



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

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

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

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1.    **Opening Business**
  - 1.1    Opening Prayer
  - 1.2    Attendance
  - 1.3    Approval of the Agenda Pages 1-3
  - 1.4    Declaration of Interest
  - 1.5    Approval of Committee of the Whole Meeting Minutes – May 16, 2017 Pages 4-8
  - 1.6    Business Arising from the Minutes
  
2.    **Presentations**
  - 2.1    The Board will recognize Father Mike Bennett, Sacred Heart Parish, Paris
  - 2.2    The Board will recognize the retirement of the following individuals:
    - Dave Levac, MPP Brant
    - Rob Santilli, Principal at St. Joseph’s School
  
3.    **Delegations – Nil**
  
4.    **Consent Agenda**
  - 4.1    Unapproved Regional Parent Involvement Committee Meeting Minutes Pages 9-11  
        - May 15, 2017
  - 4.2    Unapproved Special Education Advisory Committee Meeting Minutes Pages 12-14  
        - May 16, 2017



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- 4.3 Unapproved Student Transportation Services of Brant Haldimand Norfolk Governance Committee Meeting Minutes – May 30, 2017 Pages 15-17
- 4.4 Unapproved Mental Health Steering Committee Meeting Minutes – June 13, 2017 Pages 18-29
- 4.5 Friends of the Educational Archives Annual General Meeting Minutes - June 13, 2017 Pages 30-32
- 5. Committee and Staff Reports**
- 5.1 Unapproved Minutes and Recommendations from the Policy Committee Meeting - June 8, 2017 Pages 33-97  
Presenter: Dan Dignard, Vice Chair
- Workplace Harassment Policy 300.20 (*revised*) (pgs. 36-49)
  - Workplace Violence Prevention Policy 300.01 (*revised*) (pgs. 50-80)
  - Purchasing Policy 700.01 (*revised*) (pgs. 81-97)
- 5.2 Unapproved Minutes and Recommendations from the Budget Committee Meeting – June 6, 2017 Pages 98-247  
Presenter: Rick Petrella, Chair of the Budget Committee
- 2017-18 Budget (pgs. 101-247)
- 5.3 Unapproved Minutes from the Accommodations Committee Meeting - June 8, 2017 Pages 248-249  
Presenter: Cliff Casey, Chair of the Accommodations Committee
- 5.4 Excursion – Mission Trip to Columbia, SC Page 250  
Presenter: Pat Daly, Superintendent of Education
- 5.5 Excursion – Italy and Greece Page 251  
Presenter: Pat Daly, Superintendent of Education
- 5.6 Science Technology Engineering Mather (STEM) Innovation Learning Updates Pages 252-254  
Presenter: Leslie Telfer, Superintendent of Education
- 5.7 Financial Report May Pages 255-260  
Presenter: Thomas R. Grice, Superintendent of Education
- 5.8 Educational Field Trips Summary Pages 261-266  
Presenter: Pat Daly, Superintendent of Education
- 6. Information and Correspondence**
- 6.1 Correspondence from Health Canada regarding medical assistance in dying and funding for palliative care Pages 267-268
- 7. Trustee Inquiries**



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### 8. Business In-camera

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

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

### 10. Future Meetings and Events

### 11. 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***

### 12. Adjournment

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**Next meeting:** Tuesday, September 26, 2017, 7:00 pm – Boardroom



**Committee of the Whole**  
**Tuesday, May 16, 2017 ♦ 7:00 pm**  
**Boardroom**

**Trustees:**

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

**Absent:** Cliff Casey

**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)

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Trustee Luciani.

**1.2 Attendance – As noted above.**

**1.3 Approval of the Agenda**

Moved by: Bonne McKinnon

Seconded by: Dan Dignard

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

**Carried**

**1.4 Declaration of Interest – Nil**

**1.5 Approval of Committee of the Whole Meeting Minutes – April 18, 2017**

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 minutes of the April 18, 2017 Committee of the Whole meeting.

**Carried**

**1.6 Business Arising from the Minutes – Nil**

**2. Presentations – Nil**

**3. Delegations – Nil**



#### **4. Consent Agenda**

- 4.1 THAT the Committee of the Whole refers the unapproved minutes of the Educational Archives Committee Meeting of April 6, 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 April 11, 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 Budget Committee Meeting of April 20, 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 Catholic Education Advisory Committee Meeting of May 3, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

Trustee Luciani requested that the minutes be amended to reflect the absence of Bill Acres.

- 4.5 THAT the Committee of the Whole refers the unapproved minutes of the Budget Committee Meeting of May 9, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.
- 4.6 THAT the Committee of the Whole refers the unapproved minutes of the Policy Committee Meeting of May 10, 2017 to the Brant Haldimand Norfolk Catholic District School Board for receipt.

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 Community Partnerships Update**

Superintendent Telfer provided an update regarding Community Partnerships. She explained the commitment to promoting effective community-based partnerships with external agencies that positively impact student learning and well-being. Superintendent Telfer also reviewed developments, protocols and services provided with various agencies.

Moved by: Carol Luciani

Seconded by: Bill Chopp

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

**Carried**



## 5.2 Bank Operating Credit

Superintendent Grice reviewed requirements under the *Education Act* regarding borrowing by way of bank notes. He outlined the operating requirements and how the operating credit enables the Board to meet its financial obligations during timing issues surrounding payment and receipt of grants.

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:

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.

**Carried**

### **5.3 Excursion – Dublin, OH**

Superintendent Daly presented a request from St. John's College for approximately 45 Senior Football Eagles to travel by bus to Dublin, Ohio to play against a local team. The students will also tour the Pro Football Hall of Fame in Canton, Ohio.

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

**Carried**

### **6. Information and Correspondence**

Director Roehrig advised that the 2018 Ontario Catholic School Trustee's Association Annual General Meeting & Conference will be held in Kitchener, Ontario. He also reported that the Board has received funding for summer math camps which will target Grade 6 students in Brantford.

Trustee Petrella presented a card from the Griffin family thanking Trustees for their recognition of Jack Griffin.

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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.

### **7. Trustee Inquiries – Nil**



**8. Business In-Camera**

Moved by: Dan Dignard

Seconded by: Carol Luciani

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: Bonnie McKinnon

Seconded by: Dan Dignard

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: Carol Luciani

Seconded by: Bill Chopp

THAT the Brant Haldimand Norfolk Catholic District School Board adjourns the meeting of May 16, 2017.

**Carried**





**REGIONAL CATHOLIC PARENT INVOLVEMENT COMMITTEE MEETING**

**Monday, May 15, 2017 – 7:00 pm - Boardroom**

**Present:** Edith Heleniak (Chair), Lindsay Blasdell, Jaclyn Hill, Bonnie McKinnon, Colin Phee, Stéphane Rouleau, Michelle Shypula, Shannon VanDalen

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**1. Opening Prayer**

Superintendent Shypula led the group in the opening prayer.

**2. Welcome and Opening Comments**

Superintendent Shypula and Chair Heleniak welcomed the group and led a round of introductions for the benefit of all members in attendance.

**3. Approval of Agenda**

Moved by: Bonnie McKinnon

Seconded by: Edith Heleniak

THAT the RCPIC Committee approves the agenda of the May 15, 2017 meeting.

**Carried**

**4. Declaration of Interest- Nil**

**5. Approval of Minutes – Monday, February 27, 2017**

Moved by: Bonnie McKinnon

Seconded by: Stéphane Rouleau

THAT the RCPIC Committee approves the minutes of the February 27, 2017 meeting.

**Carried**

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

**7. Correspondence**

Chair Edith Heleniak indicated her term for representing BHNCD SB at the provincial table of the Ontario Association of Parents in Catholic Education (OAPCE) finishes at the end of May 2017. The mandate of OAPCE is to promote and protect publicly funded Catholic education in Ontario and provide parent/guardian voice to those who have children attending Catholic elementary and secondary schools. The OAPCE Board of Directors works in collaboration with various stakeholders in Catholic education including the Assembly of Catholic Bishops in Ontario (ACBO), the Institute for Catholic Education (ICE), Friends Advocating Catholic Education and the Ministry of Education to sustain and enhance the impact of Catholic education on students. As OAPCE representative for the Board during the past 6 years, Chair Heleniak has served to liaise between OAPCE and the BHNCD SB Regional Catholic Parent Involvement Committee (RCPIC) and Catholic School Advisory Councils. Stéphane Rouleau has volunteered to stand as the temporary representative at the June 2017 OAPCE meeting and the election of a new representative will take place at the beginning of the 2017-18 school year. Chair Heleniak provided information about the OAPCE Annual General Meeting taking place on



October 13 and 14, 2017 featuring keynote speaker Sara Westbrook. More information will be forthcoming. The board would like to extend their gratitude to Chair Heleniak for her dedication and commitment to leading the work of OAPCE at a district level.

Superintendent Shypula encouraged group members to participate in the *Renewing the Promise* Thought Exchange survey if they had not already done so.

**8. Discussion: Feedback from Regional Parent Reaching Out Grant Symposium- Raising Awesome Responsible Kids featuring Key Note Speaker Gary Drenfeld**

**8.1 Overview and Next Steps**

Superintendent Shypula provided an overview of the Regional Parent Reaching Out (PRO) grant process that resulted in the Raising Awesome Responsible Kids Symposium. This symposium took place in April 2017. Initial planning began in November 2015 and consisted of all parent councils providing feedback that reflected topics they wanted to learn more about. Following the analysis of this feedback, it was determined parents/guardians were interested in learning more about mental health and how to support the development of resilience in their children. Once this topic of interest was decided, the RCPIC executive began the PRO grant application process in February 2016 and grant approval was received in June 2016. In September 2016, intensive planning began and included members of the RCPIC and Mental Health Team. A comprehensive search for a keynote speaker resulted in the selection of Gary Drenfeld MSW.

Additionally, to further highlight the importance of making connections between home and school, it was determined that Mr. Drenfeld would speak to Grade 11 and 12 students across the district prior to the parent/guardian speaking engagement and would also be the keynote speaker during the system-wide mental health professional activity day for teachers and support staff.

Attached in this report are survey results (Appendix A) from those who attended the symposium and feedback is currently being collected and collated from staff who attended the professional activity day. As a next step, this survey data will be utilized to assist in the planning of future Regional PRO grant applications and identifying professional learning needs of staff.

**9. Discussion: Engaging Parents at a School and District**

**9.1 Next Steps**

Superintendent Shypula led a discussion addressing some of the challenges school communities and districts experience when attempting to engage parents/guardians in the Catholic education of their children and possible strategies to enhancement parent/guardian involvement. Below is a list of recommendations:

- When feasible, maximize use of platforms such as YouTube for messaging of information;
- Increase the use of interactive system-wide Skype meetings;
- Additional Skype meeting opportunities to allow parents to access information remotely (e.g. ability to access RCPIC meetings);



- Possibility of presenters being recorded so the information can be accessed at flexible times;
- Regular updating of board and school websites highlighting current events and relevant resources;
- Include learning opportunities for parents/guardians early in the school year (e.g. School Meet the Teacher Night); and
- Engage all school council chairs early in the school year to brainstorm success stories (e.g. recruitment of parent council members and volunteers, application of PRO grants, involvement in School Improvement Plan development, devising fundraising opportunities that align with goals in the School Improvement Plan)

**10. Closing Remarks/ Adjournment**

Superintendent Shypula extended her thanks and appreciation to all members present at the meeting and for their dedication to improving parent/guardian engagement to support the well-being and achievement of students across the district.



**SPECIAL EDUCATION ADVISORY COMMITTEE  
Tuesday, May 16, 2017 – 10:00 a.m. - Boardroom**

- Present:** Jill Esposto (Chair), Catherine Custodio, Carmen McDermid, Bonnie McKinnon, Christine Pearce, Heather Shisler, Michelle Shypula, Tracey Taylor, Teresa Westergaard-Hager
- Regrets:** Keith Anderson, Krista Emmerson, Paul Sanderson, Lisa Stockmans, Leslie Telfer
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**1. Opening Prayer**

Carmen McDermid led the group in the opening prayer.

**2. Welcome and Opening Comments**

Jill Esposto (Chair) welcomed the group. Superintendent of Education, Michelle Shypula provided a brief summary of her 26 years' experience within the Education sector and 3 years within our Board. As new Superintendent to the Special Education portfolio, she shared in her excitement to be part of and collaborate with the Committee and its members.

**3. Approval of Agenda**

Moved by: Heather Shisler

Seconded by: Catherine Custodio

THAT the SEAC Committee approves the agenda of the May 16, 2017 meeting.

**Carried**

**4. Approval of Minutes – April 11, 2017**

Moved by: Christine Pearce

Seconded by: Bonnie McKinnon

THAT the SEAC Committee approves the minutes of the April 11, 2017 meeting.

**Carried**

**5. Community Agency Updates**

*Christine Pearce- Program Manager, Woodview Mental Health & Autism Services*

Christine shared Woodview's success for mental health week with approximately 250 people in attendance and over \$12,000 in funds being raised. Christine updated that all camp unity referrals are now being accepted through Contact Brant as the single point of access to community agencies.

*Heather Shisler - Physiotherapist, Lansdowne Children's Centre*

Heather shared that the 13<sup>th</sup> Annual Charity Motorcycle Ride took place on Saturday, May 13, 2017 and is a fully police escorted ride through the city and country settings. With a focus on how to improve working with families, Lansdowne has recently undertaken some agency wide solution focused coaching with Susan Baldwin. Camp Unity planning is nearly completed and Lansdowne is meeting with teams and parents on children's school transitions and there are other various upcoming spring activities.



*Jill Esposto - Director of Services, Brant Family & Children Services*

Jill updated on Brant FACS upcoming 122<sup>nd</sup> Annual Meeting on Monday, June 12, 2017 from 5:00 to 7:00 pm at the Brantford Golf and Country Club. The meeting will include guest speaker Inspector Rudy Jambrosic, who has served with the Brantford Police Services for 28 years. He will speak about true life stories of some of our community's citizens and offer ways that we can help those in need. Jill provided a flyer (Appendix A) for additional information.

Jill shared that Tuesday, October 24, 2017 has been designated "Go Purple" Day (Appendix B) and they are looking forward to working with the Board again this year and tying into our spiritual theme, *Love Tenderly*. The day is intended to raise awareness around Child Abuse Prevention and the role everyone plays in keeping children safe. She expressed a desire to have additional personnel visit our schools on this date.

Jill shared that Brant FACS will be hosting a "Youth in Care" Day where they will have a barbeque for individuals aged 0 to 120 years to recognize the work they do with all ages within our community.

*Bonnie McKinnon- Trustee Representative, Brant Haldimand Norfolk Catholic District School Board*

Trustee McKinnon updated that Catholic Education Week from April 30 to May 5, 2017 had just finished and that the focus of this week was to celebrate the unique contributions of our Catholic school communities.

*Tracey Taylor- Developmental Services Manager, Haldimand- Norfolk REACH*

Tracey shared that HN Reach is currently experiencing many changes within the agency including the retirement announcement of Deb Young, Director of Services- Child, Family and Adult Intervention. Deb has been with the agency for over 17 years and has received many awards for her contributions to the mental health field. The agency welcomes Susan Wells as the new Director in her place.

*Teresa Westergaard-Hager- Supervisor - Community Outreach, Norfolk Association for Community Living*

Teresa updated on the fundraising events that took place over the past weekend for the Norfolk Association for Community Living (NACL). The agency is holding a large recruitment day today, May 16, 2017 to fill several positions that have recently become available and is currently providing comprehensive training to staff within the agency.

*Catherine Custodio- Child Welfare Supervisor, Haldimand-Norfolk Children's Aid Society*

Catherine shared that it is a busy time at Haldimand-Norfolk Children's Aid Society which includes some changes in staff. On Thursday May 11, 2017 the agency celebrated Youth in Care Day and a barbeque was provided to their youth in care. Catherine updated that the agency is currently completing their annual renewal of foster care licensing which includes interviewing of foster care parents.



## **6. Reports**

### **6.1 Student Achievement Lead: Special Education**

Carmen discussed that they are in the initial discussion stage of identifying key areas of focus for next year. There will continue to be a focus on self-regulation and math. A number of SERTs and System personnel attended the Ontario School Based Mental Health conference to learn more about how to further support students with behavioural challenges and complex learning needs. Keynote speakers included Dr. Ross Greene, Lisa Ferentz, Adele Lafrance, Lynn Lyons, Steven Feifer, Lynn Miller and Judy Willis. Key Note Speakers addressed the following topics:

- Impact of Trauma on Children
- Anxious kids, Anxious families
- The Neuroplasticity of Emotional Disorders
- Mental Health Matters
- Neurology Strategies for Building Students' Emotional Self-Management, Motivation and Perseverance
- Collaborative & Proactive Solutions

Board staff attended all of the workshops provided to enable further discussion when looking at possible areas to focus on for next year. There were also a number of resources purchased at the conference including, child development books, activity books, fidget items, etc. to share with schools.

### **6.2 Superintendent of Education**

Superintendent Shypula provided an overview of the Regional Parent Reaching Out (PRO) Grant process that resulted in the Raising Awesome Responsible Kids Symposium. This symposium took place in April 2017. Initial planning began in November 2015 and consisted of all parent councils providing feedback that reflected topics they wanted to learn more about. Following the analysis of this feedback, it was determined parents/guardians were interested in learning more about mental health and how to support the development of resilience in their children. Once this topic of interest was decided, the RCPIC executive began the PRO grant application process in February 2016 and grant approval was received in June 2016. In September 2016, intensive planning began and included members of the RCPIC and Mental Health Team. A comprehensive search for a keynote speaker resulted in the selection of Gary Drenfeld MSW.

Additionally, to further highlight the importance of making connections between home and school, it was determined that Mr. Drenfeld would speak to Grade 11 and 12 students across the district prior to the parent/guardian speaking engagement and would also be the keynote speaker during the system-wide mental health professional activity day for teachers and support staff.

As a next step, this survey data will be utilized to assist in the planning of future Regional PRO grant applications and identifying professional learning needs of staff.

## **7. Closing Remarks/ Adjournment**

The meeting adjourned at 10:45 am.

**Board of Directors' Meeting  
Tuesday, May 30, 2017 at 1:00 p.m.**

Grand Erie District School Board – Norfolk Room  
349 Erie Avenue, Brantford

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**STSBHN Board of Directors:**

- GEDSB:** Jamie Gunn, Superintendent of Business & Treasurer – Director  
Philip Kuckyt, Manager of STSBHN – Secretary & Treasurer  
James Richardson, Trustee- Director
- BHNCDSB:** Tom Grice, Superintendent of Business & Treasurer – Director  
Bill Chopp, Trustee – Director
- CSDCCS:** Bobby Somaroo, Superintendent of Business – Alternate Director  
Mario Nantel, Director of Transportation – President

**School Board Directors of Education**

Brenda Blancher, Director of Education & Secretary GEDSB  
Chris Roehrig, Director of Education & Secretary BHNCDSB  
Réjean Sirois, directeur de l'éducation CSDCCS

**STSBHN Recording Secretary**

Kathryn Underwood, Executive Assistant to the Superintendent of Business  
GEDSB

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**MINUTES**

- 1.0 Call to Order, Welcome and Introductions – M Nantel  
The President called the meeting to order 1:00 pm.
- 2.0 Approval of Agenda for May 30, 2017  
Moved by: J Gunn  
Seconded by: B Chopp

“That the STSBHN agenda for May 30, 2017 be approved as distributed.”

CARRIED.

- 3.0 In Camera Session  
There were no in camera items.

4.0 Approval & Signing of Minutes

4.1 The committee reviewed the minutes of Tuesday February 23, 2017.

Moved by: T Grice

Seconded by: B Chopp

“That the minutes of February 23, 2017 be approved as distributed.”

CARRIED.

5.0 Business Arising from Previous Meeting

5.1 Policy and Procedures Approval: 039-043 (attached) – P Kuckyt

P Kuckyt reviewed the comments and suggested changes on the procedures 039-043.

041 Life Threatening Management and Prevention Plan, it was asked if the School Bus Driver are trained in life threatening management. P Kuckyt identified that each operator is expected to sign off that all of their drivers have completed the training. For students with specific needs, it is documented electronically so that if a driver changes, the information is shared with the new/supply driver.

Moved by: T Grice

Seconded by: J Gunn

“That the STSBHN approve procedures 039-043 as presented.

CARRIED.

5.2 Multiple Address Report

P Kuckyt highlighted the report previously presented, where Trustees were asked for feedback. The committee discussed the operational improvements with two pick up locations for both am and pm. P Kuckyt suggested that this would not impact the risk to the majority of multiple address requests. It was agreed upon by the Boards that the recommendation is too restrictive and that STSBHN will continue with the current practice. It was requested that P Kuckyt will provide an additional report to include the number of families by Board, effected by the number of pick up.

6.0 Standing Business

6.1 KPI's– P Kuckyt

P Kuckyt highlighted the significant changes in the areas of Financial, Service Performance, Safety, General Ridership and Communication.

Financial-no significant changes.

Service Performance- no significant changes.

Safety-one more incident was recorded, student fell down the bus stairs. Identified the number of bus and foot patrollers,1100. The committee discussed the Brantford Safety Village location and the program implication if this were to change.



General Ridership-no significant changes

Communication-no significant changes. It was questioned about the Johnson Road delays and if the parents had been communicated. P Kuckyt identified that specific route delays are communicated as they arise.

6.2 Goals and Objectives-Update and Review– P Kuckyt  
P Kuckyt highlighted the Goals and Objectives and updated the group on the progress. He indicated that the new Website has been created, working through some minor changes with the designer and the goal is to launch in June to flush out any issues prior to September.

6.3 Budget Analysis Report – P Kuckyt  
P Kuckyt highlighted the budget analysis report up to March 31, 2017 and identified that there are no significant variations.

## 7.0 New Business

7.1 Policy and Procedures Review: O15, 044-049-P Kuckyt  
The committee received the policies and procedures with the proposed changes as information only. It was identified that Procedure 015 Acceptable Use of Personal Electronic Devices in School Purpose Vehicles is a new policy. P Kuckyt shared some examples of inappropriate uses of personal electronic devices and the need to identify appropriate uses.

Responses on the procedures are requested by October 10, 2017.

8.0 Adjournment – M Nantel  
P Kuckyt shared information and invited the STSBHN Board of Directors to attend the CPTC Transportation Conference being held in May 2018 in Niagara Falls, On.  
Moved by: J Gunn  
Seconded by: B Chopp

“That the May 30, 2017 STSBHN Board of Directors meeting be adjourned at 1:45 pm.

<b>Next Meeting:</b>	<b>Tuesday October 31, 2017</b> <b>Tuesday February 20, 2018</b> <b>Tuesday May 22, 2018</b>
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**All located at the GEDSB-Norfolk Room. 1:00 p.m.**



**Board Mental Health Steering Committee Meeting  
Tuesday, June 13, 2017 ♦ 1:00 p.m.  
Catholic Education Centre**

**Present:** Dianne Wdowczyk-Meade (Chair), Keri Calvesbert, Keri Chartrand, Charmaine Hanley, Deborah King-Bonifacio, Connie McAllister, Carmen McDermid, Bonnie McKinnon, John Nicholson, Michelle Shypula, Lori Skye-LaForme, Arden Smelser

**Absent:** Bill Acres, Jane Angus, Melissa Connelly, Karen Dickhout, Becky Farrell, Janet Ferris, Stephanie Haak, Amy Marlett, Cindy Miller, Terre Slaght, Paul Tratnyek, Andrea Winger, Tim Wirag

**Minutes Only:** Tracey Austin, Dale Petruka

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**1. Opening Prayer**

The opening prayer was led by Keri Calvesbert.

**2. Introductions and Welcome**

Committee members were welcomed by Dianne Wdowczyk. Michelle Shypula was welcomed to the committee as the Superintendent now responsible for mental health. Leslie Telfer was recognized and thanked for her dedication and efforts in propelling the mental health agenda forward over the past 3 years. Dianne indicated she had invited a student from St. John's College who was interested in representing student voice on the committee. He however was not in attendance and Dianne would follow up regarding his interest. Committee members also welcomed presenters Dr. Debra Langan and Latasha VanEvery from Laurier University.

**3. Approval of the Agenda**

The agenda was approved, as circulated.

**4. Approval of the Minutes**

The minutes of the March 28, 2017 Mental Health Steering Committee meeting were approved by consensus.

**5. Presentations**

**5.1 Community Based Learning Project Findings: Dr. Debra Langan & Latasha VanEvery, Wilfred Laurier University-Brant**

As a follow up from the research project [A Qualitative Analysis of Brantford Youths' Experience in Connecting with Resources: Development Assets, Circle of Supports, and Digital Inclusion](#) proposed at the December Mental Health Steering Committee meeting, Dianne Wdowczyk had invited Dr. Langan to share her findings from the research conducted at St. Mary Catholic Learning Centre over the past few months. Latasha VanEvery was one of two Laurier students who conducted the research at the St. Mary's site and assisted Dr. Langan with the



presentation. Although research was conducted at 3 other sites, today's presentation was reflective of only the data obtained at St. Mary's.

Dr. Langan indicated the St. Mary's data was gleaned from 11 students during 'lunch and learns' and provided some insight into the thoughts of students with regards to accessing resources. Dr. Langan noted that although St. Mary's is not a 'service provider', the students felt it was a positive place to learn and was most definitely a conduit to accessing resources be they for mental health, medical needs, food or housing. Students indicated struggles with accessing housing, food, money, employment and competent counselling services in the community. They noted they were pleased with counselling supports provided by the BHNCDSD and recommended more counsellors be available through the board as community supports were seen as difficult to access due to 'impossible wait lists' and are not youth friendly. Recommendations were included in the presentation for both the board and the community at large and Dr. Langan will present her final report; reflective of data obtained from all 4 sites at the Youth Collective Impact meeting later this month which Dianne Wdowczyk will forward on to committee members. (Presentation attached)

## **6. Information Items**

### **6.1 Mental Health and Well-Being PA Day review and feedback**

Kerri Chartrand and Dianne Wdowczyk reviewed feedback from April's Mental Health and Well-Being PA day. Overall, people were pleased with the day. Staff enjoyed the morning breakout sessions and indicated they would like the opportunity to attend more than one session. Opinions were mixed with regards to the key note speaker who focused much of his talk on attachment theory and parenting, and did not emphasize the role of the educator. Dianne reminded the group that the keynote was selected, as part of a bigger plan, originating from the Parent Regional Council who received a PRO grant and used the funds towards a parent symposium. Gary Direnfeld conducted a student session on the morning of Thursday April 27, the parent session that evening and addressed our staff the following morning. Reviews on the afternoon consolidation session were also mixed with some staff indicating they would have preferred to attend another workshop, and others saying they enjoyed spending time with their schools. Dianne and Kerri indicated the consolidation session was planned based on feedback from last year's PA day where people overwhelmingly indicated they enjoyed being with their schools for part of the day to discuss the mental health needs of their students. Michelle Shypula thanked those involved with the planning of the day, recognizing it is an enormous task, and was overall a fantastic day of learning. The Mental Health and Well-Being PA day is slated for April 13, 2018 and will look slightly different from the past 2 years as half the day has been allotted to Health and Safety-Workplace Violence.

### **6.2 Data Collection: Administrator Scan, Mental Health and well-being culture surveys**

Dianne shared data collected from the *Understanding Student Mental Health and Well-Being-administrator scan* administered earlier this spring. Data from 4 schools was not submitted however the results can and will be used to inform the upcoming Mental Health and Addictions Strategy. Highlighted areas included:

- 71% of administrators indicated they were either very or extremely concerned about the mental health needs of the students in their schools



- 55% of administrators felt their staff were somewhat equipped, confident or prepared to respond to the mental health needs of students compared to 35% who felt little to no confidence
- Mental health concerns in order of priority
  1. Anxiety
  2. Oppositional Behaviour
  3. Social Relationship challenges
  4. Aggression

While discussing the Administrator Scan, Dianne referred to trends in the Mental Health and Well-being culture surveys completed by staff in all schools in March and April. Overall staff indicate they feel comfortable talking about mental health with students but are unsure as to how best to support students who need mental health supports. Staff indicated they would like more training in the areas of anxiety, creating mentally healthy classrooms, and fostering resiliency.

