional Development	Benefits - ECE Supply Prof Dev		
Curriculum - School Effectiveness - Telfer	10	401	Arts Program							2,772		
		403	French as a Second Language							506		
		425	Literacy									
		432	Language								506	
		440	JK/SK								528	
		442	Computer Education								1,144	
		455	Outdoor Education and Engagement									
		496	ESL								220	
		10 Total									5,676	270
		15	000	General								
15 Total												
21	000	General		682								
21 Total				682								
25	401	Arts Program										
	403	French as a Second Language										
	410	Program Consultant										
	425	Literacy										
	427	SEF: Board Capacity										
	442	Computer Education										
	496	ESL										
25 Total												
Curriculum - School Effectiveness - Telfer Total				682					5,676	270		
EPO - School Effectiveness - Telfer	10	402	FSL-Official Language in Education							3,091		
		465	CODE - Technology Enabled Learning							7,612		
		482	Early Years Leadership Strategy							44		
		485	Renewed Mathematics Strategy					11,609		18,040		
		AAA	ECE - Professional Development OSSTF Ext								3,270	
		10 Total							11,609	28,787	3,270	
		15	483	Parents Reaching Out - Prov/Reg								
		15 Total										
		21	469	Tutors in the Classroom	682							
			481	Parenting & Family Literacy Ctr	11,482	689	1,251					
21 Total			12,164	689	1,251							
25	482	Early Years Leadership Strategy				8,840						
25 Total						8,840						
Total		481	Parenting & Family Literacy Ctr									
EPO - School Effectiveness - Telfer Total				12,164	689	1,251	8,840	11,609	28,787	3,270		
Grand Total				12,846	689	1,251	8,840	11,609	34,463	3,540		

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer

Responsibility Description	Function	Program	Program Description	315	317	325	335	361	404	415	502	540	654	
				Professional Academic & S.O.'s	Professional Development - Non Teaching	Program Supplies	Printing & Photocopying - Instructional	Automobile Reimbursement	Telephone - Cellular	School - Council Supplies	Replacement of Furniture & Computer Technology	School Trips - Transportation	Other Contractual Services	
Curriculum - School Effectiveness - Telfer	10	401	Arts Program	2,500		11,000		4,500						
		403	French as a Second Language	3,620		4,000		1,000						
		425	Literacy	5,500				10,000						
		432	Language			2,250		1,400						
		440	JK/SK			16,040		400						
		442	Computer Education			9,620								
		455	Outdoor Education and Engagement										14,078	86,338
		496	ESL				2,000							
	10 Total				11,620		44,910		17,300				14,078	86,338
	15	000	General								26,000			
	15 Total										26,000			
	21	000	General											
	21 Total													
	25	401	Arts Program				500							
		403	French as a Second Language	1,000			2,000	1,000	1,000					
	410	Program Consultant	4,800		2,000	1,000	1,500							
	425	Literacy				1,500								
	427	SEF: Board Capacity	1,900		1,000	500	1,500							
	442	Computer Education					2,395		360					
	496	ESL	1,000		3,600	800	4,000							
25 Total				8,700	6,600	6,300	10,395	360	360					
Curriculum - School Effectiveness - Telfer Total				20,320		51,510	6,300	27,695	360	26,000		14,078	86,338	
EPO - School Effectiveness - Telfer	10	402	FSL-Official Language in Education	11,962		20,476		2,500					2,000	
		465	CODE - Technology Enabled Learning								212,329			
		482	Early Years Leadership Strategy					1,730						
		485	Renewed Mathematics Strategy	5,000		54,831		7,292						
		AAA	ECE - Professional Development OSSTF Ext											
	10 Total			16,962		75,307		11,522			212,329		2,000	
	15	483	Parents Reaching Out - Prov/Reg			10,000								
	15 Total					10,000								
	21	469	Tutors in the Classroom											
		481	Parenting & Family Literacy Ctr		1,500	5,095		1,000					1,900	
21 Total				1,500	5,095		1,000					1,900		
25	482	Early Years Leadership Strategy												
25 Total														
Total		481	Parenting & Family Literacy Ctr											
EPO - School Effectiveness - Telfer Total				16,962	1,500	90,402	6,300	12,522	360	26,000		212,329	3,900	
Grand Total				37,282	1,500	141,912	6,300	40,217	360	26,000		17,978	86,338	

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Telfer**

Responsibility Description	Function	Program	Program Description	701 Association & Membership Fees - Board	702 Association & Membership Fees - Individuals	Grand Total	
Curriculum - School Effectiveness - Telfer	10	401	Arts Program			49,500	
		403	French as a Second Language		200	14,570	
		425	Literacy			15,500	
		432	Language			9,400	
		440	JK/SK			25,500	
		442	Computer Education			22,620	
		455	Outdoor Education and Engagement			100,416	
		496	ESL			4,500	
		10 Total				200	242,006
		15	000	General	2,300		28,300
	15 Total			2,300		28,300	
	21	000	General			7,500	
	21 Total					7,500	
	25	401	Arts Program			500	
		403	French as a Second Language		300	4,300	
		410	Program Consultant			9,300	
		425	Literacy			1,500	
		427	SEF: Board Capacity			4,900	
		442	Computer Education			2,755	
		496	ESL		677	10,077	
	25 Total				977	33,332	
	Curriculum - School Effectiveness - Telfer Total				2,300	1,177	311,138
	EPO - School Effectiveness - Telfer	10	402	FSL-Official Language in Education			71,607
			465	CODE - Technology Enabled Learning			298,829
			482	Early Years Leadership Strategy			2,230
485			Renewed Mathematics Strategy			380,473	
AAA			ECE - Professional Development OSSTF Ext			37,213	
10 Total						790,352	
15		483	Parents Reaching Out - Prov/Reg			10,000	
15 Total					10,000		
21		469	Tutors in the Classroom			7,500	
		481	Parenting & Family Literacy Ctr			33,413	
21 Total					40,913		
25		482	Early Years Leadership Strategy			82,500	
25 Total					82,500		
Total			481	Parenting & Family Literacy Ctr		61,211	61,211
EPO - School Effectiveness - Telfer Total						984,976	
Grand Total				2,300	1,177	1,296,114	

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - TELFER

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
154151000000	General	School Council Supplies				8,000	8,000	0
154151000000	General	School Council Supplies \$500 per school Elem				15,000	15,000	0
154154000000	General	School Council Supplies \$1000 per school Sec				3,000	3,000	0
157011000000	General	Association & Membership Fees-Bd				2,300	2,300	0
211361000000	General	Other Prof & ParaProf - Tutors in the Classroom				6,818	6,818	0
211364000000	General	Other Prof & ParaProf Benefits - Tutors				682	682	0
Total General						35,800	35,800	0
101851000401	Arts Program	Supply - Professional Development	1	\$228	126	28,728	28,728	0
102851000401	Arts Program	Benefits - Supply Professional Development	1	\$22	126	2,772	2,772	0
103151000401	Arts Program	Professional Development - Academic & S.O.'s				2,500	2,500	0
103251000401	Arts Program	Program Supplies				11,000	11,000	0
103611000401	Arts Program	Automobile Reimbursement				4,500	4,500	0
253351000401	Arts Program	Printing & Photocopying - Instructional				500	500	0
Total Arts Program						50,000	50,000	0
101851000403	French as a Second Language	Supply - Professional Development	1	\$228	10	2,280	2,280	0
102851000403	French as a Second Language	Benefits - Supply Professional Development	1	\$22	10	220	220	0
101854000403	French as a Second Language	Supply - Professional Development	1	\$228	13	2,964	2,964	0
102854000403	French as a Second Language	Benefits - Supply Professional Development	1	\$22	13	286	286	0
103151000403	French as a Second Language	Professional Development - Academic & S.O.'s				1,500	1,500	0
103154000403	French as a Second Language	Professional Development - Academic & S.O.'s				2,120	2,120	0
103251000403	French as a Second Language	Program Supplies				4,000	4,000	0
103611000403	French as a Second Language	Automobile Reimbursement				1,000	1,000	0
107021000403	French as a Second Language	Association & Membership Fees - Individuals				200	200	0
253154000403	French as a Second Language	Professional Development - Academic & S.O.'s				1,000	1,000	0
253351000403	French as a Second Language	Printing & Photocopying - Instructional				2,000	2,000	0
253614000403	French as a Second Language	Automobile Reimbursement				1,000	1,000	0
257021000403	French as a Second Language	Association & Membership Fees - Individuals				300	300	0
Total French as a Second Language						18,870	18,870	0
253151000410	Program Consultant	Professional Development - Academic & S.O.'s				4,800	4,800	0
253251000410	Program Consultant	Program Supplies				2,000	2,000	0
253351000410	Program Consultant	Printing & Photocopying - Instructional				1,000	1,000	0
253611000410	Program Consultant	Automobile Reimbursement				1,500	1,500	0
Total Program Consultant						9,300	9,300	0
103151000425	Early Literacy	Professional Development - Academic & S.O.'s				5,500	5,500	0
103611000425	Early Literacy	Automobile Reimbursement				10,000	10,000	0
253351000425	Early Literacy	Printing & Photocopying - Instructional				1,500	1,500	0
Total Early Literacy						17,000	17,000	0
253151000427	SEF: Board Capacity	Professional Development - Academic & S.O.'s				1,900	1,900	0
253251000427	SEF: Board Capacity	Program Supplies				1,000	1,000	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - TELFER

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
253351000427	SEF: Board Capacity	Printing & Photocopying - Instructional				500	500	0
253611000427	SEF: Board Capacity	Automobile Reimbursement				1,500	1,500	0
Total SEF:Board Capacity						4,900	4,900	0
101851000432	Language	Supply - Professional Development	1	\$228	23	5,244	5,244	0
102851000432	Language	Benefits - Supply Professional Development	1	\$22	23	506	506	0
103151000432	Language	Professional Development - Academic & S.O.'s				0	0	0
103251000432	Language	Program Supplies				2,250	2,250	0
103611000432	Language	Automobile Reimbursement				1,400	1,400	0
254041000432	Language	Telephone - Cellular				0	0	0
Total Language						9,400	9,400	0
101881000440	JK/SK	Supply - ECE - Professional Development	1	\$155	18	2,790	2,790	0
102881000440	JK/SK	Benefits - ECE - Supply Professional Development	1	\$15	18	270	270	0
101851000440	JK/SK	Supply - Professional Development	1	\$228	24	5,472	5,472	0
102851000440	JK/SK	Benefits - Supply Professional Development	1	\$22	24	528	528	0
103251000440	JK/SK	Program Supplies/Public Relations/Community Outreach				16,040	16,040	0
103611000440	JK/SK	Automobile Reimbursement				400	400	0
Total JK/SK						25,500	25,500	0
101851000442	Computer Education	Supply - Professional Development	1	\$228	32	7,296	7,296	0
101854000442	Computer Education	Supply - Professional Development	1	\$228	20	4,560	4,560	0
102851000442	Computer Education	Benefits - Supply Professional Development	1	\$22	32	704	704	0
102854000442	Computer Education	Benefits - Supply Professional Development	1	\$22	20	440	440	0
103251000442	Computer Education	Program Supplies				9,620	9,620	0
253611000442	Computer Education	Automobile Reimbursement				2,395	2,395	0
254041000442	Computer Education	Telephone - Cellular				360	360	0
Total Computer Education						25,375	25,375	0
105401000455	Outdoor Education	School Trips				14,078	14,078	0
106541000455	Outdoor Education	Other Contractual Services				86,338	86,338	0
Total Outdoor Education						100,416	100,416	0
101851000496	ESL	Supply - Professional Development	1	\$228	10	2,280	2,280	0
102851000496	ESL	Benefits - Supply Professional Development	1	\$22	10	220	220	0
103251000496	ESL	Program Supplies				2,000	2,000	0
253151000496	ESL	Professional Development - Academic & S.O.'s				1,000	1,000	0
253251000496	ESL	Program Supplies				3,600	3,600	0
253351000496	ESL	Printing & Photocopying - Instructional				800	800	0
253611000496	ESL	Automobile Reimbursement				4,000	4,000	0
257021000496	ESL	Association & Membership Fees - Individuals				677	677	0
Total ESL						14,577	14,577	0
Total Curriculum - GSN						311,138	311,138	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - EPO GRANT - TELFER

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
Support for Educational Staff and Research								
101851000402	FSL-Renewal	Supply - Professional Development	1	\$228	36	8,208	8,208	0
		Primary Team	1	\$228	14	3,192	3,192	0
		French Immersion	1	\$228	15	3,420	3,420	0
		Conference	1	\$228	4	912	912	0
102851000402	FSL-Renewal	Benefits - Supply Professional Development.	1	\$22	36	792	792	0
		Primary Team	1	\$22	14	308	308	0
		French Immersion	1	\$22	15	330	330	0
		Conference	1	\$22	4	88	88	0
101854000402	FSL-Renewal	Supply - Professional Development	2	\$228	10	4,560	4,560	0
			1	\$228	10	2,280	2,280	0
		Dept Heads	6	\$228	3	4,104	4,104	0
102854000402	FSL-Renewal	Benefits - Supply Professional Development.	2	\$22	10	440	440	0
			1	\$22	10	220	220	0
		Dept Heads	6	\$22	3	396	396	0
103151000402	FSL-Renewal	Professional Development - Academic & S.O.'s				1,950	1,950	0
		AIM Consultant				1,000	1,000	0
		AIM Consultant				1,000	1,000	0
103154000402	FSL-Renewal	Professional Development - Academic & S.O.'s				6,500	6,500	0
		Delf training				1,512	1,512	0
103251000402	FSL-Renewal	Program Supplies				6,500	6,500	0
103254000402	FSL-Renewal	Program Supplies				3,500	3,500	0
103611000402	FSL-Renewal	Automobile Reimbursement				400	400	0
103614000402	FSL-Renewal	Automobile Reimbursement				1,000	1,000	0
		Total - Support for Educational Staff and Research				52,612	52,612	0
Enriched School Environment - Culture								
101851430402	FSL-Renewal	Supply - Professional Development	1	\$228	1	228	228	0
102851430402	FSL-Renewal	Benefits - Supply Professional Development.	1	\$22	1	22	22	0
103251430402	FSL-Renewal	Program Supplies				7,645	7,645	0
103254430402	FSL-Renewal	Program Supplies				2,000	2,000	0
103614300402	FSL-Renewal	Automobile Reimbursement				100	100	0
105401430402	FSL-Renewal	Field Trips				1,500	1,500	0
105404300402	FSL-Renewal	Field Trips				500	500	0
		Enriched School Environment - Culture				11,995	11,995	0
CEFR								
101851431402	FSL-Renewal	Supply - Professional Development	5	\$228	2	2,280	2,280	0
102851431402	FSL-Renewal	Benefits - Supply Professional Development.	6	\$22	2	264	264	0
101854431402	FSL-Renewal	Supply - Professional Development	10.5	\$228	1	2,394	2,394	0
102854431402	FSL-Renewal	Benefits - Supply Professional Development.	10.5	\$22	1	231	231	0
103251431402	FSL-Renewal	Program Supplies				431	431	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - EPO GRANT - TELFER

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
103254431402	FSL-Renewal	Program Supplies				400	400	0
103611431402	FSL-Renewal	Automobile Reimbursement				200	200	0
103614431402	FSL-Renewal	Automobile Reimbursement				800	800	0
	Total CEFR					7,000	7,000	0
Total FSL-Renewal						71,607	71,607	0
103251000404	FSL - Small Scale Initiatives	Program Supplies					4,500	(4,500)
Total FSL - Small Scale Initiatives						0	4,500	(4,500)
103251000417	EDI	Program Supplies					10,000	(10,000)
Total Early Development Instrument						0	10,000	(10,000)
211361000469	Tutors in the Classroom	Tutors	GSN		2232	6,818	6,818	0
212361000469	Tutors in the Classroom	Benefits - Tutors	GSN		268	682	682	0
Total Tutors in the Classroom						7,500	7,500	0
154151000479	Parents Reaching Out - Sch Council	School Council Supplies up to \$1000					11,920	(11,920)
Total Parents Reaching Out - Sch Council						0	11,920	(11,920)
211361000481	Parenting & Family Literacy Centre	Instructor Non-certified	1.06	\$28,704	1	61,211	30,731	30,480
211361000481	Parenting & Family Literacy Centre	Instructor Non-certified	1.06	\$28,704	1		30,731	(30,731)
212361000481	Parenting & Family Literacy Centre	Benefits - Instructors Non-certified	0.20	\$28,704	1	5,741	5,741	0
212361000481	Parenting & Family Literacy Centre	Benefits - Instructors Non-certified	0.20	\$28,704	1	5,741	5,741	0
211391000481	Parenting & Family Literacy Centre	Instructor Non-certified - Extra Hours	230.00	\$25	1	5,808	5,808	0
212391000481	Parenting & Family Literacy Centre	Benefits - Instructor Non-certified - Extra Hours	230.00	\$5	1	1,150	1,150	0
211381000481	Parenting & Family Literacy Centre	Supply - Student Support	0.06	\$61,211	1	3,673	3,688	(15)
212381000481	Parenting & Family Literacy Centre	Benefits - Supply - Student Support	0.06	\$11,482	1	689	689	0
211391000481	Parenting & Family Literacy Centre	Supply PD - Student Support	10.00	\$101		1,015	1,015	0
212391000481	Parenting & Family Literacy Centre	Benefits - Supply PD - Student Support	10.00	\$10		101	101	0
213171000481	Parenting & Family Literacy Centre	Professional Development - Non Teaching				1,500	1,500	0
213251000481	Parenting & Family Literacy Centre	Program Supplies				5,095	4,829	266
213611000481	Parenting & Family Literacy Centre	Automobile Reimbursement				1,000	1,000	0
215401000481	Parenting & Family Literacy Centre	Field Trips, Bussing				1,500	1,500	0
	Parenting & Family Literacy Centre	Field Trips, Admissions				400	400	0
Total Parenting & Family Literacy Centre						94,624	94,624	0
101851000482	Early Years Leadership Strategy	Supply - Professional Development	2	\$228	0	456	456	0
102851000482	Early Years Leadership Strategy	Benefits - Supply Professional Development.	2	\$22	0	44	44	0
103611000482	Early Years Leadership Strategy	Automobile Reimbursement				1,730	1,730	0
251611000482	Early Years Leadership Strategy	Consultant .5				73,660	73,660	0
252611000482	Early Years Leadership Strategy	Benefits Consultant .5				8,840	8,840	0
Total Early Years Leadership Strategy						84,730	84,730	0
154151000483	Parents Reaching Out - Provincial-Regional	Regional Grant Expenditures				10,000	10,000	0
Total Parents Reaching Out - Provincial-Regional						10,000	10,000	0
101881000AAA	ECE - Prof Dev OSSTF Extension	Supply - Professional Development	1	\$155	218	33,943	0	33,943

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - EPO GRANT - TELFER

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
102881000AAA	ECE- Prof Dev OSSTF Extension	Supply - Professional Development	1	\$15	218	3,270	0	3,270
Total ECE - Prof Dev OSSTF Extension						37,213	0	37,213
101711000485	Renewed Mathematics Strategy	Learning Resource Teacher/Other (Skrzypek)				96,741	96,741	0
102711000485	Renewed Mathematics Strategy	Benefits - Learning Resource Teacher/Other School Based Teachers				11,609	11,609	0
101851000485	Renewed Mathematics Strategy	Supply - Professional Development	1	\$228	410	93,480	93,480	0
101854000485	Renewed Mathematics Strategy	Supply - Professional Development	1	\$228	410	93,480	93,480	0
102851000485	Renewed Mathematics Strategy	Benefits - Supply Professional Development.	1	\$22	410	9,020	9,020	0
102854000485	Renewed Mathematics Strategy	Benefits - Supply Professional Development.	1	\$22	410	9,020	9,020	0
103151000485	Renewed Mathematics Strategy	Professional Development - Academic & S.O.'s				5,000	5,000	0
103251000485	Renewed Mathematics Strategy	Program Supplies				54,831	52,758	2,073
103611000485	Renewed Mathematics Strategy	Automobile Reimbursement				7,292	7,292	0
Total Renewed Mathematics Strategy						380,473	378,400	2,073
Sub Total EPO						686,147	673,281	12,866

2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - OTHER GRANTS - TELFER

101851000213	Leading Student Achievement	Supply - Professional Development	2	\$228	8		3,648	(3,648)
102850000213	Leading Student Achievement	Benefits - Supply Professional Development.	2	\$22	8		352	(352)
103151000213	Leading Student Achievement	Professional Development - Academic & S.O.'s					0	0
103611000213	Leading Student Achievement	Automobile Reimbursement					1,000	(1,000)
Total Leading Student Achievement						0	5,000	(5,000)
101851000465	CODE - Technology Enabled Learning	Supply - Professional Development	1	\$228	346	78,888	78,888	0
102851000465	CODE - Technology Enabled Learning	Benefits - Supply Professional Development	1	\$22	346	7,612	7,612	0
105021000465	CODE - Technology Enabled Learning	Replacement of Furniture & Equipment - Computer Technology				212,329	212,329	0
106531000465		Other Professional Fees				0	0	0
106611000465	CODE - Technology Enabled Learning	Software Fees & Licenses				0	0	0
Total CODE - Technolgy Enabled Learning						298,829	298,829	0
Sub Total Other Grants						298,829	303,829	(5,000)

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Library Services

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
LIBRARY SERVICES							
23 317	Professional Development - Non Teaching		2,000	2,000	1,134	0	Appendix T
	Total Staff Development		2,000	2,000	1,134	0	
23 320	Textbooks & Learning Materials		20,000	10,000	800	10,000	Appendix T
23 321	Library Books		2,000	2,000		0	Appendix T
23 325	Program Supplies		14,577	14,577	16,467	0	Appendix T
23 335	Printing & Photocopying - Instructional		1,500	1,500		0	Appendix T
23 361	Automobile Reimbursement		1,500	1,500	1,459	0	Appendix T
23 404	Telephone - Cellular		200	200	62	0	Appendix T
	Total Supplies & Services		39,777	29,777	18,788	10,000	
23 662	Maintenance Fees - Computer Technology		23,534	23,534	24,042	0	Appendix T
	Total Fees & Contract Services		23,534	23,534	24,042	0	
Total	LIBRARY SERVICES		65,311	55,311	43,964	10,000	
TOTAL BUDGET			65,311	55,311	43,964	10,000	

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - LIBRARY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
233171000000	General	Professional Development - Non Academic				2,000	2,000	0
233174000000	General	Professional Development - Non Academic						0
233201000000	Library Technician	Textbooks & Learning Materials				3,000	3,000	0
		Materials for Innovative Think Spaces				17,000	7,000	10,000
233211000000	General	Library Books - Schools - Elem				2,000	2,000	0
233214000000	General	Library Books - Schools - Sec				0	0	0
233251000000	Library Technician	Program Supplies				14,577	14,577	0
233351000000	General	Printing & Photocopying - Instructional				1,500	1,500	0
233611000000	Library Technician	Automobile Reimbursement				1,500	1,500	0
234041000000	Library Technician	Telephone - Cellular				200	200	0
236621000000	General	Maintenance Fees - Computer Technology - L4U Maint- 29 schools -				23,534	23,534	0
236624000000	General	Maintenance Fees - Computer Technology - L4U Maint - 3 schools -						0
Total Library						65,311	55,311	10,000

CURRICULUM
DALY

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly by Fund

		Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating GSN							
INSTRUCTION							
10	171	Learning Resource Teacher/Other	0	0	0	12,265	0
10	185	Supply - Prof Dev	190,664	190,664	208,904	159,231	-18,240
10	186	School Programs	67,944	67,944	67,944	82,701	0
	Total	Salaries & Wages	258,608	258,608	276,848	254,197	-18,240
10	271	Benefits - Learning Resource Teacher/Other School Bas	0	0	0	782	0
10	285	Benefits - Supply Professional Development.	17,688	17,688	19,448	13,391	-1,760
10	286	Benefits - School Programs	6,556	6,556	6,556	7,249	0
	Total	Employee Benefits	24,244	24,244	26,004	21,422	-1,760
10	315	Professional Development - Academic & S.O.'s	73,556	73,556	72,306	52,872	1,250
10	319	Religion Course	5,000	5,000	5,000	5,500	0
	Total	Staff Development	78,556	78,556	77,306	58,372	1,250
10	320	Textbooks & Learning Materials	7,678	7,678	7,678	315	0
10	325	Program Supplies	286,440	286,440	211,542	207,678	74,898
10	336	Printing & Photocopying - Non-instructional	2,000	2,000	2,000		0
10	361	Automobile Reimbursement	46,753	46,753	46,908	23,397	-155
10	404	Telephone - Cellular	1,200	1,200	1,200	463	0
10	414	Student Senate	12,000	12,000	12,000	8,951	0
10	540	School Trips - Transportation	44,232	44,232	44,732	34,725	-500
	Total	Supplies & Services	400,303	400,303	326,060	275,529	74,243
10	501	Replacement of Furniture & Equipment - General	0	0	0	24,529	0
10	502	Replacement of Furniture & Equipment - Computer Tech	0	0	0	2,532	0
	Total	Replacement of F&E	0	0	0	27,061	0
10	702	Association & Membership Fees - Individuals	1,000	1,000	1,000		0
	Total	Fees & Contract Services	1,000	1,000	1,000		0
10	701	Association & Membership Fees - Board	0	0	0	613	0
10	705	Student Bursaries/Awards	1,800	1,800	1,800	1,800	0
	Total	Other Expenses	1,800	1,800	1,800	2,413	0
	Total	INSTRUCTION	764,511	764,511	709,018	638,994	55,493

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL MANAGEMENT								
15	151	Principals	23,471		23,471	23,125	23,067	346
		Total Salaries & Wages	23,471		23,471	23,125	23,067	346
15	251	Benefits - Principals	2,106		2,106	2,106	2,106	0
		Total Employee Benefits	2,106		2,106	2,106	2,106	0
15	315	Professional Development - Academic & S.O.'s	10,000		10,000	10,000	27,113	0
		Total Staff Development	10,000		10,000	10,000	27,113	0
15	361	Automobile Reimbursement	16,000		16,000	16,000	8,360	0
		Total Supplies & Services	16,000		16,000	16,000	8,360	0
Total		SCHOOL MANAGEMENT	51,577		51,577	51,231	60,646	346
TEACHER SUPPORT SERVICES								
25	112	Clerical & Secretarial	38,341		38,341	37,491	37,270	850
25	161	Coordinators/Consultants - Teacher Support	244,792		244,792	244,145	257,466	647
		Total Salaries & Wages	283,133		283,133	281,636	294,736	1,497
25	212	Benefits - Clerical & Secretarial	12,097		12,097	11,248	11,253	849
25	261	Benefits - Coordinators/Consultants - Teacher Support	26,599		26,599	26,599	26,679	0
		Total Employee Benefits	38,696		38,696	37,847	37,932	849
25	315	Professional Development - Academic & S.O.'s	0		0	0	1,679	0
		Total Staff Development	0		0	0	1,679	0
25	325	Program Supplies	23,598		23,598	24,269	500	-671
25	335	Printing & Photocopying - Instructional	3,000		3,000	3,000	18	0
25	361	Automobile Reimbursement	2,000		2,000	2,000	920	0
		Total Supplies & Services	28,598		28,598	29,269	1,438	-671
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,196	0
		Total Replacement of F&E	0		0	0	2,196	0
25	702	Association & Membership Fees - Individuals	100		100	100		0
		Total Fees & Contract Services	100		100	100		0
Total		TEACHER SUPPORT SERVICES	350,527		350,527	348,852	337,981	1,675