## **7. Discussion Items**

### **7.1 Draft: Mental Health and Addictions Strategy 2017-2020**

Dianne provided draft copies of the new 3- year Mental Health & Addictions Strategy and the 2017-18 action plan. The group worked through the 3-year Strategy, providing feedback and recommendations. Overall the committee was pleased with the plan and in agreement with the future direction of the strategy. The committee suggested the 1-year action plan be sent out electronically for further review and feedback. Dianne will send both the Strategy and Action plan out to committee members for further feedback.

Dianne informed the group she would be presenting the draft strategy and action plan to Senior Admin on Monday June 19 and would include any revisions submitted at that time. The final plan is due to school Mental Health ASSIST July 15, 2017.

## **8. Upcoming Events:**

- World Suicide Prevention Day: September 10, 2017
- Mental Health Day: October 10, 2017
- Child Abuse Prevention Month: October. Go Purple Day: October 24, 2017

## **10. Adjournment**

The meeting was adjourned and members were thanked for their involvement.

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Mental Health Steering Committee: Next Meeting: TBD September, December, March, June

## Youth Resources in Brantford: Hearing from the Youth at St. Mary's

A Community-Engaged Research Project  
for M.A. Criminology Course CC 601  
*Qualitative Research Methodologies*  
Wilfrid Laurier University, Brantford  
Dr. Debra Langan, Latasha Vanevery & Andrea Corradi

## Research Questions

- How have youth been able to access resources, and/or what are the challenges that they have faced in this regard?
- How do youth feel they can best be supported to access resources in meaningful ways?

## 4 Research Settings

- St. Mary's
- Why Not Youth Centre
- Branlyn Community Centre
- Woodman Park Community Centre

## YOUTH (AGES 14-19) WE WANT TO HEAR FROM YOU!

Students from Wilfrid Laurier University are doing research to see if eating can improve your mood.

The students will be visiting St. Mary's Alternative Learning Centre. Interviews or group discussions will be 15 to 30 minutes.

To get involved, see the students on person, or email them at [yourresearch@stmarys.ca](mailto:yourresearch@stmarys.ca)

This research has been approved by the Research Ethics Board at Wilfrid Laurier University Project #180

February 3 to March 24  
St. Mary's Alternative Learning Centre

## "Lunch and Learn" Sessions



## Data Gathering 6 females & 5 males

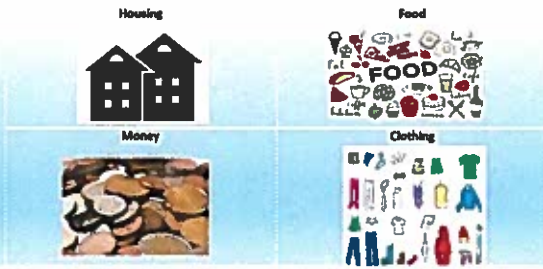
One-on-One Interviews



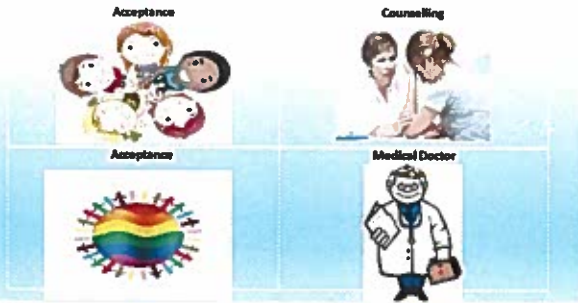
Small Group Discussions



1. Have you ever needed:



2. Have you ever needed:



3. Have you ever needed:



**St. Mary's is an Important Resource for Youth**

- small class size
- flexible course work
- food
- clothing choice
- bus passes
- learning styles accommodated
- supportive teachers and staff
- links to services

**Housing Resources Lacking**



- gaps in coverage
- safety concerns
- lack of transparency
- unsupportive staff
- forced to leave with *"nowhere to go"*

### Recommendations



- options < 16 yrs.
- longer stays
- address safety issues
- increase transparency
- staff sensitivity training

### Money Resources Needed

- **transportation**
- **school uniforms** "Why do they call it 'dress down' if everybody dresses up?"
- **medication**
- **school costs** "Phys-ed class costs \$100!"
- **organized sports** "Yea, if you're rich!"
- **trouble finding a job**

### Recommendations

- ✓ provide assistance (like Ontario Works to those < 18)
- ✓ additional \$ for student expenses
- ✓ better busing
- ✓ alternative options for uniforms
- ✓ workshops to aid with employment

### Money for Food

- turned away from food bank  
"They say we went there already, but we had never seen them before!"
- school cafeteria too expensive  
"Yeah it's a straight rip-off, like 4 bucks for a little egg McMuffin!"

### Recommendations



- affordable pricing in cafeterias
- access to the food bank

### Counselling Resources Lacking

- cost prohibitive
- long wait lists
- superficial sessions
- feeling disrespected

"...they don't understand it, on a personal level, they don't get it at all"

"we don't have enough addiction counsellors, we have more dealers than counsellors"

*"I know from experience, I tried using my voice...and nobody listened to me ...so why tell us that we have a voice, why use it, when no one is going to hear us and no one is going to pay attention..."*

### Recommendations

- More school counsellors
- Counsellors with similar experiences
- Specific training to work with youth




## Questions & Comments



BRANT HALDIMAND NORFOLK  
 DISTRICT SCHOOL BOARD

## Mental Health & Well-Being PA Day April, 2017

Feedback Summary



### Keynote Feedback

Considering what you knew before and after the keynote presentation by Gary Downfield, did the session result in: (choose one)




Response	Percentage
Yes, I learned something	100%
Yes, I was inspired	93%
Yes, I was motivated	91%
No, I did not learn anything	10%

### Trends in Responses

- Speaker was engaging, personable, and humorous
- Talk was too general
- Information that was presented did not match the title of the talk
- Discussed information that most people were already aware of
- Wanted more practical strategies and ideas for improving students' mental well being
- Felt that talk was more appropriate for a parent audience vs. an educator audience

### Morning Workshop Feedback



**General Trends:**

- Very positive feedback given to presenters from our system (i.e. teachers)
- Positive feedback given to workshops that addressed staff well being (e.g. Nutrient Therapy)
- Negative feedback focused on the request for more practical and tangible strategies that could be used back in the classroom immediately

### Afternoon Workshop Feedback-Trends

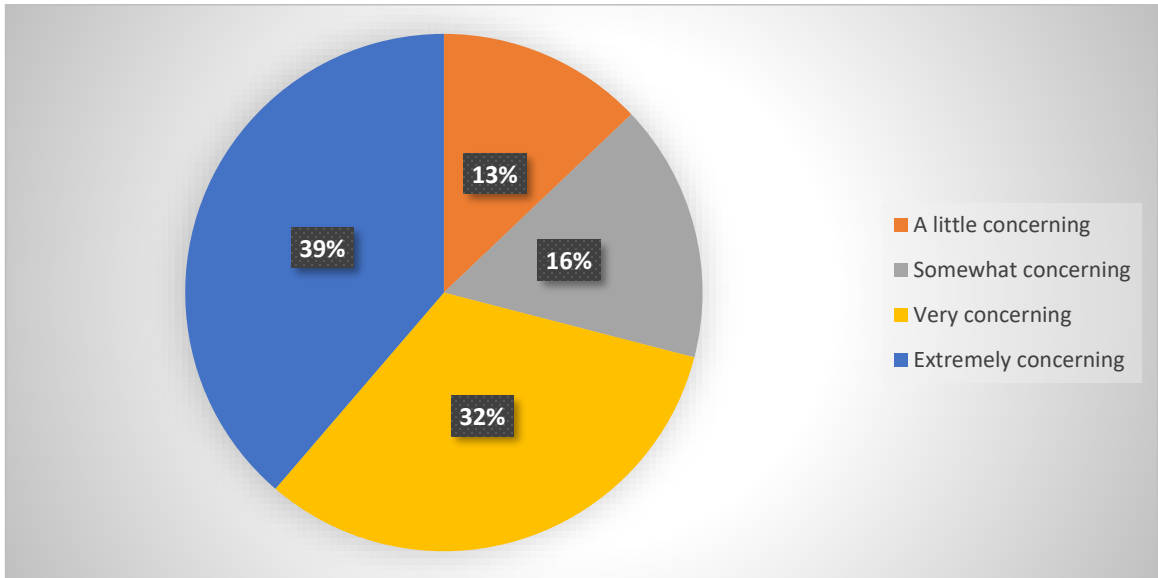
- Joan Grundy 
- School-based Consolidation  
- Kindergarten Session  

### Feedback- Overall Day

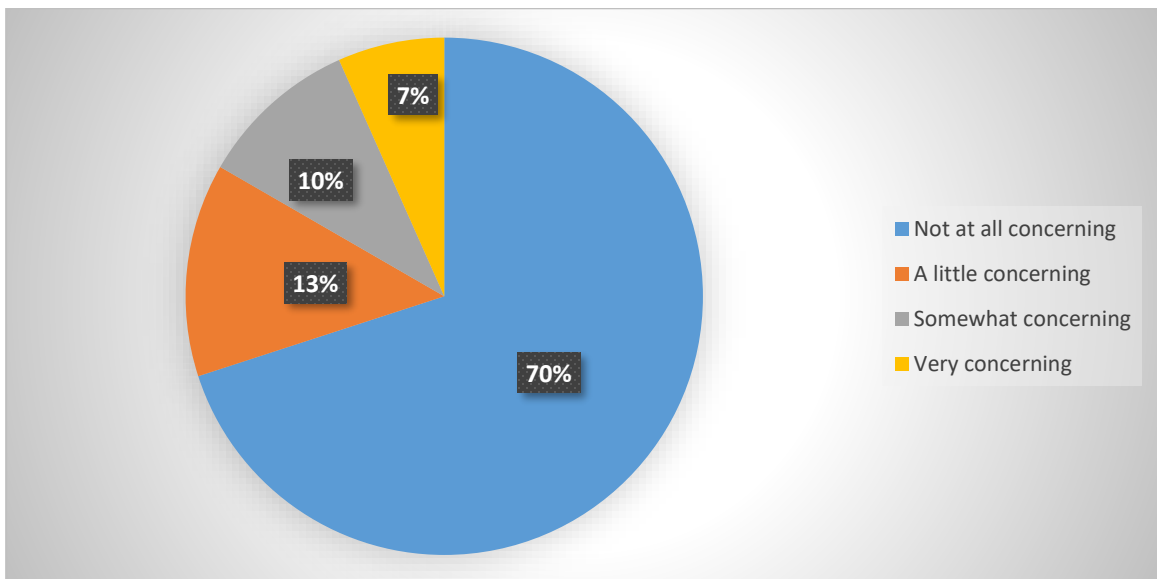
- Request for more workshops geared toward staff mental health and well being
- Would have liked opportunity to select more workshops
- Wanted more practical strategies to use with specific students
- Loved the day and opportunity to network with same-school colleagues as well as colleagues from other schools
- Day was well-organized
- Too chaotic to come together as large group (e.g. parking, lunch, etc.)

# Understanding Student Mental Health and Well-Being Principal Scan Spring 2017

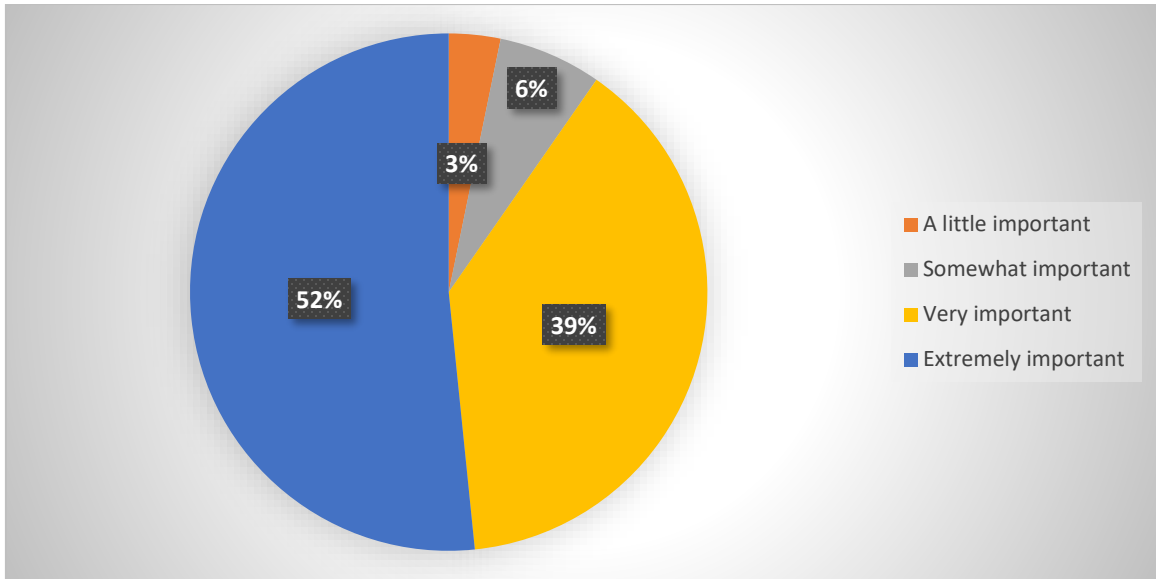
1. How concerning are student mental health needs in your school at this time?



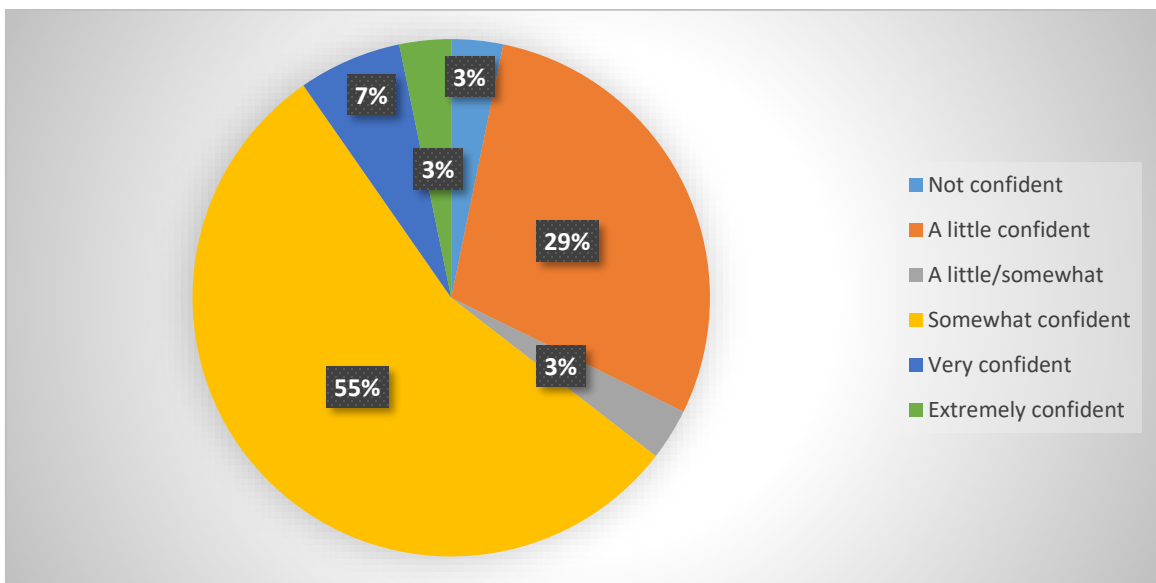
2. How concerning are student addictions (e.g. substance use, gambling) needs in your school at this time?



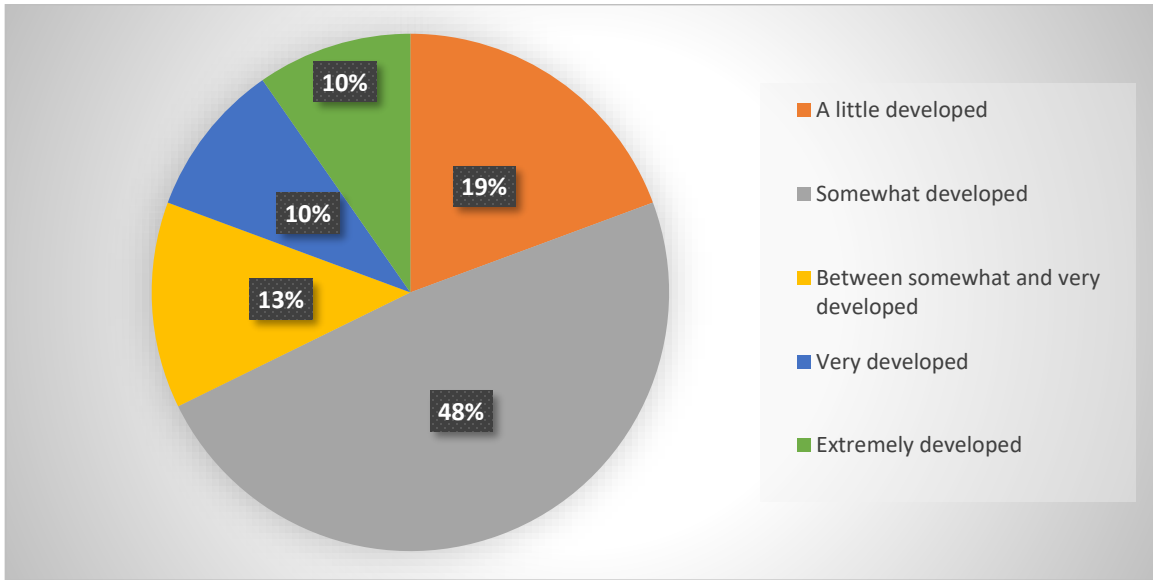
3. How important is student emotional well-being academic achievement in your school?



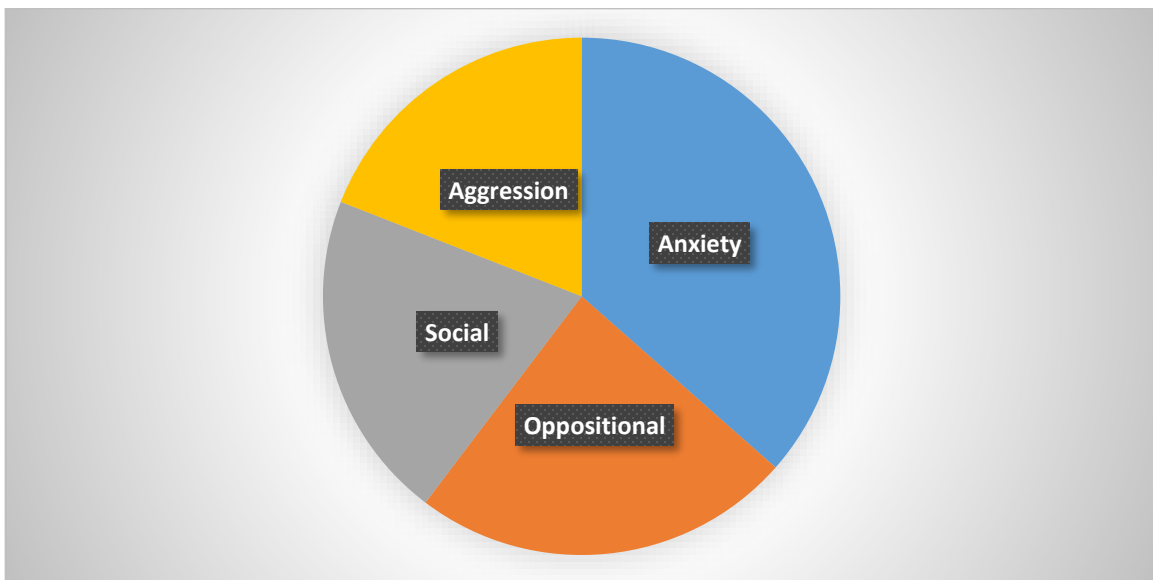
4. How equipped, confident or prepared are the educators and support staff in response to mental health needs of students in your school?



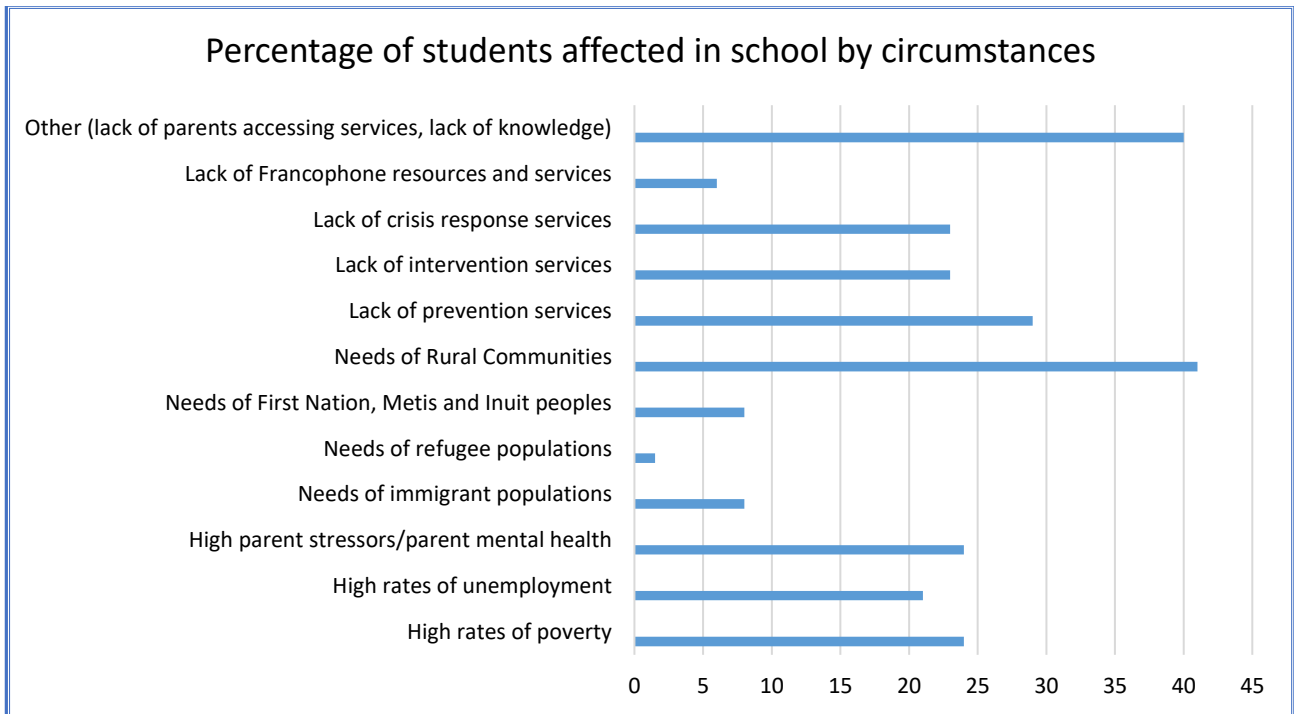
5. How developed are your school's internal processes and supports in regards to identifying and addressing a student's mental health issue?



6. What are the top social-emotional/mental health concerns in your school at this time?



7. Which circumstances in your local community contribute to mental health problems in your school? For each of these, indicate a rough percentage of students affected in your school.



# Friends of the Educational Archives Annual General Meeting Minutes

June 13, 2017 GEDSB Board Room

Regrets: Paula Sue Rasokas, Dana Stavinga

Present: Dan Walker, Carol Ann Sloat, Betsy McBurney, Sylvia Weaver, Ruth Lefler, Jim Pond, Peter Marchand, Diane Crowdis, Janice Schweder, Lorna Thomson, Bob Stevenson, Jean Montgomery

1. Dan welcomed everyone and each one present introduced themselves.
2. *Approval of minutes* – moved by Carol Ann Sloat and seconded by Janice Schweder
3. *Declaration of conflict of interest* – none
4. *Financial Report* – Jean Montgomery, the Treasurer, provided each member with a Summary Financial Statement recorded at GEDSB which showed, as of May 31, 2017, a negative balance of minus \$3848.30 – she expressed concern that we were in the negative at the end of last year as well – we are no longer using Eloquent Systems which will be a savings of \$635.64 - Metis Communications \$423.96 was the cost of installing wifi – Carol Ann is inquiring about the details regarding \$1380.00 for insurance – Peter asked if the Carr MacLean amount of \$3460.65 was a fixed expense – it was explained that archival boxes have been a big expense as all materials unpacked must be placed in them but this expense should decrease once all the materials are sorted, packed and put away – Jean expressed appreciation for all the expenses like hydro, heat, building etc that the board has provided – our Community Bank Account has a balance of \$685.33 - \$380.35 was donated to us from the York Historical Society as they folded this year and Sylvia Weaver suggested that we be the recipient of the money which was left over in their account - Jean moved to accept the report and Bob Stevenson seconded it
5. *President/Archivist Report* – Dan Walker said that we have had a busy year as we have waded through a lot of stuff that was sent to us, sorting, organizing, shredding, packing and labelling with colour coding – we also got rid of a lot of junk – the majority of materials from Haldimand and Norfolk are boxed – still quite a bit left to do for Brant as there are the materials returning to us from the Archives of Ontario in Toronto – materials prior to 1969 from both the public and the separate boards – it is all in banker’s boxes – Emily, a staff member there, is currently going through them to ensure that all materials are school records – Dan says that there are several very old and unique records among them from both boards – the Archives in Toronto can arrange for it to be shipped at a cost of \$1064.00 + GST – Carol Ann seemed to think that sending a board truck to transport the materials would not save us any money when all was said and done

- Dan has inventoried Anna Melick, a school in Haldimand which will close this year – he said there are a few trophies, some computerized attendance and some photos and newspaper clippings etc. Dan went to Our Lady of LaSalette – he acknowledged that there seemed to be a lot of tension and concern in the community over the closure and what would happen to the old photos and memorabilia – they want to display old photos at the community centre, so they would have them on a loan from the Archives

When Dunnville Central was being demolished years ago the contractor, Jim Cowan found several old registers in a cupboard – he said he notified the board and was told they did not want them so he kept them –Sylvia Weaver has persuaded him to give them to the Archives and he has agreed, however his son Steven has them – Steven who is also a contractor is too busy right now to deal with this and says he will do so in the winter when he has more time – Bob commends Sylvia for her persistence in getting Mr. Cowan to agree to release the old registers to us – Sylvia is still working on finding the old registers from Seneca School (a one-room schoolhouse in Haldimand) - Carol Ann Sloat thinks that barn at BDES would possibly be a place to look for the missing items – Ruth Lefler mentioned Major Ballachey School basement as a place where some old bus relief maps had been stored - Dan mentioned that some old school records from South Dumfries were said to have been given to the municipality – we continue to search for old items – Carol Ann said she would do some sleuthing from her end Jim Pond talked about the need for a ramp at the Archives as a safety concern and Carol Ann said she would look into it – Carol Ann asked Bob about our charitable status – Bob said we were approved in February – Carol Ann asked where the information was being sent and Bob responded that information would be sent to the Board Office

6. *Proposed dates for meetings are:*

October 17, 2017 and February 20, 2018

Each meeting is at 4:00 pm with an executive meeting preceding it at 3:00 pm

The Annual General Meeting will be on May 15, 2018 at 7:30 pm with the executive meeting at 6:30 pm

7. *Location of meetings:*

Peter said that he will check the availability of space at a BHNCD SB site for the May 15 AGM

8. *Committee to review by-laws:*

Carol Ann Sloat, Bob Stevenson, Dan Walker, Jim Pond, Janice Schweder, Lorna Thomson, Peter Marchand, Diane Crowdis, and Jean Montgomery volunteered to serve on this committee. Work will begin in September 2017. The date is yet to be determined but it will be at 2:00 pm.

9. *Remarks from GEDSB and BHNCD SB:* For GEDSB Carol Ann Sloat remarked that a set of criteria for schools to use when deciding what to send to the Archives is being

worked on. For BHNCD SB Peter Marchand remarked that he was pleased that a plan was in place for LaSalette.

*10. Confirmation of Officers:* President, Dan Walker; Vice President, Janice Schweder; Treasurer, Jean Montgomery; Secretary, Diane Crowdis; Directors at Large, Ruth Lefler and Joy Bartlett

*11. Adjournment:* moved by Betsy McBurney and seconded by Sylvia Weaver



# MINUTES AND RECOMMENDATIONS

## POLICY COMMITTEE

June 8, 2017

<b>AGENDA ITEM</b>	<b>MOTION</b>
3.1	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.
3.2	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.
3.3	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.

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.



**Policy Committee  
Thursday, June 8, 2017 ♦ 3:00 p.m.  
Boardroom**

**Trustees:**

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

**Absent:** None

**Senior Administration:**

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

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting opened with prayer led by Chair Dignard.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

**1.4 Approval of the Policy Committee Meeting Minutes – May 10, 2017**

Moved by: Carol Luciani

Seconded by: Rick Petrella

THAT the Policy Committee approves the minutes of the May 10, 2017 meeting.

**Carried**

**Approval of the Policy Committee Meeting Minutes – June 6, 2017**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Policy Committee approves the minutes of the June 6, 2017 meeting.

**Carried**

**1.5 Business Arising from the Minutes – Nil**

**2. Committee and Staff Reports – Nil**

**3. Discussion Items**

**3.1 Workplace Harassment Policy 300.20 (revised)**

**Presenter: Thomas R. Grice, Superintendent of Business & Treasurer**

Superintendent Grice provided an update on the revised Workplace Harassment Policy and highlighted the key changes to areas of definitions, investigation and retention of records. Superintendent Grice advised that 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. He also reported on required updates to the procedure as per *Occupational Health and Safety Act* amendments.

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

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.

**Carried**

**3.2 Workplace Violence Prevention Policy 300.01 (revised)**

**Presenter: Thomas R. Grice, Superintendent of Business & Treasurer**

Superintendent Grice provided an overview of amendments to the Workplace Violence Prevention Policy. He reviewed revisions to the policy which included protection of employees, conducting risk assessments and glossary of key terms. Superintendent Grice advised of the addition of a Reporting Workplace Violence section, increased management responsibilities and reference to the *Occupational Health and Safety Act* and Regulations.

Moved by: Carol Luciani

Seconded by: Cliff Casey

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.

**Carried**

**3.3 Purchasing Policy 700.01 (revised)**

**Presenter: Thomas R. Grice, Superintendent of Business & Treasurer**

Superintendent Grice presented procedural updates to the Purchasing Policy such as defining the requisitioning of goods and services by staff with purchase orders, staff titles, annual deadline for requisition entries. He also clarified staff and Trustee roles pertaining to capital and operating acquisition approvals.

Moved by: Cliff Casey

Seconded by: Bill Chopp

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**

**4. Trustee Inquiries - Nil**

**5. Adjournment**

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee adjourns the meeting of June 6, 2017.

**Carried**

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Next Meeting: At the Call of the Chair

## 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

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#### **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**

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



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## **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

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### **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.





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## **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**

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





**FORMAL COMPLAINT PROCESS**

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

## 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

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### **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 Harassment Policy to the Brant Haldimand Norfolk Catholic District School Board for approval.



## **Policy: Workplace Violence Prevention**

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



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## **Workplace Violence Prevention AP 300.20**

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

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### **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.



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### **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

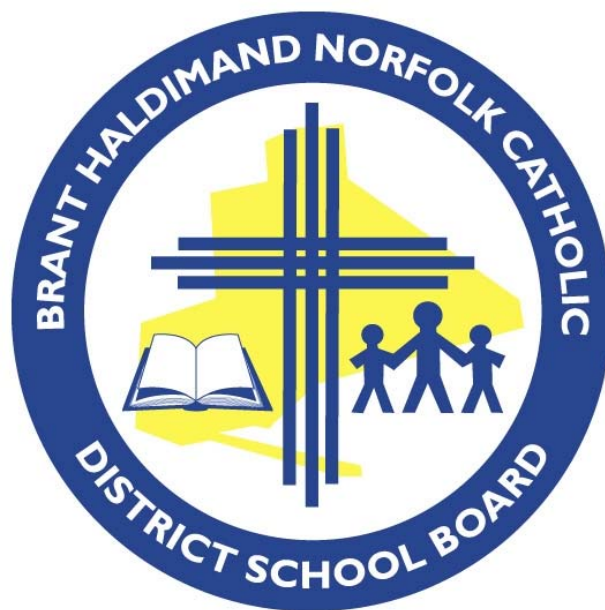
Brant Haldimand Norfolk Catholic District School Board Security of Schools, Buildings and Grounds Policy 400.06

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><b>Classification:</b></p> <p><input type="checkbox"/> Physical Violence</p> <p style="padding-left: 20px;"><input type="checkbox"/> Exercised</p> <p style="padding-left: 20px;"><input type="checkbox"/> Attempted</p> <p style="padding-left: 20px;"><input type="checkbox"/> Threatened</p> <p><input type="checkbox"/> Sexual Violence</p> <p style="padding-left: 20px;"><input type="checkbox"/> Exercised</p> <p style="padding-left: 20px;"><input type="checkbox"/> Attempted</p> <p style="padding-left: 20px;"><input type="checkbox"/> Threatened</p> <p><input type="checkbox"/> Sexual Harassment</p> <p style="padding-left: 20px;"><input type="checkbox"/> Conduct</p> <p style="padding-left: 20px;"><input type="checkbox"/> Comment(s) Made</p>	<p><b>Nature of Violence/Sexual Violence</b></p> <p><input type="checkbox"/> Punching    <input type="checkbox"/> Striking    <input type="checkbox"/> Spitting    <input type="checkbox"/> Scratching    <input type="checkbox"/> Hair Pulling</p> <p><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</p> <p><input type="checkbox"/> Destruction of Personal Property    <input type="checkbox"/> Malicious Rumour    <input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Other : _____</p> <p><b>Were weapons used?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Unknown</p> <p><input type="checkbox"/> No</p> <p><b>If yes, what?</b></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</p> <p><input type="checkbox"/> Explosive Device/Bomb    <input type="checkbox"/> Needle/Sharps</p> <p><input type="checkbox"/> Other : _____</p>		
<p><b>Aggressor information</b></p> <p><input type="checkbox"/> Employee</p> <p><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><b>Police Involvement</b></p> <p><input type="checkbox"/> Police were Summoned</p>	<p>If yes,</p> <p><input type="checkbox"/> A statement was taken    Police Incident number _____</p> <p><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

<b>Please describe, in detail, what happened and indicate:</b>	
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:	

**WORKPLACE VIOLENT INCIDENT REPORT FORM**

**PART C** – To be completed by Witness(es)

What were you doing at the time?
What did you see or hear?
Who was present?
What was the victim doing when the incident occurred?
Do you know what provoked this act of violence or was the incident unprovoked?
In your opinion, was this incident preventable? Please explain.

**Reminder:**

**In the event this incident is a result of student aggression, student behaviour should be dealt with under the applicable Brant Haldimand Norfolk Catholic District School Board Policy and Administrative Procedure.**

**Signature**

---

Employee
Principal/Supervisor
Primary Witness

Distribution: Original to Human Resources Department  
cc: Principal or Vice Principal or Supervisor/Supervisor involved  
Employee

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

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**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.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Purchasing**

	<b>Policy Number:</b>	700.01	
<b>Adopted:</b>	September 24, 2003	<b>Former Policy Number:</b>	N/A
<b>Revised:</b>	May 25, 2010; June 28, 2011	<b>Policy Category:</b>	Finance
<b>Subsequent Review Dates:</b>		<b>Pages:</b>	1

**Belief Statement:**

School boards have an obligation to ensure efficient, high-quality service and responsible stewardship of public funds. The Brant Haldimand Norfolk Catholic District School Board, and its staff, shall endeavour to purchase goods and services in the required quantity and quality, at the right price and availability, to ensure best value and greatest benefit to our students, staff and taxpayers.

**Policy Statement:**

The Brant Haldimand Norfolk Catholic District School Board will purchase, rent or lease all goods and services with the lowest total cost of ownership. Factors to be considered when determining the lowest total cost of ownership should be, but not limited to, price, quality, service, delivery, operating, maintenance and disposal costs. In doing so, the Board will ensure that all transactions:

- are conducted in an efficient and cost-effective manner;
- ensure transparency and accountability;
- protect the Board's financial interests;
- ensure compliance with all statutory and regulatory laws through open competition, where appropriate;
- adhere to socially acceptable and legal standards for fair labour practices.

**Glossary of Key Policy Terms:**

**Total Cost of Ownership**

The sum of all costs (direct and indirect) associated with the acquisition of goods and/or services. This includes, but is not limited to, delivery, maintenance, operational, service, down time, etc.

**Transparency**

An openness or willingness to accept public scrutiny, which diminishes the capacity for an agency to practice or harbour potentially unacceptable policies/practices.

**Economies of Scale**

Increasing efficiencies in the acquisition of goods and services through common product/service specifications, where feasible.

**References**

- Education Act, Section 217
- Agreement on Internal Trade
- Municipal Freedom of Information & Protection of Privacy Act
- Ontario-Quebec Procurement Agreement
- Bill 122, Broader Public Sector Accountability Act, 2010
- Broader Public Sector Procurement Directive (Management Board of Cabinet)
- Criminal Background Checks
- Employee Expense Reimbursement Policy
- Ontario Regulation 612/00 School Councils
- Professional Standards & Conflict of Interest Policy for Employees
- Purchasing Terms and Conditions
- Public Service of Ontario Act, 2006
- School Funds Policy



**Purchasing  
AP 700.01**

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

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**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 10<sup>th</sup> of the current year, the Accounts Payable Department will email a Request for a Receiving Report and scan a copy of each invoice to the department/school. This procedure is time-consuming for both the school and Board staff and should, therefore, be avoided.~~

#### **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:

<b>Goods or Services (Non-Consulting) Services and Construction (before applicable taxes)</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$2,000- <del>\$2,500</del>	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.
<del>\$2,001</del> <del>\$25,000</del> <b>\$2,501 to \$50,000</b>	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor <b>written</b> quotes ( <del>fax, email or written</del> ).
<del>\$25,001</del> <b>\$50,001 to \$99,999</b>	<del>The Purchasing Department Services</del> (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 +	<del>The Purchasing Department</del> <b>Services</b> (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:

<b>Goods or Services (Non-Consulting) *Facility Services &amp; Information Technology Services* Services and Construction</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$5,000	May be requisitioned and/or purchased without quotation at the discretion of the individual (or designate) with budget authority. Sound judgment shall be exercised by the individual when determining if quotations should be obtained; regardless of this value range.
<del>\$5,001 to \$25,000</del> <b>\$50,000</b>	May be requisitioned and/or purchased by the individual with budget authority only after receiving a minimum of three vendor <b>written</b> quotes ( <del>fax, email or written</del> ).
<del>\$25,001</del> <b>\$50,001 to \$99,999</b>	<del>The Purchasing Department Services</del> (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 +	<del>The Purchasing Department</del> <b>Services</b> (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:

<b>Consulting Services</b>	
<b>Total Value</b>	<b>Purchasing Process to be Followed</b>
\$0 to \$99,999	The Purchasing <del>Department</del> <b>Services</b> (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 <del>Department</del> <b>Services</b> (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 RSFQ 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:

<b>Total Value</b>	<b>Approval Authority</b>
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 <del>\$25,000</del> \$10,000 to less than \$150,000	<del>Associate Director, Corporate Services</del> <b>Superintendent of Business &amp; Treasurer</b>
Greater than <del>\$150,000</del> \$150,000	<del>Associate Director, Corporate Services</del> <b>Superintendent of Business &amp; Treasurer with approval of the Board of Trustees, if the amount is in excess of budget or Ministry Capital Allocation.</b>

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](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](http://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](http://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**

# MINUTES AND RECOMMENDATIONS

## BUDGET COMMITTEE

June 6, 2017

AGENDA ITEM	MOTION
6.1	<p>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.</p> <p>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.</p> <p>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.</p>

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.



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Budget Committee  
Tuesday, June 6, 2017 – 4:00 p.m.  
Boardroom, Catholic Education Centre**

**Present:** Rick Petrella (Chair), Pat Daly, Tom Grice, Carol Luciani, Bonnie McKinnon, Chris N. Roehrig, Michelle Shypula, Leslie Telfer

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**1. Opening Prayer**

Rick Petrella opened the meeting with prayer.

**2. Approval of the Agenda**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

THAT the Budget Committee approves the agenda of June 6, 2017.

**Carried**

**3. Approval of the Minutes – May 9, 2017**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee approves the minutes of May 9, 2017.

**Carried**

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

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

**6. Staff Reports and Information Items**

**6.1 2017-18 Budget**

Superintendent Grice reviewed the process for review of the Expenditure and Salary budgets. He reviewed changes made to the Expenditure budget since the May 9, 2017 meeting and in the context of revenue estimates. He subsequently reviewed the reasons for the preliminary changes (two pages). Superintendent Grice also reviewed the Revenue Estimates, as they were not available at the May 9, 2017 meeting. The Revenue Estimates included comparisons to the last two fiscal years. Superintendent Grice presented a balanced budget.

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**



## BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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

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Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

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.

**Carried**

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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**

7. **Trustee Inquiries - Nil**

8. **Move to In-Camera Committee**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee move into in-camera session.

**Carried**

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

Moved by: Bonnie McKinnon

Seconded by: Carol Luciani

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

**Carried**

10. **Adjournment**

Moved by: Carol Luciani

Seconded by: Bonnie McKinnon

THAT the Budget Committee adjourns the meeting of June 6, 2017.

**Carried**

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Next Meeting: At the Call of the Chair

## 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

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#### **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)
<b>GENERAL LEGISLATIVE GRANTS</b>				
<b>Total: Foundation Allocation (includes Primary Class size)</b>	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	-	-	-	-
<b>Total: OPERATING</b>	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)
<b>TOTAL LEGISLATIVE GRANT-OPERATING</b>	116,477,405	110,684,680	108,686,006	5,792,725
<b>Capital Allocation</b>				
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)
<b>TOTAL LEGISLATIVE GRANT-OPERATING(AFTER CAPIT</b>	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
<b>OTHER REVENUE</b>				
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	-
<b>Total Other Revenue</b>	3,454,159	3,736,156	4,326,459	(281,997)
<b>TOTAL REVENUE</b>	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	-
<b>NET REVENUE</b>	128,946,286	123,352,202	121,608,946	5,594,084
<b>EXPENDITURE (including School funds)</b>				
	128,902,751	123,308,667	120,499,065	5,594,084
<b>Surplus(deficit) PSAB</b>	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)	-
<b>Surplus(deficit) For Compliance (Operations)</b>	(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
<b>10 INSTRUCTION</b>							
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	
<b>Total INSTRUCTION</b>	<b>62,780,491</b>	<b>-102,496</b>	<b>62,677,995</b>	<b>59,577,329</b>	<b>58,802,024</b>	<b>3,100,666</b>	
<b>12 SPECIAL EDUCATION</b>							
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	
<b>Total SPECIAL EDUCATION</b>	<b>15,326,805</b>	<b>140,863</b>	<b>15,467,668</b>	<b>14,130,382</b>	<b>13,427,577</b>	<b>1,337,286</b>	
<b>15 SCHOOL MANAGEMENT</b>							
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	
<b>Total SCHOOL MANAGEMENT</b>	<b>8,043,119</b>	<b>573</b>	<b>8,043,692</b>	<b>7,816,435</b>	<b>8,004,005</b>	<b>227,257</b>	
<b>21 STUDENT SUPPORT SERVICES</b>							
Salaries & Wages	766,824		766,824	655,408	572,964	111,416	
Employee Benefits	154,578		154,578	124,073	100,867	30,505	
<b>Total STUDENT SUPPORT SERVICES</b>	<b>921,402</b>		<b>921,402</b>	<b>779,481</b>	<b>673,831</b>	<b>141,921</b>	
<b>22 COMPUTER SERVICES</b>							
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	
<b>Total COMPUTER SERVICES</b>	<b>1,268,030</b>		<b>1,268,030</b>	<b>1,133,127</b>	<b>1,017,910</b>	<b>134,903</b>	
<b>23 LIBRARY SERVICES</b>							
Salaries & Wages	758,937		758,937	718,894	737,536	40,043	
Employee Benefits	173,786		173,786	148,244	155,063	25,542	
<b>Total LIBRARY SERVICES</b>	<b>932,723</b>		<b>932,723</b>	<b>867,138</b>	<b>892,599</b>	<b>65,585</b>	
<b>24 GUIDANCE SERVICES</b>							

**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	
<b>Total GUIDANCE SERVICES</b>	<b>926,618</b>		<b>926,618</b>	<b>970,011</b>	<b>946,464</b>	<b>-43,393</b>	
<b>25 TEACHER SUPPORT SERVICES</b>							
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	
<b>Total TEACHER SUPPORT SERVICES</b>	<b>1,465,849</b>		<b>1,465,849</b>	<b>1,214,487</b>	<b>1,144,844</b>	<b>251,362</b>	
<b>31 GOVERNANCE/TRUSTEES</b>							
Salaries & Wages	64,700		64,700	64,700	68,096	0	
Employee Benefits	2,588		2,588	2,588	1,559	0	
<b>Total GOVERNANCE/TRUSTEES</b>	<b>67,288</b>		<b>67,288</b>	<b>67,288</b>	<b>69,655</b>	<b>0</b>	
<b>32 SENIOR ADMINISTRATION</b>							
Salaries & Wages	787,858		787,858	787,858	787,858	0	
Employee Benefits	81,031		81,031	77,847	77,932	3,184	
<b>Total SENIOR ADMINISTRATION</b>	<b>868,889</b>		<b>868,889</b>	<b>865,705</b>	<b>865,790</b>	<b>3,184</b>	
<b>33 ADMINISTRATION AND OTHER SUPPORT</b>							
Salaries & Wages	194,869		194,869	126,530	141,469	68,339	
Employee Benefits	33,698		33,698	28,185	29,305	5,513	
<b>Total ADMINISTRATION AND OTHER SUPPO</b>	<b>228,567</b>		<b>228,567</b>	<b>154,715</b>	<b>170,774</b>	<b>73,852</b>	
<b>34 HUMAN RESOURCES ADMINISTRATION</b>							
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	
<b>Total HUMAN RESOURCES ADMINISTRATIO</b>	<b>618,040</b>	<b>-23,977</b>	<b>594,063</b>	<b>553,562</b>	<b>535,766</b>	<b>40,501</b>	
<b>35 INFORMATION TECHNOLOGY ADMINISTRATION</b>							
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	
<b>Total INFORMATION TECHNOLOGY ADMINI</b>	<b>76,297</b>		<b>76,297</b>	<b>74,153</b>	<b>68,717</b>	<b>2,144</b>	
<b>36 DIRECTOR'S OFFICE</b>							
Salaries & Wages	268,512		268,512	262,285	202,172	6,227	
Employee Benefits	64,422		64,422	59,809	49,193	4,613	
<b>Total DIRECTOR'S OFFICE</b>	<b>332,934</b>		<b>332,934</b>	<b>322,094</b>	<b>251,365</b>	<b>10,840</b>	
<b>37 PAYROLL ADMINISTRATION</b>							
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	
<b>Total PAYROLL ADMINISTRATION</b>	<b>228,075</b>	<b>23,977</b>	<b>252,052</b>	<b>206,268</b>	<b>206,305</b>	<b>45,784</b>	
<b>38 FINANCE</b>							
Salaries & Wages	397,411		397,411	389,442	351,405	7,969	
Employee Benefits	92,756		92,756	83,568	79,384	9,188	
<b>Total FINANCE</b>	<b>490,167</b>		<b>490,167</b>	<b>473,010</b>	<b>430,789</b>	<b>17,157</b>	
<b>39 PURCHASING AND PROCUREMENT</b>							
Salaries & Wages	80,416		80,416	78,644	75,877	1,772	
Employee Benefits	18,989		18,989	18,285	17,889	704	
<b>Total PURCHASING AND PROCUREMENT</b>	<b>99,405</b>		<b>99,405</b>	<b>96,929</b>	<b>93,766</b>	<b>2,476</b>	
<b>40 SCHOOL OPERATIONS</b>							
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	
<b>Total SCHOOL OPERATIONS</b>	<b>5,406,927</b>	<b>-13,734</b>	<b>5,393,193</b>	<b>5,045,714</b>	<b>5,113,876</b>	<b>347,479</b>	
<b>41 SCHOOL MAINTENANCE</b>							
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
<b>Total SCHOOL MAINTENANCE</b>	<b>921,749</b>		<b>921,749</b>	<b>899,311</b>	<b>923,034</b>	<b>22,438</b>	
<b>44 OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>							
Salaries & Wages	42,771		42,771	41,831	43,066	940	
Employee Benefits	12,671		12,671	11,821	11,852	850	
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTI</b>	<b>55,442</b>		<b>55,442</b>	<b>53,652</b>	<b>54,918</b>	<b>1,790</b>	
<b>55 CONTINUING EDUCATION</b>							
Salaries & Wages	269,218		269,218	260,799	281,582	8,419	
Employee Benefits	26,732		26,732	24,391	23,160	2,341	
<b>Total CONTINUING EDUCATION</b>	<b>295,950</b>		<b>295,950</b>	<b>285,190</b>	<b>304,741</b>	<b>10,760</b>	
<b>Total Budget</b>	<b>101,354,767</b>	<b>25,205</b>	<b>101,379,972</b>	<b>95,585,981</b>	<b>93,998,749</b>	<b>5,793,991</b>	

**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)
<b>INSTRUCTION</b>								
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
	<b>Total</b>	<b>Staff Development</b>	<b>193,729</b>		<b>193,729</b>	<b>185,541</b>	<b>158,212</b>	<b>8,188</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>2,374,568</b>		<b>2,374,568</b>	<b>2,432,815</b>	<b>1,996,082</b>	<b>-58,247</b>
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
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>583,071</b>	<b>50,000</b>	<b>633,071</b>	<b>919,321</b>	<b>953,144</b>	<b>-286,250</b>
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>430,088</b>		<b>430,088</b>	<b>427,938</b>	<b>540,924</b>	<b>2,150</b>
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
	<b>Total</b>	<b>Other Expenses</b>	<b>3,300</b>		<b>3,300</b>	<b>3,300</b>	<b>2,413</b>	<b>0</b>
10	790	Amortization	158,908		158,908	267,972	267,972	-109,064
	<b>Total</b>	<b>Amortization</b>	<b>158,908</b>		<b>158,908</b>	<b>267,972</b>	<b>267,972</b>	<b>-109,064</b>
<b>Total</b>	<b>INSTRUCTION</b>		<b>3,743,664</b>	<b>50,000</b>	<b>3,793,664</b>	<b>4,236,887</b>	<b>3,918,748</b>	<b>-443,223</b>
<b>SPECIAL EDUCATION</b>								
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
	<b>Total</b>	<b>Staff Development</b>	<b>36,200</b>		<b>36,200</b>	<b>36,200</b>	<b>29,545</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>166,644</b>		<b>166,644</b>	<b>157,119</b>	<b>204,161</b>	<b>9,525</b>
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
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>597,008</b>	<b>-97,001</b>	<b>500,007</b>	<b>597,008</b>	<b>238,218</b>	<b>-97,001</b>
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>66,240</b>		<b>66,240</b>	<b>82,500</b>	<b>39,681</b>	<b>-16,260</b>
<b>Total</b>	<b>SPECIAL EDUCATION</b>		<b>866,092</b>	<b>-97,001</b>	<b>769,091</b>	<b>872,827</b>	<b>511,605</b>	<b>-103,736</b>

# 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)
<b>SCHOOL MANAGEMENT</b>								
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
	<b>Total</b>	<b>Staff Development</b>	<b>35,735</b>		<b>35,735</b>	<b>35,735</b>	<b>33,766</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>303,563</b>		<b>303,563</b>	<b>310,483</b>	<b>279,917</b>	<b>-6,920</b>
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
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>12,350</b>		<b>12,350</b>	<b>12,350</b>	<b>41,403</b>	<b>0</b>
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>196,900</b>		<b>196,900</b>	<b>185,400</b>	<b>165,668</b>	<b>11,500</b>
	<b>Total</b>	<b>SCHOOL MANAGEMENT</b>	<b>548,548</b>		<b>548,548</b>	<b>543,968</b>	<b>520,753</b>	<b>4,580</b>

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

# 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)
<b>LIBRARY SERVICES</b>								
23	317	Professional Development - Non Teaching	2,000		2,000	2,000	1,134	0
	<b>Total</b>	<b>Staff Development</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>1,134</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>39,777</b>		<b>39,777</b>	<b>29,777</b>	<b>61,545</b>	<b>10,000</b>
23	662	Maintenance Fees - Computer Technology	23,534		23,534	23,534	24,042	0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>23,534</b>		<b>23,534</b>	<b>23,534</b>	<b>24,042</b>	<b>0</b>
<b>Total</b>	<b>LIBRARY SERVICES</b>		<b>65,311</b>		<b>65,311</b>	<b>55,311</b>	<b>86,721</b>	<b>10,000</b>
<b>GUIDANCE SERVICES</b>								
24	330	Instructional Supplies	0		0	0	812	0
24	335	Printing & Photocopying - Instructional	0		0	0	2,940	0
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>3,752</b>	<b>0</b>
24	501	Replacement of Furniture & Equipment - General	0		0	0		0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total</b>	<b>GUIDANCE SERVICES</b>		<b>0</b>		<b>0</b>	<b>0</b>	<b>3,752</b>	<b>0</b>

# 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)
<b>TEACHER SUPPORT SERVICES</b>								
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
	<b>Total</b>	<b>Staff Development</b>	<b>15,200</b>		<b>15,200</b>	<b>15,200</b>	<b>17,175</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>62,653</b>		<b>62,653</b>	<b>63,324</b>	<b>31,073</b>	<b>-671</b>
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,196	0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>2,196</b>	<b>0</b>
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>11,577</b>		<b>11,577</b>	<b>11,577</b>	<b>9,729</b>	<b>0</b>
<b>Total</b>	<b>TEACHER SUPPORT SERVICES</b>		<b>89,430</b>		<b>89,430</b>	<b>90,101</b>	<b>60,172</b>	<b>-671</b>

# 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)
<b>GOVERNANCE/TRUSTEES</b>								
31	317	Professional Development - Non Teaching	23,000		23,000	23,000	14,073	0
	<b>Total</b>	<b>Staff Development</b>	<b>23,000</b>		<b>23,000</b>	<b>23,000</b>	<b>14,073</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>30,800</b>		<b>30,800</b>	<b>30,800</b>	<b>18,590</b>	<b>0</b>
31	502	Replacement of Furniture & Equipment - Computer Tech	2,000		2,000	2,000		0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>		<b>0</b>
31	702	Association & Membership Fees - Individuals	0		0	0		0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total</b>	<b>GOVERNANCE/TRUSTEES</b>		<b>55,800</b>		<b>55,800</b>	<b>55,800</b>	<b>32,663</b>	<b>0</b>