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
CONTINUING EDUCATION						
55 315 Professional Development - Academic & S.O.'s	500		500	500	61	0
Total Staff Development	500		500	500	61	0
55 330 Instructional Supplies	9,400		9,400	9,400	9,190	0
55 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	360	0
55 361 Automobile Reimbursement	4,400		4,400	4,400	3,397	0
55 404 Telephone - Cellular	600		600	600	520	0
Total Supplies & Services	15,600		15,600	15,600	13,468	0
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
Total Fees & Contract Services	1,000		1,000	1,000	989	0
Total CONTINUING EDUCATION	17,100		17,100	17,100	14,518	0
Total Operating GSN	1,183,715		1,183,715	1,126,201	1,052,139	57,514

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating EPO Grants						
INSTRUCTION						
10 185	Supply - Prof Dev		22,800	43,320	67,730	-20,520
10 188	ECE Supply - Prof Dev		0	0	585	0
Total Salaries & Wages			22,800	43,320	68,315	-20,520
10 285	Benefits - Supply Professional Development		2,200	4,180	5,326	-1,980
10 288	Benefits - ECE Supply Prof Dev		0	0	52	0
Total Employee Benefits			2,200	4,180	5,377	-1,980
10 315	Professional Development - Academic & S.O.'s		5,668	5,668	17,522	0
Total Staff Development			5,668	5,668	17,522	0
10 325	Program Supplies		113,190	158,018	116,305	-44,828
10 361	Automobile Reimbursement		0	0	553	0
Total Supplies & Services			113,190	158,018	116,858	-44,828
10 502	Replacement of Furniture & Equipment - Computer Tech		30,682	30,682	28,953	0
Total Replacement of F&E			30,682	30,682	28,953	0
10 654	Other Contractual Services		0	0	49,417	0
Total Fees & Contract Services			0	0	49,417	0
Total INSTRUCTION			174,540	241,868	286,441	-67,328
SCHOOL MANAGEMENT						
15 410	Office Supplies & Services		5,158	5,158	7,835	0
Total Supplies & Services			5,158	5,158	7,835	0
Total SCHOOL MANAGEMENT			5,158	5,158	7,835	0
Total Operating EPO Grants			179,698	247,026	294,276	-67,328

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly by Fund**

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating Other Grants								
INSTRUCTION								
10	171	Learning Resource Teacher/Other	75,000		75,000	75,000	63,325	0
10	185	Supply - Prof Dev	0		0	7,296	3,192	-7,296
		Total Salaries & Wages	75,000		75,000	82,296	66,516	-7,296
10	271	Benefits - Learning Resource Teacher/Other School Bas	0		0	0	4,997	0
10	285	Benefits - Supply Professional Development.	0		0	704	272	-704
		Total Employee Benefits	0		0	704	5,269	-704
10	315	Professional Development - Academic & S.O.'s	3,000		3,000	3,000	2,920	0
		Total Staff Development	3,000		3,000	3,000	2,920	0
10	320	Textbooks & Learning Materials	0		0	0	1,380	0
10	325	Program Supplies	10,000		10,000	22,000	12,615	-12,000
10	361	Automobile Reimbursement	0		0	0	354	0
10	540	School Trips - Transportation	6,000		6,000	6,000	7,559	0
		Total Supplies & Services	16,000		16,000	28,000	21,908	-12,000
10	501	Replacement of Furniture & Equipment - General	0		0	0	79,089	0
10	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	0	0
		Total Replacement of F&E	0		0	0	79,089	0
10	640	Instructional Advertising	7,500		7,500	7,500	8,044	0
10	653	Other Professional Fees	0		0	10,000	4,597	-10,000
		Total Fees & Contract Services	7,500		7,500	17,500	12,641	-10,000
		Total INSTRUCTION	101,500		101,500	131,500	188,343	-30,000
SCHOOL MANAGEMENT								
15	112	Clerical & Secretarial	11,300		11,300	11,300	11,300	0
		Total Salaries & Wages	11,300		11,300	11,300	11,300	0
15	212	Benefits - Clerical & Secretarial	2,503		2,503	2,503	2,503	0
		Total Employee Benefits	2,503		2,503	2,503	2,503	0
		Total SCHOOL MANAGEMENT	13,803		13,803	13,803	13,803	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
COMPUTER SERVICES						
22 317 Professional Development - Non Teaching	0		0	0		0
Total Staff Development	0		0	0		0
Total COMPUTER SERVICES	0		0	0		0
TEACHER SUPPORT SERVICES						
25 161 Coordinators/Consultants - Teacher Support	43,300		43,300	43,300	51,483	0
Total Salaries & Wages	43,300		43,300	43,300	51,483	0
25 261 Benefits - Coordinators/Consultants - Teacher Support	5,182		5,182	5,182	5,340	0
Total Employee Benefits	5,182		5,182	5,182	5,340	0
25 315 Professional Development - Academic & S.O.'s	3,000		3,000	3,000	2,959	0
Total Staff Development	3,000		3,000	3,000	2,959	0
25 325 Program Supplies	2,500		2,500	2,500	2,022	0
25 335 Printing & Photocopying - Instructional	0		0	0	65	0
25 361 Automobile Reimbursement	500		500	500	463	0
25 404 Telephone - Cellular	500		500	500	500	0
Total Supplies & Services	3,500		3,500	3,500	3,050	0
Total TEACHER SUPPORT SERVICES	54,982		54,982	54,982	62,832	0
Total Operating Other Grants	170,285		170,285	200,285	264,978	-30,000
TOTAL BUDGET	1,533,698		1,533,698	1,573,512	1,611,393	-39,814

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly

				112	151	161	171	185	186	212	251	
				Coordinators/ Learning Consultants - Resource Teacher Support Teacher/Other Supply - Prof Dev								
Responsibility Description	Function	Program	Program Description	Clerical & Secretarial	Principals	Support			School Programs	Benefits - Clerical & Secretarial	Benefits - Principals	
Curriculum - Student Success - Daly	10	000	General						34,484	67,944		
		340	E-Learning						1,368			
		405	E-Learning Contact Project									
		431	FNMI Engagement/Re-engagement Initiative						13,680			
		446	Literacy Consultant						456			
		457	Student Success						93,936			
		471	New Teacher Induction Program						29,640			
		472	Specialist High Skills Major						17,100			
		CCC	Indigenous Education Board Action Plan									
		10 Total								190,664	67,944	
		15	000	General								
			471	New Teacher Induction Program			23,471					
		15 Total					23,471					
25	000	General										
	405	E-Learning Contact Project				89,000						
	446	Literacy Consultant										
	457	Student Success		38,341		103,018				12,097		
	472	Specialist High Skills Major				52,774						
25 Total				38,341		244,792				12,097		
55	501	Continuing Ed										
	502	Con Ed Credit Courses										
	504	Con Ed E-Learning										
	506	Con Ed Literacy & Numeracy										
	509	Con Ed Intern'l Language										
55 Total												
Curriculum - Student Success - Daly Total				38,341	23,471	244,792		190,664	67,944	12,097	2,106	
EPO - Student Success - Daly	10	435	Focus on Youth									
		447	TLLP Teacher Learning & Leadership Sec					684				
		448	TLLP Teacher Learning & Leadership					12,540				
		451	Summer Literacy GR 1-3				75,000					
		470	SHSM - EPO Grant									
		475	Ontario Youth Apprenticeship									
		480	Student Success Transitions					9,576				
		10 Total						75,000	22,800			
		15	447	TLLP Teacher Learning & Leadership Sec								
			448	TLLP Teacher Learning & Leadership								
			475	Ontario Youth Apprenticeship		11,300					2,503	
		15 Total				11,300					2,503	
		25	475	Ontario Youth Apprenticeship				43,300				
25 Total						43,300						
EPO - Student Success - Daly Total				11,300		43,300	75,000	22,800		2,503		
Grand Total				49,641	23,471	288,092	75,000	213,464	67,944	14,600	2,106	

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly

				261	285	286	315	319	320
Responsibility Description	Function	Program	Program Description	Benefits -	Benefits -	Benefits -	Professional Development	Religion Course	Textbooks & Learning
				Coordinators/Consultants - Teacher Support	Supply - Professional Development	School Programs - Academic & S.O.'s	Materials		
Curriculum - Student Success - Daly	10	000	General		2,618		6,556	2,000	5,000
		340	E-Learning		132				
		405	E-Learning Contact Project						
		431	FNMI Engagement/Re-engagement Initiative		1,320			15,000	
		446	Literacy Consultant		44				
		457	Student Success		9,064			25,499	950
		471	New Teacher Induction Program		2,860			12,601	
		472	Specialist High Skills Major		1,650			13,456	6,728
		CCC	Indigenous Education Board Action Plan					5,000	
	10 Total				17,688		6,556	73,556	5,000
	15	000	General					10,000	
		471	New Teacher Induction Program						
	15 Total							10,000	
	25	000	General						
		405	E-Learning Contact Project		10,655				
		446	Literacy Consultant						
		457	Student Success		10,728				
		472	Specialist High Skills Major		5,216				
	25 Total				26,599				
	55	501	Continuing Ed						
		502	Con Ed Credit Courses					500	
		504	Con Ed E-Learning						
		506	Con Ed Literacy & Numeracy						
		509	Con Ed Intern'l Language						
	55 Total							500	
Curriculum - Student Success - Daly Total					26,599	17,688	6,556	84,056	5,000
EPO - Student Success - Daly	10	435	Focus on Youth						
		447	TLLP Teacher Learning & Leadership Sec		66			3,668	
		448	TLLP Teacher Learning & Leadership		1,210			2,000	
		451	Summer Literacy GR 1-3						
		470	SHSM - EPO Grant						
		475	Ontario Youth Apprenticeship					3,000	
		480	Student Success Transitions						
	10 Total					924		8,668	
	15	447	TLLP Teacher Learning & Leadership Sec			2,200			
		448	TLLP Teacher Learning & Leadership						
		475	Ontario Youth Apprenticeship						
	15 Total								
	25	475	Ontario Youth Apprenticeship		5,182			3,000	
	25 Total				5,182			3,000	
EPO - Student Success - Daly Total					5,182	2,200		11,668	
Grand Total					31,781	19,888	6,556	95,724	5,000

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly**

				325	330		335	336		361	404	410
							Printing & Photocopying - Instructional			Automobile		
Responsibility Description	Function	Program	Program Description	Program Supplies	Instructional Supplies I		Printing & Photocopying - Non-Instructional	Reimbursement	Telephone - Cellular	Office Supplies & Services		
Curriculum - Student Success - Daly	10	000	General					2,000		24,000		
		340	E-Learning	3,000								
		405	E-Learning Contact Project							5,345		
		431	FNMI Engagement/Re-engagement Initiative	98,075						6,680		
		446	Literacy Consultant	2,500								
		457	Student Success	65,148						4,000	1,200	
		471	New Teacher Induction Program	5,000						2,000		
		472	Specialist High Skills Major	59,949						4,728		
		CCC	Indigenous Education Board Action Plan	52,768								
	10 Total			286,440				2,000		46,753	1,200	
	15	000	General							16,000		
		471	New Teacher Induction Program									
	15 Total									16,000		
	25	000	General				3,000					
		405	E-Learning Contact Project									
		446	Literacy Consultant	500						2,000		
		457	Student Success	11,098								
		472	Specialist High Skills Major	12,000								
	25 Total			23,598						2,000		
	55	501	Continuing Ed								600	
		502	Con Ed Credit Courses		2,500	500				4,000		
		504	Con Ed E-Learning		100	100				200		
		506	Con Ed Literacy & Numeracy		4,400	400				200		
		509	Con Ed Intern'l Language		2,400	200						
	55 Total				9,400	1,200				4,400	600	
Curriculum - Student Success - Daly Total				310,038	9,400	4,200		2,000		69,153	1,800	
EPO - Student Success - Daly	10	435	Focus on Youth	50,000								
		447	TLLP Teacher Learning & Leadership Sec									
		448	TLLP Teacher Learning & Leadership	827								
		451	Summer Literacy GR 1-3									
		470	SHSM - EPO Grant	58,870								
		475	Ontario Youth Apprenticeship	10,000								
		480	Student Success Transitions	3,493								
	10 Total			123,190								
	15	447	TLLP Teacher Learning & Leadership Sec								2,010	
		448	TLLP Teacher Learning & Leadership								3,148	
		475	Ontario Youth Apprenticeship									5,158
	15 Total											5,158
	25	475	Ontario Youth Apprenticeship	2,500					500	500		
	25 Total			2,500					500	500		
EPO - Student Success - Daly Total				125,690					500	500		5,158
Grand Total				435,728	9,400	4,200		2,000		69,653	2,300	5,158

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Daly

Responsibility Description	Function	Program	Program Description	414 Student Senate	502 Replacement of Furniture & Equipment Computer	540 School Trips -	640 Instructional	702 Advertising	705 Association & Membership Fees -	Student Bursaries/Awards	Grand Total
Curriculum - Student Success - Daly	10	000	General	12,000					1,000	1,800	159,402
		340	E-Learning								4,500
		405	E-Learning Contact Project								5,345
		431	FNMI Engagement/Re-engagement Initiative								134,755
		446	Literacy Consultant								3,000
		457	Student Success			500					200,297
		471	New Teacher Induction Program								52,101
		472	Specialist High Skills Major			43,732					147,343
		CCC	Indigenous Education Board Action Plan								57,768
	10 Total			12,000		44,232			1,000	1,800	764,511
	15	000	General								26,000
		471	New Teacher Induction Program								25,577
	15 Total										51,577
	25	000	General								3,000
		405	E-Learning Contact Project								99,655
		446	Literacy Consultant						100		2,600
		457	Student Success								175,282
		472	Specialist High Skills Major								69,990
	25 Total								100		350,527
	55	501	Continuing Ed								600
		502	Con Ed Credit Courses						1,000		8,500
		504	Con Ed E-Learning								400
		506	Con Ed Literacy & Numeracy								5,000
		509	Con Ed Intern'l Language								2,600
	55 Total								1,000		17,100
Curriculum - Student Success - Daly Total				12,000		44,232			2,100	1,800	1,183,715
EPO - Student Success - Daly	10	435	Focus on Youth								50,000
		447	TLLP Teacher Learning & Leadership Sec		15,682						20,100
		448	TLLP Teacher Learning & Leadership		15,000						31,577
		451	Summer Literacy GR 1-3								75,000
		470	SHSM - EPO Grant								58,870
		475	Ontario Youth Apprenticeship			6,000		7,500			26,500
		480	Student Success Transitions								13,993
	10 Total				30,682	6,000		7,500			276,040
	15	447	TLLP Teacher Learning & Leadership Sec								2,010
		448	TLLP Teacher Learning & Leadership								3,148
		475	Ontario Youth Apprenticeship								13,803
	15 Total										18,961
	25	475	Ontario Youth Apprenticeship								54,982
	25 Total										54,982
EPO - Student Success - Daly Total					30,682	6,000		7,500			349,983
Grand Total				12,000	30,682	50,232		7,500	2,100	1,800	1,533,698

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - GSN - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101851000000	General	Supply - Professional Development	1	\$228	42	9,576	9,576	0
101851000000	General	Increase per memorandum				7,352	7,352	0
102851000000	General	Benefits - Supply	1	\$22	42	924	924	0
101854000000	General	Supply - Professional Development	1	\$228	77	17,556	17,556	0
102854000000	General	Benefits - Supply	1	\$22	77	1,694	1,694	0
101861000000	General	School Programs	1	\$228	250	57,000	57,000	0
102861000000	General	Benefits - School Programs	1	\$22	250	5,500	5,500	0
101864000000	General	School Programs	1	\$228	48	10,944	10,944	0
102864000000	General	Benefits - School Programs	1	\$22	48	1,056	1,056	0
103151000000	General	Professional Development - Academic & S.O.'s				1,000	1,000	0
103154000000	General	Professional Development - Academic & S.O.'s				1,000	1,000	0
103194000000	General	Religion Course				5,000	5,000	0
103364000000	General	Printing & Photocopying - Non Instructional				2,000	2,000	0
103611000000	General	Automobile Reimbursement				18,000	18,000	0
103614000000	General	Automobile Reimbursement				6,000	6,000	0
104144000000	General	Student Senate				12,000	12,000	0
107024000000	General	Association & Membership Fees - Individuals				1,000	1,000	0
107054000000	General	Student Awards				1,800	1,800	0
153151000000	General	Professional Development - Academic & S.O.'s				6,000	6,000	0
153154000000	General	Professional Development - Academic & S.O.'s				4,000	4,000	0
153611000000	General	Automobile Reimbursement				14,000	14,000	0
153614000000	General	Automobile Reimbursement				2,000	2,000	0
253351000000	General	Printing & Photocopying - Instructional				3,000	3,000	0
Total General						188,402	188,402	0
101854000340	E-Learning	Supply - Professional Development	2	\$228	3	1,368	1,368	0
102854000340	E-Learning	Benefits - Supply	2	\$22	3	132	132	0
103254000340	E-Learning	Program Supplies - Payable to Avon-Maitland				3,000	3,000	0
Total E-Learning						4,500	4,500	0
103614000405	Innovation & Special Proj:E-Learn	Automobile Reimbursement				5,345	5,000	345
251611000405	Innovation & Special Proj:E-Learn	Consultant				89,000	89,000	0
252611000405	Innovation & Special Proj:E-Learn	Benefits Consultant				10,655	10,655	0
Total Innovation & Special Proj:E-Learn						105,000	104,655	345
101851000431	Native Grant	Supply - Professional Development	1	\$228	30	6,840	6,840	0
102851000431	Native Grant	Benefits - Supply - Professional Development	1	\$22	30	660	660	0
101854000431	Native Grant	Supply - Professional Development	1	\$228	30	6,840	6,840	0
102854000431	Native Grant	Benefits - Supply - Professional Development	1	\$22	30	660	660	0
103151000431	Native Grant	Professional Development - Academic & S.O.'s				7,500	5,000	2,500
103154000431	Native Grant	Professional Development - Academic & S.O.'s				7,500	5,000	2,500
103251000431	Native Grant	Program Supplies				73,455	41,202	32,253
103251000431	Native Grant	Program Supplies				24,620	8,493	16,127

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - GSN - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
103611000431	Native Grant	Automobile Reimbursement				3,340	3,340	0
103614000431	Native Grant	Automobile Reimbursement				3,340	3,340	0
Total Native Grant						134,755	81,375	53,380
103151000CCC	Indigenous Ed. Board Actions Plan	Professional Development - Academic & S.O.'s				5,000		5,000
103251000CCC	Indigenous Ed. Board Actions Plan	Program Supplies				52,768		52,768
Total Indigenous Ed. Board Actions Plan Total						57,768	0	57,768
101854000446	Literacy Consultant	Supply - Professional Development	1	\$228	2	456	456	0
102854000446	Literacy Consultant	Benefits - Supply	1	\$22	2	44	44	0
103254000446	Literacy Consultant	Program Supplies				2,500	2,500	0
253254000446	Literacy Consultant	Program Supplies				500	500	0
253614000446	Literacy Consultant	Automobile Reimbursement				2,000	2,000	0
257024000446	Literacy Consultant	Association & Membership Fees - Individuals				100	100	0
Total Literacy Consultant						5,600	5,600	0
251124000457	Allocation	Salary and Office for Student Success Leader				38,341	37,491	850
252124000457	Allocation	Salary and Office for Student Success Leader				12,097	11,248	849
251614000457	Allocation	Salary and Office for Student Success Leader				103,018	103,018	0
252614000457	Allocation	Salary and Office for Student Success Leader				10,728	10,728	0
253254000457	Allocation	Salary and Office for Student Success Leader				11,098	11,769	-671
000 General Total						175,282	174,254	1,028
101854290457	Alternative Ed Program	Supply - Professional Development	1	\$228	15	3,420	6,156	-2,736
102854290457	Alternative Ed Program	Supply - Professional Development	1	\$22	15	330	594	-264
103154290457	Alternative Ed Program	Professional Development - Academic & S.O.'s				900	900	0
103204290457	Alternative Ed Program	Textbooks & Learning Materials				950	950	0
103254290457	Alternative Ed Program	Program Supplies				8,406	11,406	-3,000
103614290457	Alternative Ed Program	Automobile Reimbursement				1,000	1,000	0
104044290457	Alternative Ed Program	Telephone - Cellular				400	400	0
105404290457	Alternative Ed Program	School Trips - Transportation				500	1,000	-500
290 Alt Ed Total						15,906	22,406	-6,500
101854410457	SS - Literacy	Supply - Professional Development	1	\$228	114	25,992	32,376	-6,384
102854410457	SS - Literacy	Benefits - Supply	1	\$22	114	2,508	3,124	-616
103154410457	SS - Literacy	Professional Development - Academic & S.O.'s				5,300	7,300	-2,000
103254410457	SS - Literacy	Program Supplies				6,300	6,300	0
103614410457	SS - Literacy	Automobile Reimbursement				0	0	0
410 Literacy Total						40,100	49,100	-9,000
101854411457	SS - Numeracy	Supply - Professional Development	1	\$228	131	29,868	38,988	-9,120
102854411457	SS - Numeracy	Benefits - Supply	1	\$22	131	2,882	3,762	-880
103254411457	SS - Numeracy	Program Supplies				3,705	3,705	0
103614411457	SS - Numeracy	Automobile Reimbursement				1,000	1,000	0
411 Numeracy Total						37,455	47,455	-10,000

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - GSN - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101854412457	SS - Pathways	Supply - Professional Development	1	\$228	117	26,676	26,676	0
102854412457	SS - Pathways	Benefits - Supply	1	\$22	117	2,574	2,574	0
103154412457	SS - Pathways	Professional Development - Academic & S.O.'s				14,245	18,455	-4,210
103254412457	SS - Pathways	Program Supplies				31,987	32,000	-13
103614412457	SS - Pathways	Automobile Reimbursement				1,000	1,000	0
		412 Pathways Total				76,482	80,705	-4,223
101854413457	SS - Comm Culture & Caring	Supply - Professional Development	1	\$228	22	5,016	5,016	0
102854413457	SS - Comm Culture & Caring	Benefits - Supply	1	\$22	22	484	484	0
103154413457	SS - Comm Culture & Caring	Professional Development - Academic & S.O.'s				3,054	5,094	-2,040
103254413457	SS - Comm Culture & Caring	Program Supplies				2,500	4,500	-2,000
		413 Comm Culture & Caring Total				11,054	15,094	-4,040
103154414457	SS - Teachers:Student Teachers	Professional Development - Academic & S.O.'s				2,000	2,500	-500
103254414457	SS - Teachers:Student Teachers	Program Supplies				12,000	16,000	-4,000
103614414457	SS - Teachers:Student Teachers	Automobile Reimbursement				1,000	1,500	-500
		414 Student Success Teachers/Teams				15,000	20,000	-5,000
101854417457	SS - SAL	Supply - Professional Development	1	\$228	13	2,964	2,964	0
102854417457	SS - SAL	Benefits - Supply	1	\$22	13	286	286	0
103254417457	SS - SAL	Program Supplies				250	250	0
104044417457	SS - SAL	Telephone - Cellular				800	800	0
		417 SAL Total				4,300	4,300	0
554045000501	Con Ed Credit Courses	Telephone - Cellular				600	600	0
553155000502	Con Ed Credit Courses	Professional Development - Academic & S.O.'s				500	0	500
553305000502	Con Ed Credit Courses	Program Supplies				2,500	2,000	500
553355000502	Con Ed Credit Courses	Printing & Photocopying - Instructional				500	500	0
553615000502	Con Ed Credit Courses	Automobile Reimbursement				4,000	500	3,500
557025000504	Con Ed - eLearning	Association and Membership Fees - Individuals				1,000	1,000	0
553305000504	Con Ed - eLearning	Program Supplies				100	100	0
553355000504	Con Ed - eLearning	Printing & Photocopying - Instructional				100	100	0
553615000504	Con Ed - eLearning	Automobile Reimbursement				200	200	0
553305000506	Con Ed - Literacy & Numeracy	Program Supplies				4,400	4,400	0
553355000506	Con Ed - Literacy & Numeracy	Printing & Photocopying - Instructional				400	400	0
553615000506	Con Ed - Literacy & Numeracy	Automobile Reimbursement				200	200	0
553305000509	Con Ed - Intern'l Language	Program Supplies				2,400	2,400	0
553355000509	Con Ed - Intern'l Language	Printing & Photocopying - Instructional				200	200	0
		Con Ed Total				16,500	12,000	4,500
Total Student Success						392,679	425,914	-33,235
101851000471	New Teacher Induction Program	Supply - Professional Development	1	\$228	85	19,380	19,380	0
101854000471	New Teacher Induction Program	Supply - Professional Development	1	\$228	25	5,700	5,700	0
102851000471	New Teacher Induction Program	Benefits - Supply	1	\$22	85	1,870	1,870	0
102854000471	New Teacher Induction Program	Benefits - Supply	1	\$22	25	550	550	0

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - GSN - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101851000471	New Teacher Induction Program	Supply - Professional Development LTO	1	\$228	10	2,280	2,280	0
101854000471	New Teacher Induction Program	Supply - Professional Development LTO	1	\$228	10	2,280	2,280	0
102851000471	New Teacher Induction Program	Benefits - Supply LTO	1	\$22	10	220	220	0
102854000471	New Teacher Induction Program	Benefits - Supply LTO	1	\$22	10	220	220	0
103151000471	New Teacher Induction Program	Professional Development - Academic & S.O.'s				10,500	10,500	0
103154000471	New Teacher Induction Program	Professional Development - Academic & S.O.'s				2,101	2,101	0
103251000471	New Teacher Induction Program	Program Supplies				5,000	5,000	0
103611000471	New Teacher Induction Program	Automobile Reimbursement				2,000	2,000	0
151511000471	New Teacher Induction Program	Principal				23,471	23,125	346
152511000471	New Teacher Induction Program	Benefits Principal				2,106	2,106	0
Total New Teacher Induction Program						77,678	77,332	346
101854000472	Specialist High Skills Major	Supply - Professional Development	1	\$228	75	17,100	17,100	0
102854000472	Specialist High Skills Major	Benefits - Supply	1	\$22	75	1,650	1,650	0
103154000472	Specialist High Skills Major	Professional Development - Academic & S.O.'s				13,456	13,456	0
103204000472	Specialist High Skills Major	Textbooks & Learning Materials				6,728	6,728	0
103254000472	Specialist High Skills Major	Program Supplies				59,949	77,186	-17,237
103614000472	Specialist High Skills Major	Automobile Reimbursement				4,728	4,728	0
105404000472	Specialist High Skills Major	School Trips - Transportation				43,732	43,732	0
251614000472	Specialist High Skills Major	Coordinators/Consultants - Teacher Support				52,774	52,127	647
252614000472	Specialist High Skills Major	Benefits - Coordinators/Consultants - Teacher Support				5,216	5,216	0
253254000472	Specialist High Skills Major	Program Supplies				12,000	12,000	0
Total Specialist High Skills Major						217,333	233,923	-16,590
Total Curriculum - GSN						1,183,715	1,121,701	62,014