# 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)
<b>SENIOR ADMINISTRATION</b>						
32 315	Professional Development - Academic & S.O.'s		27,000	30,059	25,022	-3,059
32 316	Professional Memberships - Academic		300	300		0
<b>Total Staff Development</b>			<b>27,300</b>	<b>30,359</b>	<b>25,022</b>	<b>-3,059</b>
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
<b>Total Supplies &amp; Services</b>			<b>31,303</b>	<b>31,303</b>	<b>11,060</b>	<b>0</b>
32 702	Association & Membership Fees - Individuals		10,900	10,900	8,850	0
<b>Total Fees &amp; Contract Services</b>			<b>10,900</b>	<b>10,900</b>	<b>8,850</b>	<b>0</b>
32 725	Miscellaneous		1,500	1,500	1,277	0
<b>Total Other Expenses</b>			<b>1,500</b>	<b>1,500</b>	<b>1,277</b>	<b>0</b>
<b>Total SENIOR ADMINISTRATION</b>			<b>71,003</b>	<b>74,062</b>	<b>46,209</b>	<b>-3,059</b>



# 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)
<b>ADMINISTRATION AND OTHER SUPPORT</b>							
33	317	Professional Development - Non Teaching	6,100	6,100	6,100	10,354	0
	<b>Total</b>	<b>Staff Development</b>	<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>10,354</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>43,300</b>	<b>43,300</b>	<b>43,300</b>	<b>32,114</b>	<b>0</b>
33	501	Replacement of Furniture & Equipment - General	0	0	0	5,487	0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,487</b>	<b>0</b>
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
33	672	Liability Insurance	0	0	0	0	0
33	701	Association & Membership Fees - Board	49,000	49,000	49,000	45,687	0
33	702	Association & Membership Fees - Individuals	750	750	750	655	0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>176,836</b>	<b>176,836</b>	<b>115,750</b>	<b>199,706</b>	<b>61,086</b>
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
	<b>Total</b>	<b>Other Expenses</b>	<b>35,500</b>	<b>35,500</b>	<b>32,900</b>	<b>25,035</b>	<b>2,600</b>
33	790	Amortization	49,201	49,201	49,201	49,201	0
	<b>Total</b>	<b>Amortization</b>	<b>49,201</b>	<b>49,201</b>	<b>49,201</b>	<b>49,201</b>	<b>0</b>
<b>Total</b>	<b>ADMINISTRATION AND OTHER SUPPORT</b>		<b>310,937</b>	<b>310,937</b>	<b>247,251</b>	<b>321,898</b>	<b>63,686</b>

# 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)
<b>HUMAN RESOURCES ADMINISTRATION</b>								
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
	<b>Total</b>	<b>Staff Development</b>	<b>5,950</b>		<b>5,950</b>	<b>5,950</b>	<b>6,864</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>27,400</b>		<b>27,400</b>	<b>27,400</b>	<b>17,327</b>	<b>0</b>
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>228,120</b>		<b>228,120</b>	<b>256,120</b>	<b>159,913</b>	<b>-28,000</b>
<b>Total</b>	<b>HUMAN RESOURCES ADMINISTRATION</b>		<b>261,470</b>		<b>261,470</b>	<b>289,470</b>	<b>184,103</b>	<b>-28,000</b>
<b>INFORMATION TECHNOLOGY ADMINISTRATION</b>								
35	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350	9,414	0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>3,350</b>		<b>3,350</b>	<b>3,350</b>	<b>9,414</b>	<b>0</b>
35	661	Software Fees & Licenses	11,000		11,000	11,000	11,000	0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>11,000</b>		<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>
<b>Total</b>	<b>INFORMATION TECHNOLOGY ADMINISTRATION</b>		<b>14,350</b>		<b>14,350</b>	<b>14,350</b>	<b>20,414</b>	<b>0</b>

# 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)
<b>DIRECTOR'S OFFICE</b>						
36 317	Professional Development - Non Teaching	1,800	1,800	1,800	637	0
<b>Total Staff Development</b>		<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>637</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>		<b>15,355</b>	<b>15,355</b>	<b>15,355</b>	<b>3,482</b>	<b>0</b>
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
<b>Total Replacement of F&amp;E</b>		<b>3,150</b>	<b>3,150</b>	<b>3,150</b>	<b>5,461</b>	<b>0</b>
36 702	Association & Membership Fees - Individuals	0	0	0		0
<b>Total Fees &amp; Contract Services</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Total DIRECTOR'S OFFICE</b>		<b>20,305</b>	<b>20,305</b>	<b>20,305</b>	<b>9,581</b>	<b>0</b>
<b>PAYROLL ADMINISTRATION</b>						
37 317	Professional Development - Non Teaching	1,500	1,500	1,500	179	0
<b>Total Staff Development</b>		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>179</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,372</b>	<b>0</b>
37 654	Other Contractual Services	66,000	66,000	66,000	66,720	0
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
37 702	Association & Membership Fees - Individuals	400	400	400	204	0
<b>Total Fees &amp; Contract Services</b>		<b>79,400</b>	<b>79,400</b>	<b>86,900</b>	<b>78,697</b>	<b>-7,500</b>
<b>Total PAYROLL ADMINISTRATION</b>		<b>82,900</b>	<b>82,900</b>	<b>90,400</b>	<b>81,248</b>	<b>-7,500</b>

# 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)
<b>FINANCE</b>						
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
<b>Total Staff Development</b>			<b>7,900</b>	<b>5,900</b>	<b>5,690</b>	<b>2,000</b>
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
<b>Total Supplies &amp; Services</b>			<b>7,900</b>	<b>7,900</b>	<b>2,897</b>	<b>0</b>
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
<b>Total Replacement of F&amp;E</b>			<b>5,000</b>	<b>5,000</b>	<b>2,608</b>	<b>0</b>
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
<b>Total Fees &amp; Contract Services</b>			<b>127,355</b>	<b>129,355</b>	<b>90,818</b>	<b>-2,000</b>
<b>Total FINANCE</b>			<b>148,155</b>	<b>148,155</b>	<b>102,013</b>	<b>0</b>

# 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)
<b>PURCHASING AND PROCUREMENT</b>						
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
<b>Total Staff Development</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>	<b>1,062</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>1,200</b>		<b>1,200</b>	<b>1,200</b>	<b>1,272</b>	<b>0</b>
39 702 Association & Membership Fees - Individuals	500		500	500	439	0
<b>Total Fees &amp; Contract Services</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>439</b>	<b>0</b>
<b>Total PURCHASING AND PROCUREMENT</b>	<b>3,200</b>		<b>3,200</b>	<b>3,200</b>	<b>2,773</b>	<b>0</b>

## 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)
<b>SCHOOL OPERATIONS</b>						
40 317	Professional Development - Non Teaching		3,000	3,000	4,295	0
	<b>Total Staff Development</b>		<b>3,000</b>	<b>3,000</b>	<b>4,295</b>	<b>0</b>
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
	<b>Total Supplies &amp; Services</b>		<b>2,673,599</b>	<b>2,640,248</b>	<b>2,628,939</b>	<b>33,351</b>
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
	<b>Total Replacement of F&amp;E</b>		<b>36,800</b>	<b>36,800</b>	<b>29,897</b>	<b>0</b>
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
	<b>Total Fees &amp; Contract Services</b>		<b>743,000</b>	<b>743,000</b>	<b>747,187</b>	<b>0</b>
40 790	Amortization		4,236,992	3,939,990	3,939,991	297,002
	<b>Total Amortization</b>		<b>4,236,992</b>	<b>3,939,990</b>	<b>3,939,991</b>	<b>297,002</b>
	<b>Total SCHOOL OPERATIONS</b>		<b>7,693,391</b>	<b>7,363,038</b>	<b>7,350,309</b>	<b>330,353</b>

# 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)
<b>SCHOOL MAINTENANCE</b>						
41 317 Professional Development - Non Teaching	2,500		2,500	2,500	2,055	0
<b>Total Staff Development</b>	<b>2,500</b>		<b>2,500</b>	<b>2,500</b>	<b>2,055</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>778,668</b>		<b>778,668</b>	<b>778,668</b>	<b>1,015,950</b>	<b>0</b>
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
<b>Total Replacement of F&amp;E</b>	<b>4,500</b>		<b>4,500</b>	<b>4,500</b>	<b>11,158</b>	<b>0</b>
41 754 Debenture Interest - post May 15, 1998	66,800		66,800	70,930	74,866	-4,130
<b>Total Interest Charges on Capital</b>	<b>66,800</b>		<b>66,800</b>	<b>70,930</b>	<b>74,866</b>	<b>-4,130</b>
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
<b>Total Fees &amp; Contract Services</b>	<b>280,793</b>		<b>280,793</b>	<b>280,793</b>	<b>188,030</b>	<b>0</b>
<b>Total SCHOOL MAINTENANCE</b>	<b>1,133,261</b>		<b>1,133,261</b>	<b>1,137,391</b>	<b>1,292,059</b>	<b>-4,130</b>

**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)
<b>SCHOOL RENEWAL</b>						
42 760 Local Improvements	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688
<b>Total Supplies &amp; Services</b>	<b>1,009,389</b>	<b>-90,688</b>	<b>918,701</b>	<b>1,009,389</b>	<b>795,960</b>	<b>-90,688</b>
<b>Total SCHOOL RENEWAL</b>	<b>1,009,389</b>	<b>-90,688</b>	<b>918,701</b>	<b>1,009,389</b>	<b>795,960</b>	<b>-90,688</b>
<b>NEW PUPIL PLACES</b>						
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
<b>Total Interest Charges on Capital</b>	<b>2,079,570</b>		<b>2,079,570</b>	<b>2,193,442</b>	<b>2,261,701</b>	<b>-113,872</b>
<b>Total NEW PUPIL PLACES</b>	<b>2,079,570</b>		<b>2,079,570</b>	<b>2,193,442</b>	<b>2,261,701</b>	<b>-113,872</b>



# 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)
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>						
44 317 Professional Development - Non Teaching	0		0	0	77	0
<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>77</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>142,597</b>		<b>142,597</b>	<b>142,486</b>	<b>161,329</b>	<b>111</b>
44 501 Replacement of Furniture & Equipment - General	2,000		2,000	2,000	3,885	0
<b>Total Replacement of F&amp;E</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>3,885</b>	<b>0</b>
44 754 Debenture Interest - post May 15, 1998	35,996		35,996	38,222	40,343	-2,226
<b>Total Interest Charges on Capital</b>	<b>35,996</b>		<b>35,996</b>	<b>38,222</b>	<b>40,343</b>	<b>-2,226</b>
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
<b>Total Rental Expenses</b>	<b>18,484</b>		<b>18,484</b>	<b>18,484</b>	<b>18,587</b>	<b>0</b>
44 654 Other Contractual Services	36,284		36,284	36,284	11,839	0
<b>Total Fees &amp; Contract Services</b>	<b>36,284</b>		<b>36,284</b>	<b>36,284</b>	<b>11,839</b>	<b>0</b>
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>	<b>235,361</b>		<b>235,361</b>	<b>237,476</b>	<b>236,059</b>	<b>-2,115</b>

**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)
<b>DIRECT CAPITAL &amp; DEBT</b>						
45 754 Debenture Interest - post May 15, 1998	305,191		305,191	318,046	330,297	-12,855
<b>Total Interest Charges on Capital</b>	<b>305,191</b>		<b>305,191</b>	<b>318,046</b>	<b>330,297</b>	<b>-12,855</b>
45 762 Other Capital	146,395		146,395	146,395	146,395	0
<b>Total Other Expenses</b>	<b>146,395</b>		<b>146,395</b>	<b>146,395</b>	<b>146,395</b>	<b>0</b>
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>451,586</b>		<b>451,586</b>	<b>464,441</b>	<b>476,692</b>	<b>-12,855</b>
<b>TRANSPORTATION - GENERAL</b>						
50 404 Telephone - Cellular	0		0	0		0
<b>Total Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
50 654 Other Contractual Services	224,000		224,000	211,190	197,736	12,810
<b>Total Fees &amp; Contract Services</b>	<b>224,000</b>		<b>224,000</b>	<b>211,190</b>	<b>197,736</b>	<b>12,810</b>
<b>Total TRANSPORTATION - GENERAL</b>	<b>224,000</b>		<b>224,000</b>	<b>211,190</b>	<b>197,736</b>	<b>12,810</b>
<b>TRANSPORTATION - HOME TO SCHOOL</b>						
51 654 Other Contractual Services	4,846,320		4,846,320	4,659,130	4,286,150	187,190
<b>Total Fees &amp; Contract Services</b>	<b>4,846,320</b>		<b>4,846,320</b>	<b>4,659,130</b>	<b>4,286,150</b>	<b>187,190</b>
<b>Total TRANSPORTATION - HOME TO SCHOOL</b>	<b>4,846,320</b>		<b>4,846,320</b>	<b>4,659,130</b>	<b>4,286,150</b>	<b>187,190</b>

## 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)
<b>CONTINUING EDUCATION</b>						
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
<b>Total Staff Development</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>1,102</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>15,600</b>		<b>15,600</b>	<b>15,600</b>	<b>13,468</b>	<b>0</b>
55 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
<b>Total Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
<b>Total Fees &amp; Contract Services</b>	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>	<b>989</b>	<b>0</b>
<b>Total CONTINUING EDUCATION</b>	<b>17,100</b>		<b>17,100</b>	<b>17,100</b>	<b>15,559</b>	<b>0</b>
<b>OTHER NON-OPERATING</b>						
59 462 SGF Expense	3,500,000		3,500,000	3,500,000	3,333,400	0
<b>Total Supplies &amp; Services</b>	<b>3,500,000</b>		<b>3,500,000</b>	<b>3,500,000</b>	<b>3,333,400</b>	<b>0</b>
59 722 Claims & Settlements	0		0	0	13,145	0
59 795 Loss on Disposal of TCA	0		0	0	223,962	0
<b>Total Other Expenses</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>237,107</b>	<b>0</b>
<b>Total OTHER NON-OPERATING</b>	<b>3,500,000</b>		<b>3,500,000</b>	<b>3,500,000</b>	<b>3,570,507</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>27,660,468</b>	<b>-137,689</b>	<b>27,522,779</b>	<b>27,722,686</b>	<b>26,535,647</b>	<b>-199,907</b>

# 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)	
<b>SCHOOL MAINTENANCE</b>							
41 551 Additional Furniture & Equipment - General	0		0	27,500	3,754	-27,500	T
<b>Total Tangible Capital Assets</b>	<b>0</b>		<b>0</b>	<b>27,500</b>	<b>3,754</b>	<b>-27,500</b>	
<b>Total SCHOOL MAINTENANCE</b>	<b>0</b>		<b>0</b>	<b>27,500</b>	<b>3,754</b>	<b>-27,500</b>	
<b>SCHOOL RENEWAL</b>							
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
<b>Total Tangible Capital Assets</b>	<b>3,600,000</b>	<b>-237,845</b>	<b>3,362,155</b>	<b>3,600,000</b>	<b>0</b>	<b>-237,845</b>	
<b>Total SCHOOL RENEWAL</b>	<b>3,600,000</b>	<b>-237,845</b>	<b>3,362,155</b>	<b>3,600,000</b>	<b>0</b>	<b>-237,845</b>	
<b>NEW PUPIL PLACES</b>							
43 758 Site Purchases	0		0	0		0	T
43 759 Buildings	0		0	0	-1,231,496	0	EIKP
<b>Total Tangible Capital Assets</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>-1,231,496</b>	<b>0</b>	
<b>Total NEW PUPIL PLACES</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>-1,231,496</b>	<b>0</b>	
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>							
44 759 Buildings	0		0	0		0	T
<b>Total Tangible Capital Assets</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>	
<b>Total OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>	
<b>Total</b>	<b>3,600,000</b>	<b>-237,845</b>	<b>3,362,155</b>	<b>3,627,500</b>	<b>-1,227,742</b>	<b>-265,345</b>	
<b>TOTAL BUDGET</b>	<b>3,600,000</b>	<b>-237,845</b>	<b>3,362,155</b>	<b>3,627,500</b>	<b>-1,227,742</b>	<b>-265,345</b>	

**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								
<b>INSTRUCTION</b>								
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
<b>Total Salaries &amp; Wages</b>			<b>413,786</b>		<b>413,786</b>	<b>408,002</b>	<b>379,037</b>	<b>5,784</b>
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
<b>Total Employee Benefits</b>			<b>39,852</b>		<b>39,852</b>	<b>38,748</b>	<b>36,579</b>	<b>1,104</b>
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
<b>Total Staff Development</b>			<b>150,199</b>		<b>150,199</b>	<b>142,011</b>	<b>98,984</b>	<b>8,188</b>
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
<b>Total Supplies &amp; Services</b>			<b>613,922</b>		<b>613,922</b>	<b>601,940</b>	<b>565,309</b>	<b>11,982</b>
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
<b>Total Replacement of F&amp;E</b>			<b>0</b>		<b>0</b>	<b>0</b>	<b>133,835</b>	<b>0</b>
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
<b>Total Fees &amp; Contract Services</b>			<b>87,538</b>		<b>87,538</b>	<b>87,538</b>	<b>89,680</b>	<b>0</b>
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
<b>Total Other Expenses</b>	<b>3,300</b>		<b>3,300</b>	<b>3,300</b>	<b>2,413</b>	<b>0</b>
<b>Total INSTRUCTION</b>	<b>1,308,597</b>		<b>1,308,597</b>	<b>1,281,539</b>	<b>1,305,837</b>	<b>27,058</b>



**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)
<b>SPECIAL EDUCATION</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>284,419</b>		<b>284,419</b>	<b>286,525</b>	<b>239,727</b>	<b>-2,106</b>
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
		<b>Total Employee Benefits</b>	<b>38,038</b>		<b>38,038</b>	<b>37,808</b>	<b>34,374</b>	<b>230</b>
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
		<b>Total Staff Development</b>	<b>34,900</b>		<b>34,900</b>	<b>34,900</b>	<b>27,316</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>155,733</b>		<b>155,733</b>	<b>150,343</b>	<b>179,591</b>	<b>5,390</b>
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)
<b>Total Replacement of F&amp;E</b>	<b>597,008</b>	<b>-97,001</b>	<b>500,007</b>	<b>597,008</b>	<b>238,218</b>	<b>-97,001</b>
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
<b>Total Fees &amp; Contract Services</b>	<b>40,500</b>		<b>40,500</b>	<b>40,500</b>	<b>39,681</b>	<b>0</b>
<b>Total SPECIAL EDUCATION</b>	<b>1,150,598</b>	<b>-97,001</b>	<b>1,053,597</b>	<b>1,147,084</b>	<b>758,907</b>	<b>-93,487</b>
<b>SCHOOL MANAGEMENT</b>						
15 151 Principals	23,471		23,471	23,125	23,067	346
<b>Total Salaries &amp; Wages</b>	<b>23,471</b>		<b>23,471</b>	<b>23,125</b>	<b>23,067</b>	<b>346</b>
15 251 Benefits - Principals	2,106		2,106	2,106	2,106	0
<b>Total Employee Benefits</b>	<b>2,106</b>		<b>2,106</b>	<b>2,106</b>	<b>2,106</b>	<b>0</b>
15 315 Professional Development - Academic & S.O.'s	10,000		10,000	10,000	29,891	0
<b>Total Staff Development</b>	<b>10,000</b>		<b>10,000</b>	<b>10,000</b>	<b>29,891</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>47,000</b>		<b>47,000</b>	<b>42,000</b>	<b>32,117</b>	<b>5,000</b>
15 661 Software Fees & Licenses	0		0	0	3,576	0
15 701 Association & Membership Fees - Board	2,300		2,300	2,300		0
<b>Total Fees &amp; Contract Services</b>	<b>2,300</b>		<b>2,300</b>	<b>2,300</b>	<b>3,576</b>	<b>0</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>84,877</b>		<b>84,877</b>	<b>79,531</b>	<b>90,757</b>	<b>5,346</b>

**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)
<b>STUDENT SUPPORT SERVICES</b>							
21	136	Other Professionals & Para-Professionals	6,818	6,818	6,818	4,973	0
	<b>Total</b>	<b>Salaries &amp; Wages</b>	<b>6,818</b>	<b>6,818</b>	<b>6,818</b>	<b>4,973</b>	<b>0</b>
21	236	Benefits - Other Professionals & Para-Professionals	682	682	682	256	0
	<b>Total</b>	<b>Employee Benefits</b>	<b>682</b>	<b>682</b>	<b>682</b>	<b>256</b>	<b>0</b>
21	317	Professional Development - Non Teaching	1,200	1,200	900	193	300
	<b>Total</b>	<b>Staff Development</b>	<b>1,200</b>	<b>1,200</b>	<b>900</b>	<b>193</b>	<b>300</b>
21	325	Program Supplies	2,000	2,000			2,000
21	361	Automobile Reimbursement	9,000	9,000	9,000	6,131	0
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>11,000</b>	<b>11,000</b>	<b>9,000</b>	<b>6,131</b>	<b>2,000</b>
<b>Total</b>	<b>STUDENT SUPPORT SERVICES</b>		<b>19,700</b>	<b>19,700</b>	<b>17,400</b>	<b>11,553</b>	<b>2,300</b>
<b>COMPUTER SERVICES</b>							
22	135	Technicians - Student Support	55,247	55,247	54,030		1,217
	<b>Total</b>	<b>Salaries &amp; Wages</b>	<b>55,247</b>	<b>55,247</b>	<b>54,030</b>		<b>1,217</b>
22	235	Benefits - Technicians - Student Support	7,204	7,204	7,204		0
	<b>Total</b>	<b>Employee Benefits</b>	<b>7,204</b>	<b>7,204</b>	<b>7,204</b>		<b>0</b>
<b>Total</b>	<b>COMPUTER SERVICES</b>		<b>62,451</b>	<b>62,451</b>	<b>61,234</b>		<b>1,217</b>

**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)
<b>LIBRARY SERVICES</b>								
23	317	Professional Development - Non Teaching	2,000		2,000	2,000	1,134	0
	<b>Total</b>	<b>Staff Development</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>1,134</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>39,777</b>		<b>39,777</b>	<b>29,777</b>	<b>18,788</b>	<b>10,000</b>
23	662	Maintenance Fees - Computer Technology	23,534		23,534	23,534	24,042	0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>23,534</b>		<b>23,534</b>	<b>23,534</b>	<b>24,042</b>	<b>0</b>
<b>Total</b>	<b>LIBRARY SERVICES</b>		<b>65,311</b>		<b>65,311</b>	<b>55,311</b>	<b>43,964</b>	<b>10,000</b>

**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)
<b>TEACHER SUPPORT SERVICES</b>								
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
	<b>Total</b>	<b>Salaries &amp; Wages</b>	<b>283,133</b>		<b>283,133</b>	<b>281,636</b>	<b>294,736</b>	<b>1,497</b>
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
	<b>Total</b>	<b>Employee Benefits</b>	<b>38,696</b>		<b>38,696</b>	<b>37,847</b>	<b>37,932</b>	<b>849</b>
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
	<b>Total</b>	<b>Staff Development</b>	<b>12,200</b>		<b>12,200</b>	<b>12,200</b>	<b>13,909</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>59,153</b>		<b>59,153</b>	<b>59,824</b>	<b>25,971</b>	<b>-671</b>
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,196	0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>2,196</b>	<b>0</b>
25	702	Association & Membership Fees - Individuals	1,577		1,577	1,577	339	0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>1,577</b>		<b>1,577</b>	<b>1,577</b>	<b>339</b>	<b>0</b>
<b>Total</b>	<b>TEACHER SUPPORT SERVICES</b>		<b>394,759</b>		<b>394,759</b>	<b>393,084</b>	<b>375,083</b>	<b>1,675</b>

**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)
<b>CONTINUING EDUCATION</b>						
55 185 Supply - Prof Dev	0		0	0	228	0
<b>Total Salaries &amp; Wages</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>228</b>	<b>0</b>
55 285 Benefits - Supply Professional Development.	0		0	0	16	0
<b>Total Employee Benefits</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>
55 315 Professional Development - Academic & S.O.'s	500		500	500	61	0
<b>Total Staff Development</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>61</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>15,600</b>		<b>15,600</b>	<b>15,600</b>	<b>13,468</b>	<b>0</b>
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
<b>Total Fees &amp; Contract Services</b>	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>	<b>989</b>	<b>0</b>
<b>Total CONTINUING EDUCATION</b>	<b>17,100</b>		<b>17,100</b>	<b>17,100</b>	<b>14,762</b>	<b>0</b>
<b>Total Operating GSN</b>	<b>3,103,393</b>	<b>-97,001</b>	<b>3,006,392</b>	<b>3,052,283</b>	<b>2,600,863</b>	<b>-45,891</b>

**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)
<b>Operating EPO Grants</b>								
<b>INSTRUCTION</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>397,786</b>		<b>397,786</b>	<b>384,363</b>	<b>511,771</b>	<b>13,423</b>
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
		<b>Total Employee Benefits</b>	<b>40,696</b>		<b>40,696</b>	<b>39,406</b>	<b>47,969</b>	<b>1,290</b>
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
		<b>Total Staff Development</b>	<b>31,380</b>		<b>31,380</b>	<b>31,380</b>	<b>51,490</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>217,005</b>		<b>217,005</b>	<b>274,234</b>	<b>257,840</b>	<b>-57,229</b>
10	502	Replacement of Furniture & Equipment - Computer Tech	30,682		30,682	30,682	28,953	0
		<b>Total Replacement of F&amp;E</b>	<b>30,682</b>		<b>30,682</b>	<b>30,682</b>	<b>28,953</b>	<b>0</b>
10	640	Instructional Advertising	0		0	0		0
10	654	Other Contractual Services	0		0	0	49,417	0
		<b>Total Fees &amp; Contract Services</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>49,417</b>	<b>0</b>
		<b>Total INSTRUCTION</b>	<b>717,549</b>		<b>717,549</b>	<b>760,065</b>	<b>947,440</b>	<b>-42,516</b>

# 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)
<b>SPECIAL EDUCATION</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>106,761</b>		<b>106,761</b>	<b>110,226</b>	<b>15,956</b>	<b>-3,465</b>
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
		<b>Total Employee Benefits</b>	<b>17,921</b>		<b>17,921</b>	<b>18,614</b>	<b>1,386</b>	<b>-693</b>
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
		<b>Total Staff Development</b>	<b>1,300</b>		<b>1,300</b>	<b>1,300</b>	<b>939</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>10,911</b>		<b>10,911</b>	<b>6,776</b>	<b>3,551</b>	<b>4,135</b>
		<b>Total SPECIAL EDUCATION</b>	<b>136,893</b>		<b>136,893</b>	<b>136,916</b>	<b>21,832</b>	<b>-23</b>
<b>SCHOOL MANAGEMENT</b>								
15	315	Professional Development - Academic & S.O.'s	12,000		12,000	12,000	2,205	0
		<b>Total Staff Development</b>	<b>12,000</b>		<b>12,000</b>	<b>12,000</b>	<b>2,205</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>18,158</b>		<b>18,158</b>	<b>30,078</b>	<b>22,045</b>	<b>-11,920</b>
		<b>Total SCHOOL MANAGEMENT</b>	<b>30,158</b>		<b>30,158</b>	<b>42,078</b>	<b>24,251</b>	<b>-11,920</b>



**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)
<b>STUDENT SUPPORT SERVICES</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>78,525</b>		<b>78,525</b>	<b>78,791</b>	<b>70,527</b>	<b>-266</b>
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
		<b>Total Employee Benefits</b>	<b>14,104</b>		<b>14,104</b>	<b>14,104</b>	<b>12,390</b>	<b>0</b>
21	317	Professional Development - Non Teaching	1,500		1,500	1,500		0
		<b>Total Staff Development</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>		<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>7,995</b>		<b>7,995</b>	<b>7,729</b>		<b>266</b>
<b>Total</b>		<b>STUDENT SUPPORT SERVICES</b>	<b>102,124</b>		<b>102,124</b>	<b>102,124</b>	<b>82,917</b>	<b>0</b>