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - EPO - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
103254000435	Focus on Youth	Program Supplies				50,000	50,000	0
Total Focus on Youth						50,000	50,000	0
103251000445	Student Voice Initiative	Program Supplies				0	4,365	(4,365)
Total Student Engagement - Speakup						0	4,365	(4,365)
Secondary		2016-2017						
101854000447	TLLP Teacher Learning & Leadership	Supply - Professional Development	1	228	3	684	684	0
102854000447	TLLP Teacher Learning & Leadership	Benefits - Supply	1	22	3	66	66	0
103154000447	TLLP Teacher Learning & Leadership	Professional Development - Academic & S.O.'s				3,668	3,668	0
105024000447	TLLP Teacher Learning & Leadership	Replacement of F&E - Computer				15,682	15,682	0
154504000447	TLLP Teacher Learning & Leadership	Board Admin Costs per agreement - credit to 351106000000				2,010	2,010	0
Total Teacher Learning & Leadership Sec						22,110	22,110	0
Elementary		2017-2018						
101851000448	TLLP Teacher Learning & Leadership	Supply - Professional Development	1	228	55	12,540	12,540	0
102851000448	TLLP Teacher Learning & Leadership	Benefits - Supply	1	22	55	1,210	1,210	0
103151000448	TLLP Teacher Learning & Leadership	Professional Development - Academic & S.O.'s				2,000	2,000	0
103251000448	TLLP Teacher Learning & Leadership	Program Supplies				827	827	0
105021000448	TLLP Teacher Learning & Leadership	Replacement of F&E - Computer				15,000	15,000	0
154101000448	TLLP Teacher Learning & Leadership	Board Admin Costs per agreement - credit to 351106000000				3,148	3,148	0
Total Elementary						34,725	34,725	0
Secondary		2017-2018						
101854000448	TLLP Teacher Learning & Leadership	Supply - Professional Development	90	228	0	0	20,520	(20,520)
102854000448	TLLP Teacher Learning & Leadership	Benefits - Supply	90	22	0	0	1,980	(1,980)
103254000448	TLLP Teacher Learning & Leadership	Program Supplies				0	3,000	(3,000)
Total Secondary						0	25,500	(25,500)
Secondary		2015-2016						
103254282448	TLLP Teacher Learning & Leadership	Program Supplies				0	23,943	(23,943)
Total Secondary						0	23,943	(23,943)
Total Teacher Learning & Leadership						34,725	84,168	(49,443)
103254000470	SHSM - EPO Grant	Program Supplies				58,870	58,870	0
Total SHSM - EPO Grant						58,870	58,870	0
101854410480	SS Transitions - Gap Closing in Literacy	Supply - Professional Development	1	228	36	8,208	8,208	0
102854410480	SS Transitions - Gap Closing in Literacy	Benefits - Supply	1	22	36	792	792	0
103254410480	SS Transitions - Gap Closing in Literacy	Program Supplies				1,904	1,904	0
Total Student Success Transitions						10,904	10,904	0
101851418480	Student Success Re-engagement	Supply - Professional Development	1	228	6	1,368	1,368	0
102851418480	Student Success Re-engagement	Benefits - Supply	1	22	6	132	132	0
103251418480	Student Success Re-engagement	Program Supplies				1,589	1,589	0

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - EPO - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
		Total Student Success Re-engagement				3,089	3,089	0
Total Student Success EPO						13,993	13,993	0
Sub Total EPO						179,698	233,506	(53,808)

2017 -2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - STUDENT SUCCESS - OTHER GRANTS - DALY

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101711000451	CODE - Summer Learning Program					75,000	75,000	0
Total Summer Literacy Gr1-3						75,000	75,000	0
101851000464	CODE - Robotics Action Research Study	Supply - Professional Development	32	\$228	1	0	7,296	(7,296)
102851000464	CODE - Robotics Action Research Study	Benefits - Supply Professional Development.	32	\$22	1	0	704	(704)
103251000464	CODE - Robotics Action Research Study	Program Supplies				0	12,000	(12,000)
Total Robotics Action Research						0	20,000	(20,000)
103154000475	Ontario Youth Apprenticeship	Professional Development - Academic & S.O.'s				3,000	3,000	0
103254000475	Ontario Youth Apprenticeship	Program Supplies - Special Events				7,500	7,500	0
103254000475	Ontario Youth Apprenticeship	Program Supplies - Safety Equipment				2,500	2,500	0
105404000475	Ontario Youth Apprenticeship	School Trips - Transportation				6,000	6,000	0
106404000475	Ontario Youth Apprenticeship	Instructional Advertising				7,500	7,500	0
251614000475	Ontario Youth Apprenticeship	Coordinators/Consultants - Teacher Support				43,300	43,300	0
252614000475	Ontario Youth Apprenticeship	Benefits - Coordinators/Consultants - Teacher Support				5,182	5,182	0
151124000475	Ontario Youth Apprenticeship	Administrative Support				11,300	11,300	0
152124000475	Ontario Youth Apprenticeship	Benefits - Administrative Support				2,503	2,503	0
253154000475	Ontario Youth Apprenticeship	Professional Development - Academic & S.O.'s				3,000	3,000	0
253254000475	Ontario Youth Apprenticeship	Program Supplies				2,500	2,500	0
253614000475	Ontario Youth Apprenticeship	Automobile Reimbursement				500	500	0
254044000475	Ontario Youth Apprenticeship	Telephone - Cellular				500	500	0
Total Ontario Youth Apprenticeship						95,285	95,285	0
020110000484	CODE - Safety in Tech/Labs	Other Operating Grants - Other				0	(10,000)	10,000
105014000484	CODE - Safety in Tech/Labs	Replacement Furniture & Equip				0	0	0
106534000484	CODE - Safety in Tech/Labs	Professional Fees				0	10,000	(10,000)
Total Safety in Tech/Labs						0	0	0
Sub Total Other Grants						170,285	190,285	(20,000)
Total EPO and Other Grants						349,983	423,791	(73,808)

Brant Haldimand Norfolk Catholic District School Board
2017-2018 REVISED EXPENDITURE ESTIMATES - CONTINUING EDUCATION - GSN

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
554045000501	Continuing Education	Telephone - Cellular				600	600	0
Total Continuing Education						600	600	0
553155000502	Con Ed Credit Courses	Professional Development - Academic & S.O.s				500	500	0
553305000502	Con Ed Credit Courses	Program Supplies				2,500	500	2,000
553615000502	Con Ed Credit Courses	Automobile Reimbursement				4,000	3,500	500
553355000502	Con Ed Credit Courses	Printing & Photocopying - Instructional				500	500	0
557025000502	Con Ed Credit Courses	Association Fee (NEW - CESBA)				1,000	1,000	0
Total Con Ed Credit Courses						8,500	6,000	2,500
551965000504	Con Ed - eLearning	Correspondence Self Study Teachers				91,500	91,500	0
552965000504	Con Ed - eLearning	Benefits - Correspondence Self Study Teachers				6,000	6,000	0
553305000504	Con Ed - eLearning	Program Supplies				100	100	0
553355000504	Con Ed - eLearning	Printing & Photocopying - Instructional				100	100	0
553615000504	Con Ed - eLearning	Automobile Reimbursement				200	200	0
Total Con Ed - eLearning						97,900	97,900	0
551965000506	Con Ed - Literacy & Numeracy	Literacy & Numeracy Teachers				8,900	8,900	0
552965000506	Con Ed - Literacy & Numeracy	Benefits - Literacy & Numeracy Teachers				800	800	0
553305000506	Con Ed - Literacy & Numeracy	Program Supplies				4,400	4,400	0
553355000506	Con Ed - Literacy & Numeracy	Printing & Photocopying - Instructional				400	400	0
553615000506	Con Ed - Literacy & Numeracy	Automobile Reimbursement				200	200	0
Total Con Ed - Literacy & Numeracy						14,700	14,700	0
551965000508	Con Ed - Summer School	Summer School Teachers				9,000	9,000	0
552965000508	Con Ed - Summer School	Benefits - Summer School Teachers				500	500	0
553305000508	Con Ed - Summer School	Program Supplies				0	0	0
553355000508	Con Ed - Summer School	Printing & Photocopying - Instructional				0	0	0
553615000508	Con Ed - Summer School	Automobile Reimbursement				0	0	0
Total Con Ed - Summer School						9,500	9,500	0
551975000509	Con Ed - Intern'l Language	Intern'l Language Teachers				14,000	14,000	0
552975000509	Con Ed - Intern'l Language	Benefits - Intern'l Language Teachers				1,000	1,000	0
553305000509	Con Ed - Intern'l Language	Program Supplies				2,400	2,400	0
553355000509	Con Ed - Intern'l Language	Printing & Photocopying - Instructional				200	200	0
553615000509	Con Ed - Intern'l Language	Automobile Reimbursement				0	0	0
Total Con Ed - Intern'l Language						17,600	17,600	0
Total Continuing Education						148,800	146,300	2,500

CURRICULUM
SHYPULA

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating GSN						
INSTRUCTION						
10 185 Supply - Prof Dev	9,120		9,120	9,120	9,803	0
Total Salaries & Wages	9,120		9,120	9,120	9,803	0
10 285 Benefits - Supply Professional Development.	880		880	880	884	0
Total Employee Benefits	880		880	880	884	0
10 325 Program Supplies	12,480		12,480	12,480	11,781	0
10 361 Automobile Reimbursement	500		500	500	418	0
Total Supplies & Services	12,980		12,980	12,980	12,199	0
Total INSTRUCTION	22,980		22,980	22,980	22,886	0

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SPECIAL EDUCATION								
12	115	Temporary Assistance - Clerical/Technical & Specialized	0		0	0	230	0
12	132	Psychological Services - Professionals & Para-Professio	97,322		97,322	95,178	93,898	2,144
12	171	Learning Resource Teacher/Other	94,613		94,613	94,613	94,613	0
12	185	Supply - Prof Dev	15,960		15,960	15,960	9,917	0
12	186	School Programs	69,084		69,084	73,644	38,641	-4,560
12	192	EA Supply - Prof Dev	7,130		7,130	7,130	2,064	0
		Total Salaries & Wages	284,109		284,109	286,525	239,363	-2,416
12	215	Benefits - Temporary Assistance - Clerical/Technical & S	0		0	0	41	0
12	232	Benefits - Psychological Services - Professionals & Para	21,733		21,733	21,093	22,574	640
12	271	Benefits - Learning Resource Teacher/Other School Bas	7,379		7,379	7,379	7,379	0
12	285	Benefits - Supply Professional Development.	1,540		1,540	1,540	832	0
12	286	Benefits - School Programs	6,666		6,666	7,106	3,320	-440
12	292	Benefits - EA Supply Prof Dev	690		690	690	195	0
12	310	Workers' Compensation	0		0	0	0	0
		Total Employee Benefits	38,008		38,008	37,808	34,342	200
12	315	Professional Development - Academic & S.O.'s	20,200		20,200	20,200	18,391	0
12	317	Professional Development - Non Teaching	14,700		14,700	14,700	8,925	0
		Total Staff Development	34,900		34,900	34,900	27,316	0
12	320	Textbooks & Learning Materials	5,500		5,500	7,000	2,704	-1,500
12	325	Program Supplies	81,298		81,298	75,408	107,435	5,890
12	330	Instructional Supplies	8,000		8,000	8,000	8,875	0
12	336	Printing & Photocopying - Non-instructional	8,000		8,000	8,000	7,627	0
12	361	Automobile Reimbursement	40,500		40,500	39,500	34,828	1,000
12	402	Repairs - Computer Technology	3,000		3,000	3,000	0	0
12	404	Telephone - Cellular	1,450		1,450	1,450	264	0
12	405	Telephone - Voice	2,000		2,000	2,000	13,459	0
12	407	Postage	235		235	235	122	0
12	410	Office Supplies & Services	2,500		2,500	2,500	701	0
12	416	SEAC	500		500	500	75	0
12	540	School Trips - Transportation	2,750		2,750	2,750	3,501	0
		Total Supplies & Services	155,733		155,733	150,343	179,591	5,390
12	501	Replacement of Furniture & Equipment - General	106,500		106,500	106,500	99,889	0
12	502	Replacement of Furniture & Equipment - Computer Tech	490,508	-97,001	393,507	490,508	138,330	-97,001

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Total Replacement of F&E	597,008	-97,001	500,007	597,008	238,218	-97,001
12 654 Other Contractual Services	40,500		40,500	40,500	39,506	0
12 702 Association & Membership Fees - Individuals	0		0	0	175	0
Total Fees & Contract Services	40,500		40,500	40,500	39,681	0
Total SPECIAL EDUCATION	1,150,258	-97,001	1,053,257	1,147,084	758,511	-93,827
STUDENT SUPPORT SERVICES						
21 317 Professional Development - Non Teaching	1,200		1,200	900	193	300
Total Staff Development	1,200		1,200	900	193	300
21 325 Program Supplies	2,000		2,000			2,000
21 361 Automobile Reimbursement	9,000		9,000	9,000	6,131	0
Total Supplies & Services	11,000		11,000	9,000	6,131	2,000
Total STUDENT SUPPORT SERVICES	12,200		12,200	9,900	6,324	2,300
COMPUTER SERVICES						
22 135 Technicians - Student Support	55,247		55,247	54,030		1,217
Total Salaries & Wages	55,247		55,247	54,030		1,217
22 235 Benefits - Technicians - Student Support	7,204		7,204	7,204		0
Total Employee Benefits	7,204		7,204	7,204		0
Total COMPUTER SERVICES	62,451		62,451	61,234		1,217
Total Operating GSN	1,247,889	-97,001	1,150,888	1,241,198	787,720	-90,310

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating EPO Grants						
INSTRUCTION						
10 185 Supply - Prof Dev	25,308		25,308	25,308	26,681	0
10 188 ECE Supply - Prof Dev	0		0	0	3,367	0
Total Salaries & Wages	25,308		25,308	25,308	30,048	0
10 285 Benefits - Supply Professional Development.	2,442		2,442	2,442	2,343	0
10 288 Benefits - ECE Supply Prof Dev	0		0	0	274	0
Total Employee Benefits	2,442		2,442	2,442	2,617	0
10 315 Professional Development - Academic & S O 's	8,750		8,750	8,750	20,584	0
Total Staff Development	8,750		8,750	8,750	20,584	0
10 325 Program Supplies	12,686		12,686	12,660	27,844	26
10 361 Automobile Reimbursement	2,300		2,300	2,300	2,197	0
Total Supplies & Services	14,986		14,986	14,960	30,041	26
Total INSTRUCTION	51,486		51,486	51,460	83,290	26

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SPECIAL EDUCATION								
12	132	Psychological Services - Professionals & Para-Professio	65,702		65,702	69,167		-3,465
12	185	Supply - Prof Dev	2,280		2,280	2,280		0
12	186	School Programs	3,648		3,648	3,648	14,819	0
12	191	Educational Assistant	34,821		34,821	34,821		0
12	192	EA Supply - Prof Dev	310		310	310	230	0
		Total Salaries & Wages	106,761		106,761	110,226	15,049	-3,465
12	232	Benefits - Psychological Services - Professionals & Para	13,140		13,140	13,833		-693
12	285	Benefits - Supply Professional Development.	220		220	220		0
12	286	Benefits - School Programs	352		352	352	1,252	0
12	291	Benefits - Educational Assistant	4,179		4,179	4,179		0
12	292	Benefits - EA Supply Prof Dev	30		30	30	20	0
		Total Employee Benefits	17,921		17,921	18,614	1,271	-693
12	315	Professional Development - Academic & S.O.'s	0		0	0	14	0
12	317	Professional Development - Non Teaching	1,300		1,300	1,300	925	0
		Total Staff Development	1,300		1,300	1,300	939	0
12	325	Program Supplies	5,911		5,911	1,776	198	4,135
12	361	Automobile Reimbursement	5,000		5,000	5,000	3,353	0
		Total Supplies & Services	10,911		10,911	6,776	3,551	4,135
		Total SPECIAL EDUCATION	136,893		136,893	136,916	20,810	-23
SCHOOL MANAGEMENT								
15	315	Professional Development - Academic & S.O.'s	12,000		12,000	12,000	2,205	0
		Total Staff Development	12,000		12,000	12,000	2,205	0
15	325	Program Supplies	2,000		2,000	2,000	832	0
15	361	Automobile Reimbursement	1,000		1,000	1,000	164	0
		Total Supplies & Services	3,000		3,000	3,000	997	0
		Total SCHOOL MANAGEMENT	15,000		15,000	15,000	3,202	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SENIOR ADMINISTRATION						
32 315 Professional Development - Academic & S O 's	0		0	0		0
Total Staff Development	0		0	0		0
32 325 Program Supplies	4,553		4,553	4,553	134	0
32 361 Automobile Reimbursement	0		0	0		0
Total Supplies & Services	4,553		4,553	4,553	134	0
Total SENIOR ADMINISTRATION	4,553		4,553	4,553	134	0
Total Operating EPO Grants	207,932		207,932	207,929	107,436	3

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
TOTAL BUDGET	1,455,821	-97,001	1,358,820	1,449,127	895,156	-90,307

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

				132	135	171	185
Responsibility Description	Function	Program	Program Description	Psychological Services - Professionals & Para-Professionals	Technicians - Student Support	Learning Resource Teacher/Other Dev	Supply - Prof
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator				9,120
	10 Total						9,120
	12	301	Special Education				11,400
		302	ISA 1 - Personalized Equipment			94,613	
		330	Resource Staff				
		332	Special Ed Coordinator				
		342	Information Technology Spec Ed				
		343	System Materials				
		352	Non-Violent Crisis Intervention				4,560
		354	E.A.'s				
		360	Speech				
		362	Hearing Impaired				
		365	Social Worker				
		370	Gifted Program				
		372	Mental Health Lead	97,322			
		390	Pilot Projects				
		391	IEP				
	12 Total			97,322		94,613	15,960
	21	355	Child Youth Workers				
	21 Total						
	22	302	ISA 1 - Personalized Equipment			55,247	
	22 Total					55,247	
Curriculum - Learning For All - Shypula Total				97,322		55,247	25,080
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy				1,368
		423	Safe and Accepting Schools				23,940
	10 Total						25,308
	12	385	Autism EPO	65,702			2,280
	12 Total			65,702			2,280
	15	219	Ontario Leadership Strategy				
	15 Total						
	32	219	Ontario Leadership Strategy				
	32 Total						
EPO - Learning For All - Shypula Total				65,702			27,588
Grand Total				163,024		55,247	94,613

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

186 191 192 232

Responsibility Description	Function	Program	Program Description	School Programs	Educational Assistant EA Supply - Prof Dev	Benefits - Psychological Services - Professionals & Para-Professionals
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator			
	10 Total					
	12	301	Special Education	47,880		
		302	ISA 1 - Personalized Equipment			
		330	Resource Staff			
		332	Special Ed Coordinator			
		342	Information Technology Spec Ed	456		
		343	System Materials			
		352	Non-Violent Crisis Intervention			
		354	E.A.'s		4,185	
		360	Speech	5,472		
		362	Hearing Impaired	2,736	155	
		365	Social Worker			
		370	Gifted Program			
		372	Mental Health Lead	9,120	2,015	21,733
		390	Pilot Projects	1,140	775	
		391	IEP	2,280		
	12 Total			69,084	7,130	21,733
	21	355	Child Youth Workers			
	21 Total					
	22	302	ISA 1 - Personalized Equipment			
	22 Total					
Curriculum - Learning For All - Shypula Total				69,084	7,130	21,733
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy			
		423	Safe and Accepting Schools			
	10 Total					
	12	385	Autism EPO	3,648	34,821	310
	12 Total			3,648	34,821	310
	15	219	Ontario Leadership Strategy			
	15 Total					
	32	219	Ontario Leadership Strategy			
	32 Total					
EPO - Learning For All - Shypula Total				3,648	34,821	310
Grand Total				72,732	34,821	34,873

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

Responsibility Description	Function	Program	Program Description	235	271	285	286	291
				Benefits - Technicians - Student Support	Benefits - Learning Resource Teacher/Other School Based	Benefits - Supply Professional Development	Benefits - School Programs	Benefits - Educational Assistant
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator				880	
	10 Total						880	
	12	301	Special Education				1,100	4,620
		302	ISA 1 - Personalized Equipment		7,379			
		330	Resource Staff					
		332	Special Ed Coordinator					
		342	Information Technology Spec Ed					44
		343	System Materials					
		352	Non-Violent Crisis Intervention				440	
		354	E.A.'s					
		360	Speech					528
		362	Hearing Impaired					264
		365	Social Worker					
		370	Gifted Program					
		372	Mental Health Lead					880
		390	Pilot Projects					110
		391	IEP					220
	12 Total				7,379		1,540	6,666
	21	355	Child Youth Workers					
	21 Total							
	22	302	ISA 1 - Personalized Equipment		7,204			
	22 Total				7,204			
Curriculum - Learning For All - Shypula Total					7,204	7,379	2,420	6,666
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy				132	
		423	Safe and Accepting Schools				2,310	
	10 Total						2,442	
	12	385	Autism EPO				220	352
	12 Total						220	352
	15	219	Ontario Leadership Strategy					
	15 Total							
	32	219	Ontario Leadership Strategy					
	32 Total							
EPO - Learning For All - Shypula Total							2,662	352
Grand Total					7,204	7,379	5,082	7,018
								4,179
								4,179

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

Responsibility Description	Function	Program	Program Description	292	315	317	320	325	330
				Benefits - EA Supply Prof Dev	Professional Development - Academic & S.O.'s	Professional Development - Non Teaching	Textbooks & Learning Materials	Program Supplies	Instructional Supplies
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator					12,480	
	10 Total							12,480	
	12	301	Special Education		11,000	2,000	5,500	14,000	8,000
		302	ISA 1 - Personalized Equipment						
		330	Resource Staff		3,800			2,000	
		332	Special Ed Coordinator		2,500				
		342	Information Technology Spec Ed		300			500	
		343	System Materials					17,646	
		352	Non-Violent Crisis Intervention					4,500	
		354	E.A.'s	405		7,000			
		360	Speech			800		3,020	
		362	Hearing Impaired	15	300			800	
		365	Social Worker			900		1,000	
		370	Gifted Program		300			9,750	
		372	Mental Health Lead	195	2,000	4,000		11,290	
		390	Pilot Projects	75				16,792	
		391	IEP						
	12 Total			690	20,200	14,700	5,500	81,298	8,000
	21	355	Child Youth Workers			1,200		2,000	
	21 Total					1,200		2,000	
	22	302	ISA 1 - Personalized Equipment						
	22 Total								
Curriculum - Learning For All - Shypula Total				690	20,200	15,900	5,500	95,778	8,000
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy					9,799	
		423	Safe and Accepting Schools		8,750			2,887	
	10 Total				8,750			12,686	
	12	385	Autism EPO	30		1,300		5,911	
	12 Total			30		1,300		5,911	
	15	219	Ontario Leadership Strategy		12,000			2,000	
	15 Total				12,000			2,000	
	32	219	Ontario Leadership Strategy					4,553	
	32 Total							4,553	
EPO - Learning For All - Shypula Total				30	20,750	1,300		25,150	
Grand Total				720	40,950	17,200	5,500	120,928	8,000

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

				336	361	402	404	405	407
Responsibility Description	Function	Program	Program Description	Printing & Photocopying - Non-instructional	Automobile Reimburse ment	Repairs - Computer Technology	Telephone - Cellular	Telephone - Voice	Postage
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator		500				
	10 Total				500				
	12	301	Special Education	8,000	2,500			2,000	235
		302	ISA 1 - Personalized Equipment			3,000			
		330	Resource Staff		10,000				
		332	Special Ed Coordinator		2,500				
		342	Information Technology Spec Ed		3,000		200		
		343	System Materials						
		352	Non-Violent Crisis Intervention		300				
		354	E.A.'s		3,500				
		360	Speech		5,000				
		362	Hearing Impaired		3,000				
		365	Social Worker		5,700		1,250		
		370	Gifted Program		500				
		372	Mental Health Lead		4,500				
		390	Pilot Projects						
		391	IEP						
	12 Total			8,000	40,500	3,000	1,450	2,000	235
	21	355	Child Youth Workers		9,000				
	21 Total				9,000				
	22	302	ISA 1 - Personalized Equipment						
	22 Total								
Curriculum - Learning For All - Shypula Total				8,000	50,000	3,000	1,450	2,000	235
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy		300				
		423	Safe and Accepting Schools		2,000				
	10 Total				2,300				
	12	385	Autism EPO		5,000				
	12 Total				5,000				
	15	219	Ontario Leadership Strategy		1,000				
	15 Total				1,000				
	32	219	Ontario Leadership Strategy						
	32 Total								
EPO - Learning For All - Shypula Total					8,300				
Grand Total				8,000	58,300	3,000	1,450	2,000	235

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

Responsibility Description	Function	Program	Program Description	410	416	501	502	540	654
				Office Supplies & Services	SEAC	Replacement of Furniture & Equipment - General	Replacement of Furniture & Equipment - Computer Technology	School Trips - Transportation	Other Contractual Services
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator						
	10 Total								
	12	301	Special Education	2,500	500		2,500	2,500	40,500
		302	ISA 1 - Personalized Equipment				104,000	391,007	
		330	Resource Staff						
		332	Special Ed Coordinator						
		342	Information Technology Spec Ed						
		343	System Materials						
		352	Non-Violent Crisis Intervention						
		354	E.A.'s						
		360	Speech						
		362	Hearing Impaired						
		365	Social Worker						
		370	Gifted Program					2,750	
		372	Mental Health Lead						
		390	Pilot Projects						
		391	IEP						
	12 Total			2,500	500		106,500	393,507	2,750
	21	355	Child Youth Workers						
	21 Total								
	22	302	ISA 1 - Personalized Equipment						
	22 Total								
Curriculum - Learning For All - Shypula Total				2,500	500		106,500	393,507	2,750
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy						
		423	Safe and Accepting Schools						
	10 Total								
	12	385	Autism EPO						
	12 Total								
	15	219	Ontario Leadership Strategy						
	15 Total								
	32	219	Ontario Leadership Strategy						
	32 Total								
EPO - Learning For All - Shypula Total				2,500	500		106,500	393,507	2,750
Grand Total				2,500	500		106,500	393,507	2,750

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Shypula

Grand Total

Responsibility Description	Function	Program	Program Description	
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator	22,980
	10 Total			22,980
	12	301	Special Education	166,735
		302	ISA 1 - Personalized Equipment	599,999
		330	Resource Staff	15,800
		332	Special Ed Coordinator	5,000
		342	Information Technology Spec Ed	4,500
		343	System Materials	17,646
		352	Non-Violent Crisis Intervention	9,800
		354	E.A.'s	15,090
		360	Speech	14,820
		362	Hearing Impaired	7,270
		365	Social Worker	8,850
		370	Gifted Program	13,300
		372	Mental Health Lead	153,055
		390	Pilot Projects	18,892
		391	IEP	2,500
	12 Total			1,053,257
	21	355	Child Youth Workers	12,200
	21 Total			12,200
	22	302	ISA 1 - Personalized Equipment	62,451
	22 Total			62,451
Curriculum - Learning For All - Shypula Total				1,150,888
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy	11,599
		423	Safe and Accepting Schools	39,887
	10 Total			51,486
	12	385	Autism EPO	136,893
	12 Total			136,893
	15	219	Ontario Leadership Strategy	15,000
	15 Total			15,000
	32	219	Ontario Leadership Strategy	4,553
	32 Total			4,553
EPO - Learning For All - Shypula Total				207,932
Grand Total				1,358,820