**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)
<b>TEACHER SUPPORT SERVICES</b>								
25	161	Coordinators/Consultants - Teacher Support	73,660		73,660	73,660	73,660	0
		<b>Total Salaries &amp; Wages</b>	<b>73,660</b>		<b>73,660</b>	<b>73,660</b>	<b>73,660</b>	<b>0</b>
25	261	Benefits - Coordinators/Consultants - Teacher Support	8,840		8,840	8,840	8,840	0
		<b>Total Employee Benefits</b>	<b>8,840</b>		<b>8,840</b>	<b>8,840</b>	<b>8,840</b>	<b>0</b>
25	315	Professional Development - Academic & S.O.'s	0		0	0	306	0
		<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>306</b>	<b>0</b>
25	325	Program Supplies	0		0	0	379	0
25	361	Automobile Reimbursement	0		0	0	1,536	0
		<b>Total Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>1,915</b>	<b>0</b>
		<b>Total TEACHER SUPPORT SERVICES</b>	<b>82,500</b>		<b>82,500</b>	<b>82,500</b>	<b>84,721</b>	<b>0</b>
		<b>Total Operating EPO Grants</b>	<b>1,069,224</b>		<b>1,069,224</b>	<b>1,123,683</b>	<b>1,161,161</b>	<b>-54,459</b>

**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								
<b>INSTRUCTION</b>								
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
	<b>Total</b>	<b>Salaries &amp; Wages</b>	<b>153,888</b>		<b>153,888</b>	<b>164,832</b>	<b>157,946</b>	<b>-10,944</b>
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
	<b>Total</b>	<b>Employee Benefits</b>	<b>7,612</b>		<b>7,612</b>	<b>8,668</b>	<b>13,362</b>	<b>-1,056</b>
10	315	Professional Development - Academic & S.O.'s	3,000		3,000	3,000	3,604	0
	<b>Total</b>	<b>Staff Development</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>3,604</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>16,000</b>		<b>16,000</b>	<b>29,000</b>	<b>23,980</b>	<b>-13,000</b>
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
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>212,329</b>		<b>212,329</b>	<b>212,329</b>	<b>299,730</b>	<b>0</b>
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>7,500</b>		<b>7,500</b>	<b>17,500</b>	<b>12,641</b>	<b>-10,000</b>
	<b>Total</b>	<b>INSTRUCTION</b>	<b>400,329</b>		<b>400,329</b>	<b>435,329</b>	<b>511,263</b>	<b>-35,000</b>

**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)
<b>SCHOOL MANAGEMENT</b>						
15 112 Clerical & Secretarial	11,300		11,300	11,300	11,300	0
<b>Total Salaries &amp; Wages</b>	<b>11,300</b>		<b>11,300</b>	<b>11,300</b>	<b>11,300</b>	<b>0</b>
15 212 Benefits - Clerical & Secretarial	2,503		2,503	2,503	2,503	0
<b>Total Employee Benefits</b>	<b>2,503</b>		<b>2,503</b>	<b>2,503</b>	<b>2,503</b>	<b>0</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>13,803</b>		<b>13,803</b>	<b>13,803</b>	<b>13,803</b>	<b>0</b>
<b>COMPUTER SERVICES</b>						
22 317 Professional Development - Non Teaching	0		0	0		0
<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total COMPUTER SERVICES</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>TEACHER SUPPORT SERVICES</b>						
25 161 Coordinators/Consultants - Teacher Support	43,300		43,300	43,300	51,483	0
<b>Total Salaries &amp; Wages</b>	<b>43,300</b>		<b>43,300</b>	<b>43,300</b>	<b>51,483</b>	<b>0</b>
25 261 Benefits - Coordinators/Consultants - Teacher Support	5,182		5,182	5,182	5,340	0
<b>Total Employee Benefits</b>	<b>5,182</b>		<b>5,182</b>	<b>5,182</b>	<b>5,340</b>	<b>0</b>
25 315 Professional Development - Academic & S.O.'s	3,000		3,000	3,000	2,959	0
<b>Total Staff Development</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>2,959</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>3,500</b>		<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>0</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>54,982</b>		<b>54,982</b>	<b>54,982</b>	<b>62,832</b>	<b>0</b>
<b>Total Operating Other Grants</b>	<b>469,114</b>		<b>469,114</b>	<b>504,114</b>	<b>587,897</b>	<b>-35,000</b>
<b>TOTAL BUDGET</b>	<b>4,641,731</b>	<b>-97,001</b>	<b>4,544,730</b>	<b>4,680,080</b>	<b>4,349,921</b>	<b>-135,350</b>

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

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

**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								
<b>INSTRUCTION</b>								
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
<b>Total Salaries &amp; Wages</b>			<b>349,678</b>		<b>349,678</b>	<b>315,735</b>	<b>413,408</b>	<b>33,943</b>
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
<b>Total Employee Benefits</b>			<b>36,054</b>		<b>36,054</b>	<b>32,784</b>	<b>39,975</b>	<b>3,270</b>
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
<b>Total Staff Development</b>			<b>16,962</b>		<b>16,962</b>	<b>16,962</b>	<b>13,384</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>			<b>88,829</b>		<b>88,829</b>	<b>101,256</b>	<b>110,941</b>	<b>-12,427</b>
10	640	Instructional Advertising	0		0	0		0
<b>Total Fees &amp; Contract Services</b>			<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total INSTRUCTION</b>			<b>491,523</b>		<b>491,523</b>	<b>466,737</b>	<b>577,709</b>	<b>24,786</b>



**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)
<b>SPECIAL EDUCATION</b>						
12 192 EA Supply - Prof Dev	0		0	0	908	0
<b>Total Salaries &amp; Wages</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>908</b>	<b>0</b>
12 292 Benefits - EA Supply Prof Dev	0		0	0	115	0
<b>Total Employee Benefits</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>115</b>	<b>0</b>
<b>Total SPECIAL EDUCATION</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>1,022</b>	<b>0</b>
<b>SCHOOL MANAGEMENT</b>						
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
<b>Total Supplies &amp; Services</b>	<b>10,000</b>		<b>10,000</b>	<b>21,920</b>	<b>13,214</b>	<b>-11,920</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>10,000</b>		<b>10,000</b>	<b>21,920</b>	<b>13,214</b>	<b>-11,920</b>

**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)
<b>STUDENT SUPPORT SERVICES</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>78,525</b>		<b>78,525</b>	<b>78,791</b>	<b>70,527</b>	<b>-266</b>
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
		<b>Total Employee Benefits</b>	<b>14,104</b>		<b>14,104</b>	<b>14,104</b>	<b>12,390</b>	<b>0</b>
21	317	Professional Development - Non Teaching	1,500		1,500	1,500		0
		<b>Total Staff Development</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>		<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>7,995</b>		<b>7,995</b>	<b>7,729</b>		<b>266</b>
<b>Total</b>		<b>STUDENT SUPPORT SERVICES</b>	<b>102,124</b>		<b>102,124</b>	<b>102,124</b>	<b>82,917</b>	<b>0</b>

**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)
<b>TEACHER SUPPORT SERVICES</b>						
25 161 Coordinators/Consultants - Teacher Support	73,660		73,660	73,660	73,660	0
<b>Total Salaries &amp; Wages</b>	<b>73,660</b>		<b>73,660</b>	<b>73,660</b>	<b>73,660</b>	<b>0</b>
25 261 Benefits - Coordinators/Consultants - Teacher Support	8,840		8,840	8,840	8,840	0
<b>Total Employee Benefits</b>	<b>8,840</b>		<b>8,840</b>	<b>8,840</b>	<b>8,840</b>	<b>0</b>
25 315 Professional Development - Academic & S.O.'s	0		0	0	306	0
<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>306</b>	<b>0</b>
25 325 Program Supplies	0		0	0	379	0
25 361 Automobile Reimbursement	0		0	0	1,536	0
<b>Total Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>1,915</b>	<b>0</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>82,500</b>		<b>82,500</b>	<b>82,500</b>	<b>84,721</b>	<b>0</b>
<b>Total Operating EPO Grants</b>	<b>686,147</b>		<b>686,147</b>	<b>673,281</b>	<b>759,583</b>	<b>12,866</b>

**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)
<b>Operating Other Grants</b>								
<b>INSTRUCTION</b>								
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
	<b>Total</b>	<b>Salaries &amp; Wages</b>	<b>78,888</b>		<b>78,888</b>	<b>82,536</b>	<b>91,429</b>	<b>-3,648</b>
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
	<b>Total</b>	<b>Employee Benefits</b>	<b>7,612</b>		<b>7,612</b>	<b>7,964</b>	<b>8,093</b>	<b>-352</b>
10	315	Professional Development - Academic & S.O.'s	0		0	0	684	0
	<b>Total</b>	<b>Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>684</b>	<b>0</b>
10	361	Automobile Reimbursement	0		0	1,000	2,072	-1,000
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>1,000</b>	<b>2,072</b>	<b>-1,000</b>
10	502	Replacement of Furniture & Equipment - Computer Tech	212,329		212,329	212,329	220,641	0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>212,329</b>		<b>212,329</b>	<b>212,329</b>	<b>220,641</b>	<b>0</b>
10	653	Other Professional Fees	0		0	0		0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
	<b>Total</b>	<b>INSTRUCTION</b>	<b>298,829</b>		<b>298,829</b>	<b>303,829</b>	<b>322,919</b>	<b>-5,000</b>
	<b>Total</b>	<b>Operating Other Grants</b>	<b>298,829</b>		<b>298,829</b>	<b>303,829</b>	<b>322,919</b>	<b>-5,000</b>
	<b>TOTAL BUDGET</b>		<b>1,296,114</b>		<b>1,296,114</b>	<b>1,288,248</b>	<b>1,509,432</b>	<b>7,866</b>

**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		
		<b>10 Total</b>								<b>58,824</b>	<b>2,790</b>
		15	000	General							
<b>15 Total</b>											
21	000	General		6,818							
<b>21 Total</b>				<b>6,818</b>							
25	401	Arts Program									
	403	French as a Second Language									
	410	Program Consultant									
	425	Literacy									
	427	SEF: Board Capacity									
	442	Computer Education									
	496	ESL									
<b>25 Total</b>											
<b>Curriculum - School Effectiveness - Telfer Total</b>				<b>6,818</b>					<b>58,824</b>	<b>2,790</b>	
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	
		<b>10 Total</b>							<b>96,741</b>	<b>297,882</b>	<b>33,943</b>
		15	483	Parents Reaching Out - Prov/Reg							
		<b>15 Total</b>									
		21	469	Tutors in the Classroom	6,818						
			481	Parenting & Family Literacy Ctr		3,673	6,823				
<b>21 Total</b>			<b>6,818</b>	<b>3,673</b>	<b>6,823</b>						
25	482	Early Years Leadership Strategy				73,660					
<b>25 Total</b>						<b>73,660</b>					
<b>Total</b>		481	Parenting & Family Literacy Ctr	<b>61,211</b>							
				<b>61,211</b>							
<b>EPO - School Effectiveness - Telfer Total</b>				<b>68,029</b>	<b>3,673</b>	<b>6,823</b>	<b>73,660</b>	<b>96,741</b>	<b>297,882</b>	<b>33,943</b>	
<b>Grand Total</b>				<b>74,847</b>	<b>3,673</b>	<b>6,823</b>	<b>73,660</b>	<b>96,741</b>	<b>356,706</b>	<b>36,733</b>	

**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/Other 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
	<b>10 Total</b>									<b>5,676</b>
	15	000	General							
	<b>15 Total</b>									
	21	000	General		682					
	<b>21 Total</b>				<b>682</b>					
	25	401	Arts Program							
		403	French as a Second Language							
		410	Program Consultant							
		425	Literacy							
		427	SEF: Board Capacity							
		442	Computer Education							
		496	ESL							
	<b>25 Total</b>									
<b>Curriculum - School Effectiveness - Telfer Total</b>					<b>682</b>					<b>5,676</b>
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							
	<b>10 Total</b>							<b>11,609</b>		<b>28,787</b>
	15	483	Parents Reaching Out - Prov/Reg							
	<b>15 Total</b>									
	21	469	Tutors in the Classroom		682					
		481	Parenting & Family Literacy Ctr		11,482	689	1,251			
	<b>21 Total</b>				<b>12,164</b>	<b>689</b>	<b>1,251</b>			
	25	482	Early Years Leadership Strategy					8,840		
	<b>25 Total</b>							<b>8,840</b>		
	<b>Total</b>									
<b>EPO - School Effectiveness - Telfer Total</b>					<b>12,164</b>	<b>689</b>	<b>1,251</b>	<b>8,840</b>	<b>11,609</b>	<b>28,787</b>
<b>Grand Total</b>					<b>12,846</b>	<b>689</b>	<b>1,251</b>	<b>8,840</b>	<b>11,609</b>	<b>34,463</b>

**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 - 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								
	<b>10 Total</b>				<b>11,620</b>		<b>44,910</b>		<b>17,300</b>				<b>14,078</b>	<b>86,338</b>
	15	000	General								26,000			
	<b>15 Total</b>										<b>26,000</b>			
	21	000	General											
	<b>21 Total</b>													
	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							
<b>25 Total</b>				<b>8,700</b>	<b>6,600</b>	<b>6,300</b>	<b>10,395</b>	<b>360</b>						
<b>Curriculum - School Effectiveness - Telfer Total</b>				<b>20,320</b>		<b>51,510</b>	<b>6,300</b>	<b>27,695</b>	<b>360</b>	<b>26,000</b>		<b>14,078</b>	<b>86,338</b>	
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											
	<b>10 Total</b>			<b>16,962</b>		<b>75,307</b>		<b>11,522</b>			<b>212,329</b>		<b>2,000</b>	
	15	483	Parents Reaching Out - Prov/Reg			10,000								
	<b>15 Total</b>					<b>10,000</b>								
	21	469	Tutors in the Classroom											
		481	Parenting & Family Literacy Ctr		1,500	5,095		1,000					1,900	
<b>21 Total</b>				<b>1,500</b>	<b>5,095</b>		<b>1,000</b>					<b>1,900</b>		
25	482	Early Years Leadership Strategy												
<b>25 Total</b>														
<b>Total</b>		481	Parenting & Family Literacy Ctr											
<b>EPO - School Effectiveness - Telfer Total</b>				<b>16,962</b>	<b>1,500</b>	<b>90,402</b>	<b>6,300</b>	<b>12,522</b>	<b>360</b>	<b>26,000</b>		<b>212,329</b>	<b>3,900</b>	
<b>Grand Total</b>				<b>37,282</b>	<b>1,500</b>	<b>141,912</b>	<b>6,300</b>	<b>40,217</b>	<b>360</b>	<b>26,000</b>		<b>17,978</b>	<b>86,338</b>	

**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	
		<b>10 Total</b>				<b>200</b>	<b>242,006</b>
		15	000	General	2,300		28,300
	<b>15 Total</b>			<b>2,300</b>		<b>28,300</b>	
	21	000	General			7,500	
	<b>21 Total</b>					<b>7,500</b>	
	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	
	<b>25 Total</b>				<b>977</b>	<b>33,332</b>	
	<b>Curriculum - School Effectiveness - Telfer Total</b>				<b>2,300</b>	<b>1,177</b>	<b>311,138</b>
	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	
<b>10 Total</b>							<b>790,352</b>
15		483	Parents Reaching Out - Prov/Reg			10,000	
<b>15 Total</b>						<b>10,000</b>	
21		469	Tutors in the Classroom			7,500	
		481	Parenting & Family Literacy Ctr			33,413	
<b>21 Total</b>						<b>40,913</b>	
25		482	Early Years Leadership Strategy			82,500	
<b>25 Total</b>						<b>82,500</b>	
		481	Parenting & Family Literacy Ctr			61,211	
<b>Total</b>						<b>61,211</b>	
<b>EPO - School Effectiveness - Telfer Total</b>						<b>984,976</b>	
<b>Grand Total</b>				<b>2,300</b>	<b>1,177</b>	<b>1,296,114</b>	



**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
<b>Total General</b>						<b>35,800</b>	<b>35,800</b>	<b>0</b>
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
<b>Total Arts Program</b>						<b>50,000</b>	<b>50,000</b>	<b>0</b>
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
<b>Total French as a Second Language</b>						<b>18,870</b>	<b>18,870</b>	<b>0</b>
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
<b>Total Program Consultant</b>						<b>9,300</b>	<b>9,300</b>	<b>0</b>
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
<b>Total Early Literacy</b>						<b>17,000</b>	<b>17,000</b>	<b>0</b>
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
<b>Total SEF:Board Capacity</b>						<b>4,900</b>	<b>4,900</b>	<b>0</b>
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
<b>Total Language</b>						<b>9,400</b>	<b>9,400</b>	<b>0</b>
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
<b>Total JK/SK</b>						<b>25,500</b>	<b>25,500</b>	<b>0</b>
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
<b>Total Computer Education</b>						<b>25,375</b>	<b>25,375</b>	<b>0</b>
105401000455	Outdoor Education	School Trips				14,078	14,078	0
106541000455	Outdoor Education	Other Contractual Services				86,338	86,338	0
<b>Total Outdoor Education</b>						<b>100,416</b>	<b>100,416</b>	<b>0</b>
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
<b>Total ESL</b>						<b>14,577</b>	<b>14,577</b>	<b>0</b>
<b>Total Curriculum - GSN</b>						<b>311,138</b>	<b>311,138</b>	<b>0</b>

**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)
<b>Support for Educational Staff and Research</b>								
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
		<b>Total - Support for Educational Staff and Research</b>				<b>52,612</b>	<b>52,612</b>	<b>0</b>
<b>Enriched School Environment - Culture</b>								
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
		<b>Enriched School Environment - Culture</b>				<b>11,995</b>	<b>11,995</b>	<b>0</b>
<b>CEFR</b>								
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
<b>Total FSL-Renewal</b>						<b>71,607</b>	<b>71,607</b>	<b>0</b>
103251000404	FSL - Small Scale Initiatives	Program Supplies					4,500	(4,500)
<b>Total FSL - Small Scale Initiatives</b>						<b>0</b>	<b>4,500</b>	<b>(4,500)</b>
103251000417	EDI	Program Supplies					10,000	(10,000)
<b>Total Early Development Instrument</b>						<b>0</b>	<b>10,000</b>	<b>(10,000)</b>
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
<b>Total Tutors in the Classroom</b>						<b>7,500</b>	<b>7,500</b>	<b>0</b>
154151000479	Parents Reaching Out - Sch Council	School Council Supplies up to \$1000					11,920	(11,920)
<b>Total Parents Reaching Out - Sch Council</b>						<b>0</b>	<b>11,920</b>	<b>(11,920)</b>
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
<b>Total Parenting &amp; Family Literacy Centre</b>						<b>94,624</b>	<b>94,624</b>	<b>0</b>
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
<b>Total Early Years Leadership Strategy</b>						<b>84,730</b>	<b>84,730</b>	<b>0</b>
154151000483	Parents Reaching Out - Provincial-Regional	Regional Grant Expenditures				10,000	10,000	0
<b>Total Parents Reaching Out - Provincial-Regional</b>						<b>10,000</b>	<b>10,000</b>	<b>0</b>
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
<b>Total ECE - Prof Dev OSSTF Extension</b>						<b>37,213</b>	<b>0</b>	<b>37,213</b>
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
<b>Total Renewed Mathematics Strategy</b>						<b>380,473</b>	<b>378,400</b>	<b>2,073</b>
<b>Sub Total EPO</b>						<b>686,147</b>	<b>673,281</b>	<b>12,866</b>

## 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)
<b>Total Leading Student Achievement</b>						<b>0</b>	<b>5,000</b>	<b>(5,000)</b>
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
<b>Total CODE - Technolgy Enabled Learning</b>						<b>298,829</b>	<b>298,829</b>	<b>0</b>
<b>Sub Total Other Grants</b>						<b>298,829</b>	<b>303,829</b>	<b>(5,000)</b>

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

**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
<b>Total Library</b>						<b>65,311</b>	<b>55,311</b>	<b>10,000</b>

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							
<b>INSTRUCTION</b>							
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
	<b>Total</b>	<b>Salaries &amp; Wages</b>	<b>258,608</b>	<b>258,608</b>	<b>276,848</b>	<b>254,197</b>	<b>-18,240</b>
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
	<b>Total</b>	<b>Employee Benefits</b>	<b>24,244</b>	<b>24,244</b>	<b>26,004</b>	<b>21,422</b>	<b>-1,760</b>
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
	<b>Total</b>	<b>Staff Development</b>	<b>78,556</b>	<b>78,556</b>	<b>77,306</b>	<b>58,372</b>	<b>1,250</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>400,303</b>	<b>400,303</b>	<b>326,060</b>	<b>275,529</b>	<b>74,243</b>
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
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,061</b>	<b>0</b>
10	702	Association & Membership Fees - Individuals	1,000	1,000	1,000		0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>		<b>0</b>
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
	<b>Total</b>	<b>Other Expenses</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>2,413</b>	<b>0</b>
	<b>Total</b>	<b>INSTRUCTION</b>	<b>764,511</b>	<b>764,511</b>	<b>709,018</b>	<b>638,994</b>	<b>55,493</b>

**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)
<b>SCHOOL MANAGEMENT</b>								
15	151	Principals	23,471		23,471	23,125	23,067	346
		<b>Total Salaries &amp; Wages</b>	<b>23,471</b>		<b>23,471</b>	<b>23,125</b>	<b>23,067</b>	<b>346</b>
15	251	Benefits - Principals	2,106		2,106	2,106	2,106	0
		<b>Total Employee Benefits</b>	<b>2,106</b>		<b>2,106</b>	<b>2,106</b>	<b>2,106</b>	<b>0</b>
15	315	Professional Development - Academic & S.O.'s	10,000		10,000	10,000	27,113	0
		<b>Total Staff Development</b>	<b>10,000</b>		<b>10,000</b>	<b>10,000</b>	<b>27,113</b>	<b>0</b>
15	361	Automobile Reimbursement	16,000		16,000	16,000	8,360	0
		<b>Total Supplies &amp; Services</b>	<b>16,000</b>		<b>16,000</b>	<b>16,000</b>	<b>8,360</b>	<b>0</b>
		<b>Total SCHOOL MANAGEMENT</b>	<b>51,577</b>		<b>51,577</b>	<b>51,231</b>	<b>60,646</b>	<b>346</b>
<b>TEACHER SUPPORT SERVICES</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>283,133</b>		<b>283,133</b>	<b>281,636</b>	<b>294,736</b>	<b>1,497</b>
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
		<b>Total Employee Benefits</b>	<b>38,696</b>		<b>38,696</b>	<b>37,847</b>	<b>37,932</b>	<b>849</b>
25	315	Professional Development - Academic & S.O.'s	0		0	0	1,679	0
		<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>1,679</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>28,598</b>		<b>28,598</b>	<b>29,269</b>	<b>1,438</b>	<b>-671</b>
25	502	Replacement of Furniture & Equipment - Computer Tech	0		0	0	2,196	0
		<b>Total Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>2,196</b>	<b>0</b>
25	702	Association & Membership Fees - Individuals	100		100	100		0
		<b>Total Fees &amp; Contract Services</b>	<b>100</b>		<b>100</b>	<b>100</b>		<b>0</b>
		<b>Total TEACHER SUPPORT SERVICES</b>	<b>350,527</b>		<b>350,527</b>	<b>348,852</b>	<b>337,981</b>	<b>1,675</b>

**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)
<b>CONTINUING EDUCATION</b>						
55 315 Professional Development - Academic & S.O.'s	500		500	500	61	0
<b>Total Staff Development</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>61</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>15,600</b>		<b>15,600</b>	<b>15,600</b>	<b>13,468</b>	<b>0</b>
55 702 Association & Membership Fees - Individuals	1,000		1,000	1,000	989	0
<b>Total Fees &amp; Contract Services</b>	<b>1,000</b>		<b>1,000</b>	<b>1,000</b>	<b>989</b>	<b>0</b>
<b>Total CONTINUING EDUCATION</b>	<b>17,100</b>		<b>17,100</b>	<b>17,100</b>	<b>14,518</b>	<b>0</b>
<b>Total Operating GSN</b>	<b>1,183,715</b>		<b>1,183,715</b>	<b>1,126,201</b>	<b>1,052,139</b>	<b>57,514</b>

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

**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)
<b>Operating Other Grants</b>								
<b>INSTRUCTION</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>75,000</b>		<b>75,000</b>	<b>82,296</b>	<b>66,516</b>	<b>-7,296</b>
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
		<b>Total Employee Benefits</b>	<b>0</b>		<b>0</b>	<b>704</b>	<b>5,269</b>	<b>-704</b>
10	315	Professional Development - Academic & S.O.'s	3,000		3,000	3,000	2,920	0
		<b>Total Staff Development</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>2,920</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>16,000</b>		<b>16,000</b>	<b>28,000</b>	<b>21,908</b>	<b>-12,000</b>
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
		<b>Total Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>79,089</b>	<b>0</b>
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
		<b>Total Fees &amp; Contract Services</b>	<b>7,500</b>		<b>7,500</b>	<b>17,500</b>	<b>12,641</b>	<b>-10,000</b>
		<b>Total INSTRUCTION</b>	<b>101,500</b>		<b>101,500</b>	<b>131,500</b>	<b>188,343</b>	<b>-30,000</b>
<b>SCHOOL MANAGEMENT</b>								
15	112	Clerical & Secretarial	11,300		11,300	11,300	11,300	0
		<b>Total Salaries &amp; Wages</b>	<b>11,300</b>		<b>11,300</b>	<b>11,300</b>	<b>11,300</b>	<b>0</b>
15	212	Benefits - Clerical & Secretarial	2,503		2,503	2,503	2,503	0
		<b>Total Employee Benefits</b>	<b>2,503</b>		<b>2,503</b>	<b>2,503</b>	<b>2,503</b>	<b>0</b>
		<b>Total SCHOOL MANAGEMENT</b>	<b>13,803</b>		<b>13,803</b>	<b>13,803</b>	<b>13,803</b>	<b>0</b>

**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)
<b>COMPUTER SERVICES</b>						
22 317 Professional Development - Non Teaching	0		0	0		0
<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total COMPUTER SERVICES</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>TEACHER SUPPORT SERVICES</b>						
25 161 Coordinators/Consultants - Teacher Support	43,300		43,300	43,300	51,483	0
<b>Total Salaries &amp; Wages</b>	<b>43,300</b>		<b>43,300</b>	<b>43,300</b>	<b>51,483</b>	<b>0</b>
25 261 Benefits - Coordinators/Consultants - Teacher Support	5,182		5,182	5,182	5,340	0
<b>Total Employee Benefits</b>	<b>5,182</b>		<b>5,182</b>	<b>5,182</b>	<b>5,340</b>	<b>0</b>
25 315 Professional Development - Academic & S.O.'s	3,000		3,000	3,000	2,959	0
<b>Total Staff Development</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>2,959</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>3,500</b>		<b>3,500</b>	<b>3,500</b>	<b>3,050</b>	<b>0</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>54,982</b>		<b>54,982</b>	<b>54,982</b>	<b>62,832</b>	<b>0</b>
<b>Total Operating Other Grants</b>	<b>170,285</b>		<b>170,285</b>	<b>200,285</b>	<b>264,978</b>	<b>-30,000</b>
<b>TOTAL BUDGET</b>	<b>1,533,698</b>		<b>1,533,698</b>	<b>1,573,512</b>	<b>1,611,393</b>	<b>-39,814</b>

**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 Supporter Teacher/Other Supply - Prof Dev								
Responsibility Description	Function	Program	Program Description	Clerical & Secretarial	Principals	Supporter	Teacher	Other	Supply - Prof Dev	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							2,106
	15 Total				23,471							2,106
	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											
<b>Curriculum - Student Success - Daly Total</b>				<b>38,341</b>	<b>23,471</b>	<b>244,792</b>			<b>190,664</b>	<b>67,944</b>	<b>12,097</b>	<b>2,106</b>
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						
<b>EPO - Student Success - Daly Total</b>				<b>11,300</b>		<b>43,300</b>	<b>75,000</b>		<b>22,800</b>		<b>2,503</b>	
<b>Grand Total</b>				<b>49,641</b>	<b>23,471</b>	<b>288,092</b>	<b>75,000</b>		<b>213,464</b>	<b>67,944</b>	<b>14,600</b>	<b>2,106</b>

**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	School Programs - Academic & S.O.'s	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	7,678	
	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	7,678
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		924					
	10 Total				2,200		8,668			
	15	447	TLLP Teacher Learning & Leadership Sec							
		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	7,678



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

Responsibility Description	Function	Program	Program Description	325 Program Supplies	330 Instructional Supplies I	335 Printing & Photocopying - Instructional	336 Printing & Photocopying - Non-Instructional	361 Automobile Reimbursement	404 Telephone - Cellular	410 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						
<b>10 Total</b>				<b>286,440</b>			<b>2,000</b>	<b>46,753</b>	<b>1,200</b>	
15		000	General					16,000		
		471	New Teacher Induction Program							
<b>15 Total</b>								<b>16,000</b>		
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						
<b>25 Total</b>				<b>23,598</b>		<b>3,000</b>		<b>2,000</b>		
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				
<b>55 Total</b>					<b>9,400</b>	<b>1,200</b>		<b>4,400</b>	<b>600</b>	
<b>Curriculum - Student Success - Daly Total</b>				<b>310,038</b>	<b>9,400</b>	<b>4,200</b>	<b>2,000</b>	<b>69,153</b>	<b>1,800</b>	
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						
<b>10 Total</b>				<b>123,190</b>						
15		447	TLLP Teacher Learning & Leadership Sec							2,010
		448	TLLP Teacher Learning & Leadership							3,148
		475	Ontario Youth Apprenticeship							
<b>15 Total</b>										<b>5,158</b>
25		475	Ontario Youth Apprenticeship	2,500				500	500	
<b>25 Total</b>				<b>2,500</b>				<b>500</b>	<b>500</b>	
<b>EPO - Student Success - Daly Total</b>				<b>125,690</b>				<b>500</b>	<b>500</b>	<b>5,158</b>
<b>Grand Total</b>				<b>435,728</b>	<b>9,400</b>	<b>4,200</b>	<b>2,000</b>	<b>69,653</b>	<b>2,300</b>	<b>5,158</b>

**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 Technology	540 School Trips - Transportation	640 Instructional Advertising	702 Association & Membership Fees - Individuals	705 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
<b>10 Total</b>				<b>12,000</b>		<b>44,232</b>		<b>1,000</b>	<b>1,800</b>	<b>764,511</b>
15		000	General							26,000
		471	New Teacher Induction Program							25,577
<b>15 Total</b>										<b>51,577</b>
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
<b>25 Total</b>								<b>100</b>		<b>350,527</b>
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
<b>55 Total</b>								<b>1,000</b>		<b>17,100</b>
<b>Curriculum - Student Success - Daly Total</b>				<b>12,000</b>		<b>44,232</b>		<b>2,100</b>	<b>1,800</b>	<b>1,183,715</b>
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
<b>10 Total</b>					<b>30,682</b>	<b>6,000</b>		<b>7,500</b>		<b>276,040</b>
15		447	TLLP Teacher Learning & Leadership Sec							2,010
		448	TLLP Teacher Learning & Leadership							3,148
		475	Ontario Youth Apprenticeship							13,803
<b>15 Total</b>										<b>18,961</b>
25		475	Ontario Youth Apprenticeship							54,982
<b>25 Total</b>										<b>54,982</b>
<b>EPO - Student Success - Daly Total</b>					<b>30,682</b>	<b>6,000</b>		<b>7,500</b>		<b>349,983</b>
<b>Grand Total</b>				<b>12,000</b>	<b>30,682</b>	<b>50,232</b>		<b>7,500</b>	<b>2,100</b>	<b>1,533,698</b>

**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
<b>Total General</b>						<b>188,402</b>	<b>188,402</b>	<b>0</b>
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
<b>Total E-Learning</b>						<b>4,500</b>	<b>4,500</b>	<b>0</b>
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
<b>Total Innovation &amp; Special Proj:E-Learn</b>						<b>105,000</b>	<b>104,655</b>	<b>345</b>
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
<b>Total Native Grant</b>						<b>134,755</b>	<b>81,375</b>	<b>53,380</b>
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
<b>Total Indigenous Ed. Board Actions Plan Total</b>						<b>57,768</b>	<b>0</b>	<b>57,768</b>
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
<b>Total Literacy Consultant</b>						<b>5,600</b>	<b>5,600</b>	<b>0</b>
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
<b>000 General Total</b>						<b>175,282</b>	<b>174,254</b>	<b>1,028</b>
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
<b>290 Alt Ed Total</b>						<b>15,906</b>	<b>22,406</b>	<b>-6,500</b>
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
<b>410 Literacy Total</b>						<b>40,100</b>	<b>49,100</b>	<b>-9,000</b>
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
<b>411 Numeracy Total</b>						<b>37,455</b>	<b>47,455</b>	<b>-10,000</b>

**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
		<b>412 Pathways Total</b>				<b>76,482</b>	<b>80,705</b>	<b>-4,223</b>
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
		<b>413 Comm Culture &amp; Caring Total</b>				<b>11,054</b>	<b>15,094</b>	<b>-4,040</b>
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
		<b>414 Student Success Teachers/Teams</b>				<b>15,000</b>	<b>20,000</b>	<b>-5,000</b>
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
		<b>417 SAL Total</b>				<b>4,300</b>	<b>4,300</b>	<b>0</b>
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
		<b>Con Ed Total</b>				<b>16,500</b>	<b>12,000</b>	<b>4,500</b>
<b>Total Student Success</b>						<b>392,679</b>	<b>425,914</b>	<b>-33,235</b>
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
<b>Total New Teacher Induction Program</b>						<b>77,678</b>	<b>77,332</b>	<b>346</b>
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
<b>Total Specialist High Skills Major</b>						<b>217,333</b>	<b>233,923</b>	<b>-16,590</b>
<b>Total Curriculum - GSN</b>						<b>1,183,715</b>	<b>1,121,701</b>	<b>62,014</b>

**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
<b>Total Focus on Youth</b>						<b>50,000</b>	<b>50,000</b>	<b>0</b>
103251000445	Student Voice Initiative	Program Supplies				0	4,365	(4,365)
<b>Total Student Engagement - Speakup</b>						<b>0</b>	<b>4,365</b>	<b>(4,365)</b>
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
154104000447	TLLP Teacher Learning & Leadership	Board Admin Costs per agreement - credit to 351106000000				2,010	2,010	0
<b>Total Teacher Learning &amp; Leadership Sec</b>						<b>22,110</b>	<b>22,110</b>	<b>0</b>
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
<b>Total Elementary</b>						<b>34,725</b>	<b>34,725</b>	<b>0</b>
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)
<b>Total Secondary</b>						<b>0</b>	<b>25,500</b>	<b>(25,500)</b>
Secondary		2015-2016						
103254282448	TLLP Teacher Learning & Leadership	Program Supplies				0	23,943	(23,943)
<b>Total Secondary</b>						<b>0</b>	<b>23,943</b>	<b>(23,943)</b>
<b>Total Teacher Learning &amp; Leadership</b>						<b>34,725</b>	<b>84,168</b>	<b>(49,443)</b>
103254000470	SHSM - EPO Grant	Program Supplies				58,870	58,870	0
<b>Total SHSM - EPO Grant</b>						<b>58,870</b>	<b>58,870</b>	<b>0</b>
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
<b>Total Student Success Transitions</b>						<b>10,904</b>	<b>10,904</b>	<b>0</b>
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
<b>Total Student Success EPO</b>						<b>13,993</b>	<b>13,993</b>	<b>0</b>
<b>Sub Total EPO</b>						<b>179,698</b>	<b>233,506</b>	<b>(53,808)</b>

## 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
<b>Total Summer Literacy Gr1-3</b>						<b>75,000</b>	<b>75,000</b>	<b>0</b>
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)
<b>Total Robotics Action Research</b>						<b>0</b>	<b>20,000</b>	<b>(20,000)</b>
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
<b>Total Ontario Youth Apprenticeship</b>						<b>95,285</b>	<b>95,285</b>	<b>0</b>
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)
<b>Total Safety in Tech/Labs</b>						<b>0</b>	<b>0</b>	<b>0</b>
<b>Sub Total Other Grants</b>						<b>170,285</b>	<b>190,285</b>	<b>(20,000)</b>
<b>Total EPO and Other Grants</b>						<b>349,983</b>	<b>423,791</b>	<b>(73,808)</b>



**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
<b>Total Continuing Education</b>						<b>600</b>	<b>600</b>	<b>0</b>
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
<b>Total Con Ed Credit Courses</b>						<b>8,500</b>	<b>6,000</b>	<b>2,500</b>
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
<b>Total Con Ed - eLearning</b>						<b>97,900</b>	<b>97,900</b>	<b>0</b>
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
<b>Total Con Ed - Literacy &amp; Numeracy</b>						<b>14,700</b>	<b>14,700</b>	<b>0</b>
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
<b>Total Con Ed - Summer School</b>						<b>9,500</b>	<b>9,500</b>	<b>0</b>
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
<b>Total Con Ed - Intern'l Language</b>						<b>17,600</b>	<b>17,600</b>	<b>0</b>
<b>Total Continuing Education</b>						<b>148,800</b>	<b>146,300</b>	<b>2,500</b>

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						
<b>INSTRUCTION</b>						
10 185 Supply - Prof Dev	9,120		9,120	9,120	9,803	0
<b>Total Salaries &amp; Wages</b>	<b>9,120</b>		<b>9,120</b>	<b>9,120</b>	<b>9,803</b>	<b>0</b>
10 285 Benefits - Supply Professional Development.	880		880	880	884	0
<b>Total Employee Benefits</b>	<b>880</b>		<b>880</b>	<b>880</b>	<b>884</b>	<b>0</b>
10 325 Program Supplies	12,480		12,480	12,480	11,781	0
10 361 Automobile Reimbursement	500		500	500	418	0
<b>Total Supplies &amp; Services</b>	<b>12,980</b>		<b>12,980</b>	<b>12,980</b>	<b>12,199</b>	<b>0</b>
<b>Total INSTRUCTION</b>	<b>22,980</b>		<b>22,980</b>	<b>22,980</b>	<b>22,886</b>	<b>0</b>

# 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)
<b>SPECIAL EDUCATION</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>284,109</b>		<b>284,109</b>	<b>286,525</b>	<b>239,363</b>	<b>-2,416</b>
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
		<b>Total Employee Benefits</b>	<b>38,008</b>		<b>38,008</b>	<b>37,808</b>	<b>34,342</b>	<b>200</b>
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
		<b>Total Staff Development</b>	<b>34,900</b>		<b>34,900</b>	<b>34,900</b>	<b>27,316</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>155,733</b>		<b>155,733</b>	<b>150,343</b>	<b>179,591</b>	<b>5,390</b>
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)
<b>Total Replacement of F&amp;E</b>	<b>597,008</b>	<b>-97,001</b>	<b>500,007</b>	<b>597,008</b>	<b>238,218</b>	<b>-97,001</b>
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
<b>Total Fees &amp; Contract Services</b>	<b>40,500</b>		<b>40,500</b>	<b>40,500</b>	<b>39,681</b>	<b>0</b>
<b>Total SPECIAL EDUCATION</b>	<b>1,150,258</b>	<b>-97,001</b>	<b>1,053,257</b>	<b>1,147,084</b>	<b>758,511</b>	<b>-93,827</b>
<b>STUDENT SUPPORT SERVICES</b>						
21 317 Professional Development - Non Teaching	1,200		1,200	900	193	300
<b>Total Staff Development</b>	<b>1,200</b>		<b>1,200</b>	<b>900</b>	<b>193</b>	<b>300</b>
21 325 Program Supplies	2,000		2,000			2,000
21 361 Automobile Reimbursement	9,000		9,000	9,000	6,131	0
<b>Total Supplies &amp; Services</b>	<b>11,000</b>		<b>11,000</b>	<b>9,000</b>	<b>6,131</b>	<b>2,000</b>
<b>Total STUDENT SUPPORT SERVICES</b>	<b>12,200</b>		<b>12,200</b>	<b>9,900</b>	<b>6,324</b>	<b>2,300</b>
<b>COMPUTER SERVICES</b>						
22 135 Technicians - Student Support	55,247		55,247	54,030		1,217
<b>Total Salaries &amp; Wages</b>	<b>55,247</b>		<b>55,247</b>	<b>54,030</b>		<b>1,217</b>
22 235 Benefits - Technicians - Student Support	7,204		7,204	7,204		0
<b>Total Employee Benefits</b>	<b>7,204</b>		<b>7,204</b>	<b>7,204</b>		<b>0</b>
<b>Total COMPUTER SERVICES</b>	<b>62,451</b>		<b>62,451</b>	<b>61,234</b>		<b>1,217</b>
<b>Total Operating GSN</b>	<b>1,247,889</b>	<b>-97,001</b>	<b>1,150,888</b>	<b>1,241,198</b>	<b>787,720</b>	<b>-90,310</b>

**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)
<b>Operating EPO Grants</b>						
<b>INSTRUCTION</b>						
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
<b>Total Salaries &amp; Wages</b>	<b>25,308</b>		<b>25,308</b>	<b>25,308</b>	<b>30,048</b>	<b>0</b>
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
<b>Total Employee Benefits</b>	<b>2,442</b>		<b>2,442</b>	<b>2,442</b>	<b>2,617</b>	<b>0</b>
10 315 Professional Development - Academic & S O 's	8,750		8,750	8,750	20,584	0
<b>Total Staff Development</b>	<b>8,750</b>		<b>8,750</b>	<b>8,750</b>	<b>20,584</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>14,986</b>		<b>14,986</b>	<b>14,960</b>	<b>30,041</b>	<b>26</b>
<b>Total INSTRUCTION</b>	<b>51,486</b>		<b>51,486</b>	<b>51,460</b>	<b>83,290</b>	<b>26</b>

**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)
<b>SPECIAL EDUCATION</b>								
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
		<b>Total Salaries &amp; Wages</b>	<b>106,761</b>		<b>106,761</b>	<b>110,226</b>	<b>15,049</b>	<b>-3,465</b>
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
		<b>Total Employee Benefits</b>	<b>17,921</b>		<b>17,921</b>	<b>18,614</b>	<b>1,271</b>	<b>-693</b>
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
		<b>Total Staff Development</b>	<b>1,300</b>		<b>1,300</b>	<b>1,300</b>	<b>939</b>	<b>0</b>
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
		<b>Total Supplies &amp; Services</b>	<b>10,911</b>		<b>10,911</b>	<b>6,776</b>	<b>3,551</b>	<b>4,135</b>
		<b>Total SPECIAL EDUCATION</b>	<b>136,893</b>		<b>136,893</b>	<b>136,916</b>	<b>20,810</b>	<b>-23</b>
<b>SCHOOL MANAGEMENT</b>								
15	315	Professional Development - Academic & S.O.'s	12,000		12,000	12,000	2,205	0
		<b>Total Staff Development</b>	<b>12,000</b>		<b>12,000</b>	<b>12,000</b>	<b>2,205</b>	<b>0</b>
15	325	Program Supplies	2,000		2,000	2,000	832	0
15	361	Automobile Reimbursement	1,000		1,000	1,000	164	0
		<b>Total Supplies &amp; Services</b>	<b>3,000</b>		<b>3,000</b>	<b>3,000</b>	<b>997</b>	<b>0</b>
		<b>Total SCHOOL MANAGEMENT</b>	<b>15,000</b>		<b>15,000</b>	<b>15,000</b>	<b>3,202</b>	<b>0</b>

**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)
<b>SENIOR ADMINISTRATION</b>						
32 315 Professional Development - Academic & S O 's	0		0	0		0
<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
32 325 Program Supplies	4,553		4,553	4,553	134	0
32 361 Automobile Reimbursement	0		0	0		0
<b>Total Supplies &amp; Services</b>	<b>4,553</b>		<b>4,553</b>	<b>4,553</b>	<b>134</b>	<b>0</b>
<b>Total SENIOR ADMINISTRATION</b>	<b>4,553</b>		<b>4,553</b>	<b>4,553</b>	<b>134</b>	<b>0</b>
<b>Total Operating EPO Grants</b>	<b>207,932</b>		<b>207,932</b>	<b>207,929</b>	<b>107,436</b>	<b>3</b>



**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)
<b>TOTAL BUDGET</b>	<b>1,455,821</b>	<b>-97,001</b>	<b>1,358,820</b>	<b>1,449,127</b>	<b>895,156</b>	<b>-90,307</b>

**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
	<b>10 Total</b>						<b>9,120</b>
	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				
	<b>12 Total</b>			<b>97,322</b>		<b>94,613</b>	<b>15,960</b>
	21	355	Child Youth Workers				
	<b>21 Total</b>						
	22	302	ISA 1 - Personalized Equipment			55,247	
	<b>22 Total</b>					<b>55,247</b>	
<b>Curriculum - Learning For All - Shypula Total</b>				<b>97,322</b>		<b>55,247</b>	<b>25,080</b>
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy				1,368
		423	Safe and Accepting Schools				23,940
	<b>10 Total</b>						<b>25,308</b>
	12	385	Autism EPO	65,702			2,280
	<b>12 Total</b>			<b>65,702</b>			<b>2,280</b>
	15	219	Ontario Leadership Strategy				
	<b>15 Total</b>						
	32	219	Ontario Leadership Strategy				
	<b>32 Total</b>						
<b>EPO - Learning For All - Shypula Total</b>				<b>65,702</b>			<b>27,588</b>
<b>Grand Total</b>				<b>163,024</b>		<b>55,247</b>	<b>94,613</b>

**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			
	<b>10 Total</b>					
	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		
	<b>12 Total</b>			<b>69,084</b>	<b>7,130</b>	<b>21,733</b>
	21	355	Child Youth Workers			
	<b>21 Total</b>					
	22	302	ISA 1 - Personalized Equipment			
	<b>22 Total</b>					
<b>Curriculum - Learning For All - Shypula Total</b>				<b>69,084</b>	<b>7,130</b>	<b>21,733</b>
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy			
		423	Safe and Accepting Schools			
	<b>10 Total</b>					
	12	385	Autism EPO	3,648	34,821	310
	<b>12 Total</b>			<b>3,648</b>	<b>34,821</b>	<b>310</b>
	15	219	Ontario Leadership Strategy			
	<b>15 Total</b>					
	32	219	Ontario Leadership Strategy			
	<b>32 Total</b>					
<b>EPO - Learning For All - Shypula Total</b>				<b>3,648</b>	<b>34,821</b>	<b>310</b>
<b>Grand Total</b>				<b>72,732</b>	<b>34,821</b>	<b>34,873</b>

**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	
	<b>10 Total</b>						<b>880</b>	
	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
	<b>12 Total</b>				<b>7,379</b>		<b>1,540</b>	<b>6,666</b>
	21	355	Child Youth Workers					
	<b>21 Total</b>							
	22	302	ISA 1 - Personalized Equipment	7,204				
	<b>22 Total</b>			<b>7,204</b>				
<b>Curriculum - Learning For All - Shypula Total</b>				<b>7,204</b>	<b>7,379</b>		<b>2,420</b>	<b>6,666</b>
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy				132	
		423	Safe and Accepting Schools				2,310	
	<b>10 Total</b>						<b>2,442</b>	
	12	385	Autism EPO				220	352
	<b>12 Total</b>						<b>220</b>	<b>352</b>
	15	219	Ontario Leadership Strategy					
	<b>15 Total</b>							
	32	219	Ontario Leadership Strategy					
	<b>32 Total</b>							
<b>EPO - Learning For All - Shypula Total</b>							<b>2,662</b>	<b>352</b>
<b>Grand Total</b>				<b>7,204</b>	<b>7,379</b>		<b>5,082</b>	<b>7,018</b>
								<b>4,179</b>
								<b>4,179</b>

**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	S.O.'s	Textbooks & Learning Materials	Program Supplies	Instructional Supplies
Curriculum - Learning For All - Shypula	10	452	Sports Coordinator					12,480	
	<b>10 Total</b>							<b>12,480</b>	
	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						
	<b>12 Total</b>			<b>690</b>	<b>20,200</b>	<b>14,700</b>	<b>5,500</b>	<b>81,298</b>	<b>8,000</b>
	21	355	Child Youth Workers				1,200	2,000	
	<b>21 Total</b>						<b>1,200</b>	<b>2,000</b>	
	22	302	ISA 1 - Personalized Equipment						
	<b>22 Total</b>								
<b>Curriculum - Learning For All - Shypula Total</b>				<b>690</b>	<b>20,200</b>	<b>15,900</b>	<b>5,500</b>	<b>95,778</b>	<b>8,000</b>
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy					9,799	
		423	Safe and Accepting Schools			8,750		2,887	
	<b>10 Total</b>					<b>8,750</b>		<b>12,686</b>	
	12	385	Autism EPO	30			1,300	5,911	
	<b>12 Total</b>			<b>30</b>			<b>1,300</b>	<b>5,911</b>	
	15	219	Ontario Leadership Strategy			12,000		2,000	
	<b>15 Total</b>					<b>12,000</b>		<b>2,000</b>	
	32	219	Ontario Leadership Strategy					4,553	
	<b>32 Total</b>							<b>4,553</b>	
<b>EPO - Learning For All - Shypula Total</b>				<b>30</b>	<b>20,750</b>	<b>1,300</b>		<b>25,150</b>	
<b>Grand Total</b>				<b>720</b>	<b>40,950</b>	<b>17,200</b>	<b>5,500</b>	<b>120,928</b>	<b>8,000</b>

**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				
	<b>10 Total</b>				<b>500</b>				
	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						
	<b>12 Total</b>			<b>8,000</b>	<b>40,500</b>	<b>3,000</b>	<b>1,450</b>	<b>2,000</b>	<b>235</b>
	21	355	Child Youth Workers		9,000				
	<b>21 Total</b>				<b>9,000</b>				
	22	302	ISA 1 - Personalized Equipment						
	<b>22 Total</b>								
<b>Curriculum - Learning For All - Shypula Total</b>				<b>8,000</b>	<b>50,000</b>	<b>3,000</b>	<b>1,450</b>	<b>2,000</b>	<b>235</b>
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy		300				
		423	Safe and Accepting Schools		2,000				
	<b>10 Total</b>				<b>2,300</b>				
	12	385	Autism EPO		5,000				
	<b>12 Total</b>				<b>5,000</b>				
	15	219	Ontario Leadership Strategy		1,000				
	<b>15 Total</b>				<b>1,000</b>				
	32	219	Ontario Leadership Strategy						
	<b>32 Total</b>								
<b>EPO - Learning For All - Shypula Total</b>					<b>8,300</b>				
<b>Grand Total</b>				<b>8,000</b>	<b>58,300</b>	<b>3,000</b>	<b>1,450</b>	<b>2,000</b>	<b>235</b>

**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								
<b>Curriculum - Learning For All - Shypula Total</b>				<b>2,500</b>	<b>500</b>		<b>106,500</b>	<b>393,507</b>	<b>2,750</b>
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								
<b>EPO - Learning For All - Shypula Total</b>				<b>2,500</b>	<b>500</b>		<b>106,500</b>	<b>393,507</b>	<b>2,750</b>
<b>Grand Total</b>				<b>2,500</b>	<b>500</b>		<b>106,500</b>	<b>393,507</b>	<b>2,750</b>

**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
	<b>10 Total</b>			<b>22,980</b>
	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
	<b>12 Total</b>			<b>1,053,257</b>
	21	355	Child Youth Workers	12,200
	<b>21 Total</b>			<b>12,200</b>
	22	302	ISA 1 - Personalized Equipment	62,451
	<b>22 Total</b>			<b>62,451</b>
<b>Curriculum - Learning For All - Shypula Total</b>				<b>1,150,888</b>
EPO - Learning For All - Shypula	10	219	Ontario Leadership Strategy	11,599
		423	Safe and Accepting Schools	39,887
	<b>10 Total</b>			<b>51,486</b>
	12	385	Autism EPO	136,893
	<b>12 Total</b>			<b>136,893</b>
	15	219	Ontario Leadership Strategy	15,000
	<b>15 Total</b>			<b>15,000</b>
	32	219	Ontario Leadership Strategy	4,553
	<b>32 Total</b>			<b>4,553</b>
<b>EPO - Learning For All - Shypula Total</b>				<b>207,932</b>
<b>Grand Total</b>				<b>1,358,820</b>



## 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
<b>Total Special Education</b>						<b>166,735</b>	<b>168,235</b>	<b>(1,500)</b>
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
<b>Total SEA - Personalized Equipment</b>						<b>662,450</b>	<b>758,234</b>	<b>(95,784)</b>
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
<b>Total Resource Staff</b>						<b>15,800</b>	<b>15,800</b>	<b>0</b>
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
<b>Total Special Ed - Co-ordinator</b>						<b>5,000</b>	<b>5,000</b>	<b>0</b>
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
<b>Total Information Technology Spec Ed</b>						<b>4,500</b>	<b>4,500</b>	<b>0</b>
123251000343	System Materials	Program Supplies				14,646	14,646	0
123254000343	System Materials	Program Supplies				3,000	3,000	0
<b>Total System Materials</b>						<b>17,646</b>	<b>17,646</b>	<b>0</b>
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
<b>Total Non-Violent Crisis Intervention</b>						<b>9,800</b>	<b>5,800</b>	<b>4,000</b>
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
<b>Total E.A.'s</b>						<b>15,090</b>	<b>15,090</b>	<b>0</b>
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
<b>Total Child Youth Workers</b>						<b>12,200</b>	<b>9,900</b>	<b>2,300</b>
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
<b>Total Speech</b>						<b>14,820</b>	<b>13,820</b>	<b>1,000</b>

**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
<b>Total Hearing Impaired</b>						<b>7,270</b>	<b>7,270</b>	<b>0</b>
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
<b>Total Social Worker</b>						<b>8,850</b>	<b>8,850</b>	<b>0</b>
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
<b>Total Gifted Program</b>						<b>13,300</b>	<b>13,300</b>	<b>0</b>
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
<b>Total Mental Health Lead</b>						<b>153,055</b>	<b>150,271</b>	<b>2,784</b>
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
<b>Total Pilot Projects</b>						<b>18,892</b>	<b>22,002</b>	<b>(3,110)</b>
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
<b>Total IEP</b>						<b>2,500</b>	<b>2,500</b>	<b>0</b>
<b>Total Special Education - GSN</b>						<b>1,127,908</b>	<b>1,218,218</b>	<b>(90,310)</b>
<b>2016-2017 PRELIM EXPENDITURE ESTIMATES - OTHER - GSN - SHYPULA</b>								
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
	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
<b>Total Sports Coordinator</b>						<b>22,980</b>	<b>22,980</b>	<b>0</b>
<b>Total Other - GSN</b>						<b>22,980</b>	<b>22,980</b>	<b>0</b>
<b>Total Curriculum - GSN</b>						<b>1,150,888</b>	<b>1,241,198</b>	<b>(90,310)</b>

**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						
<b>Total Autism - EPO Grant</b>						<b>136,893</b>	<b>136,916</b>	<b>(23)</b>
<b>Total Special Education - EPO</b>						<b>136,893</b>	<b>136,916</b>	<b>(23)</b>

**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
<b>Total Ontario Leadership Strategy</b>						<b>31,152</b>	<b>31,152</b>	<b>0</b>
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
<b>Total Well-Being:Safe, Accepting and Healthy Schools and Mental Health</b>						<b>39,887</b>	<b>39,861</b>	<b>26</b>
<b>Total Other EPO</b>						<b>71,039</b>	<b>71,013</b>	<b>26</b>
<b>Total Grants</b>						<b>207,932</b>	<b>207,929</b>	<b>3</b>