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - SPECIAL EDUCATION - GSN - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
121851000301	Special Education	Supply - Professional Development	1	\$228	30	6,840	6,840	0
121854000301	Special Education	Supply - Professional Development	1	\$228	20	4,560	4,560	0
121861000301	Special Education	Supply - School Programs	1	\$228	180	41,040	41,040	0
121864000301	Special Education	Supply - School Programs	1	\$228	30	6,840	6,840	0
122851000301	Special Education	Benefits - Supply - Professional Development	1	\$22	30	660	660	0
122854000301	Special Education	Benefits - Supply - Professional Development	1	\$22	20	440	440	0
122861000301	Special Education	Benefits - School Programs	1	\$22	180	3,960	3,960	0
122864000301	Special Education	Benefits - School Programs	1	\$22	30	660	660	0
123151000301	Special Education	Professional Development - Academic & S.O.s				5,500	5,500	0
123154000301	Special Education	Professional Development - Academic & S.O.s				5,500	5,500	0
123171000301	Special Education	Professional Development - Non Teaching				2,000	2,000	0
123201000301	Special Education	Textbooks & Learning Materials				4,000	4,000	0
123204000301	Special Education	Textbooks & Learning Materials				1,500	3,000	(1,500)
123251000301	Special Education	Program Supplies				11,000	11,000	0
123254000301	Special Education	Program Supplies				3,000	3,000	0
123301000301	Special Education	Instructional Supplies				2,000	2,000	0
123304000301	Special Education	Instructional Supplies				6,000	6,000	0
123361000301	Special Education	Printing & Photocopying - Non-instructional				8,000	8,000	0
123611000301	Special Education	Automobile Reimbursement				2,500	2,500	0
124051000301	Special Education	Telephone - Voice				2,000	2,000	0
124071000301	Special Education	Postage/Courier				235	235	0
124101000301	Special Education	Office Supplies & Services				2,500	2,500	0
124161000301	Special Education	SEAC Committee				500	500	0
125011000301	Special Education	Replacement of Furniture & Equipment - General				2,500	2,500	0
125021000301	Special Education	Replacement of Furniture & Equipment - Computer Technology				2,500	2,500	0
126541000301	Special Education	Other Contractual Services - PURCHASE SERVICE - Speech				500	500	0
126541000301	Special Education	Other Contractual Services				40,000	40,000	0
Total Special Education						166,735	168,235	(1,500)
01001000302	SEA - Personalized Equipment	GSN ISA 1						0
121711000302	SEA - Personalized Equipment	Resource Teacher allocation				94,613	94,613	0
122711000302	SEA - Personalized Equipment	Resource Teacher Benefit allocation				7,379	7,379	0
124021000302	SEA - Personalized Equipment	Repairs - Computer Technology				3,000	3,000	0
125011000302	SEA - Personalized Equipment	Replacement of Furniture & Equipment - General				65,000	65,000	0
125014000302	SEA - Personalized Equipment	Replacement of Furniture & Equipment - General				39,000	39,000	0
125021000302	SEA - Personalized Equipment	Replacement of Furniture & Equipment - Computer Technology				231,007	278,008	(47,001)
125024000302	SEA - Personalized Equipment	Replacement of Furniture & Equipment - Computer Technology				160,000	210,000	(50,000)
221351000302	SEA - Personalized Equipment	Technical & Specialized-Non-Instructional				55,247	54,030	1,217
222351000302	SEA - Personalized Equipment	Benefits - Technical & Specialized-Non-Instructional				7,204	7,204	0
Total SEA - Personalized Equipment						662,450	758,234	(95,784)
123151000330	Resource Staff	Professional Development - Academic & S.O.s				3,800	3,800	0
123251000330	Resource Staff	Program Supplies				2,000	2,000	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - SPECIAL EDUCATION - GSN - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
123611000330	Resource Staff	Automobile Reimbursement				10,000	10,000	0
Total Resource Staff						15,800	15,800	0
123151000332	Special Ed - Co-ordinator	Professional Development - Academic & S.O.s				2,500	2,500	0
123611000332	Special Ed - Co-ordinator	Automobile Reimbursement				2,500	2,500	0
Total Special Ed - Co-ordinator						5,000	5,000	0
121861000342	Information Technology Spec Ed	Supply - School Programs	1	\$228	2	456	456	0
122861000342	Information Technology Spec Ed	Benefits - School Programs	1	\$22	2	44	44	0
123151000342	Information Technology Spec Ed	Professional Development - Academic & S.O.s				300	300	0
123251000342	Information Technology Spec Ed	Program Supplies				500	500	0
123611000342	Information Technology Spec Ed	Automobile Reimbursement				3,000	3,000	0
124041000342	Information Technology Spec Ed	Telephone - Cellular				200	200	0
Total Information Technology Spec Ed						4,500	4,500	0
123251000343	System Materials	Program Supplies				14,646	14,646	0
123254000343	System Materials	Program Supplies				3,000	3,000	0
Total System Materials						17,646	17,646	0
121851000352	Non-Violent Crisis Intervention	Supply - Professional Development	1	\$228	15	3,420	3,420	0
122851000352	Non-Violent Crisis Intervention	Benefits - Supply - Professional Development	1	\$22	15	330	330	0
121854000352	Non-Violent Crisis Intervention	Supply - Professional Development	1	\$228	5	1,140	1,140	0
122854000352	Non-Violent Crisis Intervention	Benefits - Supply - Professional Development	1	\$22	5	110	110	0
123251000352	Non-Violent Crisis Intervention	Program Supplies				4,500	500	4,000
123611000352	Non-Violent Crisis Intervention	Automobile Reimbursement				300	300	0
Total Non-Violent Crisis Intervention						9,800	5,800	4,000
121921000354	E.As	Supply EA PD	1	\$155	20	3,100	3,100	0
121924000354	E.A.s	Supply EA PD	1	\$155	7	1,085	1,085	0
122921000354	E.A.s	Benefits - Supply - EA - PD	1	\$15	20	300	300	0
122924000354	E.A.s	Benefits - Supply - EA - PD	1	\$15	7	105	105	0
123171000354	E.A.s	Professional Development - Non Teaching				7,000	7,000	0
123611000354	E.A.s	Automobile Reimbursement				3,500	3,500	0
Total E.A.'s						15,090	15,090	0
213174000355	Child Youth Workers	Professional Development - Non Teaching				1,200	900	300
		Program Supplies				2,000		2,000
213614000355	Child Youth Workers	Automobile Reimbursement				9,000	9,000	0
Total Child Youth Workers						12,200	9,900	2,300
121861000360	Speech	Benefits - School Programs	1	\$228	24	5,472	5,472	0
122861000360	Speech	Benefits - School Programs	1	\$22	24	528	528	0
123171000360	Speech	Professional Development - Non Teaching				800	800	0
123251000360	Speech	Program Supplies				3,020	3,020	0
123611000360	Speech	Automobile Reimbursement				5,000	4,000	1,000
Total Speech						14,820	13,820	1,000

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - SPECIAL EDUCATION - GSN - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
121861000362	Hearing Impaired	Supply - School Programs	1	\$228	12	2,736	2,736	0
121921000362	Hearing Impaired	Supply EA PD	1	\$155	1	155	155	0
122861000362	Hearing Impaired	Benefits - School Programs	1	\$22	12	264	264	0
122921000362	Hearing Impaired	Benefits - Supply - EA - PD	1	\$15	1	15	15	0
123151000362	Hearing Impaired	Professional Development - Academic & S.O.s				300	300	0
123251000362	Hearing Impaired	Program Supplies				800	800	0
123611000362	Hearing Impaired	Automobile Reimbursement				3,000	3,000	0
Total Hearing Impaired						7,270	7,270	0
123171000365	Social Worker	Professional Development - Non Teaching				900	900	0
123251000365	Social Worker	Program Supplies				1,000	1,000	0
123611000365	Social Worker	Automobile Reimbursement				5,700	5,700	0
124041000365	Social Worker	Telephone - Cellular				1,250	1,250	0
Total Social Worker						8,850	8,850	0
123151000370	Gifted Program	Professional Development - Academic & S.O.s				300	300	0
123251000370	Gifted Program	Program Supplies				9,000	9,000	0
123254000370	Gifted Program	Program Supplies				750	750	0
123611000370	Gifted Program	Automobile Reimbursement				500	500	0
125401000370	Gifted Program	School Trips - Transportation				2,000	2,000	0
125404000370	Gifted Program	School Trips - Transportation				750	750	0
Total Gifted Program						13,300	13,300	0
121921000372	Mental Health Lead	Temporary Assistance - Clerical/Technical & Specialized	1	\$155	13	2,015	2,015	0
122921000372	Mental Health Lead	Benefits - Temporary Assistance - Clerical/Technical & Specialized	1	\$15	13	195	195	0
121321000372	Mental Health Lead	Mental Health Lead				97,322	95,178	2,144
122321000372	Mental Health Lead	Benefits - Mental Health Lead				21,733	21,093	640
121861000372	Mental Health Lead	School Programs	1	\$228	30	6,840	6,840	0
122861000372	Mental Health Lead	Benefits - School Programs	1	\$22	30	660	660	0
121864000372	Mental Health Lead	School Programs	1	\$228	10	2,280	6,840	(4,560)
122864000372	Mental Health Lead	Benefits - School Programs	1	\$22	10	220	660	(440)
123151000372	Mental Health Lead	Professional Development - Academic & S.O.'s				2,000	2,000	0
123171000372	Mental Health Lead	Professional Development -				4,000	4,000	0
123251000372	Mental Health Lead	Program Supplies				7,790	4,790	3,000
123254000372	Mental Health Lead	Program Supplies				3,500	1,500	2,000
123611000372	Mental Health Lead	Automobile Reimbursement				2,500	2,500	0
123614000372	Mental Health Lead	Automobile Reimbursement				2,000	2,000	0
Total Mental Health Lead						153,055	150,271	2,784
121861000390	Pilot Projects	Supply - Professional Development	5	\$228	1	1,140	1,140	0
121921000390	Pilot Projects	Supply - Professional Development - EA	5	\$155	1	775	775	0
122861000390	Pilot Projects	Benefits - Supply - Professional Development	5	\$22	1	110	110	0
122921000390	Pilot Projects	Benefits - Supply - Professional Development - EA	5	\$15	1	75	75	0
123251000390	Pilot Projects	Program Supplies				13,792	16,902	(3,110)
123254000390	Pilot Projects	Program Supplies				3,000	3,000	0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - SPECIAL EDUCATION - GSN - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
123611000390	Pilot Projects	Automobile Reimbursement				0	0	0
Total Pilot Projects						18,892	22,002	(3,110)
121861000391	IEP	Supply - School Programs	1	\$228	5	1,140	1,140	0
121864000391	IEP	Supply - School Programs	1	\$228	5	1,140	1,140	0
122861000391	IEP	Benefits - School Programs	1	\$22	5	110	110	0
122864000391	IEP	Benefits - School Programs	1	\$22	5	110	110	0
Total IEP						2,500	2,500	0
Total Special Education - GSN						1,127,908	1,218,218	(90,310)

2016-2017 PRELIM EXPENDITURE ESTIMATES - OTHER - GSN - SHYPULA

101851000452	Sports Coordinator	Supply - Professional Development	1	\$228	40	9,120	9,120	0
102851000452	Sports Coordinator	Benefits - Supply Professional Development.	1	\$22	40	880	880	0
103251000452	Sports Coordinator	Program Supplies				0	0	0
	Sports Coordinator	First Aid Kits	1	\$110	4	440	440	0
	Sports Coordinator	Banners				1,400	1,400	0
	Sports Coordinator	Medallions/Ribbons				1,750	1,750	0
	Sports Coordinator	Have-A-Go Awards and Ribbons				170	170	0
	Sports Coordinator	Port-o-Potty rentals	1	\$430	4	1,720	1,720	0
	Sports Coordinator	Referees for Tournaments				7,000	7,000	0
103611000452	Sports Coordinator	Automobile Reimbursement				500	500	0
Total Sports Coordinator						22,980	22,980	0
Total Other - GSN						22,980	22,980	0
Total Curriculum - GSN						1,150,888	1,241,198	(90,310)

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - SPECIAL EDUCATION - EPO - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
121321000385	Autism - EPO Grant	Psychologist - Applied Behavioral Analysis				65,702	69,167	(3,465)
122321000385	Autism - EPO Grant	Benefits - Psychologist	20%			13,140	13,833	(693)
121911000385	Autism - EPO Grant	Allocate EA special assignment cost				34,821	34,821	0
122911000385	Autism - EPO Grant	Allocate EA special assignment cost benefits	12%			4,179	4,179	0
121921000385	Autism - EPO Grant	Supply - Professional Development - EA	1	\$155	2	310	310	0
122921000385	Autism - EPO Grant	Benefits - Supply - Professional Development - EA	1	\$15	2	30	30	0
121851000385	Autism - EPO Grant	Supply - Professional Development	1	\$228	10	2,280	2,280	0
122851000385	Autism - EPO Grant	Benefits - Supply - Professional Development	1	\$22	10	220	220	0
121861000385	Autism - EPO Grant	School Programs	1	\$228	15	3,420	3,420	0
122861000385	Autism - EPO Grant	Benefits - School Programs	1	\$22	15	330	330	0
121864000385	Autism - EPO Grant	School Programs	1	\$228	1	228	228	0
122864000385	Autism - EPO Grant	Benefits - School Programs	1	\$22	1	22	22	0
123151000385	Autism - EPO Grant	Professional Development - Academic & S.O.'s				1,300	1,300	0
123171000385	Autism - EPO Grant	Professional Development - Non Teaching				5,911	1,776	4,135
123251000385	Autism - EPO Grant	Program Supplies				5,000	5,000	0
123610000385	Autism - EPO Grant	Automobile Reimbursement						
Total Autism - EPO Grant						136,893	136,916	(23)
Total Special Education - EPO						136,893	136,916	(23)

2017-2018 PRELIM EXPENDITURE ESTIMATES - OTHER - EPO - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101851000219	Ont Leadership Strategy	Supply - Professional Development	1	228	6	1,368	1,368	0
102851000219	Ont Leadership Strategy	Benefits - Supply	1	22	6	132	132	0
103251000219	Ont Leadership Strategy	Program Supplies				11,799	9,799	2,000
103611000219	Ont Leadership Strategy	Automobile Reimbursement				300	300	0
153151000219	Ont Leadership Strategy	Professional Development - Academic & S.O.'s				10,000	12,000	(2,000)
153251000219	Ont Leadership Strategy	Program Supplies				2,000	2,000	0
153611000219	Ont Leadership Strategy	Automobile Reimbursement				1,000	1,000	0
323256000219	Ont Leadership Strategy	Program Supplies				4,553	4,553	0
Total Ontario Leadership Strategy						31,152	31,152	0
101851000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Supply - Professional Development	1	\$228	75	17,100	17,100	0
102851000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Benefits - Supply - Professional Development	1	\$22	75	1,650	1,650	0
101854000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Supply - Professional Development	1	\$228	30	6,840	6,840	0
102854000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Benefits - Supply - Professional Development	1	\$22	30	660	660	0

Brant Haldimand Norfolk Catholic District School Board

2017-2018 PRELIM EXPENDITURE ESTIMATES - SPECIAL EDUCATION - EPO - SHYPULA

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
103151000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Professional Development - Academic & S.O.'s				8,750	8,750	0
103251000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Program Supplies				2,887	2,861	26
103611000423	Well-Being:Safe, Accepting and Healthy Schools and Mental Health	Automobile Reimbursement				2,000	2,000	0
Total Well-Being:Safe, Accepting and Healthy Schools and Mental Health						39,887	39,861	26
Total Other EPO						71,039	71,013	26
Total Grants						207,932	207,929	3

**CURRICULUM
DIRECTOR**

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Director by Fund

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
Operating GSN								
INSTRUCTION								
10	185	Supply - Prof Dev	84,444		84,444	60,420	55,513	24,024
		Total Salaries & Wages	84,444		84,444	60,420	55,513	24,024
10	285	Benefits - Supply Professional Development.	8,782		8,782	5,918	4,811	2,864
		Total Employee Benefits	8,782		8,782	5,918	4,811	2,864
10	315	Professional Development - Academic & S.O.'s	60,023		60,023	53,085	32,876	6,938
		Total Staff Development	60,023		60,023	53,085	32,876	6,938
10	320	Textbooks & Learning Materials	90,140		90,140	170,790	115,441	-80,650
10	322	Books & Periodicals	500		500	500		0
10	325	Program Supplies	29,661		29,661	15,322	54,210	14,339
10	361	Automobile Reimbursement	0		0	0	2,426	0
10	540	School Trips - Transportation	4,050		4,050			4,050
		Total Supplies & Services	124,351		124,351	186,612	172,077	-62,261
10	725	Miscellaneous	1,500		1,500	1,500		0
		Total Other Expenses	1,500		1,500	1,500		0
Total		INSTRUCTION	279,100		279,100	307,535	265,277	-28,435
SPECIAL EDUCATION								
12	192	EA Supply - Prof Dev	310		310	0	364	310
		Total Salaries & Wages	310		310	0	364	310
12	292	Benefits - EA Supply Prof Dev	30		30	0	32	30
		Total Employee Benefits	30		30	0	32	30
Total		SPECIAL EDUCATION	340		340	0	396	340

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Curriculum - Director by Fund

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
SCHOOL MANAGEMENT						
15 315 Professional Development - Academic & S.O.'s	0		0	0	2,778	0
Total Staff Development	0		0	0	2,778	0
15 325 Program Supplies	5,000		5,000	0	3,955	5,000
Total Supplies & Services	5,000		5,000	0	3,955	5,000
15 661 Software Fees & Licenses	0		0	0	3,576	0
Total Fees & Contract Services	0		0	0	3,576	0
Total SCHOOL MANAGEMENT	5,000		5,000	0	10,308	5,000
TEACHER SUPPORT SERVICES						
25 315 Professional Development - Academic & S.O.'s	3,500		3,500	3,500	6,802	0
Total Staff Development	3,500		3,500	3,500	6,802	0
25 325 Program Supplies	2,500		2,500	2,500	2,869	0
25 335 Printing & Photocopying - Instructional	1,200		1,200	1,200	1,240	0
25 361 Automobile Reimbursement	2,800		2,800	2,800	2,638	0
25 404 Telephone - Cellular	400		400	400	97	0
Total Supplies & Services	6,900		6,900	6,900	6,844	0
25 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
Total Replacement of F&E	0		0	0		0
25 702 Association & Membership Fees - Individuals	500		500	500	239	0
Total Fees & Contract Services	500		500	500	239	0
Total TEACHER SUPPORT SERVICES	10,900		10,900	10,900	13,885	0
Total Operating GSN	295,340		295,340	318,435	289,866	-23,095
TOTAL BUDGET	295,340		295,340	318,435	289,866	-23,095

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Director**

				185	192	285	292	315	320	322	325
Responsibility Description	Function	Program	Program Description	Supply - Prof Dev	EA Supply - Prof Dev	Benefits - Supply Professional Development	Benefits - EA Supply Prof Dev	Professional Development - Academic & S.O.'s	Textbooks & Learning Materials	Books & Periodicals	Program Supplies
Director of Education	10	210	Catholicity	912		88		10,000		500	12,000
		449	Faith Animator	40,356		3,762		17,482			2,000
		450	Religion	43,176		4,932		12,541	90,140		15,661
		467	Catholic Learning Communities					20,000			
	10 Total			84,444		8,782		60,023	90,140	500	29,661
	12	449	Faith Animator		310						
	12 Total				310						
	15	220	Strategic Planning								5,000
	15 Total										5,000
	25	449	Faith Animator					1,500			500
		450	Religion					2,000			2,000
	25 Total							3,500			2,500
Director of Education Total				84,444	310	8,782	30	63,523	90,140	500	37,161
Grand Total				84,444	310	8,782	30	63,523	90,140	500	37,161

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Director**

			335	361	404	540	702	725	Grand Total
Responsibility Description	Function	Program Description	Printing & Photocopying - Instructional	Automobile Reimbursement	Telephone - Cellular	School Trips - Transportation	Association & Membership Fees - Individuals	Miscellaneous	
Director of Education	10	210 Catholicity						1,500	25,000
		449 Faith Animator							63,600
		450 Religion				4,050			170,500
		467 Catholic Learning Communities							20,000
	10 Total					4,050		1,500	279,100
	12	449 Faith Animator							340
	12 Total								340
	15	220 Strategic Planning							5,000
	15 Total								5,000
	25	449 Faith Animator	200	800					3,000
		450 Religion	1,000	2,000	400		500		7,900
	25 Total		1,200	2,800	400		500		10,900
Director of Education Total			1,200	2,800	400	4,050	500	1,500	295,340
Grand Total			1,200	2,800	400	4,050	500	1,500	295,340

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - DIRECTOR

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101851000210	Catholicity	Supply - Professional Development	2.5	228	1	570	570	0
102851000210	Catholicity	Benefits - Professional Development	2.5	22	1	55	55	0
101854000210	Catholicity	Supply - Professional Development	1.5	228	1	342	342	0
102854000210	Catholicity	Benefits - Professional Development	1.5	22	1	33	33	0
103151000210	Catholicity	Catholic Community Foundation of SW Ontario (London Diocese Partnership)				5,000	5,000	0
103154000210	Catholicity	Catholic Community Foundation of SW Ontario (London Diocese Partnership)				5,000	5,000	0
103221000210	Catholicity	Books/Periodicals				500	500	0
103251000210	Catholicity	Developing 2018-2020 Board theme: Design & Artwork to develop spiritual theme (\$6,000) - Yr. 1 promotional (banner stands/banners/prayer cards/posters) (\$6,000)				12,000	2,500	9,500
107251000210	Catholicity	Miscellaneous				1,500	1,500	0
Catholicity Total						25,000	15,500	9,500
156611000220	Strategic Plan 2015-2018	Software (\$28,500 1st year ... no ongoing fee)				0	0	0
156614000220	Strategic Plan 2015-2018	Software (\$28,500 1st year ... no ongoing fee)				0	0	0
156611000220	Strategic Plan 2015-2018	Costs incurred in 2015-16...no ongoing costs				0	0	0
153251000220	Strategic Planning	Program Supplies (design/artwork & publications related to new 2018-2020 Strategic Plan)				5,000	0	5,000
Strategic Planning Total						5,000	0	5,000
101851000449	Faith Animator	Supply - Professional Development						0
		Faith Ambassador Inservice	1	228	28	6,384	2,280	4,104
		Faith Ambassador (Year end discernment retreat or new spiritual theme development retreat)	1	228	28	6,384	7,980	-1,596
		Grade 6 Teacher Inservice - Christian Meditation	1	228	43	9,804	0	9,804
		Contemplative Retreat #1 - 15 Admin (2 supply days)	2	228	2	912	5,016	-4,104
		Contemplative Retreat #2 - SAT Team (2 supply days)	2	228	2	912	5,016	-4,104
		Contemplative Retreat #3 - Open to all staff	2	228	15	6,840	5,472	1,368
		Contemplative Retreat #4 - Part 2 - building capacity	2	228	15	6,840	0	6,840
		Supply - Professional Development				38,076	25,764	12,312
102851000449	Faith Animator	Benefits - Supply Professional Development.						0
		Faith Ambassador Inservice	1	22	28	616	220	396
		Faith Ambassador (Year end discernment retreat or new spiritual theme development retreat)	1	22	28	616	770	-154
		Grade 6 Teacher Inservice - Christian Meditation	1	22	43	946	0	946
		Contemplative Retreat #1 - 15 Admin. (2 supply days)	2	22	2	88	484	-396
		Contemplative Retreat #2 - SAT Team (2 supply days)	2	22	2	88	484	-396
		Contemplative Retreat #3 - Open to all staff	2	22	15	660	528	132
		Contemplative Retreat #4 - Part 2 - building capacity	2	22	15	528	0	528
		Benefits - Supply Professional Development.				3,542	2,486	1,056

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - DIRECTOR

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
101854000449	Faith Animator	Supply - Professional Development						0
		Grade 9 Applied Math Teacher inservice - Christian Meditation	1	228	10	2,280	0	2,280
		Benefits - Supply Professional Development.				2,280	0	2,280
102854000449	Faith Animator	Benefits - Supply Professional Development.						0
		Grade 9 Applied Math Teacher inservice - Christian Meditation	1	22	10	220	0	220
		Benefits - Supply Professional Development.				220	0	220
103151000449	Faith Animator	Professional Development - Academic & S.O.'s (4 Cont. retreats - accom/meals \$175/person - 15/session)	4	175	15	10,500	25,650	-15,150
	Faith Animator	Professional Development - Academic & S.O.'s (2 Faith Ambassador retreats - venue, lunch, resources) (\$1000/day)				2,000	4,640	-2,640
	Faith Animator	Professional Development - Academic & S.O.'s (year-end discernment retreat lunch)				0	200	-200
	Faith Animator	Professional Development - Academic & S.O.'s (Gr 9 Applied Math teachers inser - resources)				200	0	200
103154000449	Faith Animator	Professional Development - Academic & S.O.'s 2 staff to attend Cdn. High School Forum (April) \$300/each				600	0	600
	Faith Animator	Professions Development - Academic & S.O.'s (2 non-acad staff supervisor expenses - 1 Guatemala Mission Trip - approx \$2300/person/trip)				4,182	2,300	1,882
103251000449	Faith Animator	Program Supplies (teacher resources, i.e., CMWC)				0	1,000	-1,000
	Faith Animator	Praxis events: Advent Retreat (facilitator hon \$200 + dinner = \$300); Theology on Tap (spring = \$500)				1,000	900	100
103254000449	Faith Animator	Program Supplies (teacher resources, i.e., CMWC)				1,000	1,000	0
121921000449	Faith Animator	PD - EAs - 2 Faith Ambassadors/FFT inservices - spec ed member	2	155	1	310	0	310
122921000449	Faith Animator	Benefits - EAs - Faith Formation Team Mtgs (year-end discern.) - spec ed member	2	15	1	30	0	30
253151000449	Faith Animator	Professional Development - Academic & S.O.'s				1,500	1,500	0
253251000449	Faith Animator	Program Supplies				500	500	0
253351000449	Faith Animator	Printing & Photocopying - Instructional				200	200	0
253611000449	Faith Animator	Automobile Reimbursement				800	800	0
254041000449	Faith Animator	Telephone - Cellular				0	0	0
257021000449	Faith Animator	Association & Membership Fees - Individuals				0	0	0
		Other				22,822	38,690	-15,868
	Faith Animator Total					66,940	66,940	0
101851000450	Religion	Supply - Professional Development						0
		Grade 4 Teacher inservice (new GIF/GIC curriculum)	1	228	36	8,208	8,208	0
		ERFLAC Group Mtgs	3	228	4	2,736	2,736	0
		WFMP Liturgical Ctte Mtg. (K. McGlvern)	4	228	1	912	0	912

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - DIRECTOR

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
		WFMP Music Ministry Rehearsal days (2)	2	228	3	1,368	0	1,368
		WFMP Conference	1	228	3	684	684	0
		ICE Symposium - Renewing the Promise	2	228	1	456	0	456
		Social Justice Teacher Culm. Png. Day (fall 2017)	1	288	28	8,064	0	8,064
		Justice Network Culmination Day (spring 2018)	1	228	28	6,384	13,224	-6,840
						<u>28,812</u>	<u>24,852</u>	<u>3,960</u>
102851000450	Religion	Benefits - Supply Professional Development.						0
		Grade 4 Teacher inservice (new GIF/GIC curriculum)	1	22	36	792	880	-88
		ERFLAC Group Mtgs	3	22	4	264	264	0
		WFMP Music Ministry Rehearsal days (2)	2	228	3	1,368	0	1,368
		WFMP Conference	1	22	3	66	66	0
		ICE Symposium - Renewing the Promise	2	22	1	44	0	44
		Social Justice Teacher Culm. Png. Day (fall 2017)	1	22	28	616	0	616
		Justice Network Culmination Day (spring 2018)	1	22	28	616	1,276	-660
						<u>3,766</u>	<u>2,486</u>	<u>1,280</u>
101854000450	Religion	Supply - Professional Development						0
		SRAC Group Mtgs	2	228	8	3,648	3,648	0
		Tough Questions or Dept. Heads release	2	228	3	1,368	1,368	0
		Hamilton Culture of Life Conference	1	228	3	684	0	684
		Dioc. Hamilton CYO Faith Day Challenge Games	1	228	3	684	0	684
		WFMP Music Ministry Rehearsal days (2)	2	228	5	2,280	0	2,280
		WFMP Conference	1	228	5	1,140	1,140	0
		ICE Symposium - Renewing the Promise	2	228	1	456	0	456
		Social Justice Teacher Culm. Png. Day (fall 2017) - 3 teachers/sec.	1	228	9	2,052	0	2,052
		Justice Network Culmination Day (spring 2018) - 3 teachers/sec.	1	228	9	2,052	2,736	-684
						<u>14,364</u>	<u>8,892</u>	<u>5,472</u>
102854000450	Religion	Benefits - Supply Professional Development.						0
		SRAC Group Mtgs	2	22	8	352	352	0
		Tough Questions or Dept. Heads release	2	22	3	132	132	0
		Hamilton Culture of Life Conference	1	22	3	66	0	66
		Dioc. Hamilton CYO Faith Day Challenge Games	1	22	3	66	0	66
		WFMP Conference	1	22	5	110	110	0
		ICE Symposium - Renewing the Promise	2	22	1	44	0	44
		Social Justice Teacher Culm. Png. Day (fall 2017) - 2 teachers/sec. school + 3 chaplains (no cost)	1	22	9	198	0	198
		Justice Network Culmination Day (spring 2018) - 3 teachers/sec.	1	22	9	198	264	-66
						<u>1,166</u>	<u>858</u>	<u>308</u>
103151000450	Religion	Professional Development - Academic & S.O.'s						0

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - DIRECTOR

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
		ICE Symposium - Renewing the Promise - Registrations	1	365	5	1,825		1,825
		WFMP Conference Registration Fees	1	299	3	897	840	57
		WFMP Conference Hotel Accommodations	1	175	3	525	525	0
						<u>3,247</u>	<u>1,365</u>	<u>1,882</u>
103154000450	Religion	Professional Development - Academic & S.O.'s						0
		ICE Symposium - Renewing the Promise - Registrations	1	365	6	2,190	0	2,190
		WFMP Conference Registration Fees (includes Chaplain)	1	299	6	1,794	1,680	114
		WFMP Conference Hotel Accommodations (includes Chap)	1	175	6	1,050	1,050	0
		WFMP Conference Youth Forum (reg'n) - 20 stud.				2400	0	2,400
		Chaplaincy Leaders Annual Conference (3 x \$620)				1,860	1,200	660
						<u>9,294</u>	<u>3,930</u>	<u>5,364</u>
103201000450	Religion	Textbooks & Learning Materials						0
		New Textbooks - Gr. 5 (\$80/book x 679 students)				54,320	50,800	3,520
		New Textbooks - Gr. 4 (\$80/book x 679 students)				0	54,320	-54,320
		New Textbooks - Gr. 5 (teacher resource \$995 x 36)				35,820	35,820	0
		New Textbooks - Gr. 4 (teacher resources \$995 x 30)				0	29,850	-29,850
						<u>90,140</u>	<u>170,790</u>	<u>-80,650</u>
103251000450	Religion	Program Supplies						0
		Catholic Education Week CSLA afternoon retreat				500	0	500
		ICE Symposium - Renewing the Promise accommodations	1	200	5	1000	0	1000
		Justice Network Culm. day (exp/venue/keynote) 435 Elem stud (15/school) + 30 sec stud (10/school) = 465 students + 40 staff				9361	5000	4361
						<u>10,861</u>	<u>5,000</u>	<u>5,861</u>
103254000450	Religion	Program Supplies						0
		Catholic Ed Week CSLA Retreat (moved to elem. line)				0	542	-542
		ICE Symposium - Renewing the Promise accommodations	1	200	6	1,200	0	1,200
		Printing & Publication of Tough Questions materials				0	1,000	-1,000
		Hamilton Culture of Life Conference (27 students reg'n @ \$25)				650	1,180	-530
		Diocese Ham. CYO Faith Day Challenge Games (\$250x3schools (30 students)				750	0	750
		Dev'l & Peace Secondary Students Conf. or Diocesan event				2200	2200	0
						<u>4,800</u>	<u>4,922</u>	<u>-122</u>
105401000450	Religion	Field Trip - WFMP Conference Youth Forum (2 buses)				600	0	600
		Field Trip - Justice Network Culm. day (2 buses N; 2 buses H; 6 buses Brant)				2100	0	2,100
		Field Trip - Hamilton Culture of Life Conference (2 buses)				650	0	650
		Field Trip - Diocese Ham. CYO Faith Day Challenge Games (2 buses)				700	0	700
						<u>4,050</u>	<u>0</u>	<u>4,050</u>

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - GSN - DIRECTOR

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
103611000450	Religion	Automobile Reimbursement						0
103614000450	Religion	Automobile Reimbursement						0
253151000450	Religion	Professional Development - Academic & S.O.'s				2,000	2,000	0
253251000450	Religion	Program Supplies				2,000	2,000	0
253351000450	Religion	Printing & Photocopying - Instructional				1,000	1,000	0
253611000450	Religion	Automobile Reimbursement				2,000	2,000	0
254041000450	Religion	Telephone - Cellular				400	400	0
257021000450	Religion	Association & Membership Fees - Individuals				500	500	0
Religion Total						178,400	230,995	-52,595
103151000467	Catholic Learning Communities	Professional Development - Academic & S.O.'s (Faith Day expenses)				20,000	5,000	15,000
Catholic Learning Communities Total						20,000	5,000	15,000
Total Curriculum - GSN						295,340	318,435	-23,095
OTHER								
337256000221	Flowers/Cards	Miscellaneous - Flowers/Cards				1,500	1,500	0
Flowers/Cards Total						1,500	1,500	0
337256000225	Banquets	Miscellaneous - Service Recognition, Retiree dinner, Fr. Fogarty dinner, CSLA, Retiree Breakfast-Community Building				17,000	14,400	2,600
Banquets Total						17,000	14,400	2,600
						313,840	334,335	-20,495

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - CURRICULUM - OTHER GRANTS - DIRECTOR

G/L	Program Description	Object Description	Days	\$	Staff	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
080110000218	Senior Team Development Fund	Other Operating Grants - Other				0.00	-3,058.91	3,058.91
323156000218	Senior Team Development Fund	Professional Development - Academic & S.O.'s				0.00	3,058.91	-3,058.91
323616000218	Senior Team Development Fund	Automobile Reimbursement				0.00	0.00	0.00
324106000218	Senior Team Development Fund	Office Supplies & Services				0.00	0.00	0.00
Senior Team Development Total						0.00	0.00	0.00
Sub Total EPO						0.00	0.00	0.00

INFORMATION TECHNOLOGY

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Information Technology and Data Services

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)	
INSTRUCTION							
10 406 Telephone - Data Communications Services	420,400		420,400	420,400	342,369	0	Appendix Q, V
Total Supplies & Services	420,400		420,400	420,400	342,369	0	
10 502 Replacement of Furniture & Equipment - Computer Tech	234,700	50,000	284,700	570,950	191,591	-286,250	Appendix Q, V
10 503 Replacement of Furniture & Equipment - Network Conne	46,550		46,550	46,550	159,428	0	Appendix Q, V
Total Replacement of F&E	281,250	50,000	331,250	617,500	351,019	-286,250	
10 661 Software Fees & Licenses	84,000		84,000	84,000	72,253	0	Appendix Q,R,V
10 662 Maintenance Fees - Computer Technology	180,050		180,050	167,900	112,185	12,150	Appendix Q, V
Total Fees & Contract Services	264,050		264,050	251,900	184,438	12,150	
Total INSTRUCTION	965,700	50,000	1,015,700	1,289,800	877,826	-274,100	
SPECIAL EDUCATION							
12 662 Maintenance Fees - Computer Technology	25,740		25,740	42,000		-16,260	
Total Fees & Contract Services	25,740		25,740	42,000		-16,260	
Total SPECIAL EDUCATION	25,740		25,740	42,000		-16,260	

Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Information Technology and Data Services

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)	
SCHOOL MANAGEMENT									
15	115	Temporary Assistance - Clerical/Technical & Specialized	0		0	0	334	0	In Add'n to Salary Summary
		Total Salaries & Wages	0		0	0	334	0	
15	215	Benefits - Temporary Assistance - Clerical/Technical & S	0		0	0	21	0	
		Total Employee Benefits	0		0	0	21	0	
15	317	Professional Development - Non Teaching	0		0	0	20	0	
		Total Staff Development	0		0	0	20	0	
15	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0		0	
15	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350		0	Appendix Q, V
		Total Replacement of F&E	3,350		3,350	3,350		0	
15	661	Software Fees & Licenses	58,400		58,400	46,900	33,486	11,500	Appendix Q, V
15	662	Maintenance Fees - Computer Technology	116,200		116,200	116,200	112,244	0	Appendix V
		Total Fees & Contract Services	174,600		174,600	163,100	145,730	11,500	
Total		SCHOOL MANAGEMENT	177,950		177,950	166,450	146,105	11,500	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Information Technology and Data Services

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2016-2017	Increase (Decrease)	
COMPUTER SERVICES									
22	317	Professional Development - Non Teaching	29,000		29,000	30,000	17,115	-1,000	Appendix Q, V
	Total	Staff Development	29,000		29,000	30,000	17,115	-1,000	
22	325	Program Supplies	1,710		1,710	1,710	1,029	0	Appendix V
22	332	Books & Periodicals	0		0	0		0	Appendix Q, V
22	336	Printing & Photocopying - Non-instructional	900		900	900	201	0	Appendix Q, V
22	361	Automobile Reimbursement	20,000		20,000	20,000	15,960	0	Appendix Q, V
22	402	Repairs - Computer Technology	15,000		15,000	16,000	7,939	-1,000	Appendix Q, V
22	404	Telephone - Cellular	9,500		9,500	8,500	8,250	1,000	Appendix Q, V
22	405	Telephone - Voice	0		0	0	738	0	
22	406	Telephone - Data Communications Services	34,000		34,000	34,000	33,590	0	Appendix Q, V
22	407	Postage	400		400	800	105	-400	Appendix Q, V
22	410	Office Supplies & Services	1,000		1,000	1,000	1,928	0	Appendix Q, V
	Total	Supplies & Services	82,510		82,510	82,910	69,740	-400	
22	501	Replacement of Furniture & Equipment - General	1,000		1,000	1,000	711	0	Appendix Q, V
22	502	Replacement of Furniture & Equipment - Computer Tech	4,000		4,000	4,000	2,543	0	Appendix Q, V
	Total	Replacement of F&E	5,000		5,000	5,000	3,254	0	
22	654	Other Contractual Services	0		0	0		0	Appendix V
22	662	Maintenance Fees - Computer Technology	12,252		12,252	12,252	12,978	0	Appendix Q, V
22	702	Association & Membership Fees - Individuals	500		500	500	678	0	Appendix Q, V
	Total	Fees & Contract Services	12,752		12,752	12,752	13,656	0	
Total	COMPUTER SERVICES		129,262		129,262	130,662	103,765	-1,400	
INFORMATION TECHNOLOGY ADMINISTRATION									
35	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350	9,414	0	Appendix Q, V
	Total	Replacement of F&E	3,350		3,350	3,350	9,414	0	
35	661	Software Fees & Licenses	11,000		11,000	11,000	11,000	0	Appendix Q, V
	Total	Fees & Contract Services	11,000		11,000	11,000	11,000	0	
Total	INFORMATION TECHNOLOGY ADMINISTRATION		14,350		14,350	14,350	20,414	0	
TOTAL BUDGET			1,313,002	50,000	1,363,002	1,643,262	1,148,110	-280,260	

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - INFORMATION TECHNOLOGY**

G/L	Description	Elem	Sec	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
INSTRUCTION						
104061000000	WAN	185,000	55,000	240,000	240,000	0
104061000000	Internet	69,500	66,200	135,700	135,700	0
104061000000	Orion	4,650	4,650	9,300	9,300	0
104061000000	BYOD Internet	26,000	9,400	35,400	35,400	0
Total Data Communications Services		285,150	135,250	420,400	420,400	0
105021000000	Miscellaneous Hardware	10,000	5,000	15,000	15,000	0
105021000000	Backup Tapes	1,500	1,500	3,000	3,000	0
105021000000	Disaster Recovery - Hardware	10,000	10,000	20,000	20,000	0
105021000000	UPS batteries	2,700	1,000	3,700	3,000	700
105021000000	AV Patch Cabling	3,000	2,000	5,000	5,000	0
105021000000	Moving Costs Computers/Monitors	1,000	1,000	2,000	2,000	0
105021000000	Phase 3 BYOD Cabling	0	0	0	40,000	-40,000
105021000000	Phase 3 BYOD Hardware	0	0	0	166,000	-166,000
105021000000	Student Devices	50,000	0	50,000	100,000	-50,000
105021000000	Replace PC's	58,000	65,000	123,000	95,000	28,000
105021000000	Replace Monitors	2,000	8,000	10,000	10,600	-600
105021000000	Exchange Upgrade Project	0	0	0	4,150	-4,150
105021000000	UTM Replacement Phase 1	0	0	0	37,200	-37,200
105021000000	Network Security Audits	10,000	10,000	20,000	20,000	0
105024000000	Mac Labs - Secondary	0	28,000	28,000	28,000	0
105024000000	Data Center Virtualization	0	0	0	5,000	-5,000
105021000000	Microsoft Exchange Support	0	0	0	7,000	-7,000
105021000000	Secondary Switch Replacement	0	5,000	5,000	10,000	-5,000
Total Replacement Furniture & Equipment - Computer Technology		148,200	136,500	284,700	570,950	-286,250
105031000000	Supplies - Switches/Panels/ Cables	10,000	5,000	15,000	15,000	0
105031000000	Cabling Repairs/Upgrades	5,000	11,250	16,250	16,250	0
105031000000	Telecom Repairs Add/Move/Changes	2,250	2,250	4,500	4,500	0
105031000000	Wan Parts and Supplies	5,400	5,400	10,800	10,800	0
Total Replacement of Furniture & Equipment - Network Connectivity		22,650	23,900	46,550	46,550	0
106611000000	M5Office Annual License - Elementary & Secondary (66%)	42,000	42,000	84,000	84,000	0
Total Software Fees & Licenses		42,000	42,000	84,000	84,000	0
106621000000	Domain Renewals	500	100	600	600	0
106621000000	SSL Certificates	1,000	1,000	2,000	1,500	500
106621000000	Disaster Recovery - Software	10,000	10,000	20,000	20,000	0
106621000000	BYOD Management Software	7,500	7,500	15,000	15,000	0
106621000000	Firewall Renewals - Palo Alto	35,000	40,000	75,000	22,000	53,000
106621000000	ECNO Agreement	5,000	0	5,000	5,000	0
106621000000	Baraccuda - Spam	2,500	0	2,500	2,350	150
106621000000	Network Management Software	3,000	0	3,000	4,000	-1,000

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - INFORMATION TECHNOLOGY

G/L	Description	Elem	Sec	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
106621000000	Service Desk Annual Maintenance	5,000	0	5,000	5,000	0
106621000000	WAN Consultant	0	0	0	35,000	-35,000
106621000000	Firewall (Palo Alto) Consultant	0	0	0	12,500	-12,500
106621000000	Servers Warranty	10,000	5,000	15,000	0	15,000
106621000000	Maintenance Contracts	5,000	5,000	10,000	18,000	-8,000
Total Maintenance Fees - Computer Technology		84,500	68,600	153,100	140,950	12,150
Total INSTRUCTION		582,500	406,250	988,750	1,262,850	-274,100
SCHOOL MANAGEMENT						
154061000000	WAN	0	0	0	0	0
154061000000	Internet	0	0	0	0	0
Total Telephone - Data Communications Services		0	0	0	0	0
155031000000	Supplies - Switches/Panels/ Cables	625	625	1,250	1,250	0
155031000000	Cabling Repairs/Upgrades	625	625	1,250	1,250	0
155031000000	Telecom Repairs Add/Move/Changes	125	125	250	250	0
155031000000	Wan Parts and Supplies	300	300	600	600	0
Total Replacement of Furniture & Equipment - Network Connectivity		1,675	1,675	3,350	3,350	0
156611000000	MSOffice Annual License (17%)	7,000	7,000	14,000	14,000	0
156611000000	Synvoice SchoolConnects Hosted Service	11,390	5,610	17,000	17,000	0
156611000000	School Messenger Safe Arrival	7,705	3,795	11,500		11,500
156611000000	SmartFind	10,600	5,300	15,900	15,900	0
Total Software Fees & Licenses		36,695	21,705	58,400	46,900	11,500
Total SCHOOL MANAGEMENT		38,370	23,380	61,750	50,250	11,500
COMPUTER SERVICES						
223171000021	Professional Development for Technicians	4,000	4,000	8,000	9,000	-1,000
Total Professional Development - Non Teaching		4,000	4,000	8,000	9,000	-1,000
223321000000	Books & Periodicals	0	0	0	0	0
Total Books & Periodicals		0	0	0	0	0
223361000021	Printing/Photocopying - Non-Instruct from PRC	450	450	900	900	0
Total Printing/Photocopying - Non-Instruct		450	450	900	900	0
223611000021	Automobile Reimbursement	11,000	7,000	18,000	18,000	0
Total Automobile Reimbursement		11,000	7,000	18,000	18,000	0
224021000021	Repairs - Computer Technology	7,500	7,500	15,000	16,000	1,000
Total Repairs - Computer Technology		7,500	7,500	15,000	16,000	-1,000
224041000021	Telephone-Cellular/Pager	5,500	1,500	7,000	6,000	1,000
Total Telephone-Cellular/Pager		5,500	1,500	7,000	6,000	1,000
224061000000	WAN	15,000	15,000	30,000	30,000	0
224061000000	Internet	2,000	2,000	4,000	4,000	0
Total Telephone - Data Communications Services		17,000	17,000	34,000	34,000	0
224071000021	Postage/Courier from PRC	200	200	400	800	-400

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - INFORMATION TECHNOLOGY

G/L	Description	Elem	Sec	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
Total Postage/Courier		200	200	400	800	-400
224101000021	Office Supplies & Services	500	500	1,000	1,000	0
Total Office Supplies & Services		500	500	1,000	1,000	0
225011000000	Replacement Furniyure & Equipment	500	500	1,000	1,000	0
225011000000	Replacement Furniyure & Equipment	0	0	0	0	0
Total Replacement Furniture & Equipment - General		500	500	1,000	1,000	0
225021000000	IT Dept F&E Computer Technology	2,000	2,000	4,000	4,000	0
225021000000	Backup Tapes	0	0	0	0	0
Total Replacement Furniture & Equipment - Computer Technology		2,000	2,000	4,000	4,000	0
226621000000	Maintenace Fees - Computer Technology	500	0	500	500	0
Total Maintenance Fees - Computer Technology		500	0	500	500	0
227021000000	Association & Membership Fees - Individuals	500	0	500	500	0
Total Association & Membership Fees - Individuals		500	0	500	500	0
Total COMPUTER SERVICES		49,650	40,650	90,300	91,700	-1,400
TECHNICAL ADMINISTRATION						
354066000000	WAN	0	0	0	0	0
354066000000	Internet	0	0	0	0	0
Total Telephone - Data Communications Services		0	0	0	0	0
355036000000	Supplies - Switches/Panels/ Cables		1,250	1,250	1,250	0
355036000000	Cabling Repairs/Upgrades		1,250	1,250	1,250	0
355036000000	Telecom Repairs Add/Move/Changes		250	250	250	0
355036000000	Wan Parts and Supplies		600	600	600	0
Total Replacement of Furniture & Equipment - Network Connectivity		0	3,350	3,350	3,350	0
356616000000	MSOffice Annual License (17%)		11,000	11,000	11,000	0
Total Software Fees & Licenses		0	11,000	11,000	11,000	0
356626000000	Barracuda Content Filter			0	0	0
356626000000	Packateer Load Balancer Maintenance			0	0	0
356626000000	First Class Annual Maintenance			0	0	0
356626000000	ECNO Agreement			0	0	0
Total Maintenance Fees - Computer Technology		0	0	0	0	0
Total TECHNICAL ADMINISTRATION		0	14,350	14,350	14,350	0
Grand Total		670,520	484,630	1,155,150	1,419,150	-264,000

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - DATA SERVICES

G/L	Object Description	Details	Prelim Budget 2017-2018	Revised Budget 2016-2017	Increase (Decrease)
106621000028	Maintenance Fees - Computer Technology	School Cash	11,850	11,850	0
106624000028	Maintenance Fees - Computer Technology	School Cash	15,100	15,100	0
Maintenance fees - Computer Technology Total			26,950	26,950	0
Total Instruction			26,950	26,950	0
156621000028	Maintenance Fees - Computer Technology	PowerSchool Maintenance and Support Agreement	75,000	75,000	0
156624000028	Maintenance Fees - Computer Technology	PowerSchool Maintenance and Support Agreement	30,000	30,000	0
156621000028	Maintenance Fees - Computer Technology	School Cash	5,000	5,000	0
156621000028	Maintenance Fees - Computer Technology	PowerSchool Test Server Hosting Fee	3,100	3,100	0
156624000028	Maintenance Fees - Computer Technology	PowerSchool Test Server Hosting Fee	3,100	3,100	0
156621000028	Maintenance Fees - Computer Technology	Web Development Maintenance and Support Agreement	0	0	0
156624000028	Maintenance Fees - Computer Technology	Web Development Maintenance and Support Agreement	0	0	0
Total Maintenance Fees - Computer Technology			116,200	116,200	0
Total School Administration			116,200	116,200	0
223171000028	Professional Development - Non Teaching	ECNO Conference Fees and Accommodation	667	667	0
223171000028	Professional Development - Non Teaching	Technical Training Courses	6,666	6,666	0
223174000028	Professional Development - Non Teaching	Technical Training Courses	13,334	13,334	0
223174000028	Professional Development - Non Teaching	ECNO Conference Fees and Accommodation	333	333	0
Total Professional Development - Non Teaching			21,000	21,000	0
223251000028	Program Supplies	Computer	600	600	0
223251000028	Program Supplies	Printer & Toner	600	600	0
223251000028	Program Supplies	Stationary Supplies	510	510	0
Total Program Supplies			1,710	1,710	0
223611000028	Automobile Reimbursement	Automobile Reimbursement	2,000	2,000	0
Total Automobile Reimbursement			2,000	2,000	0
224044000028	Telephone - Cellular		2,500	2,500	0
Total Telephone - Cellular			2,500	2,500	0
226621000028	Maintenance Fees - Computer Technology	mVal Teacher Appraisal System Annual Fee	7,835	7,835	0
226624000028	Maintenance Fees - Computer Technology	mVal Teacher Appraisal System Annual Fee	3,917	3,917	0
Total Maintenance Fees - Computer Technology			11,752	11,752	0
Total Computer Services			38,962	38,962	0
Total Data Services			182,112	182,112	0
126621000301	Maintenance Fees - Computer Technology	PowerSchool TIENET Special Education Module	17,160	28,140	(10,980)
126624000301	Maintenance Fees - Computer Technology	PowerSchool TIENET Special Education Module	8,580	13,860	(5,280)
Maintenance fees - Computer Technology Total			25,740	42,000	(16,260)
Total Special Education			25,740	42,000	(16,260)
Total Data Services & Special Education			207,852	224,112	(16,260)

FACILITIES

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Facilities

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
SCHOOL OPERATIONS							
40 317	Professional Development - Non Teaching		3,000	3,000	4,295	0	
Total	Staff Development		3,000	3,000	4,295	0	
40 340	Plant Operations Supplies		262,735	262,735	313,881	0	
40 341	Electricity		1,744,581	1,747,661	1,835,199	-3,080	Appendix J
40 343	Heating - Gas		396,558	365,842	237,229	30,716	Appendix J
40 346	Water & Sewage		206,625	200,910	205,283	5,715	Appendix J
40 361	Automobile Reimbursement		7,600	7,600	8,107	0	
40 404	Telephone - Cellular		2,000	2,000	613	0	
40 430	Maintenance Supplies		50,000	50,000	28,626	0	
40 435	Caretakers Supplies		3,500	3,500		0	Community Use
Total	Supplies & Services		2,673,599	2,640,248	2,628,939	33,351	
40 501	Replacement of Furniture & Equipment - General		35,000	35,000	29,897	0	
40 502	Replacement of Furniture & Equipment - Computer Tech		1,800	1,800		0	
Total	Replacement of F&E		36,800	36,800	29,897	0	
40 654	Other Contractual Services		700,000	700,000	717,246	0	
40 661	Software Fees & Licenses		33,000	33,000	29,941	0	e-BASE
40 681	Moving of Portables		10,000	10,000		0	
Total	Fees & Contract Services		743,000	743,000	747,187	0	
40 790	Amortization		4,236,992	3,939,990	3,939,991	297,002	
Total	Amortization		4,236,992	3,939,990	3,939,991	297,002	
Total	SCHOOL OPERATIONS		7,693,391	7,363,038	7,350,309	330,353	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Facilities