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



**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)
<b>SCHOOL MANAGEMENT</b>						
15 315 Professional Development - Academic & S.O.'s	0		0	0	2,778	0
<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>2,778</b>	<b>0</b>
15 325 Program Supplies	5,000		5,000	0	3,955	5,000
<b>Total Supplies &amp; Services</b>	<b>5,000</b>		<b>5,000</b>	<b>0</b>	<b>3,955</b>	<b>5,000</b>
15 661 Software Fees & Licenses	0		0	0	3,576	0
<b>Total Fees &amp; Contract Services</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>3,576</b>	<b>0</b>
<b>Total SCHOOL MANAGEMENT</b>	<b>5,000</b>		<b>5,000</b>	<b>0</b>	<b>10,308</b>	<b>5,000</b>
<b>TEACHER SUPPORT SERVICES</b>						
25 315 Professional Development - Academic & S.O.'s	3,500		3,500	3,500	6,802	0
<b>Total Staff Development</b>	<b>3,500</b>		<b>3,500</b>	<b>3,500</b>	<b>6,802</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>6,900</b>		<b>6,900</b>	<b>6,900</b>	<b>6,844</b>	<b>0</b>
25 502 Replacement of Furniture & Equipment - Computer Tech	0		0	0		0
<b>Total Replacement of F&amp;E</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
25 702 Association & Membership Fees - Individuals	500		500	500	239	0
<b>Total Fees &amp; Contract Services</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>239</b>	<b>0</b>
<b>Total TEACHER SUPPORT SERVICES</b>	<b>10,900</b>		<b>10,900</b>	<b>10,900</b>	<b>13,885</b>	<b>0</b>
<b>Total Operating GSN</b>	<b>295,340</b>		<b>295,340</b>	<b>318,435</b>	<b>289,866</b>	<b>-23,095</b>
<b>TOTAL BUDGET</b>	<b>295,340</b>		<b>295,340</b>	<b>318,435</b>	<b>289,866</b>	<b>-23,095</b>

**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			
	<b>10 Total</b>			<b>84,444</b>		<b>8,782</b>		<b>60,023</b>	<b>90,140</b>	<b>500</b>	<b>29,661</b>
	12	449	Faith Animator		310						
	<b>12 Total</b>				<b>310</b>						
	15	220	Strategic Planning								5,000
	<b>15 Total</b>										<b>5,000</b>
	25	449	Faith Animator					1,500			500
		450	Religion					2,000			2,000
	<b>25 Total</b>							<b>3,500</b>			<b>2,500</b>
<b>Director of Education Total</b>				<b>84,444</b>	<b>310</b>	<b>8,782</b>	<b>30</b>	<b>63,523</b>	<b>90,140</b>	<b>500</b>	<b>37,161</b>
<b>Grand Total</b>				<b>84,444</b>	<b>310</b>	<b>8,782</b>	<b>30</b>	<b>63,523</b>	<b>90,140</b>	<b>500</b>	<b>37,161</b>

**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
	<b>10 Total</b>					<b>4,050</b>		<b>1,500</b>	<b>279,100</b>
	12	449 Faith Animator							340
	<b>12 Total</b>								<b>340</b>
	15	220 Strategic Planning							5,000
	<b>15 Total</b>								<b>5,000</b>
	25	449 Faith Animator	200	800					3,000
		450 Religion	1,000	2,000	400		500		7,900
	<b>25 Total</b>		<b>1,200</b>	<b>2,800</b>	<b>400</b>		<b>500</b>		<b>10,900</b>
<b>Director of Education Total</b>			<b>1,200</b>	<b>2,800</b>	<b>400</b>	<b>4,050</b>	<b>500</b>	<b>1,500</b>	<b>295,340</b>
<b>Grand Total</b>			<b>1,200</b>	<b>2,800</b>	<b>400</b>	<b>4,050</b>	<b>500</b>	<b>1,500</b>	<b>295,340</b>

**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
<b>Catholicity Total</b>						<b>25,000</b>	<b>15,500</b>	<b>9,500</b>
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
<b>Strategic Planning Total</b>						<b>5,000</b>	<b>0</b>	<b>5,000</b>
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				<u>38,076</u>	<u>25,764</u>	<u>12,312</u>
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.				<u>3,542</u>	<u>2,486</u>	<u>1,056</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)
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
	<b>Faith Animator Total</b>					<b>66,940</b>	<b>66,940</b>	<b>0</b>
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
		<del>New Textbooks - Gr. 4 (\$80/book x 679 students)</del>				0	54,320	-54,320
		New Textbooks - Gr. 5 (teacher resource \$995 x 36)				35,820	35,820	0
		<del>New Textbooks - Gr. 4 (teacher resources \$995 x 30)</del>				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
		<del>Printing &amp; Publication of Tough Questions materials</del>				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
<b>Religion Total</b>						<b>178,400</b>	<b>230,995</b>	<b>-52,595</b>
103151000467	Catholic Learning Communities	Professional Development - Academic & S.O.'s (Faith Day expenses)				20,000	5,000	15,000
<b>Catholic Learning Communities Total</b>						<b>20,000</b>	<b>5,000</b>	<b>15,000</b>
<b>Total Curriculum - GSN</b>						<b>295,340</b>	<b>318,435</b>	<b>-23,095</b>
<b>OTHER</b>								
337256000221	Flowers/Cards	Miscellaneous - Flowers/Cards				1,500	1,500	0
<b>Flowers/Cards Total</b>						<b>1,500</b>	<b>1,500</b>	<b>0</b>
337256000225	Banquets	Miscellaneous - Service Recognition, Retiree dinner, Fr. Fogarty dinner, CSLA, Retiree Breakfast-Community Building				17,000	14,400	2,600
<b>Banquets Total</b>						<b>17,000</b>	<b>14,400</b>	<b>2,600</b>
						<b>313,840</b>	<b>334,335</b>	<b>-20,495</b>



**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
<b>Senior Team Development Total</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sub Total EPO</b>						<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# 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)	
<b>INSTRUCTION</b>							
10 406 Telephone - Data Communications Services	420,400		420,400	420,400	342,369	0	Appendix Q, V
<b>Total Supplies &amp; Services</b>	<b>420,400</b>		<b>420,400</b>	<b>420,400</b>	<b>342,369</b>	<b>0</b>	
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
<b>Total Replacement of F&amp;E</b>	<b>281,250</b>	<b>50,000</b>	<b>331,250</b>	<b>617,500</b>	<b>351,019</b>	<b>-286,250</b>	
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
<b>Total Fees &amp; Contract Services</b>	<b>264,050</b>		<b>264,050</b>	<b>251,900</b>	<b>184,438</b>	<b>12,150</b>	
<b>Total INSTRUCTION</b>	<b>965,700</b>	<b>50,000</b>	<b>1,015,700</b>	<b>1,289,800</b>	<b>877,826</b>	<b>-274,100</b>	
<b>SPECIAL EDUCATION</b>							
12 662 Maintenance Fees - Computer Technology	25,740		25,740	42,000		-16,260	
<b>Total Fees &amp; Contract Services</b>	<b>25,740</b>		<b>25,740</b>	<b>42,000</b>		<b>-16,260</b>	
<b>Total SPECIAL EDUCATION</b>	<b>25,740</b>		<b>25,740</b>	<b>42,000</b>		<b>-16,260</b>	

**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)	
<b>SCHOOL MANAGEMENT</b>									
15	115	Temporary Assistance - Clerical/Technical & Specialized	0		0	0	334	0	In Add'n to Salary Summary
		<b>Total Salaries &amp; Wages</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>334</b>	<b>0</b>	
15	215	Benefits - Temporary Assistance - Clerical/Technical & S	0		0	0	21	0	
		<b>Total Employee Benefits</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>21</b>	<b>0</b>	
15	317	Professional Development - Non Teaching	0		0	0	20	0	
		<b>Total Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	
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
		<b>Total Replacement of F&amp;E</b>	<b>3,350</b>		<b>3,350</b>	<b>3,350</b>		<b>0</b>	
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
		<b>Total Fees &amp; Contract Services</b>	<b>174,600</b>		<b>174,600</b>	<b>163,100</b>	<b>145,730</b>	<b>11,500</b>	
<b>Total</b>		<b>SCHOOL MANAGEMENT</b>	<b>177,950</b>		<b>177,950</b>	<b>166,450</b>	<b>146,105</b>	<b>11,500</b>	

**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)	
<b>COMPUTER SERVICES</b>									
22	317	Professional Development - Non Teaching	29,000		29,000	30,000	17,115	-1,000	Appendix Q, V
	<b>Total</b>	<b>Staff Development</b>	<b>29,000</b>		<b>29,000</b>	<b>30,000</b>	<b>17,115</b>	<b>-1,000</b>	
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>82,510</b>		<b>82,510</b>	<b>82,910</b>	<b>69,740</b>	<b>-400</b>	
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
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>5,000</b>		<b>5,000</b>	<b>5,000</b>	<b>3,254</b>	<b>0</b>	
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
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>12,752</b>		<b>12,752</b>	<b>12,752</b>	<b>13,656</b>	<b>0</b>	
<b>Total</b>	<b>COMPUTER SERVICES</b>		<b>129,262</b>		<b>129,262</b>	<b>130,662</b>	<b>103,765</b>	<b>-1,400</b>	
<b>INFORMATION TECHNOLOGY ADMINISTRATION</b>									
35	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350	9,414	0	Appendix Q, V
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>3,350</b>		<b>3,350</b>	<b>3,350</b>	<b>9,414</b>	<b>0</b>	
35	661	Software Fees & Licenses	11,000		11,000	11,000	11,000	0	Appendix Q, V
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>11,000</b>		<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	
<b>Total</b>	<b>INFORMATION TECHNOLOGY ADMINISTRATION</b>		<b>14,350</b>		<b>14,350</b>	<b>14,350</b>	<b>20,414</b>	<b>0</b>	
<b>TOTAL BUDGET</b>			<b>1,313,002</b>	<b>50,000</b>	<b>1,363,002</b>	<b>1,643,262</b>	<b>1,148,110</b>	<b>-280,260</b>	

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)
<b>INSTRUCTION</b>						
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
<b>Total Data Communications Services</b>		<b>285,150</b>	<b>135,250</b>	<b>420,400</b>	<b>420,400</b>	<b>0</b>
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
<b>Total Replacement Furniture &amp; Equipment - Computer Technology</b>		<b>148,200</b>	<b>136,500</b>	<b>284,700</b>	<b>570,950</b>	<b>-286,250</b>
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
<b>Total Replacement of Furniture &amp; Equipment - Network Connectivity</b>		<b>22,650</b>	<b>23,900</b>	<b>46,550</b>	<b>46,550</b>	<b>0</b>
106611000000	M5Office Annual License - Elementary & Secondary (66%)	42,000	42,000	84,000	84,000	0
<b>Total Software Fees &amp; Licenses</b>		<b>42,000</b>	<b>42,000</b>	<b>84,000</b>	<b>84,000</b>	<b>0</b>
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
<b>Total Maintenance Fees - Computer Technology</b>		<b>84,500</b>	<b>68,600</b>	<b>153,100</b>	<b>140,950</b>	<b>12,150</b>
<b>Total INSTRUCTION</b>		<b>582,500</b>	<b>406,250</b>	<b>988,750</b>	<b>1,262,850</b>	<b>-274,100</b>
<b>SCHOOL MANAGEMENT</b>						
154061000000	WAN	0	0	0	0	0
154061000000	Internet	0	0	0	0	0
<b>Total Telephone - Data Communications Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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
<b>Total Replacement of Furniture &amp; Equipment - Network Connectivity</b>		<b>1,675</b>	<b>1,675</b>	<b>3,350</b>	<b>3,350</b>	<b>0</b>
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
<b>Total Software Fees &amp; Licenses</b>		<b>36,695</b>	<b>21,705</b>	<b>58,400</b>	<b>46,900</b>	<b>11,500</b>
<b>Total SCHOOL MANAGEMENT</b>		<b>38,370</b>	<b>23,380</b>	<b>61,750</b>	<b>50,250</b>	<b>11,500</b>
<b>COMPUTER SERVICES</b>						
223171000021	Professional Development for Technicians	4,000	4,000	8,000	9,000	-1,000
<b>Total Professional Development - Non Teaching</b>		<b>4,000</b>	<b>4,000</b>	<b>8,000</b>	<b>9,000</b>	<b>-1,000</b>
223321000000	Books & Periodicals	0	0	0	0	0
<b>Total Books &amp; Periodicals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
223361000021	Printing/Photocopying - Non-Instruct from PRC	450	450	900	900	0
<b>Total Printing/Photocopying - Non-Instruct</b>		<b>450</b>	<b>450</b>	<b>900</b>	<b>900</b>	<b>0</b>
223611000021	Automobile Reimbursement	11,000	7,000	18,000	18,000	0
<b>Total Automobile Reimbursement</b>		<b>11,000</b>	<b>7,000</b>	<b>18,000</b>	<b>18,000</b>	<b>0</b>
224021000021	Repairs - Computer Technology	7,500	7,500	15,000	16,000	-1,000
<b>Total Repairs - Computer Technology</b>		<b>7,500</b>	<b>7,500</b>	<b>15,000</b>	<b>16,000</b>	<b>-1,000</b>
224041000021	Telephone-Cellular/Pager	5,500	1,500	7,000	6,000	1,000
<b>Total Telephone-Cellular/Pager</b>		<b>5,500</b>	<b>1,500</b>	<b>7,000</b>	<b>6,000</b>	<b>1,000</b>
224061000000	WAN	15,000	15,000	30,000	30,000	0
224061000000	Internet	2,000	2,000	4,000	4,000	0
<b>Total Telephone - Data Communications Services</b>		<b>17,000</b>	<b>17,000</b>	<b>34,000</b>	<b>34,000</b>	<b>0</b>
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)
<b>Total Postage/Courier</b>		200	200	400	800	-400
224101000021	Office Supplies & Services	500	500	1,000	1,000	0
<b>Total Office Supplies &amp; Services</b>		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
<b>Total Replacement Furniture &amp; Equipment - General</b>		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
<b>Total Replacement Furniture &amp; Equipment - Computer Technology</b>		2,000	2,000	4,000	4,000	0
226621000000	Maintenace Fees - Computer Technology	500	0	500	500	0
<b>Total Maintenance Fees - Computer Technology</b>		500	0	500	500	0
227021000000	Association & Membership Fees - Individuals	500	0	500	500	0
<b>Total Association &amp; Membership Fees - Individuals</b>		500	0	500	500	0
<b>Total COMPUTER SERVICES</b>		49,650	40,650	90,300	91,700	-1,400
<b>TECHNICAL ADMINISTRATION</b>						
354066000000	WAN	0	0	0	0	0
354066000000	Internet	0	0	0	0	0
<b>Total Telephone - Data Communications Services</b>		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
<b>Total Replacement of Furniture &amp; Equipment - Network Connectivity</b>		0	3,350	3,350	3,350	0
356616000000	MSOffice Annual License (17%)		11,000	11,000	11,000	0
<b>Total Software Fees &amp; Licenses</b>		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
<b>Total Maintenance Fees - Computer Technology</b>		0	0	0	0	0
<b>Total TECHNICAL ADMINISTRATION</b>		0	14,350	14,350	14,350	0
<b>Grand Total</b>		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
<b>Maintenance fees - Computer Technology Total</b>			<b>26,950</b>	<b>26,950</b>	<b>0</b>
<b>Total Instruction</b>			<b>26,950</b>	<b>26,950</b>	<b>0</b>
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
<b>Total Maintenance Fees - Computer Technology</b>			<b>116,200</b>	<b>116,200</b>	<b>0</b>
<b>Total School Administration</b>			<b>116,200</b>	<b>116,200</b>	<b>0</b>
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
<b>Total Professional Development - Non Teaching</b>			<b>21,000</b>	<b>21,000</b>	<b>0</b>
223251000028	Program Supplies	Computer	600	600	0
223251000028	Program Supplies	Printer & Toner	600	600	0
223251000028	Program Supplies	Stationary Supplies	510	510	0
<b>Total Program Supplies</b>			<b>1,710</b>	<b>1,710</b>	<b>0</b>
223611000028	Automobile Reimbursement	Automobile Reimbursement	2,000	2,000	0
<b>Total Automobile Reimbursement</b>			<b>2,000</b>	<b>2,000</b>	<b>0</b>
224044000028	Telephone - Cellular		2,500	2,500	0
<b>Total Telephone - Cellular</b>			<b>2,500</b>	<b>2,500</b>	<b>0</b>
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
<b>Total Maintenance Fees - Computer Technology</b>			<b>11,752</b>	<b>11,752</b>	<b>0</b>
<b>Total Computer Services</b>			<b>38,962</b>	<b>38,962</b>	<b>0</b>
<b>Total Data Services</b>			<b>182,112</b>	<b>182,112</b>	<b>0</b>
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)
<b>Maintenance fees - Computer Technology Total</b>			<b>25,740</b>	<b>42,000</b>	<b>(16,260)</b>
<b>Total Special Education</b>			<b>25,740</b>	<b>42,000</b>	<b>(16,260)</b>
<b>Total Data Services &amp; Special Education</b>			<b>207,852</b>	<b>224,112</b>	<b>(16,260)</b>

# 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)	
<b>SCHOOL OPERATIONS</b>							
40 317	Professional Development - Non Teaching		3,000	3,000	4,295	0	
<b>Total</b>	<b>Staff Development</b>		<b>3,000</b>	<b>3,000</b>	<b>4,295</b>	<b>0</b>	
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
<b>Total</b>	<b>Supplies &amp; Services</b>		<b>2,673,599</b>	<b>2,640,248</b>	<b>2,628,939</b>	<b>33,351</b>	
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	
<b>Total</b>	<b>Replacement of F&amp;E</b>		<b>36,800</b>	<b>36,800</b>	<b>29,897</b>	<b>0</b>	
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	
<b>Total</b>	<b>Fees &amp; Contract Services</b>		<b>743,000</b>	<b>743,000</b>	<b>747,187</b>	<b>0</b>	
40 790	Amortization		4,236,992	4,236,992	3,939,991	297,002	
<b>Total</b>	<b>Amortization</b>		<b>4,236,992</b>	<b>4,236,992</b>	<b>3,939,991</b>	<b>297,002</b>	
<b>Total</b>	<b>SCHOOL OPERATIONS</b>		<b>7,693,391</b>	<b>7,363,038</b>	<b>7,350,309</b>	<b>330,353</b>	

# 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)	
<b>SCHOOL MAINTENANCE</b>									
41	317	Professional Development - Non Teaching	2,500		2,500	2,500	2,055	0	
	<b>Total</b>	<b>Staff Development</b>	<b>2,500</b>		<b>2,500</b>	<b>2,500</b>	<b>2,055</b>	<b>0</b>	
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	
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>717,300</b>		<b>717,300</b>	<b>717,300</b>	<b>976,264</b>	<b>0</b>	
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	
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>4,500</b>		<b>4,500</b>	<b>4,500</b>	<b>11,158</b>	<b>0</b>	
41	754	Debenture Interest - post May 15, 1998	66,800		66,800	70,930	74,866	-4,130	Appendix K.1 (item 1)
	<b>Total</b>	<b>Interest Charges on Capital</b>	<b>66,800</b>		<b>66,800</b>	<b>70,930</b>	<b>74,866</b>	<b>-4,130</b>	
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	
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>280,793</b>		<b>280,793</b>	<b>280,793</b>	<b>188,030</b>	<b>0</b>	
<b>Total</b>	<b>SCHOOL MAINTENANCE</b>		<b>1,071,893</b>		<b>1,071,893</b>	<b>1,076,023</b>	<b>1,252,373</b>	<b>-4,130</b>	

## 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)	
<b>SCHOOL RENEWAL</b>							
42 760 Local Improvements	1,009,389	-90,688	918,701	1,009,389	795,960	-90,688	
<b>Total Supplies &amp; Services</b>	<b>1,009,389</b>	<b>-90,688</b>	<b>918,701</b>	<b>1,009,389</b>	<b>795,960</b>	<b>-90,688</b>	
<b>Total SCHOOL RENEWAL</b>	<b>1,009,389</b>	<b>-90,688</b>	<b>918,701</b>	<b>1,009,389</b>	<b>795,960</b>	<b>-90,688</b>	
<b>NEW PUPIL PLACES</b>							
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)
<b>Total Interest Charges on Capital</b>	<b>2,079,570</b>		<b>2,079,570</b>	<b>2,193,442</b>	<b>2,261,701</b>	<b>-113,872</b>	
<b>Total NEW PUPIL PLACES</b>	<b>2,079,570</b>		<b>2,079,570</b>	<b>2,193,442</b>	<b>2,261,701</b>	<b>-113,872</b>	

# 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)	
<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>									
44	317	Professional Development - Non Teaching	0		0	0	77	0	
	<b>Total</b>	<b>Staff Development</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>77</b>	<b>0</b>	
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	
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>142,597</b>		<b>142,597</b>	<b>142,486</b>	<b>161,329</b>	<b>111</b>	
44	501	Replacement of Furniture & Equipment - General	2,000		2,000	2,000	3,885	0	
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>	<b>3,885</b>	<b>0</b>	
44	754	Debenture Interest - post May 15, 1998	35,996		35,996	38,222	40,343	-2,226	Appendix K.1 (item 4)
	<b>Total</b>	<b>Interest Charges on Capital</b>	<b>35,996</b>		<b>35,996</b>	<b>38,222</b>	<b>40,343</b>	<b>-2,226</b>	
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	
	<b>Total</b>	<b>Rental Expenses</b>	<b>18,484</b>		<b>18,484</b>	<b>18,484</b>	<b>18,587</b>	<b>0</b>	
44	654	Other Contractual Services	36,284		36,284	36,284	11,839	0	Fire/Alarm, etc.
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>36,284</b>		<b>36,284</b>	<b>36,284</b>	<b>11,839</b>	<b>0</b>	
<b>Total</b>	<b>OP &amp; MAINT/CAPITAL-NON INSTRUCTIONAL</b>		<b>235,361</b>		<b>235,361</b>	<b>237,476</b>	<b>236,059</b>	<b>-2,115</b>	

**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)	
<b>DIRECT CAPITAL &amp; DEBT</b>							
45 754	305,191		305,191	318,046	330,297	-12,855	Appendix K.1 (item 5)
<b>Total Interest Charges on Capital</b>	<b>305,191</b>		<b>305,191</b>	<b>318,046</b>	<b>330,297</b>	<b>-12,855</b>	
45 762	146,395		146,395	146,395	146,395	0	
<b>Total Other Expenses</b>	<b>146,395</b>		<b>146,395</b>	<b>146,395</b>	<b>146,395</b>	<b>0</b>	
<b>Total DIRECT CAPITAL &amp; DEBT</b>	<b>451,586</b>		<b>451,586</b>	<b>464,441</b>	<b>476,692</b>	<b>-12,855</b>	
<b>TOTAL BUDGET</b>	<b>12,541,190</b>	<b>-90,688</b>	<b>12,450,502</b>	<b>12,343,809</b>	<b>12,373,094</b>	<b>106,693</b>	

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
<b>TOTAL ELEMENTARY</b>	<b>959,234</b>	<b>119,016</b>	<b>164,705</b>	<b>1,242,955</b>	<b>882,718</b>	<b>134,560</b>	<b>243,909</b>	<b>1,261,186</b>	<b>879,638</b>	<b>138,287</b>	<b>263,201</b>	<b>1,281,126</b>
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
<b>TOTAL SECONDARY</b>	<b>874,944</b>	<b>86,266</b>	<b>72,012</b>	<b>1,033,222</b>	<b>864,945</b>	<b>66,349</b>	<b>121,934</b>	<b>1,053,227</b>	<b>864,945</b>	<b>68,339</b>	<b>133,356</b>	<b>1,066,640</b>
<b>TOTAL INSTRUCTIONAL</b>	<b>1,834,178</b>	<b>205,282</b>	<b>236,717</b>	<b>2,276,177</b>	<b>1,747,663</b>	<b>200,908</b>	<b>365,842</b>	<b>2,314,413</b>	<b>1,744,583</b>	<b>206,626</b>	<b>396,557</b>	<b>2,347,766</b>
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
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>57,664</b>	<b>2,905</b>	<b>5,411</b>	<b>65,980</b>	<b>55,037</b>	<b>3,707</b>	<b>9,041</b>	<b>67,785</b>	<b>55,037</b>	<b>3,818</b>	<b>9,041</b>	<b>67,896</b>
<b>TOTAL BOARD</b>	<b>1,891,842</b>	<b>208,187</b>	<b>242,128</b>	<b>2,342,157</b>	<b>1,802,700</b>	<b>204,615</b>	<b>374,883</b>	<b>2,382,198</b>	<b>1,799,620</b>	<b>210,444</b>	<b>405,598</b>	<b>2,415,662</b>



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

<b>School Maintenance</b>	<b>Prelim Budget Interest a/c 41-754</b>	<b>Principal</b>		<b>Total</b>	
Assumption College Energy Retrofit DEBENTURE (issue 2007)	66,800	87,968		154,768	
<b>Total School Maintenance</b>	<b>66,800</b>	<b>87,968</b>	<b>0</b>	<b>154,768</b>	<b>(Item 1)</b>
<b>New Pupil Places</b>	<b>Interest a/c 43-754</b>	<b>Principal</b>	<b>Deposit</b>	<b>Total</b>	
<b>General</b>					
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	
<b>New Pupil Places</b>					
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	
<b>Primary Class Size</b>					
OFA Debenture (issue 2010) re: Sacred Heart Paris & Jean Vanier	62,795	42,170		104,965	
<b>Prohibitive to Repair</b>					
OFA Debenture (issue 2010) re: Jean Vanier	303,815	204,027		507,842	
	<b>2,075,970</b>	<b>2,245,014</b>	<b>0</b>	<b>4,320,984</b>	<b>(Item 2)</b>
<b>Capital Loan</b>	<b>Interest a/c 43-761</b>	<b>Principal</b>		<b>Total</b>	
Capital Loan - Diocese of Hamilton	3,600	60,000		63,600	
	<b>3,600</b>	<b>60,000</b>	<b>0</b>	<b>63,600</b>	<b>(Item 3)</b>
<b>Total New Pupil Places</b>	<b>2,079,570</b>	<b>2,305,014</b>	<b>0</b>	<b>4,384,584</b>	
<b>Op &amp; Maint/Capital - Non-Instructional</b>	<b>Interest a/c 44-754</b>	<b>Principal</b>		<b>Total</b>	
Board Office Addition DEBENTURE (issue 2007)	35,996	47,403		83,399	
<b>Total Op &amp; Maint/Capital - Non-Instructional</b>	<b>35,996</b>	<b>47,403</b>	<b>0</b>	<b>83,399</b>	<b>(Item 4)</b>
<b>Direct Capital &amp; Debt - Good Places to Learn</b>	<b>Interest a/c 45-754</b>	<b>Principal</b>		<b>Total</b>	
GPL Projects 2006 - 2008 OFA DEBENTURE (issue 2006, 2008, 2009 & 2010)	305,191	275,962		581,153	
<b>Total Direct Capital &amp; Debt - Good Places to Learn</b>	<b>305,191</b>	<b>275,962</b>	<b>0</b>	<b>581,153</b>	<b>(Item 5)</b>
<b>Total Debenture Payments</b>	<b>2,487,557</b>	<b>2,716,347</b>	<b>0</b>	<b>5,203,904</b>	

**Brant Haldimand Norfolk Catholic District School Board  
2017-2018 PRELIMINARY EXPENDITURE ESTIMATES  
PORTABLE CLASSROOM LEASES  
Rental of Instructional Accommodation (a/c 40-610)**

Appendix K 2

1) LEASES - C.L. MARTIN LTD.