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
SCHOOL MAINTENANCE									
41	317	Professional Development - Non Teaching	2,500		2,500	2,500	2,055	0	
	Total	Staff Development	2,500		2,500	2,500	2,055	0	
41	340	Plant Operations Supplies	0		0	0		0	
41	361	Automobile Reimbursement	15,000		15,000	15,000	1,064	0	
41	370	Vehicle Fuel	30,000		30,000	30,000	28,092	0	
41	401	Repairs - Furniture & Equipment	1,000		1,000	1,000		0	
41	404	Telephone - Cellular	6,000		6,000	6,000	5,191	0	
41	430	Maintenance Supplies	135,000		135,000	135,000	186,460	0	
41	431	Maintenance Services	509,300		509,300	509,300	729,328	0	
41	432	Landscaping	6,000		6,000	6,000		0	
41	438	Municipal Improvements	5,000		5,000	5,000	105	0	
41	439	Local Improvement Supplies	0		0	0	8,245	0	
41	440	Vehicle Maintenance & Supplies	10,000		10,000	10,000	17,779	0	
	Total	Supplies & Services	717,300		717,300	717,300	976,264	0	
41	501	Replacement of Furniture & Equipment - General	4,500		4,500	4,500	10,292	0	
41	625	Rental/Lease - Vehicles	0		0	0	866	0	
	Total	Replacement of F&E	4,500		4,500	4,500	11,158	0	
41	754	Debenture Interest - post May 15, 1998	66,800		66,800	70,930	74,866	-4,130	Appendix K.1 (item 1)
	Total	Interest Charges on Capital	66,800		66,800	70,930	74,866	-4,130	
41	653	Other Professional Fees	2,000		2,000	2,000	12,727	0	
41	654	Other Contractual Services	26,000		26,000	26,000	10,475	0	
41	661	Software Fees & Licenses	30,000		30,000	30,000	29,941	0	e-BASE
41	671	Property Insurance	120,793		120,793	120,793	71,752	0	
41	672	Liability Insurance	89,000		89,000	89,000	55,066	0	
41	673	Vehicle Insurance	11,000		11,000	11,000	8,068	0	
41	702	Association & Membership Fees - Individuals	2,000		2,000	2,000		0	
	Total	Fees & Contract Services	280,793		280,793	280,793	188,030	0	
Total	SCHOOL MAINTENANCE		1,071,893		1,071,893	1,076,023	1,252,373	-4,130	

Brant Haldimand Norfolk Catholic District School Board 2017-2018 Preliminary Expenditure Estimates - Facilities

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
SCHOOL RENEWAL							
42 760 Local Improvements	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688	
Total Supplies & Services	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688	
Total SCHOOL RENEWAL	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688	
NEW PUPIL PLACES							
43 754 Debenture Interest - post May 15, 1998	2,075,970		2,075,970	2,188,642	2,255,701	-112,672	Appendix K.1 (item 2)
43 761 Capital Loan Interest	3,600		3,600	4,800	6,000	-1,200	Appendix K.1 (item 3)
Total Interest Charges on Capital	2,079,570		2,079,570	2,193,442	2,261,701	-113,872	
Total NEW PUPIL PLACES	2,079,570		2,079,570	2,193,442	2,261,701	-113,872	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Facilities

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
OP & MAINT/CAPITAL-NON INSTRUCTIONAL									
44	317	Professional Development - Non Teaching	0		0	0	77	0	
	Total	Staff Development	0		0	0	77	0	
44	336	Printing & Photocopying - Non-instructional	3,000		3,000	3,000	481	0	Maintenance Shop
44	340	Plant Operations Supplies	0		0	0	266	0	
44	341	Electricity	55,038		55,038	55,038	57,664	0	Appendix J
44	343	Heating - Gas	9,041		9,041	9,041	5,411	0	Appendix J
44	346	Water & Sewage	3,818		3,818	3,707	2,905	111	Appendix J
44	361	Automobile Reimbursement	0		0	0	410	0	
44	405	Telephone - Voice	4,200		4,200	4,200	290	0	Maintenance Shop
44	410	Office Supplies & Services	2,500		2,500	2,500	2,921	0	Maintenance Shop
44	430	Maintenance Supplies	45,000		45,000	45,000	18,030	0	
44	431	Maintenance Services	20,000		20,000	20,000	72,771	0	
44	432	Landscaping	0		0	0	181	0	
44	440	Vehicle Maintenance & Supplies	0		0	0		0	
	Total	Supplies & Services	142,597		142,597	142,486	161,329	111	
44	501	Replacement of Furniture & Equipment - General	2,000		2,000	2,000	3,885	0	
	Total	Replacement of F&E	2,000		2,000	2,000	3,885	0	
44	754	Debenture Interest - post May 15, 1998	35,996		35,996	38,222	40,343	-2,226	Appendix K.1 (item 4)
	Total	Interest Charges on Capital	35,996		35,996	38,222	40,343	-2,226	
44	611	Rental/Lease - Non-Instructional Accommodation	18,484		18,484	18,484	18,484	0	Appendix K.2 (item 2)
44	653	Other Professional Fees	0		0	0	102	0	
	Total	Rental Expenses	18,484		18,484	18,484	18,587	0	
44	654	Other Contractual Services	36,284		36,284	36,284	11,839	0	Fire/Alarm, etc.
	Total	Fees & Contract Services	36,284		36,284	36,284	11,839	0	
Total	OP & MAINT/CAPITAL-NON INSTRUCTIONAL		235,361		235,361	237,476	236,059	-2,115	

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Facilities**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
DIRECT CAPITAL & DEBT							
45 754	305,191		305,191	318,046	330,297	-12,855	Appendix K.1 (item 5)
Total Interest Charges on Capital	305,191		305,191	318,046	330,297	-12,855	
45 762	146,395		146,395	146,395	146,395	0	
Total Other Expenses	146,395		146,395	146,395	146,395	0	
Total DIRECT CAPITAL & DEBT	451,586		451,586	464,441	476,692	-12,855	
TOTAL BUDGET	12,541,190	-90,688	12,450,502	12,343,809	12,373,094	106,693	

2017-2018 PRELIMINARY EXPENDITURE ESTIMATES

UTILITIES

	2015-2016 ACTUAL				2016-2017 REVISED				2017-2018 PRELIM			
	Electricity	Water	Heat	TOTAL	Electricity	Water	Heat	TOTAL	Electricity	Water	Heat	TOTAL
Blessed Sacrament	24,082		4,377	28,459	15,725	-	6,645	22,371	15,725	-	7,268	22,993
Christ the King	15,763	1,904	3,288	20,955	16,797	2,162	4,851	23,809	16,797	2,226	5,305	24,328
Holy Cross	22,122	1,375	2,861	26,358	20,866	1,482	4,308	26,657	20,866	1,527	4,712	27,105
Holy Family	21,672	7,608	5,390	34,670	20,497	9,950	8,174	38,621	20,497	10,248	8,940	39,686
Jean Vanier	64,193	4,450	7,024	75,667	55,454	4,879	10,929	71,263	55,454	5,026	11,953	72,433
Notre Dame (Caledonia)	34,349	9,209	7,614	51,172	30,793	12,192	11,544	54,528	30,793	12,557	12,625	55,975
Our Lady of Fatima (Courtland)	18,069	1,558	3,494	23,121	20,309	1,846	6,548	28,703	20,309	1,901	7,162	29,372
Our Lady of LaSalette	15,787		4,435	20,222	15,738	-	6,463	22,200	15,738	-	7,068	22,806
Our Lady of Providence	45,650	3,243	4,378	53,271	52,358	4,657	7,287	64,302	52,358	4,796	7,970	65,125
Resurrection	30,105	2,387	4,499	36,991	26,742	2,195	7,433	36,369	26,742	2,260	8,129	37,131
Sacred Heart (Paris)	46,440	10,110	7,174	63,724	39,473	10,720	10,029	60,222	39,473	11,042	10,968	61,483
Sacred Heart (Langton)	34,283		6,798	41,081	31,772	-	10,679	42,452	31,772	-	11,680	43,452
St Anthony Daniel	(154)		1,925	1,771	-	-	-	0	-	-	-	0
St Basil	115,996	12,142	13,183	141,321	100,237	9,940	17,672	127,849	100,237	10,238	19,328	129,803
St Bernard (remove)	16,850	1,869	6,063	24,782	3,080	300	3,250	6,630	-	-	-	0
St Bernard of Clairvaux	21,397	5,124	7,320	33,841	16,090	6,543	10,086	32,719	16,090	6,739	11,031	33,860
St Cecilia's	13,722	5,331	5,406	24,459	10,315	5,187	7,480	22,982	10,315	5,342	8,181	23,839
St Frances Cabrini	29,533	7,806	5,525	42,864	29,360	9,104	7,967	46,431	29,360	9,377	8,713	47,450
St Gabriel	71,339	4,701	7,406	83,446	79,001	4,153	11,704	94,858	79,001	4,278	12,800	96,079
St Joseph	53,064	6,172	3,029	62,265	51,155	8,683	4,820	64,657	51,155	8,943	5,272	65,369
St Leo	34,855	2,358	7,056	44,269	33,403	4,343	11,617	49,363	33,403	4,473	12,705	50,582
St Mary Learning Centre	14,484	1,032	3,985	19,501	12,920	1,115	6,228	20,262	12,920	1,148	6,811	20,879
St Mary (Hagersville)	15,433	7,241	4,023	26,697	17,064	8,418	7,026	32,507	17,064	8,671	7,684	33,418
St Michael's (Dunnville)	25,110	4,596	5,387	35,093	22,492	2,959	8,414	33,865	22,492	3,048	9,203	34,742
St Michael's (Walsh)	20,649		4,934	25,583	20,652	-	7,695	28,347	20,652	-	8,416	29,068
St Patrick	22,566	1,118	6,209	29,893	24,166	3,019	9,698	36,882	24,166	3,109	10,606	37,881
St Patrick (Caledonia)	23,804	4,620	5,429	33,853	19,760	4,313	8,232	32,305	19,760	4,443	9,003	33,206
St Peter	22,455	1,294	4,118	27,867	21,474	3,015	6,319	30,808	21,474	3,106	6,910	31,490
St Pius	49,946	2,650	2,926	55,522	40,866	2,604	6,869	50,339	40,866	2,682	7,513	51,061
St Stephen's	18,595	7,516	2,115	28,226	19,630	9,023	3,272	31,925	19,630	9,293	3,579	32,502
St Theresa	17,075	1,602	7,334	26,011	14,528	1,760	10,669	26,957	14,528	1,813	11,668	28,009
Contingency				0	-	-	-	0	-	-	-	0
TOTAL ELEMENTARY	959,234	119,016	164,705	1,242,955	882,718	134,560	243,909	1,261,186	879,638	138,287	263,201	1,281,126
Assumption College	347,710	27,268	15,093	390,071	358,904	31,909	23,952	414,765	358,904	32,866	26,195	417,966
St. John's College	284,744	37,228	29,037	351,009	267,254	17,312	52,212	336,778	267,254	17,832	57,103	342,189
Holy Trinity	242,490	21,770	27,882	292,142	238,787	17,127	45,770	301,684	238,787	17,641	50,057	306,485
TOTAL SECONDARY	874,944	86,266	72,012	1,033,222	864,945	66,349	121,934	1,053,227	864,945	68,339	133,356	1,066,640
TOTAL INSTRUCTIONAL	1,834,178	205,282	236,717	2,276,177	1,747,663	200,908	365,842	2,314,413	1,744,583	206,626	396,557	2,347,766
Board Office	20,998	2,012	2,345	25,355	19,935	2,682	4,061	26,678	19,935	2,762	4,061	26,759
Information Technology Centre	27,474	527	1,078	29,079	26,789	497	1,517	28,804	26,789	512	1,517	28,818
Maintenance Shop	9,192	366	1,988	11,546	8,313	528	3,463	12,304	8,313	544	3,463	12,319
TOTAL NON-INSTRUCTIONAL	57,664	2,905	5,411	65,980	55,037	3,707	9,041	67,785	55,037	3,818	9,041	67,896
TOTAL BOARD	1,891,842	208,187	242,128	2,342,157	1,802,700	204,615	374,883	2,382,198	1,799,620	210,444	405,598	2,415,662

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - BUSINESS ADMINISTRATION
DEBENTURE PAYMENTS

School Maintenance	Prelim Budget Interest a/c 41-754	Principal		Total	
Assumption College Energy Retrofit DEBENTURE (issue 2007)	66,800	87,968		154,768	
Total School Maintenance	66,800	87,968	0	154,768	(Item 1)
New Pupil Places	Interest a/c 43-754	Principal	Deposit	Total	
General					
DEBENTURE (issue 2001) Re: Holy Trinity, OLP SINKING FUND re: Holy Trinity, OLP	694,063	851,706		1,545,769	
OFA Refinancing re: Holy Trinity, OLP DEBENTURE (issue 2007) re: St Gabriel DEBENTURE (issue 2007) re: Paris Land Purchase (EDC Funds)	31,233 170,247 51,402	289,586 224,196 67,691		320,819 394,443 119,093	
New Pupil Places					
OFA4-Debenture (issue 2009) re: Assumption, Holy Trinity Additions and Sacred Heart Paris	545,217	380,032		925,249	
OFA Debenture (issue 2013) re: St Basil, St John's, Sacred Heart and Sacred Heart Paris (Best Start)	217,198	185,606		402,804	
Primary Class Size					
OFA Debenture (issue 2010) re: Sacred Heart Paris & Jean Vanier	62,795	42,170		104,965	
Prohibitive to Repair					
OFA Debenture (issue 2010) re: Jean Vanier	303,815	204,027		507,842	
	2,075,970	2,245,014	0	4,320,984	(Item 2)
Capital Loan	Interest a/c 43-761	Principal		Total	
Capital Loan - Diocese of Hamilton	3,600	60,000		63,600	
	3,600	60,000	0	63,600	(Item 3)
Total New Pupil Places	2,079,570	2,305,014	0	4,384,584	
Op & Maint/Capital - Non-Instructional	Interest a/c 44-754	Principal		Total	
Board Office Addition DEBENTURE (issue 2007)	35,996	47,403		83,399	
Total Op & Maint/Capital - Non-Instructional	35,996	47,403	0	83,399	(Item 4)
Direct Capital & Debt - Good Places to Learn	Interest a/c 45-754	Principal		Total	
GPL Projects 2006 - 2008 OFA DEBENTURE (issue 2006, 2008, 2009 & 2010)	305,191	275,962		581,153	
Total Direct Capital & Debt - Good Places to Learn	305,191	275,962	0	581,153	(Item 5)
Total Debenture Payments	2,487,557	2,716,347	0	5,203,904	

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIMINARY EXPENDITURE ESTIMATES**

Appendix L

Board Vehicles

	Staff	Plate Number	VIN Numbers	Kilometers as of March 03, 2017
2017 Dodge Grand Caravan	Jim	BXNV287	2C4RDGBG2HR556259	261
2009 Chev Uplander Van	Sid	BXNV288	1GN DU23169D105631	107,938
2010 Chev Silverado Pickup Truck	Lou	4671KA	1GCSCPEA6AZ115774	162,601
2010 Chev Express Van	John	5463JL	1GCZGGBA8A1122134	153,384
2010 Chev Express Van	Darcy	6871YP	1GCZGGBA7A1159725	127,922
2011 Chev Express Van	Peter	5699RR	1GCWGGCA0B1152456	106,883
2012 Chev Express Van	Gord	8871XR	1GCWGGCA9C1194853	92,000
2012 Ford E250 Van	Jamie	AL13339	1FTNS2EW5CDA87495	106,763

ADMINISTRATION

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
GOVERNANCE/TRUSTEES						
31 317 Professional Development - Non Teaching	23,000		23,000	23,000	14,073	0
Total Staff Development	23,000		23,000	23,000	14,073	0
31 336 Printing & Photocopying - Non-instructional	3,500		3,500	3,500	477	0
31 359 Student Trustees	5,000		5,000	5,000		0
31 361 Automobile Reimbursement	10,000		10,000	10,000	9,212	0
31 404 Telephone - Cellular	3,000		3,000	3,000	2,884	0
31 406 Telephone - Data Communications Services	3,600		3,600	3,600	4,115	0
31 407 Postage	200		200	200		0
31 410 Office Supplies & Services	500		500	500	904	0
31 725 Miscellaneous	5,000		5,000	5,000	998	0
Total Supplies & Services	30,800		30,800	30,800	18,590	0
31 502 Replacement of Furniture & Equipment - Computer Tech	2,000		2,000	2,000		0
Total Replacement of F&E	2,000		2,000	2,000		0
31 702 Association & Membership Fees - Individuals	0		0	0		0
Total Fees & Contract Services	0		0	0		0
Total GOVERNANCE/TRUSTEES	55,800		55,800	55,800	32,663	0

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
SENIOR ADMINISTRATION									
32	315	Professional Development - Academic & S.O.'s	27,000		27,000	30,059	25,022	-3,059	
32	316	Professional Memberships - Academic	300		300	300		0	Appendix N (item 2)
	Total	Staff Development	27,300		27,300	30,359	25,022	-3,059	
32	322	Books & Periodicals	2,250		2,250	2,250	1,155	0	
32	336	Printing & Photocopying - Non-instructional	4,000		4,000	4,000	1,776	0	
32	361	Automobile Reimbursement	9,500		9,500	9,500	2,377	0	
32	404	Telephone - Cellular	10,000		10,000	10,000	4,750	0	
32	406	Telephone - Data Communications Services	1,000		1,000	1,000	868	0	
	Total	Supplies & Services	26,750		26,750	26,750	10,926	0	
32	702	Association & Membership Fees - Individuals	10,900		10,900	10,900	8,850	0	Appendix N (item 7)
	Total	Fees & Contract Services	10,900		10,900	10,900	8,850	0	
32	725	Miscellaneous	1,500		1,500	1,500	1,277	0	Appendix N (item 8)
	Total	Other Expenses	1,500		1,500	1,500	1,277	0	
Total	SENIOR ADMINISTRATION		66,450		66,450	69,509	46,075	-3,059	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
ADMINISTRATION AND OTHER SUPPORT							
33 317	Professional Development - Non Teaching	6,100	6,100	6,100	10,354	0	
Total Staff Development		6,100	6,100	6,100	10,354	0	
33 336	Printing & Photocopying - Non-instructional	500	500	500	-102	0	
33 361	Automobile Reimbursement	1,700	1,700	1,700	1,832	0	
33 404	Telephone - Cellular	1,200	1,200	1,200	1,492	0	
33 405	Telephone - Voice	13,000	13,000	13,000	12,312	0	
33 406	Telephone - Data Communications Services	1,800	1,800	1,800	1,127	0	
33 407	Postage	16,000	16,000	16,000	7,774	0	
33 410	Office Supplies & Services	9,100	9,100	9,100	7,680	0	
Total Supplies & Services		43,300	43,300	43,300	32,114	0	
33 501	Replacement of Furniture & Equipment - General	0	0	0	5,487	0	
Total Replacement of F&E		0	0	0	5,487	0	
33 640	Instructional Advertising	18,500	18,500	18,500	15,381	0	
33 652	Legal Fees	15,000	15,000	15,000	82,093	0	
33 653	Other Professional Fees	61,086	61,086	0	29,469	61,086	
33 654	Other Contractual Services	2,500	2,500	2,500	462	0	
33 662	Maintenance Fees - Computer Technology	30,000	30,000	30,000	25,959	0	Appendix O (item 1)
33 672	Liability Insurance	0	0	0	0	0	
33 701	Association & Membership Fees - Board	49,000	49,000	49,000	45,687	0	OCSTA Fees
33 702	Association & Membership Fees - Individuals	750	750	750	655	0	
Total Fees & Contract Services		176,836	176,836	115,750	199,706	61,086	
33 710	Interest	0	0	0	135	0	
33 725	Miscellaneous	25,500	25,500	22,900	17,178	2,600	
33 729	Foreign Exchange Gain/Loss	10,000	10,000	10,000	7,723	0	U.S. Exchange SCdn well below par
Total Other Expenses		35,500	35,500	32,900	25,035	2,600	
33 790	Amortization	49,201	49,201	49,201	49,201	0	
Total Amortization		49,201	49,201	49,201	49,201	0	
Total ADMINISTRATION AND OTHER SUPPORT		310,937	310,937	247,251	321,898	63,686	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

			Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
HUMAN RESOURCES ADMINISTRATION									
34	317	Professional Development - Non Teaching	4,550		4,550	4,550	5,932	0	
34	318	Professional Memberships - Non Teaching	1,400		1,400	1,400	932	0	
	Total	Staff Development	5,950		5,950	5,950	6,864	0	
34	322	Books & Periodicals	1,500		1,500	1,500		0	
34	361	Automobile Reimbursement	2,000		2,000	2,000	735	0	
34	404	Telephone - Cellular	1,400		1,400	1,400	1,131	0	
34	410	Office Supplies & Services	2,500		2,500	2,500	3,669	0	
34	421	Recruitment of Staff	20,000		20,000	20,000	5,793	0	
34	501	Replacement of Furniture & Equipment - General	0		0	0	5,999	0	
	Total	Supplies & Services	27,400		27,400	27,400	17,327	0	
34	650	Labour Relations	150,000		150,000	175,000	119,364	-25,000	
34	653	Other Professional Fees	20,000		20,000	20,000	1,863	0	
34	654	Other Contractual Services	30,000		30,000	30,000	13,115	0	
34	661	Software Fees & Licenses	16,720		16,720	19,720	14,761	-3,000	
34	662	Maintenance Fees - Computer Technology	10,000		10,000	10,000	10,077	0	
34	702	Association & Membership Fees - Individuals	1,400		1,400	1,400	733	0	
	Total	Fees & Contract Services	228,120		228,120	256,120	159,913	-28,000	
Total	HUMAN RESOURCES ADMINISTRATION		261,470		261,470	289,470	184,103	-28,000	
INFORMATION TECHNOLOGY ADMINISTRATION									
35	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350	9,414	0	Appendix Q, V
	Total	Replacement of F&E	3,350		3,350	3,350	9,414	0	
35	661	Software Fees & Licenses	11,000		11,000	11,000	11,000	0	Appendix Q, V
	Total	Fees & Contract Services	11,000		11,000	11,000	11,000	0	
Total	INFORMATION TECHNOLOGY ADMINISTRATIO		14,350		14,350	14,350	20,414	0	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
DIRECTOR'S OFFICE							
36 317	Professional Development - Non Teaching	1,800	1,800	1,800	637	0	
	Total Staff Development	1,800	1,800	1,800	637	0	
36 336	Printing & Photocopying - Non-instructional	3,900	3,900	3,900		0	
36 361	Automobile Reimbursement	1,000	1,000	1,000	299	0	
36 404	Telephone - Cellular	1,000	1,000	1,000	43	0	
36 405	Telephone - Voice	1,500	1,500	1,500		0	
36 406	Telephone - Data Communications Services	1,500	1,500	1,500		0	
36 410	Office Supplies & Services	6,455	6,455	6,455	3,140	0	
	Total Supplies & Services	15,355	15,355	15,355	3,482	0	
36 501	Replacement of Furniture & Equipment - General	1,800	1,800	1,800	3,428	0	
36 502	Replacement of Furniture & Equipment - Computer Tech	1,350	1,350	1,350	2,033	0	
	Total Replacement of F&E	3,150	3,150	3,150	5,461	0	
36 702	Association & Membership Fees - Individuals	0	0	0		0	
	Total Fees & Contract Services	0	0	0		0	
Total	DIRECTOR'S OFFICE	20,305	20,305	20,305	9,581	0	
PAYROLL ADMINISTRATION							
37 317	Professional Development - Non Teaching	1,500	1,500	1,500	179	0	
	Total Staff Development	1,500	1,500	1,500	179	0	
37 361	Automobile Reimbursement	500	500	500	135	0	
37 410	Office Supplies & Services	1,500	1,500	1,500	1,521	0	
37 502	Replacement of Furniture & Equipment - Computer Tech	0	0	0	715	0	
	Total Supplies & Services	2,000	2,000	2,000	2,372	0	
37 654	Other Contractual Services	66,000	66,000	66,000	66,720	0	Appendix O (item 2)
37 661	Software Fees & Licenses	1,500	1,500	9,000	1,839	-7,500	
37 662	Maintenance Fees - Computer Technology	11,500	11,500	11,500	9,934	0	Appendix O (item 3)
37 702	Association & Membership Fees - Individuals	400	400	400	204	0	
	Total Fees & Contract Services	79,400	79,400	86,900	78,697	-7,500	
Total	PAYROLL ADMINISTRATION	82,900	82,900	90,400	81,248	-7,500	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)	
FINANCE							
38 317	Professional Development - Non Teaching		5,500	3,500	3,729	2,000	
38 318	Professional Memberships - Non Teaching		2,400	2,400	1,961	0	
Total Staff Development			7,900	5,900	5,690	2,000	
38 336	Printing & Photocopying - Non-instructional		3,460	3,460	358	0	
38 361	Automobile Reimbursement		500	500	310	0	
38 404	Telephone - Cellular		540	540	495	0	
38 410	Office Supplies & Services		3,400	3,400	1,733	0	
Total Supplies & Services			7,900	7,900	2,897	0	
38 501	Replacement of Furniture & Equipment - General		2,000	2,000	971	0	
38 502	Replacement of Furniture & Equipment - Computer Tech		3,000	3,000	1,637	0	
Total Replacement of F&E			5,000	5,000	2,608	0	
38 640	Instructional Advertising		2,655	2,655		0	
38 651	Audit Fees		55,000	55,000	52,485	0	
38 653	Other Professional Fees		2,500	2,500	6,130	0	SBCI/K212 Implementation
38 654	Other Contractual Services		6,000	4,000	1,251	2,000	Appendix O (item 4)
38 661	Software Fees & Licenses		8,000	8,000	1,292	0	Appendix O (item 5)
38 662	Maintenance Fees - Computer Technology		52,000	56,000	28,518	-4,000	Appendix O (item 6)
38 702	Association & Membership Fees - Individuals		1,200	1,200	1,142	0	
Total Fees & Contract Services			127,355	129,355	90,818	-2,000	
Total FINANCE			148,155	148,155	102,013	0	

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates - Administration

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
PURCHASING AND PROCUREMENT						
39 317 Professional Development - Non Teaching	1,000		1,000	1,000	622	0
39 318 Professional Memberships - Non Teaching	500		500	500	440	0
Total Staff Development	1,500		1,500	1,500	1,062	0
39 361 Automobile Reimbursement	500		500	500	273	0
39 404 Telephone - Cellular	600		600	600	593	0
39 410 Office Supplies & Services	100		100	100	168	0
39 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0	238	0
Total Supplies & Services	1,200		1,200	1,200	1,272	0
39 702 Association & Membership Fees - Individuals	500		500	500	439	0
Total Fees & Contract Services	500		500	500	439	0
Total PURCHASING AND PROCUREMENT	3,200		3,200	3,200	2,773	0
TOTAL BUDGET	963,567		963,567	938,440	800,768	25,127

Brant Haldimand Norfolk Catholic District School Board

2017-2018 Preliminary Expenditure Estimates

			Prelim Budget 2017-2018	Revised 2016-2017	Increase (Decrease)	
SENIOR ADMINISTRATION						
323156000000	Prof Dev - Academic or S.O's	General	0	0	0	
323156000002	Prof Dev - Academic or S.O's	Director of Education	8,500	8,500	0	
323156000005	Prof Dev - Academic or S.O's	Sup't of Ed: School Effectiveness	4,200	4,200	0	
323156000006	Prof Dev - Academic or S.O's	Sup't of Ed: Student Success	4,200	4,200	0	
323156000007	Prof Dev - Academic or S.O's	Sup't of Ed: Learning For All	4,200	4,200	0	
323156000009	Prof Dev - Academic or S.O's	Sup't of Business	5,900	5,900	0	
	Total Professional Development - Academic & S.O.'s		27,000	27,000	0	
323166000009	Prof Dev - Academic or S.O's	Sup't of Business	300	300	0	
	Total Professional Memberships - Academic		300	300	0	Appendix N (item 2)
323366000000	Printing & Photocopying - Non-instructional	General	0	0	0	
323366000002	Printing & Photocopying - Non-instructional	Director of Education	700	700	0	
323366000005	Printing & Photocopying - Non-instructional	Sup't of Ed: School Effectiveness	600	600	0	
323366000006	Printing & Photocopying - Non-instructional	Sup't of Ed: Student Success	700	700	0	
323366000007	Printing & Photocopying - Non-instructional	Sup't of Ed: Learning For All	1,300	1,300	0	
323366000009	Printing & Photocopying - Non-instructional	Sup't of Business	700	700	0	
	Total Printing & Photocopying - Non-instructional		4,000	4,000	0	
323616000000	Automobile Reimbursement	General	0	0	0	
323616000002	Automobile Reimbursement	Director of Education	3,500	3,500	0	
323616000005	Automobile Reimbursement	Sup't of Ed: School Effectiveness	1,000	1,000	0	
323616000006	Automobile Reimbursement	Sup't of Ed: Student Success	1,000	1,000	0	
323616000007	Automobile Reimbursement	Sup't of Ed: Learning For All	2,000	2,000	0	
323616000009	Automobile Reimbursement	Sup't of Business	2,000	2,000	0	
	Total Automobile Reimbursement		9,500	9,500	0	
324046000000	Telephone-Cellular/Pager	General	0	0	0	
324046000002	Telephone-Cellular/Pager	Director of Education	3,500	3,500	0	
324046000005	Telephone-Cellular/Pager	Sup't of Ed: School Effectiveness	1,000	1,000	0	
324046000006	Telephone-Cellular/Pager	Sup't of Ed: Student Success	2,000	2,000	0	
324046000007	Telephone-Cellular/Pager	Sup't of Ed: Learning For All	2,000	2,000	0	
324046000009	Telephone-Cellular/Pager	Sup't of Business	1,500	1,500	0	
	Total Telephone - Cellular		10,000	10,000	0	
327026000000	Association & Membership Fees - Individuals	General	1,000	1,000	0	
327026000002	Association & Membership Fees - Individuals	Director of Education	3,000	3,000	0	
327026000005	Association & Membership Fees - Individuals	Sup't of Ed: School Effectiveness	1,500	1,500	0	
327026000006	Association & Membership Fees - Individuals	Sup't of Ed: Student Success	1,500	1,500	0	
327026000007	Association & Membership Fees - Individuals	Sup't of Ed: Learning For All	1,900	1,900	0	
327026000009	Association & Membership Fees - Individuals	Sup't of Business	2,000	2,000	0	
	Total Association & Membership Fees - Individuals		10,900	10,900	0	Appendix N (item 7)
327256000002	Miscellaneous - Director	Director of Education	1,500	1,500	0	
	Total Miscellaneous		1,500	1,500	0	Appendix N (item 8)
Total	SENIOR ADMINISTRATION		63,200	63,200	0	

Brant Haldimand Norfolk Catholic District School Board
2017-2018 PRELIM EXPENDITURE ESTIMATES - BUSINESS ADMINISTRATION
 Analysis of Maintenance Fees

ADMINISTRATION AND OTHER SUPPORT

Maintenance Fees Computer Technology A/C 33-662 Enrolment Planning System (Barragar)	30,000	Item 1
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PAYROLL

Other Contractual Fees A/C 37-654 Other Contractual Services(Payroll services)	66,000	Item 2
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Software Fees and Licenses A/C 37-661

ISYSWorks: Payroll Job Change Audit Module (2016-17 Project)	-	Item 2.1
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Maintenance Fees Computer Technology A/C 37-662

ISYSWorks (Annual Fee based on FTE) Plus Electronic ROE & Job Change Module	11,500	Item 3
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FINANCE

Other Contractual Fees A/C 38-654

Other Contractual Services (including SBCI annual report)	6,000	Item 4
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Software Fees and Licenses A/C 38-661

ECNO	6,000	
Assessment (Gov't of Ont)	2,000	
	<u>8,000</u>	Item 5

Maintenance Fees Computer Technology A/C 38-662

ECNO SRB BAS 2000 Annual Maintenance	50,000	
Other (printer, etc.)	2,000	
	<u>52,000</u>	Item 6

TRANSPORTATION

**Brant Haldimand Norfolk Catholic District School Board
2017-2018 Preliminary Expenditure Estimates - Transportation**

	Prelim	Prelim Change	Prelim Budget	Revised 2016-2017	Actual 2015-2016	Increase (Decrease)
TRANSPORTATION - GENERAL						
50 404 Telephone - Cellular	0		0	0		0
Total Supplies & Services	0		0	0		0
50 654 Other Contractual Services	224,000		224,000	211,190	197,736	12,810
Total Fees & Contract Services	224,000		224,000	211,190	197,736	12,810
Total TRANSPORTATION - GENERAL	224,000		224,000	211,190	197,736	12,810
TRANSPORTATION - HOME TO SCHOOL						
51 654 Other Contractual Services	4,846,320		4,846,320	4,659,130	4,286,150	187,190
Total Fees & Contract Services	4,846,320		4,846,320	4,659,130	4,286,150	187,190
Total TRANSPORTATION - HOME TO SCHOOL	4,846,320		4,846,320	4,659,130	4,286,150	187,190
TOTAL BUDGET	5,070,320		5,070,320	4,870,320	4,483,887	200,000

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

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: June 20, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – MISSION TRIP TO COLUMBIA, SC
Public Session

BACKGROUND INFORMATION:

A request has been received on behalf of Assumption College School, Holy Trinity Catholic High School and St. John's College for a mission trip Columbia, South Carolina during the period of Friday, September 29, 2017 to October 7, 2017 (six instructional days). This is the 24th Mission Trip organized since our first mission trip in 1997 by Board staff. The participation of the Board and its students over the past years has been recognized nationally. As always, the cost of the trip will be covered through donations.

DEVELOPMENTS:

Up to twenty (20) Grades 11 and 12 students, with equitable representation from all three secondary schools, will participate in this Mission Trip. Students will be involved with the St. Bernard Project in a small construction and clean-up project resulting from a Flash Flood which hit in October 2015.

As part of the selection process, students are required to complete an application form and submit it to the designated staff member at their school. The staff member reviews the applications based on the following criteria:

- the written reasons for wanting to participate in the mission trip
- the academic standing of the student
- the student's attendance

Chaperones will be confirmed once the Mission Trip has been approved by the Board. The names of the chaperone will be approved by the school principal and the Superintendent of Education.

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 School, Holy Trinity Catholic High School and St. John's College for an excursion Mission Trip to Columbia, SC during the period of Friday, September 29 to Saturday, October 7, 2017.

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

Prepared by: Patrick Daly, Superintendent of Education
Presented to: Committee of the Whole
Submitted on: June 20, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

EXCURSION – ITALY AND GREECE

Public Session

BACKGROUND INFORMATION:

St. John's College and Holy Trinity Catholic High School are requesting approval for an excursion to Italy and Greece from Friday, March 9 to Sunday, March 18, 2018 (no school days missed as trip runs through March Break).

DEVELOPMENTS:

Approximately thirty (30) Grades 10-12 students in the Art courses will be participating in this field trip. Supervising teachers will include Lynne Di Stefano and Violet Davies. The anticipated cost of the trip for each student is approximately \$3,504.

This tour provides an opportunity for students to study the rich history, art and architecture of Italy and Greece. They will have the opportunity to visit numerous sites in Rome, Sorrento, Bari, Patras, Tolo and Athens. They will also strengthen their faith as they visit the Vatican Museum, Sistine Chapel and visit to St. Peter's Basilica.

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 and Holy Trinity for an excursion to Italy and Greece from Friday, March 9 to Sunday, March 18, 2018.

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

Prepared by: Michelle Shypula, Superintendent of Education
Presented to: Board of Trustees
Submitted on: June 27, 2017
Submitted by: Chris Roehrig, Director of Education & Secretary

**SPECIAL EDUCATION SERVICES DEPARTMENT
ANNUAL REPORT 2016-17**

Public Session

BACKGROUND INFORMATION:

Under the direction of the Ministry of Education, school boards are required to prepare, approve and submit an Annual Report on the provision of special education programs and services offered by the Board and schools.

DEVELOPMENTS:

The Special Education Services Department, under the leadership of Leslie Telfer and Michelle Shypula, Superintendents of Education and Carmen McDermid, Student Achievement Lead, Special Education, has completed the 2016-17 Annual Report. The report emphasizes the Department's goals to support the Board's Strategic Plan for improving student achievement for all students in the school district.

The Special Education Services Department Plan, which will incorporate the attached report, will be posted on the Board's website and sent to the Ministry to meet the annual July 30 deadline.

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board approves the Special Education Services Department Annual Report 2016-17.



2016-17

Special Education
Annual Report

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Introduction

The Brant Haldimand Norfolk Catholic District School Board (BHNCD SB) Special Education Department is committed to every student in our school district. We strive to inspire and support learning by assisting in creating safe, healthy, inclusive and engaging Catholic learning environments. Our mission is to provide opportunities for challenge and choice as we prepare all of our students for success in life. The Annual Report was compiled from information provided by members of the Special Education Services and community partners. It will be reviewed and presented for approval to the BHNCD SB Board of Trustees in June 2017. The Annual Plan will be submitted to the Ministry of Education by July 1, 2017 and posted to the Board website.

Special Education Advisory Committee (SEAC)

The membership of SEAC for 2016-17 was as follows:

Name	Organization
Bonnie McKinnon	Trustee Representative
Leslie Telfer (Sept to April)	Superintendent of Education
Michelle Shypula (April to June)	Superintendent of Education
Carmen McDermid	Student Achievement Lead - Special Education
Keith Anderson (Jan to June)	Family Counseling Centre of Brant
Catherine Custodio	Haldimand-Norfolk Children's Aid Society
Krista Emmerson	Parents for Children's Mental Health
Jill Esposto	Brant Family and Children's Services
Christine Pearce	Woodview Mental Health and Autism Services
Tracey Taylor	Haldimand- Norfolk REACH
Paul Sanderson	Contact Brant
Heather Shisler	Lansdowne Children's Centre
Lisa Stockmans	Parent Representative (Norfolk)
Teresa Westergaard-Hager	Norfolk Association for Community Living

Throughout this past school year, representatives from various community agencies presented an overview of the mandate of their agencies. This will continue in 2017-18 as new members will have the opportunity to present information on their respective agencies.

The 2016-17 SEAC heard presentations on Assumption College Job Skills students, Developmental Services of Ontario and Passport Information, Tools to Help Students Visualize Math, Renewing the Promise Consultation and Gifted Programming.



The 2016-17 SEAC meeting schedule was as follows:

2016-17 SEAC Meeting Schedule	
September 20, 2016	February 14, 2017
October 25, 2016	March 7, 2017
November 15, 2016	April 11, 2017
December 20, 2016	May 16, 2017
January 24, 2017	June 13, 2017

Programs and Services

System Special Education

System Special Education Resource Teachers (SSERTs) have been assigned to elementary and secondary schools to support and enhance student achievement. Their role is to collaborate with school teams and community agencies, building capacity among teachers, SERTs, Educational Assistants and parents by providing in-services within the schools and in the community (Parents as Partners, Working Together Symposium, Individual Education Plan and the Identification Placement Review Committee process).

The continued focus this year has been to better understand the learner by exploring student profiles, assessment, and evaluation (Hawaii Early Learning Profile, Canadian Cognitive Abilities Test (CCAT) – Grade 2, Woodcock-Johnson Assessments). Key areas for delivery of professional development included; self-regulation, renewed math strategy, and supporting FSL teachers.

The SSERTs assist in the development of student profiles through assessment, observations and program recommendations. The assessment process includes an Ontario Student Record (OSR) search, test administration, dialogue with school team, data collection, consultation with Board Psychologist, preparation and organization of results and recommendations through written report, presentation and sharing of the results with school team and parents. The complete process takes up to 10 hours per assessment. This valuable information could result in the development of an Individual Education Plan and possibly the formal identification of the student (IPRC). The SSERT reviews and supports the school team in preparing IPRC paperwork and packages. This process ensures appropriate identification and placement.

Transitioning is an area of focus for this team. Assistance is provided when planning and implementing entry into school for students with high needs, as well as transitioning into secondary school and beyond. This liaison with community agencies, school teams and parents helps to ensure a seamless transition for students with specific needs.

Through resource creation and information sharing, school teams have been supported in building capacity, maintaining consistency, and facilitating communication with parents. This facilitation contributes to the ongoing building of parental confidence in our Board.

Assessments	Gifted Screens	IPRCs (school or system level)	SEA Support Letters granted	Case Conferences
208	24	361	38	119

Fetal Alcohol Spectrum Disorder (FASD) – A Growth Mindset, Reframing Perceptions

Seven elementary schools received training on Fetal Alcohol Spectrum Disorders (FASD) for those students with a confirmed diagnosis of this disorder. This training took place at the individual schools and was specific to the strengths and needs of the students. Classroom teachers, SERTs, and Principals were invited to attend this training.

The training sessions included:

- An overview of FASD (Etiology)
- Effects that alcohol has on development: learning, behaviour, social development (Profile of the Learner)
- Evidence based strategies for learning and behaviour – what works and doesn't work
- Brainstorming and networking: including current issues, questions, accommodations, strategies, Individual Education Plan (IEP) development, community supports, transitioning tips, etc.

A number of resources and professional websites were provided to the school team to share with those working with the students.

Deaf and Hard of Hearing

There are currently 50 Hard of Hearing students and 75 students with Central Auditory Processing / Auditory Processing Disorder (CAP/APD) in the Board.

Services provided this past school year included:

- Providing a hearing awareness workshop for teachers, EAs and SERTs that are involved with Hard of Hearing students
- Hearing awareness presentations in classrooms
- Acquisition of Special Equipment Amount (SEA) and materials to support students who are Hard of Hearing and have CAP difficulties
- Monitoring and troubleshooting such equipment
- Performing regular checks on ear molds, hearing aids and cochlear implants, and FM systems
- Providing in-services for specialized equipment
- Repairing SEA equipment, as required
- Consulting on students' IEPs
- Providing and installing noise reducing strategies for the classroom environment
- Attending case conferences, team meetings, IPRCs, and parent interviews
- Acting as a liaison, support and referral source for families and other agencies
- Interpreting audiological reports
- Providing accommodations/modifications and programming strategies
- Supporting students with pre/post teaching
- Assisting students and families in connecting and networking

2016-17 Hearing Awareness Workshop: Building Capacity with Teachers, Educational Assistants and SERTs

This workshop was designed for teachers, educational assistants, ECEs and SERTs with mainstreamed hard of hearing students. There were 16 participants who experienced the effects of a mild hearing loss while performing a specific academic task common in many classrooms.

The participants read an audiogram and understood the basic implications for language development and its impact on academic and social success. The participants discussed a variety of strategies to address the language and overall communication needs for hard of hearing students. The participants had an opportunity to troubleshoot basic difficulties with hearing aids. They were shown how FM systems and cochlear implants function.

Blind and Partially Sighted

During the 2016-17 school year, individualized orientation and mobility programming was implemented for 24 students in 12 different schools. The primary role of the orientation and mobility educational assistant includes teaching students who are blind or partially sighted the necessary skills to travel safely, efficiently, gracefully and independently, with or without a mobility device, in any environment.

Further involvement of the orientation and mobility educational assistant includes observations, consultation with school staff, and goal setting for Individualized Education Plans. Direct one-on-one orientation and mobility training was also provided for numerous students, educational assistants, early childhood educators and teachers. Additional resources for teachers, support staff, and parents were provided including documents from CNIB, daily physical activity adaptations, individualized orientation and mobility family booklets, and an environmental accessibility checklist. Peer awareness presentations using vision simulators and an introduction to goalball were also delivered in several schools.

The role of the orientation and mobility educational assistant also facilitates collaboration between service providers and schools. As a result, four new referrals to The W. Ross Macdonald School were submitted to complete a functional vision assessment. The objective of the assessment is to build teacher capacity when instructing students who are blind or partially sighted. Furthermore, the orientation and mobility educational assistant is also a member of the Accessibility Committee for the Board. Implemented changes in several schools included marking stairways, creating accessible cafeterias, and addressing potential travel hazards.

Information Technology

Overview of Special Equipment Amount (SEA) Support

At the Brant Haldimand Norfolk Catholic District School Board, students with special needs are supported with equipment via the SEA process. Recommendations for special equipment are forwarded on behalf of students to the SEA team who then review and process each claim, organize recommended items (including specialized equipment outside of technology) and then arrange for, and/or provide the necessary training.

All items for SEA are ordered through the SEA team who then coordinate with the Information Technology Department to ensure the necessary hardware and software are installed. The SEA team also reviews emerging technologies and their application to special needs students.

The SEA team is conscious of the amount of technology and specialized equipment in the system and is at all times looking to utilize efficiencies in the system, including the recycling of equipment. The SEA team has created and maintains a database of equipment which can be referenced when items for students are needed. This helps in terms of reducing costs and increasing the speed of SEA claim processing. The team has also reached out to our community partners to inform them that surplus SEA equipment exists in our system and they are welcome to view and recommend this unassigned equipment to students under their care in

our system. This has helped both financially and in terms of efficiency due to the fact that equipment does not have to be ordered or purchased for students in need, it need only be transferred.

The Brant Haldimand Norfolk Catholic District School Board SEA team connects to other boards to discuss efficiencies and new technologies. This is done through the SEA Coordinators Council, a regional body consisting of 17 boards. This group meets twice a year to share best practices and discuss SEA issues in the region. The SEA Coordinators Council also connects regularly online through an eCommunity set up and is managed by our team here at the Brant Haldimand Norfolk Catholic District School Board. This group acts as a forum for discussion regarding issues such as intra-board transfer of SEA items, and to share resources and processes.

Training Services

The Brant Haldimand Norfolk Catholic District School Board SEA team has endeavoured to build capacity among teachers and students in the area of assistive technology. The philosophy that assistive technology is good for all, but essential for some, is vigorously employed here. All students requiring assistive technology are trained alongside their teacher(s) and classmates. This method allows for capacity building in our schools in that a “room full of experts” can help each other to use the technology.

To ensure understanding, a two-step training process is used. The first step includes all parties (teachers, students, educational assistants and parents) where a general training of software use is provided. Step two in the process involves an individual training session(s) which takes place shortly after the first session. The second session involves reviewing the basics previously taught and then focusing on achieving student learning expectations within the context of the Individual Education Plan.

Special Equipment Amount Claims

There have been 125 SEA claims processed and implemented during the 2016-17 SEA year. Of the 125 claims, 44 of them were equipment based (non-computer) claims. Students who receive this equipment include deaf and hard-of-hearing and students who require specialized equipment (such as standing frames, bikes, chairs, sensory and fine motor items etc.) Eighty-one of the total claims were computer based claims. These claims include students with assistive technology requirements. Students who received assistive technology were trained along with their classmates and teachers. This year 737 students were trained in the use of Text-to-Speech (Kurzweil) software and word prediction (Word Q) software. Additionally, 30 teachers and 11 educational assistants were trained in Kurzweil and Word Q alongside their students. Furthermore, 662 students were trained in Speech-to-Text (TalkTyper and dictation.io software). Additionally, 27 teachers and 11 educational assistants were trained in the speech-to-text software alongside their students. This year, 334 students were trained in a graphic organizer software (Smart Ideas), as well as 13 teachers and six educational assistants.



The table below details the Kurzweil and Word Q3 training completed:

Grade	School	Students Trained	Teachers Trained	EAs Trained
6	St. Gabriel	26	1	0
4	St. Gabriel	24	1	0
6	St. Gabriel	25	1	0
5	St. Gabriel	28	1	0
7	St. Gabriel	25	1	0
5	St. Gabriel	30	1	0
4	St. Mary's, Hagersville	25	1	0
5	St. Mary's, Hagersville	27	1	0
5	Holy Cross	27	1	1
4	Holy Cross	23	1	1
8	Holy Cross	26	1	0
6	Resurrection	22	1	0
4	Resurrection	20	1	0
4	St. Leo	28	1	1
3	St. Leo	20	1	0
5	St. Leo	29	1	1
7	St. Peter	28	1	0
3	St. Peter	19	1	1
4	Our Lady of Providence	20	1	0
5	Our Lady of Providence	30	1	0
4	Sacred Heart, Langton	21	1	0
5	Jean Vanier	25	1	1
4	St. Pius X	23	1	1
5	St. Pius X	31	1	1
5	Christ the King	20	1	1
4	St. Theresa	21	1	1
4	Notre Dame, Caledonia	23	1	0
6	St. Stephen's	23	1	0
4	Sacred Heart, Paris	23	1	1
4	Holy Family	23	1	0
9	St. John's	2	0	0
Totals		737	30	11

Speech to Text (Dragon/TalkTyper, Dictation.io) training completed:

Grade	School	Students Trained	Teachers Trained	EAs Trained
6	St. Gabriel	26	1	0
4	St. Gabriel	24	1	0
6	St. Gabriel	25	1	0
5	St. Gabriel	28	1	0
7	St. Gabriel	25	1	0
5	St. Gabriel	30	1	0
4	St. Mary's, Hagersville	25	1	0
5	St. Mary's, Hagersville	27	1	0
5	Holy Cross	27	1	1
4	Holy Cross	23	1	1
6	Resurrection	22	1	0
4	Resurrection	20	1	0
4	St. Leo	28	1	1
3	St. Leo	20	1	0
5	St. Leo	29	1	1
3	St. Peter	19	1	1
4	Our Lady of Providence	20	1	0
5	Our Lady of Providence	30	1	0
4	Sacred Heart, Langton	21	1	0
5	Jean Vanier	25	1	1
4	St. Pius X	23	1	1
5	St. Pius X	31	1	1
5	Christ the King	20	1	1
4	Notre Dame, Caledonia	23	1	0
6	St. Stephen's	23	1	0
4	Sacred Heart, Paris	23	1	1
4	Holy Family	23	1	0
9	St. John's	2	0	0
Totals		662	27	11

Graphic Organizer (Smart Ideas) training completed:

Grade	School	Students Trained	Teachers Trained	EAs Trained
6	St. Gabriel	26	1	0
4	St. Gabriel	24	1	0
4	St. Mary's, Hagersville	25	1	0
5	St. Mary's, Hagersville	27	1	0

Grade	School	Students Trained	Teachers Trained	EAs Trained
5	Holy Cross	27	1	1
4	Holy Cross	23	1	1
5	St. Leo	29	1	1
5	Our Lady of Providence	30	1	0
4	Sacred Heart, Langton	21	1	0
5	Jean Vanier	25	1	1
4	St. Pius X	23	1	1
5	St. Pius X	31	1	1
6	St. Stephen's	23	1	0
Totals		334	13	6

Applied Behaviour Analysis Program

During the 2016-17 school year, a second full-time equivalent ABA Program Lead was hired with additional funding provided by the Ministry of Education due to changes to the Ontario Autism Program.

Within the 2016-2017 school year, the Applied Behaviour Analysis (ABA) Program Leads carried a combined caseload of 100 students with Autism Spectrum Disorder (ASD). This included nine students involved in the Connections for Students model. The role of the Lead included classroom observations, consultation with school staff to problem solve and troubleshoot, assist with goal setting for Individual Education Plans, provision of strategies, staff support and feedback for implementation and to act as a liaison between schools and community agencies.

As a member of the transition team for Connections for Students, support was provided to principals, teachers and families during transition to school and following transition from Intensive Behavioural Intervention programs. The ABA Program Lead attended 47 Connections for Students meetings during the 2016-2017 school year.

Professional development provided to staff included a full day training to 32 French as a Second Language teachers including information about ASD, ABA strategies for the classroom, Individualized Education Plan development, structured learning and use of technology in the classrooms. Further training was provided during a half day to school staff related to ASD, behaviour, and transitions. Peer awareness presentations about ASD were given in several students' classrooms.

Membership of the ABA Networking Group for the South West Region was an area of professional development for the role of ABA Program Lead. This group met six times throughout the year to share best practices and collaborate with other ABA Professionals from the region. Committee involvement for the ABA Program Lead included the Local Autism Implementation Committee at Haldimand Norfolk REACH. In March of 2017, one of our ABA Program Leads was trained as a Certified Instructor to provide training to Board staff in the utilization of Nonviolent Crisis Intervention strategies for students demonstrating risk behaviour.



Gifted Education

Gifted Supplementary Modules

Gifted Supplementary Modules were offered through Special Education Services to provide opportunities and challenges to extend learning and leadership skills of those students identified as Intellectual: Giftedness. The modules were created to enhance classroom curriculum. Students from Grades 4 to 8 were brought together to experience extended learning on a variety of topics. A total of 98 students participated in 2016-2017.

Participation in the modules promoted higher-level critical thinking, problem solving, collaboration, leadership and creativity. It was evident that these students enjoyed the many learning opportunities and applied their skills in the modules in an extraordinary way.

Students attended designated modules including:

Grade	Participants	Total Sessions	Supplementary Gifted Modules 2016-17
4	14 students	7	'Young Authors' – The Writing Process
			Academic Challenges, University of Windsor Math Contest
			Leadership and Team Building – Dancing Creek
5	23 students	7	Robotics – Engineering Science Quest workshops, Toyota tour
			'Science Matters'
			Scientist in the Schools/ Solar Ship
			Ontario Science Centre– Body Works
			Academic Challenges, University of Windsor Math Contest
6	21 students	7	Brock University - Team Building and Robotics
			Stratford Festival – 'The Lion the Witch and the Wardrobe'
			Drama – Movie Making and Technology
			Science Matters – Circuits
7	22 students	7	Ontario Science Centre – NASA Space Simulation
			Academic Challenges, University of Windsor Math Contest
			Altitude Leadership Program – Leadership (McMaster University)
			University of Waterloo – Engineering Science Quest – Computer Programming
8	18 students	7	'Float Your Boat' – Skills Ontario (one team advanced to the Provincials)
			History – The War of 1812 and Movie Maker
			University of Waterloo – Engineering Science Quest – Computer Programming
			History – The War of 1812
			'Float Your Boat' – Skills Ontario (one team advanced to the Provincials)
			Leadership (New Beginnings) – St. John's College
			Altitude Leadership Program – Leadership (McMaster University)



Speech and Language

The Speech-Language Pathologist Team has provided the following support services to students and staff of the Board during the 2016-17 school year:

- Assessments and consultations for students presenting with a variety of communication challenges including non-verbal students and students with reduced understanding and/or expression of language (i.e., vocabulary, concepts, grammar, social communication, etc.), early literacy, speech sound production difficulties, voice and nasality concerns, and stuttering difficulties
- Individualized home and/or class programming suggestions including direct demonstration
- Initiation of referrals to outside agencies (CCAC, TAC, Audiologist, ENT, Cleft Lip and Palate Team)
- Management of students involved with outside agencies for speech and language services including:
 - Brant and Haldimand-Norfolk Preschool Speech and Language Programs
 - HNHB and SW Community Care Access Centres (CCAC)
 - Technology Access Clinic (TAC)
- Participation in Entry to School Case Conferences for students transitioning into the school board
- Recommendations for Specialized Equipment Amount (SEA), as needed
- Collaboration with Speech-Language Pathologists through involvement with the Association of Chief Speech-Language Pathologists in Ontario School Boards (four meetings)
- Involvement in the Special Needs Strategy, including the Coordinated Service Planning and Integrated Delivery of Rehabilitation Services
- Trained 10 ELKP teachers and four ECEs on Learning Language and Loving It, A Hanen Program, which included:
 - Three full-day and two half-day workshops
 - Five videotaping and reflection sessions with each participant
 - Classroom demonstration and consultation as needed

Professional Development

Community of Practice Meetings

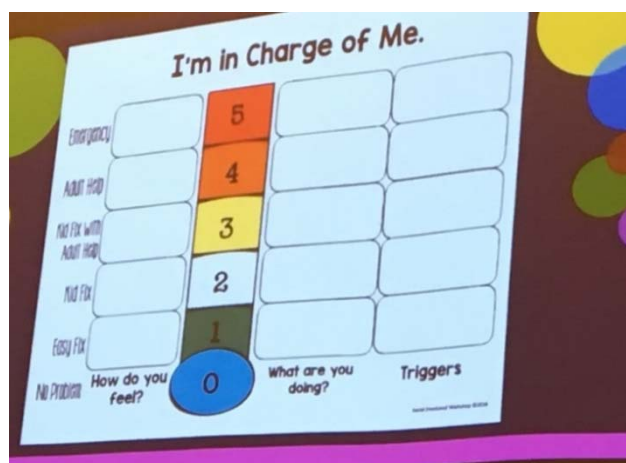
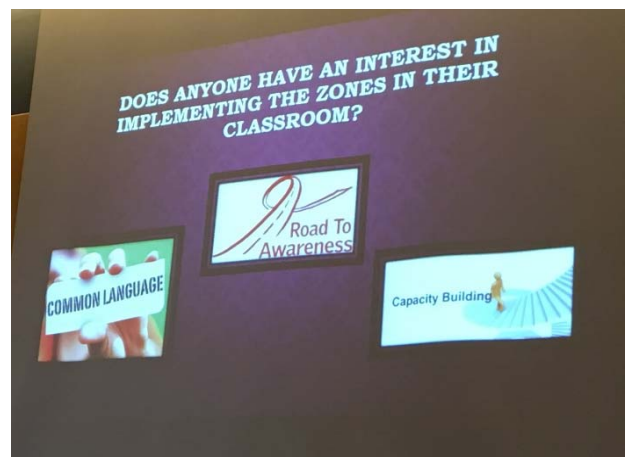
The 2016-17 academic school year saw 35 Special Education Resource Teachers (SERTs) and three Secondary Special Education Department Heads participate in seven face-to-face Community of Practice (COP) meetings to enhance teacher practice and further support student achievement.

COP meetings continued to provide support to SERTs in the areas of: effective Individual Education Plan (IEP) writing and development, the Identification Placement Review Committee (IPRC) paperwork and process, effective teaching strategies for students with an intellectual or communication disability, documenting and reporting, etc. Other key topics discussed included: the FSL Vision, Renewed Math Strategy, Four Frames of the Kindergarten program including assessment and appropriate documentation and mental health supports and services. SERTs also received training on different kinds of software including: One-Note, SNIP and PowerSchool.

Self-Regulation was a focused area of learning for Special Education Resource Teachers (SERTs) throughout the 2016-2017 school year. Following a “Zones of Regulation” conference, the SERTs who attended formed a focus group and prepared a series of six lessons that were presented at the Community of Practice meetings. Information, lessons and materials were shared to assist teachers in helping their students identify the different zones in themselves and others, gain awareness of how others perceive them in the different zones, recognize their personal triggers that lead to the Red or Yellow Zone, and gain insight into the sensory support tools and strategies available to help regulate their zones. In addition, six ‘Quick Tips/Strategies’ were presented and accompanied with resources that could be taken back to schools and immediately implemented in the classrooms. These ‘Tips’ included: Breathing techniques, Fidgets, Theraputty, Chew Stixx, Time Trackers and Brain/Body Breaks.

All SERTs participated in a targeted approach for supporting Mathematics learning. Based on school needs and/or teacher learning needs, SERTs chose a math band (K-2 or 3-6 or 7-10) to collaborate with other school and system staff. COP meetings further supported this learning by demonstrating how to differentiate and personalize assessment, instruction and learning. Math resources were purchased by the Special Education Department to enhance hands on learning and to enable students to represent their thinking in a variety of ways.

A number of professional learning opportunities were extended to school SERTs including attending: The Ontario School-Based Mental Health Conference with Ross W. Greene, Ph.D., Kim Barthel, The Working Together Symposium and participating in the on-line Autism courses sponsored by the Geneva Centre.



New Teacher Induction Program (NTIP)

This professional development opportunity focused on providing new teachers with in-depth knowledge around the importance of self-regulation and its impact on student learning. The research and work of Leah Kuypers (author of 'Zones of Regulation') and Stuart Shanker (author of 'Calm, Alert and Learning') was shared and discussed. This in-service addressed the need for personalized student instruction in order to allow them to reach their fullest potential. Teacher practice was enhanced through a discussion focusing on:

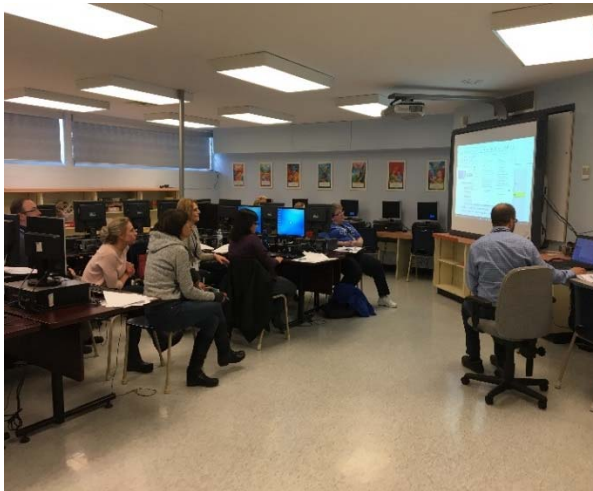
- class management for any classroom
- calming strategies that can be taught to all students
- environmental factors that affect student learning
- knowing your learner and differentiated instruction
- 'Zones of Regulation'- self-regulation resource and calming bins



French as a Second Language (FSL) Professional Development

Members of the system special education team had the opportunity to further build staff capacity by sharing knowledge and strategies about exceptional learners and their needs with the Board's Elementary FSL teachers. This opportunity began with a discussion around growth mindset and that all students can benefit from the skills involved in learning a second language. Highlights of the day included:

- Supporting students with **Autism Spectrum Disorder (ASD)** and Self-Regulation needs
- Looking at the **Individual Education Plan (IEP)**: Writing expectations, assessing students, looking at differences between accommodations and modifications
- **The Structured Learning Approach**: A strategy that can be used for all students regardless of exceptionality. Participants looked at the visual structure of tasks, work systems, individual schedules, physical structures, and the benefits of this approach
- **Technological support for students with a Learning Disability**: software programs to further support students with a Learning Disability access the Ontario curriculum



Educational Assistants

Elementary and secondary educational assistants had an opportunity to participate in Professional Development days throughout the school year. Topics were chosen based on recommendations to support their own professional development and to provide support with respect to meeting the unique needs of the students with whom they work. Below is a list of the professional learning opportunities that were offered.

Professional Development included:

ABA Strategies/Data Tracking

ABA strategies have proven to be effective for students with autism and also with many other students with exceptionalities. This session will review a variety of strategies, including visual supports, prompting, data collection and tracking. Please come with samples of different visual supports you use with your students to help support them in school. A review of the importance of tracking data and sample data sheets will be explored.

Helping Students with Math: The Importance of Board Games

Playing board games with students teaches them more than just turn taking. Research shows that playing board games can actually help children of any grade level improve math skills. Come and discover how playing math games can develop early number and counting skills; which sets the foundation for learning more advanced math concepts. Participants will learn math skills by playing and making games that can easily be reproduced using house hold items.

Journey into Kindergarten

This interactive workshop will provide participants with the opportunity to closely examine the new Kindergarten program. Through the lens of the four frames of learning, we will focus on how to nurture and support the well-being of our youngest learners in a play-based program.

Trauma Sensitive Classrooms

This workshop will provide an overview of the prevalence of trauma and how trauma impacts the development of the brain and influences our students in the areas of relationship, learning and behaviour. Educators will learn the steps that they can take to create a trauma – sensitive classroom and strategies which will support these students and enhance their learning.

On-line Learning

An opportunity was provided for self-directed, professional learning pertinent to the students being supported. A variety of websites were provided for Educational Assistants to explore to support their learning. Websites include topics about: Anxiety, Trauma, Reactive Rage, Selective Mutism, FASD, sensory-based challenges, Leaky Brakes, understanding behaviours in children & youth with intellectual disabilities, ADHD, OCD, Tics & Tourettes, literacy, math & math games, spelling, visual health, graphic organizers, keyboarding, ASD, phonemic awareness, technology and many other topics.

Tips for Technology

This session will provide the opportunity to learn, refresh and review four of the main programs used by the students with whom we work with. This session will provide instruction on the following programs:

- Kurzweil (Text to Speech)
- Word Q (Word Prediction)
- Smart Ideas (Graphic Organizer)
- Talk Typer (Speech to Text)

safeTALK

safeTALK is a suicide alertness training program that will help you identify persons with thoughts of suicide and connect persons with thoughts of suicide to suicide first aid resources. The goal of the training is to equip you with the talk strategies that will help you have difficult conversations and connect those in need to people that can keep them safe for now. At the end of this session you will receive a certificate of completion.

Nonviolent Crisis Intervention

The Nonviolent Crisis Intervention training program is considered the worldwide standard for crisis prevention and intervention training. The program provides educators with the proactive strategies and skills to safely and effectively respond and handle difficult situations. The core of the program is learning how to provide for the *care, welfare, safety, and security* of all those who are involved in a crisis situation. You will learn a range of preventive strategies, de-escalation skills and communication skills. You will also learn the physical interventions,

including disengagement and holding skills, to be implemented as a last resort, when a person is engaging in risky behaviour.

First Aid

This session provided basic CPR, First Aid and Defibrillator certification for the work place. This training provided knowledge and confidence to effectively manage an emergency situation.

Inside Out

This session will focus on the connections between thoughts, feelings and actions. Strategies to identify feelings, help students challenge their thoughts and change their behaviours. Make and take items will be made to assist anxious students.



Educational Assistants' Lending Library

The Educational Assistant Resource Library is at St. Mary Catholic Learning Centre. New materials are purchased based on requests from Educational Assistants and on needs arising from areas of system focus. At the current time, approximately 400 items are available. Items range from professional reading to children's books, toys and games, to sensory and cause-and-effect materials. During the 2016-17 school year, more than 175 items were borrowed by Educational Assistants and Special Education Resource Teachers.



Special Projects/Events

Working Together Symposium

The Working Together Symposium is a bi-annual event which took place this year on Saturday February 4, 2017 at Assumption College. This event is a one-day symposium that brings together parents, educators and service providers of children, adolescents and adults with special needs. The day is comprised of planned workshops and speakers, presenting on a variety of topics around special needs, developmental and behavioural issues. This year 14 Community agencies supported the symposium, offering 17 workshops, three of which were prepared and presented by teams from BHNCDSD. Attendees were able to choose two of the 17 workshops and also enjoyed two keynote speakers: Dr. Jeff St. Pierre (CPRI, London) and Janet Jacks (CEO Goodness Me).

Learning Upgrade Project 2016-17

Learning Upgrade consists of a series of online courses in Math, Reading, English and Comprehension that feature songs, videos, animations and games to engage today's media-savvy students. These intervention programs can be used as diagnostic and intervention tools for students who are showing early signs of mathematics and literacy challenges.

The Plan

Each elementary school had the opportunity to apply for a maximum of **four** Learning Upgrade licenses for any student in grade 2 and above. Requests for additional licenses was consider. The school team decided, based on their school needs, which students were the best candidates for the program and which Learning Upgrade course best met the student's needs. The school SERT was responsible for implementing the program with their designated students. Each school SERT was expected to have 60 minutes (not consecutive) of their five day schedule dedicated to Learning Upgrade/Learning for All.

Selection Process

- The school team decided which course best met the student's needs and chose **ONE** of the following courses for each of their students:
 - Math Upgrade K – 8 (each grade level is its own course) or
 - Reading Upgrade or
 - English Upgrade 1 – 4 (each grade level is its own course) or
 - Comprehension Upgrade

Delivery Model

- Each student in the program was provided with an individual license purchased by Special Education Services
- Students used the prescribed program (as selected by the school team) a minimum of three times a week for 20 minutes each session per five-day cycle.

- The program was meant to supplement literacy or math instruction. Students were not to be withdrawn from their literacy or math instructional time to work on the program.
- The school SERT delivered the intervention instruction up to a maximum of two students per session

Tracking Student Progress

School SERTs were asked to track student progress through detailed web based assessment reports. It was recommended that reports be monitored consistently and shared with the classroom teacher.

The Data

- Total number of students participating in the program: 113
- 24 Elementary Schools participated
- 5 Elementary Schools chose not to participate.
- Each of the three Elementary transition classes have a teacher whiteboard license with all the courses on their license.
- High Schools have teacher whiteboard licenses with all the courses on their license. St John's has one, Assumption has two, Holy Trinity has one
- 16 student licenses were assigned to students in the PALS and Community Living classes at Assumption.

Grade

Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
24	39	12	17	13	3	5

Gender

Male	Female
81	32

Courses

Students in Language Based Courses		Students in Math Based Courses	
88		25	
Females in Language	Males in Language	Females in Math	Males in Math
24	64	12	13

Reading	Comprehension	English 1	English 2	English 3	Math 1	Math 2	Math 3	Math 4	Math 5
69	2	9	4	4	4	10	6	3	2

High Schools

Learning Upgrade teacher whiteboard licenses were given to Special Education Classroom Teachers. Each of the whiteboard licenses in the high schools were assigned all of the Learning Upgrade courses. Students in the Community Living and PALS classes at Assumption were given their own personal student license. The licenses were used in many different ways. Teachers used them to do demonstrations, whole class lesson, small group lesson and as a center in their learning carousel.

Transitioning into School (Kindergarten)

We recognize how critical the transition into Kindergarten is for many of our young students who have specific needs. The partnership between parents and agencies can assist with getting to 'know our learners' and further promote a seamless transition. This process was enhanced by the following initiatives:

Entry into School Meetings with Community Agencies

'Entry into School' meetings were held at Haldimand Norfolk REACH (six students presented) and Lansdowne Children's Centre (LCC – ten students presented and eight additional students were flagged due to some concerns) in February 2017. With parental consent, the agencies provided valuable information regarding new kindergarten students entering our system with whom they have concerns. The resource teachers provided student background, strengths and needs, agency involvement (i.e., speech, occupational therapy, physiotherapy), diagnosis (if applicable), and a report summary of helpful information and contacts. The Student Achievement Lead for Special Education and System Special Education Resource Teachers attended and dialogued about each student to gain a better understanding of their profile and to do some initial transition planning.

'Parents as Partners' – Community Connections

The Parents as Partners workshops are designed to support families with the transition into the Early Learning Kindergarten Program. The symposium included both Haldimand-Norfolk REACH and Lansdowne Children's Centre families. The workshop topics included: Preparing for Kindergarten, Communicating for Success, How Kindergarten Programs Support Students with Special Needs, the Parent Role in the Individual Education Plan (IEP), and the Identification Placement Review Committee (IPRC) process. Thirty families registered and participated in the day. System Special Education Resource Teacher representatives and Student Achievement Leader attended each workshop to support the presenters (as informal and formal support), enhance parent confidence and build new partnerships as we prepare for a seamless transition for new kindergarten students into school.

Parent Resources

In an effort to build capacity and develop parental trust, a Case Conference Guide for Parents was created and mailed to families prior to the System Level Case Conference. The guide outlined what to expect when preparing for a case conference, tips for parents as their child transitions into school, roles and responsibilities, community contacts and ways to further promote speech-language and fine motor skills.

In addition to the parent guide, an 'All About Me' booklet was distributed to the parents at the case conference which included personal information (i.e. names of people in their family, pets), likes, dislikes, method of communication, etc. Parents were asked to fill out this booklet and return it to the classroom teacher in September as part of the transition process.

System Level 'Entry into School' Case Conferences - The Multidisciplinary Team

Case Conferences were attended by parents, Student Achievement Leader, members of the System Special Education Team, home school team, agencies and daycare providers. At this time, the student was introduced and information was gathered. It was also an opportunity for parents to share information and to meet with the school team. This year we hosted system-level case conferences in Brant, Haldimand and Norfolk areas.

Visits – ‘Getting to Know You’

Daycare and classroom visits were arranged as needed by the school team and system staff (with parental consent).

Supporting our Faith Journey

Supplementary Retreats

As part of the ‘Supporting our Faith Journey’ program created by the Special Education Department, three retreats were offered at St. Mary Catholic Learning Centre. The retreats were geared toward students with an intellectual disability, students with autism (who could make transitions easily), and/or students who could benefit from a simplified supplementary ‘hands on’ program. The children spent an exciting and engaging day participating in a variety of faith-centered activities. This day was designed to help exceptional students increase their understanding as they prepared to receive the sacraments of Reconciliation, First Communion, or Confirmation.

Each retreat provided the opportunity for the students to:

- read and discuss the Scripture Reading related specifically to the sacrament
- learn about the sequence of events when receiving the sacrament
- tour the church and highlight key symbols in the church
- rehearse the steps involved in receiving the sacrament using visual representation and assistance from the priest
- highlight specific vocabulary relevant to the sacrament through vocabulary BINGO, concentration, fishing for important vocabulary, etc.
- engage in a modified ‘hands on’ learning opportunity, incorporating drama (making and using character puppets) to help students gain a better understanding of the sacrament
- use technology (iPad) to engage in religious games and puzzles to reinforce comprehension
- take home a variety of ‘hands on’ activities, including a parent guide with instructions to further promote practice and repetition

The retreats were well received and enjoyed by all. The students gained a better understanding of the sacrament, increased their confidence to receive the sacrament, and experienced the opportunity to make new friends. The students were eager to share the day’s events and activities with both their peers and their families.



Elementary and Secondary 'Have a Go'

'Have a Go' is a modified track and field meet for students with a physical, intellectual or communication disability. This event has been held annually for the past nine years. The Secondary Have a Go was held on Friday, May 24, 2017 at Assumption College School and was led by the Secondary Special Education Department and the St. John's College Leadership class. This year saw 52 students participate in a variety of modified track and field events. The Elementary Have a Go was held on Wednesday, June 7, 2017, also at Assumption College School. There were over 92 students who attended, which included participants and a buddy of their choice. The main goal of both the Elementary and Secondary Have a Go was to provide an opportunity for students to actively participate, socialize with peers and build friendships with students from other schools.

Elementary 'Have a Go'



Secondary 'Have a Go'



Rick Petrella, Chair of the Board
Chris N. Roehrig, Director of Education & Secretary
Prepared by Michelle Shypula, Superintendent of
Education

REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD

Prepared by: Chris N. Roehrig, Director of Education & Secretary
Presented to: Board of Trustees
Submitted on: June 27, 2017
Submitted by: Chris N. Roehrig, Director of Education & Secretary

2015-2018 STRATEGIC PLAN – STATUS REPORT

Public Session

BACKGROUND INFORMATION:

The Board has received eight reports since the inception of the current multi-year strategic plan. Each report represented an update on one of the four pillars of the strategic plan over the two-year period. In June of 2017 and June of 2018 Board is to receive a consolidated report card of the progress related to the achievement of the goals of the strategic plan. The four pillars of the strategic plan are:

- Catholic Faith Formation
- Student Achievement
- Safe and Accepting Schools
- Communications and Community Engagement.

DEVELOPMENTS:

The following is a summary of the overall progress made in relation to the strategic plan. Appendix A represents the summary report card of progress that includes anecdotal comments for each initiative as well as an evaluation using a four-quadrant efficacy framework.

Catholic Faith Formation

Christian Meditation with Children in Schools

- Classroom Visits
- Additional Christian Meditation 'take home kits' (60)
- Special project: a book on student reflections of "*Why I Like Christian Meditation*"

Implementation of the Grade 3 Religion Program (Growing in Faith, Growing in Christ)

- The new Grade 3 Religious Education Program, "Growing in Faith, Growing in Christ" with full implementation has been purchased and distributed across the district.
- A Grade 3 teacher in-service
- Parish websites are now live

Social Justice Initiatives and Work to Support Catholic Service Organizations

- A variety of social justice initiatives have taken place across the system, commencing in September 2016 (e.g., volunteering at Good Shepherd, Hamilton; Society of St. Vincent de Paul (SSVP), Brantford; Intergenerational visits at Riverview Terrace and Norfolk General Hospital; food drives; clothing drives, etc.
- Mission Trip to Columbus, South Carolina; involved with the St. Bernard Project, a construction and clean-up project resulting from flash flooding. Elementary social justice teams participated in Social Justice Retreat days

Student Achievement

Improve achievement for all students in literacy and mathematics.

- Teachers new to Primary, Junior or Intermediate divisions received one day of comprehensive in-servicing regarding effective instructional techniques in literacy and mathematics.
- Teachers who are new to Grade 3 and Grade 6 participated in a half-day workshop on EQAO
- Ten schools whose data demonstrated a need for extra support in literacy and numeracy were given a tutor under the *Tutors in the Classroom* initiative.
- All elementary schools have at least one Math Lead teacher
- Grade 3 to Grade 6 educators are participating in school-based professional learning focusing on effective assessment and instruction related to foundational concepts of multiplication.
- Intermediate teachers are participating in a professional learning network focusing on effective assessment and instruction related to the applications of multiplication.
- All elementary school Special Education Resource Teachers (SERTs) are participating in school-based PLCs for one of the bands of learning.
- All System Special Education Resource Teachers (System SERTs) and Educational Assistants (EAs) have participated in learning sessions related to early concepts of number sense and multiplication.
- Kindergarten teams are participating in a collaborative learning experience.
- Teachers of Grade 9 Applied Mathematics at all three secondary schools have had access to in-class support from the System math teacher, based on the needs of each teacher and group of students. This support may include assisting teachers with effective instruction, working with individual groups of students, and preparing for the Grade 9 EQAO assessment.
- Teachers of Grade 9 and Grade 10 Applied have had access to in-class that may include assisting teachers with effective instruction, working with individual groups of students, and preparing for the Grade 9 EQAO assessment.
- Teams of Grade 9 and 10 teachers are participating in collaborative, cross-disciplinary literacy learning at each secondary school, based on the unique literacy needs of students in each school.
- Teachers of Grade 7 to Grade 12 are participating in a series of workshops which target reluctant writers.

Improve the capacity of teachers and principals to lead improvements in assessment and instructional practices.

- Principals meet in Principal Learning Networks at every other Family of Schools meeting (bi-monthly), engaging in professional learning regarding principals' identified needs in leading improved numeracy in their schools.
- Principals engage in professional learning regarding the leading and the monitoring of effective instructional and assessment strategies in mathematics at monthly Family of Schools meetings, facilitated by System teachers and Principals.
- Superintendent visits to schools.
- System teachers collected feedback through exit slips at each school-based PLC and as they engage with teachers in one-to-one meetings focused on determining students' strengths and needs and planning for next steps for instruction in the area of mathematics and literacy.
- Principals participated in a data collection and analysis workshop facilitated by an EQAO representative.

Increase the use of problem solving, critical thinking, collaboration, communication, creativity, entrepreneurialism, technology competencies in teaching and learning across the district.

- Phase I of Bring Your Own Device (BYOD).

- Effective use of board-owned technology (e.g., Microsoft Surface device) to improve student learning and gather *assessment for learning*.
- Educators are participating in professional learning related to the use of *Desire 2 Learn (D2L)*.
- Kindergarten teams participated in professional learning related to the use of *Microsoft OneNote* and other tools.
- Grade 1 to Grade 8 educators are participating in professional learning related to the use of *Microsoft OneNote* and other tools.
- Selected teachers are participating in professional learning related to innovation and the development of the competencies identified in the Ministry of Education's *21st Century Competencies Foundation Document for Discussion*.
- Nine schools are involved in the *Innovative Think Space* initiative.
- Five elementary schools are involved in a Robotics Project.

Increase access to a wide variety of learning experiences and opportunities for self-reflection and goal setting in order to prepare students to make informed choices that best suit their unique talents, interests and abilities.

- All educators who had not been previously in-serviced on the *All About Me* portfolio participated in a one-day learning session. In total, 30 educators participated in this learning.
- Student exit surveys will be completed by all students in Grades 8 and 12 in June 2017. Data from these surveys will be analyzed by system staff to determine district needs and next steps.
- Students from all three secondary schools participate in ongoing Board competitions offered by Skills Ontario. In total, approximately 75 students will participate in these learning opportunities. 50 students will proceed to the Provincial Skills competition in May 2017.
- All Grade 8 students participated in *Techxploration* in January 2017. This initiative exposes students to trades, career pathways available within the tech courses, and provides students with a more informed course selection process. All Grade 7 students will participate in this learning in June 2017. Approximately 1200 students will participate in all.

Safe and Accepting Schools

Enhance inclusive school environments that support mental health

- Mental Health and Well-Being presentations for staff
- Each school will have a Mental Health Champion and Mental Health Leadership Team
- Utilizing feedback back from school climate surveys to develop understanding of Mental Health and Wellness
- Participation in activities within the school and community which promote mental wellness
- Communication through various media

Improve policies and procedures to have an impact on safety in schools and improve training for students, staff and leaders

- Revised Student Behaviour, Discipline and Safety Policy and Administrative Procedure
- Creation of the District Safe and Accepting Schools Committee
- Developed a system training plan for the Respect in School Program
- Development of plans by schools that align with the Board's Spiritual Theme and Family and Religion curriculum

Improve the communication of initiatives and supports that are in place to ensure student safety

- Parents, staff and students completed the climate survey
- Communication through newsletters, school websites, board website and twitter

Communication and Community Engagement

Increase our profile in the community

- New visuals created for the 3-year term
- Standardized 'Guide for Parents
- Special Education – Guide for Parents
- Twitter and increased online activity
- Work with the Catholic Service Organizations, local parishes and community partners

Improve customer service perceptions in our community

- New school-to-home / home-to-school communication system
- Second public consultation process - school climate survey

RECOMMENDATION:

THAT the Brant Haldimand Norfolk Catholic District School Board receives the 2015-2018 Strategic Plan – Status Update report.

2016-17
Trustee Meetings and Events

Date	Time	Meeting/Event	New / Revised
June 27, 2017	7:00 pm	Board Meeting	
June 29, 2017	4:45 pm 6:30 pm 7:00 pm	Assumption College Graduation Holy Trinity Graduation St. John's Graduation	

Meetings scheduled at the Call of the Chair: Accommodations Committee, Audit Committee, Budget Committee, Communications and Information Technology Advisory Committee, Legal Expenses Review Committee, Mental Health Leadership Steering Committee, Policy Committee.