# of leased portables 2016-2017  
# required for Sept 2017-2018

Lease cost \$550/month      0  
Lease cost \$575/month      0  
Lease cost \$650/month      0

	Elementary	Secondary	Total
# of leased portables 2016-2017	0	0	0
# required for Sept 2017-2018	0	0	0
Lease cost \$550/month      0	561.88	0	0
Lease cost \$575/month      0	587.42	0	0
Lease cost \$650/month      0	664.04	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
2) ST MARY'S (BRANT) - GYM RENTAL	0	0	0
3) MARKET STREET - ALTERNATIVE ED			0
	<u>0</u>	<u>0</u>	<u>0</u>

(Item 1)

**OTHER LEASED PREMISES (a/c 44-611)**

Maintenance Shop - Mortgage Payment Units 11, 12, 13  
Maintenance Shop - Fees      Common Element Fees @ \$1540 67/month

Maintenance Shop - Mortgage Payment Units 11, 12, 13	0
Maintenance Shop - Fees      Common Element Fees @ \$1540 67/month	<u>18,488</u>
	<u>18,488</u>

(Item 2)

**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)
<b>GOVERNANCE/TRUSTEES</b>								
31	317	Professional Development - Non Teaching	23,000		23,000	23,000	14,073	0
	<b>Total</b>	<b>Staff Development</b>	<b>23,000</b>		<b>23,000</b>	<b>23,000</b>	<b>14,073</b>	<b>0</b>
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
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>30,800</b>		<b>30,800</b>	<b>30,800</b>	<b>18,590</b>	<b>0</b>
31	502	Replacement of Furniture & Equipment - Computer Tech	2,000		2,000	2,000		0
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>2,000</b>		<b>2,000</b>	<b>2,000</b>		<b>0</b>
31	702	Association & Membership Fees - Individuals	0		0	0		0
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
<b>Total</b>	<b>GOVERNANCE/TRUSTEES</b>		<b>55,800</b>		<b>55,800</b>	<b>55,800</b>	<b>32,663</b>	<b>0</b>

# 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)	
<b>SENIOR ADMINISTRATION</b>									
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)
	<b>Total</b>	<b>Staff Development</b>	<b>27,300</b>		<b>27,300</b>	<b>30,359</b>	<b>25,022</b>	<b>-3,059</b>	
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	
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>26,750</b>		<b>26,750</b>	<b>26,750</b>	<b>10,926</b>	<b>0</b>	
32	702	Association & Membership Fees - Individuals	10,900		10,900	10,900	8,850	0	Appendix N (item 7)
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>10,900</b>		<b>10,900</b>	<b>10,900</b>	<b>8,850</b>	<b>0</b>	
32	725	Miscellaneous	1,500		1,500	1,500	1,277	0	Appendix N (item 8)
	<b>Total</b>	<b>Other Expenses</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>	<b>1,277</b>	<b>0</b>	
<b>Total</b>	<b>SENIOR ADMINISTRATION</b>		<b>66,450</b>		<b>66,450</b>	<b>69,509</b>	<b>46,075</b>	<b>-3,059</b>	

# 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)	
<b>ADMINISTRATION AND OTHER SUPPORT</b>							
33 317	Professional Development - Non Teaching	6,100	6,100	6,100	10,354	0	
<b>Total Staff Development</b>		<b>6,100</b>	<b>6,100</b>	<b>6,100</b>	<b>10,354</b>	<b>0</b>	
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	
<b>Total Supplies &amp; Services</b>		<b>43,300</b>	<b>43,300</b>	<b>43,300</b>	<b>32,114</b>	<b>0</b>	
33 501	Replacement of Furniture & Equipment - General	0	0	0	5,487	0	
<b>Total Replacement of F&amp;E</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>5,487</b>	<b>0</b>	
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	
<b>Total Fees &amp; Contract Services</b>		<b>176,836</b>	<b>176,836</b>	<b>115,750</b>	<b>199,706</b>	<b>61,086</b>	
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
<b>Total Other Expenses</b>		<b>35,500</b>	<b>35,500</b>	<b>32,900</b>	<b>25,035</b>	<b>2,600</b>	
33 790	Amortization	49,201	49,201	49,201	49,201	0	
<b>Total Amortization</b>		<b>49,201</b>	<b>49,201</b>	<b>49,201</b>	<b>49,201</b>	<b>0</b>	
<b>Total ADMINISTRATION AND OTHER SUPPORT</b>		<b>310,937</b>	<b>310,937</b>	<b>247,251</b>	<b>321,898</b>	<b>63,686</b>	

# 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)	
<b>HUMAN RESOURCES ADMINISTRATION</b>									
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	
	<b>Total</b>	<b>Staff Development</b>	<b>5,950</b>		<b>5,950</b>	<b>5,950</b>	<b>6,864</b>	<b>0</b>	
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	
	<b>Total</b>	<b>Supplies &amp; Services</b>	<b>27,400</b>		<b>27,400</b>	<b>27,400</b>	<b>17,327</b>	<b>0</b>	
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	
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>228,120</b>		<b>228,120</b>	<b>256,120</b>	<b>159,913</b>	<b>-28,000</b>	
<b>Total</b>	<b>HUMAN RESOURCES ADMINISTRATION</b>		<b>261,470</b>		<b>261,470</b>	<b>289,470</b>	<b>184,103</b>	<b>-28,000</b>	
<b>INFORMATION TECHNOLOGY ADMINISTRATION</b>									
35	503	Replacement of Furniture & Equipment - Network Conne	3,350		3,350	3,350	9,414	0	Appendix Q, V
	<b>Total</b>	<b>Replacement of F&amp;E</b>	<b>3,350</b>		<b>3,350</b>	<b>3,350</b>	<b>9,414</b>	<b>0</b>	
35	661	Software Fees & Licenses	11,000		11,000	11,000	11,000	0	Appendix Q, V
	<b>Total</b>	<b>Fees &amp; Contract Services</b>	<b>11,000</b>		<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	<b>0</b>	
<b>Total</b>	<b>INFORMATION TECHNOLOGY ADMINISTRATIO</b>		<b>14,350</b>		<b>14,350</b>	<b>14,350</b>	<b>20,414</b>	<b>0</b>	



# 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)	
<b>DIRECTOR'S OFFICE</b>							
36 317	Professional Development - Non Teaching		1,800	1,800	1,800	637	0
	<b>Total Staff Development</b>		<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>637</b>	<b>0</b>
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
	<b>Total Supplies &amp; Services</b>		<b>15,355</b>	<b>15,355</b>	<b>15,355</b>	<b>3,482</b>	<b>0</b>
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
	<b>Total Replacement of F&amp;E</b>		<b>3,150</b>	<b>3,150</b>	<b>3,150</b>	<b>5,461</b>	<b>0</b>
36 702	Association & Membership Fees - Individuals		0	0	0		0
	<b>Total Fees &amp; Contract Services</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>
<b>Total</b>	<b>DIRECTOR'S OFFICE</b>		<b>20,305</b>	<b>20,305</b>	<b>20,305</b>	<b>9,581</b>	<b>0</b>
<b>PAYROLL ADMINISTRATION</b>							
37 317	Professional Development - Non Teaching		1,500	1,500	1,500	179	0
	<b>Total Staff Development</b>		<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>179</b>	<b>0</b>
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
	<b>Total Supplies &amp; Services</b>		<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,372</b>	<b>0</b>
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
	<b>Total Fees &amp; Contract Services</b>		<b>79,400</b>	<b>79,400</b>	<b>86,900</b>	<b>78,697</b>	<b>-7,500</b>
<b>Total</b>	<b>PAYROLL ADMINISTRATION</b>		<b>82,900</b>	<b>82,900</b>	<b>90,400</b>	<b>81,248</b>	<b>-7,500</b>

# 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)	
<b>FINANCE</b>							
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	
<b>Total Staff Development</b>			<b>7,900</b>	<b>5,900</b>	<b>5,690</b>	<b>2,000</b>	
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	
<b>Total Supplies &amp; Services</b>			<b>7,900</b>	<b>7,900</b>	<b>2,897</b>	<b>0</b>	
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	
<b>Total Replacement of F&amp;E</b>			<b>5,000</b>	<b>5,000</b>	<b>2,608</b>	<b>0</b>	
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	
<b>Total Fees &amp; Contract Services</b>			<b>127,355</b>	<b>129,355</b>	<b>90,818</b>	<b>-2,000</b>	
<b>Total FINANCE</b>			<b>148,155</b>	<b>148,155</b>	<b>102,013</b>	<b>0</b>	

# 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)
<b>PURCHASING AND PROCUREMENT</b>						
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
<b>Total Staff Development</b>	<b>1,500</b>		<b>1,500</b>	<b>1,500</b>	<b>1,062</b>	<b>0</b>
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
<b>Total Supplies &amp; Services</b>	<b>1,200</b>		<b>1,200</b>	<b>1,200</b>	<b>1,272</b>	<b>0</b>
39 702 Association & Membership Fees - Individuals	500		500	500	439	0
<b>Total Fees &amp; Contract Services</b>	<b>500</b>		<b>500</b>	<b>500</b>	<b>439</b>	<b>0</b>
<b>Total PURCHASING AND PROCUREMENT</b>	<b>3,200</b>		<b>3,200</b>	<b>3,200</b>	<b>2,773</b>	<b>0</b>
<b>TOTAL BUDGET</b>	<b>963,567</b>		<b>963,567</b>	<b>938,440</b>	<b>800,768</b>	<b>25,127</b>

# Brant Haldimand Norfolk Catholic District School Board

## 2017-2018 Preliminary Expenditure Estimates

			Prelim Budget 2017-2018	Revised 2016-2017	Increase (Decrease)	
<b>SENIOR ADMINISTRATION</b>						
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	
	<b>Total Professional Development - Academic &amp; S.O.'s</b>		<b>27,000</b>	<b>27,000</b>	<b>0</b>	
323166000009	Prof Dev - Academic or S.O's	Sup't of Business	300	300	0	
	<b>Total Professional Memberships - Academic</b>		<b>300</b>	<b>300</b>	<b>0</b>	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	
	<b>Total Printing &amp; Photocopying - Non-instructional</b>		<b>4,000</b>	<b>4,000</b>	<b>0</b>	
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	
	<b>Total Automobile Reimbursement</b>		<b>9,500</b>	<b>9,500</b>	<b>0</b>	
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	
	<b>Total Telephone - Cellular</b>		<b>10,000</b>	<b>10,000</b>	<b>0</b>	
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	
	<b>Total Association &amp; Membership Fees - Individuals</b>		<b>10,900</b>	<b>10,900</b>	<b>0</b>	Appendix N (item 7)
327256000002	Miscellaneous - Director	Director of Education	1,500	1,500	0	
	<b>Total Miscellaneous</b>		<b>1,500</b>	<b>1,500</b>	<b>0</b>	Appendix N (item 8)
<b>Total</b>	<b>SENIOR ADMINISTRATION</b>		<b>63,200</b>	<b>63,200</b>	<b>0</b>	

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

**ADMINISTRATION AND OTHER SUPPORT**

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

**PAYROLL**

<b>Other Contractual Fees A/C 37-654</b>		
Other Contractual Services(Payroll services)	66,000	Item 2

**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)
<b>TRANSPORTATION - GENERAL</b>						
50 404 Telephone - Cellular	0		0	0		0
<b>Total Supplies &amp; Services</b>	<b>0</b>		<b>0</b>	<b>0</b>		<b>0</b>
50 654 Other Contractual Services	224,000		224,000	211,190	197,736	12,810
<b>Total Fees &amp; Contract Services</b>	<b>224,000</b>		<b>224,000</b>	<b>211,190</b>	<b>197,736</b>	<b>12,810</b>
<b>Total TRANSPORTATION - GENERAL</b>	<b>224,000</b>		<b>224,000</b>	<b>211,190</b>	<b>197,736</b>	<b>12,810</b>
<b>TRANSPORTATION - HOME TO SCHOOL</b>						
51 654 Other Contractual Services	4,846,320		4,846,320	4,659,130	4,286,150	187,190
<b>Total Fees &amp; Contract Services</b>	<b>4,846,320</b>		<b>4,846,320</b>	<b>4,659,130</b>	<b>4,286,150</b>	<b>187,190</b>
<b>Total TRANSPORTATION - HOME TO SCHOOL</b>	<b>4,846,320</b>		<b>4,846,320</b>	<b>4,659,130</b>	<b>4,286,150</b>	<b>187,190</b>
<b>TOTAL BUDGET</b>	<b>5,070,320</b>		<b>5,070,320</b>	<b>4,870,320</b>	<b>4,483,887</b>	<b>200,000</b>



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**Accommodations Committee  
Thursday, June 8, 2017 – 4:00 p.m.  
Boardroom, Catholic Education Centre**

**Present:** Cliff Casey (Chair), Bill Chopp, Pat Daly, Dan Dignard, Tom Grice, Carol Luciani, Bonnie McKinnon, Rick Petrella, Chris Roehrig, Leslie Telfer

**Regrets:** Michelle Shypula

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1. **Opening Prayer**  
Cliff Casey opened the meeting with prayer.
2. **Approval of the Agenda**  
Moved by: Rick Petrella  
Seconded by: Bill Chopp  
THAT the Accommodations Committee approves the Agenda of June 8, 2017.  
**Carried**
3. **Approval of the Minutes**  
Moved by: Carol Luciani  
Seconded by: Dan Dignard  
THAT the Accommodations Committee approves the Minutes of September 14, 2016.  
**Carried**
4. **Declaration of Conflict of Interest:** Nil.
5. **Business Arising from the Minutes:** Nil.
6. **Information Items:** Nil.
7. **Trustee Inquiries:** Nil.
8. **Move to In-Camera Session:**  
Moved by: Rick Petrella  
Seconded by: Carol Luciani  
THAT the Accommodations Committee moves to an In-Camera Session.  
**Carried**
9. **Report on the In-Camera Session:**  
Moved by: Dan Dignard  
Seconded by: Bonnie McKinnon  
THAT the Accommodations Committee approves the business of the In-Camera Session.  
**Carried**





**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

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

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**10. Adjournment**

Moved by: Rick Petrella

Seconded by: Bonnie McKinnon

THAT the Accommodations Committee adjourns the meeting of June 8, 2017.

**Carried**

Next Meeting: TBD

**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

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**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 24<sup>th</sup> 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

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**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 COMMITTEE OF THE WHOLE

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

# Science Technology Engineering Math (STEM) Innovation Learning Plan Updates

Public Session

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### **BACKGROUND INFORMATION:**

The BHNCD SB is committed to the goals established in both the Strategic Plan and Board Improvement Plan for Student Achievement (BIPSA). As a result, the district continues to provide and explore learning opportunities that will enhance achievement in literacy, numeracy and the development of our Catholic Graduate expectations that will prepare students for their future.

The BHNCD SB STEM Innovation Learning plan is anchored in our fundamental principles:

- All Students can learn
- Schools are places of learning
- Educators are places of learning
- Educators are responsive practitioners
- Educators are reflective practitioners
- Meaningful assessment improves student learning

STEM Innovation Learning is directly aligned with BOARD IMPROVEMENT PLAN FOR STUDENT ACHIEVEMENT (BIPSA) STRATEGIES:

- If students are given regular opportunities to engage in technology integrated with other context areas, then they will demonstrate a deeper understanding of and engagement in the context areas.
- 21ST Century fluencies and technology will be meaningfully integrated across curriculum areas to enhance student learning in the context of our Catholic Faith.

Since 2011, Ontario's 72 district school boards, in collaboration with the Ministry of Education and CODE, have been investigating the impact of innovations in technology-enabled teaching and learning models on students' engagement, achievement, well-being and development of 21Century higher order competencies. (p.26)<sup>1</sup>

By providing our students with the opportunities to collaborate, innovate, create and think critically while engaged in real-world problem based experiences, they will gain the confidence and competence to contribute to their global community. Students will have opportunities to be immersed in learning that allows them to use new knowledge to solve real-life problems and incorporate a range of skills. <sup>2</sup>

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<sup>1</sup> Towards Defining 21<sup>st</sup> Century Competencies for Ontario Foundation Documents for Discussion

<sup>2</sup> New Pedagogies for Deep Learning

Research shows that students are more engaged, intrinsically motivated to learn, and more successful when they can connect what they care about in their community and in the world.<sup>3</sup> We are providing our students with the skills and critical thinking required to adapt, create, succeed and ensure the success of those around them. Students will have the skills required to succeed in our ever-changing world. They will have the skills to adapt, perform tasks and solve problems, to be innovators and leaders of tomorrow.

STEM Innovation Learning will impact every student at every grade level, it will help create a fundamental change in how our students think and what they are capable of.

### **DEVELOPMENTS:**

To date, the following actions have been implemented to initiate the STEM Innovation Learning Plan.

- Jennifer Charnish has been hired as the 1.0 STEM Consultant. She will facilitate the development and monitoring of the STEM Innovation Learning implementation Kindergarten to Grade 8.
- Three itinerant STEM teachers have been hired to support the development and the implementation of the program in the nine elementary schools that have established Innovative Think Spaces. (Please see Appendix A for a definition of Innovative Think Space).
- The nine Innovative Think Space Schools are Christ The King, Holy Cross, Holy Family, Notre Dame (H), Our Lady of Providence, Sacred Heart(B), St. Cecilia, St. Peter, St. Theresa
- The STEM Innovation Learning team will work closely with members of the Student Achievement Team and will support the goals of the Board's Strategic Plan and BIPSA.
- Over the course of the year each classroom, Kindergarten to Grade 8, will receive 1500 minutes of STEM Innovation Learning which is the equivalent of 5 instructional days.
- STEM itinerant teachers will provide programming and assessment data that aligns with and enhances the achievement of expectations found in the Science, Technology and Mathematics curriculum but may also be connected to other curriculum areas.
- The STEM Innovation Learning team will meet on June 22, 2017 to continue planning for implementation in September, 2017

Appendix A attached

### **RECOMMENDATION:**

THAT the Committee of the Whole of the Brant Haldimand Norfolk Catholic District School Board receives the Science, Technology, Engineering and Maths (STEM) Education: Elementary report.

# INNOVATIVE THINK SPACES



CRITICAL THINKING • COLLABORATION • COMMUNICATION • CREATIVITY • INNOVATION • INQUIRY

## What is an Innovative Think Space?

An Innovative Think Space is a hub for supporting teaching and learning in the 21st century. It is an inclusive, flexible, student-centered space that encourages thinking, collaboration, inquiry, and imagination to engage our students and deepen their learning experiences. It is an agile and responsive learning and teaching environment that is utilized for multiple, and simultaneous, learning opportunities that support literacy, numeracy, pathways, and our Catholic Graduate expectations.

## Why an Innovative Think Space?

Libraries have existed since 2600 BCE as an archive of recorded knowledge. From tablets and scrolls to bound books and tomes, they have catalogued resources and served as the place for knowledge. But does this model fit our 21st century learner and teacher?

An Innovative Think Space focuses on learning and the learner by being responsive to the diverse needs of our students today and in the future. It re-envisions and transforms our libraries and/or labs into hubs of student learning that can support the development of 21st century skills in our students and is based on current research and best-practices from boards across the province as well as Canada and the world.

*The hallmark of a school library in the 21st century is not in its collections, its systems, its technology, its staffing, its buildings, but its actions and evidence that show that it makes a real difference to student learning, that it contributes in tangible and significant ways to the development of meaning making and constructing knowledge.*

**Transitions for Preferred Future for School Libraries**  
(Todd, 2001, 4)



## The role of the library/computer lab

Traditional school libraries/computer labs are seen as places of quiet, with collections of books and a computer bank. These are generally places of “hush”. An Innovative Think Space transforms our labs and libraries into hubs that “hum” with student and staff learning!

Printed resources still play a critical role in supporting students, but digital resources can offer additional pathways, and unique opportunities, to learning and student achievement. The library/lab, then, is no longer a static archive of knowledge, but a hub of engagement, innovation, communication, and creativity to support student learning and achievement.

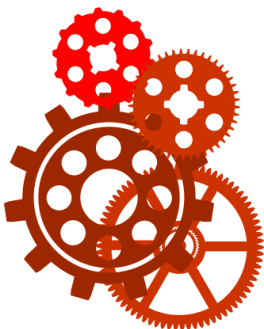
## Resources to Learn More:

[\*Leading Learning: Standards of Practice for School Library Learning Commons in Canada \(2014\)\*](#)

[\*Together for Learning: School Libraries and the Emergence of the Learning Commons—A Vision for the 21st Century\*](#)

[\*Ontario Ministry of Education—21st Century Competencies: Foundation Document for Discussion \(2016\)\*](#)

[\*A Rich Seam: How New Pedagogies Find Deep Learning\*](#)



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

Prepared by: Thomas R. Grice, Superintendent of Business & Treasurer  
Presented to: Committee of the Whole  
Submitted on: June 20, 2017  
Submitted by: Chris N. Roehrig, Director of Education & Secretary

**FINANCIAL REPORT – MAY 2017**

Public Session

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**BACKGROUND INFORMATION:**

Attached is the Board Expenditure Report for the period ended May 31, 2017.

**DEVELOPMENTS:**

There are few variances to report at this time. With 74.9% of the total budget spent, we are essentially on track, as nine months into the year; we would expect to have spent approximately 75% of the total budget. We are also in line with last year at this time; having spent 75.4% of budget at May 2016.

Salaries are monitored closely each month and the current projection to year end is slightly below budget. This expenditure, currently at 74.3% of budget, compares to last year where salaries were 75.2% spent at this time. Savings to be realized by year-end are from those positions budgeted, but filled late in the school year, leaving our overall salary budget in a positive balance.

The expected spending level for salaries varies by employee group. At May, teaching staff have received approximately 73% of annual pay. Support staff have received between 76% and 90% of annual pay during the same time frame, explaining the slight variation of percentage spent between the various salary lines. The Lunch Monitor budget line is 75.2% spent at this point, which is well within budget as there is just one month remaining in the school year. By year-end, we should expect savings on this budget line.

Benefit Expenditure appears to be on track at this time of year with 74.3 % of Budget spent, compared to last year's expenditure level of 76.4% at the same time. This being the transition year for the move to Provincial Benefits with our two major employee groups transferred at staggered times this year, a projection to year end presented many variables. However, it is expected that benefit expenditure will be within budget at year-end.

Salaries and Benefits account for approximately 80% of the total Operating Budget. Any savings realized by end of year on these two budget lines is significant to the bottom line.

For Ministry purposes, furniture and equipment purchases of less than \$5,000 for a single item are reported as *replacement equipment* as these items are funded from Operations and will not be capitalized. Personalized Equipment is also included in this category as, individually, these are low dollar items and funding is received in the year to cover most of the cost. Special Education Equipment Amount (SEA) equipment needs are significantly less than budgeted this year; however, revenue to cover these expenditures are enveloped and will be deferred to next year.

Most property and liability insurance premiums, membership and software contracts are paid in full at this time of year. The quarter end reflects the Ministry reclassification guidelines for liability insurance to be included as a School Maintenance expense, which was previously included as an Administration cost.

School Renewal spending to date amounts to \$548,694, being 54.4% of budget at this point. The remainder of this budget line will be spent over the summer months as there are a number of projects scheduled for completion during school closure. In addition, there is roughly \$600,000 of School Renewal set aside for Capital Improvements. The expenditure identified as New Pupil Places is the interest portion of debenture debt payments, with the annual debt payments now paid for this school year.

The Governance / Trustees budget is 68.9% spent, which is slightly higher than last years' spending of 58.0% at May. Current Ministry guidelines realign the annual OCSTA fees as part of the Administration & Other Support Department.

The Board Admin Departments expenditure are allocated as per the current Ministry guidelines following the Board Admin & Governance Expenditure Workgroup review. This review provided new Administration department structure and expenditure reporting clarification aiming for reporting consistency across the sector.

The Continuing Education Program expenses totalled \$127,132 or 42.1% of budget at the end of the third quarter. This program, re-established in the 2013-14 school year, includes the Heritage Language programs offered and will continue into the summer months with the Summer School program.

**RECOMMENDATION:**

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



BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING May 31, 2017

	Budget	Expenditures	% Spent
<b>OPERATING</b>			
<b>INSTRUCTION</b>			
SALARIES & WAGES	52,668,445	38,858,593	73.8
EMPLOYEE BENEFITS	6,954,957	4,829,835	69.4
STAFF DEVELOPMENT	205,967	132,170	64.2
SUPPLIES & SERVICES	2,038,720	1,264,781	62.0
REPLACEMENT F & E	996,525	654,391	65.7
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	427,938	297,347	69.5
OTHER	3,300	-	0.0
AMORTIZATION	267,972	200,979	75.0
Total INSTRUCTION	63,563,824	46,238,095	72.7
<b>SPECIAL EDUCATION</b>			
SALARIES & WAGES	11,853,041	9,498,965	80.1
EMPLOYEE BENEFITS	2,277,341	1,847,545	81.1
STAFF DEVELOPMENT	36,200	21,171	58.5
SUPPLIES & SERVICES	186,579	85,982	46.1
REPLACEMENT F & E	597,008	216,712	36.3
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	82,500	21,613	26.2
Total SPECIAL EDUCATION	15,032,669	11,691,988	77.8
<b>SCHOOL MANAGEMENT/SCHOOL SERVICES</b>			
SALARIES & WAGES	6,851,484	5,224,348	76.3
EMPLOYEE BENEFITS	964,951	774,335	80.3
STAFF DEVELOPMENT	35,735	5,513	15.4
SUPPLIES & SERVICES	394,944	251,310	63.6
REPLACEMENT F & E	12,350	9,604	77.8
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	185,400	154,627	83.4
Total SCHOOL MANAGEMENT/SCHOOL SERVICES	8,444,864	6,419,737	76.0
<b>STUDENT SUPPORT SERVICES-GENERAL</b>			
SALARIES & WAGES	655,408	521,781	79.6
EMPLOYEE BENEFITS	124,073	89,704	72.3
STAFF DEVELOPMENT	2,400	1,053	43.9
SUPPLIES & SERVICES	16,729	10,576	63.2
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total STUDENT SUPPORT SERVICES-GENERAL	798,610	623,115	78.0
<b>COMP &amp; OTH TECH STUDENT SUPP SERV</b>			
SALARIES & WAGES	902,659	667,696	74.0
EMPLOYEE BENEFITS	230,468	175,393	76.1
STAFF DEVELOPMENT	30,000	6,623	22.1
SUPPLIES & SERVICES	82,910	52,028	62.8
REPLACEMENT F & E	5,000	2,587	51.7
FEES & CONTRACTUAL SERVICES	50,963	9,225	18.1
Total COMP & OTH TECH STUDENT SUPP SERV	1,302,000	913,551	70.2
<b>LIBRARY SERVICES</b>			
SALARIES & WAGES	718,894	585,847	81.5
EMPLOYEE BENEFITS	148,244	130,297	87.9
STAFF DEVELOPMENT	2,000	923	46.1
SUPPLIES & SERVICES	75,868	49,552	65.3
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	23,534	24,042	102.2
Total LIBRARY SERVICES	968,540	790,660	81.6
<b>GUIDANCE SERVICES</b>			
SALARIES & WAGES	879,790	643,913	73.2
EMPLOYEE BENEFITS	90,221	68,276	75.7
SUPPLIES & SERVICES	5,611	3,971	70.8
REPLACEMENT F & E	-	-	0.0
Total GUIDANCE SERVICES	975,622	716,160	73.4

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING May 31, 2017

	Budget	Expenditures	% Spent
<b>TEACHER SUPPORT SERVICES</b>			
SALARIES & WAGES	1,095,165	780,585	71.3
EMPLOYEE BENEFITS	119,322	92,725	77.7
STAFF DEVELOPMENT	15,200	12,986	85.4
SUPPLIES & SERVICES	63,324	23,166	36.6
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,577	9,880	85.3
Total TEACHER SUPPORT SERVICES	1,304,588	919,341	70.5
<b>GOVERNANCE/TRUSTEES</b>			
SALARIES & WAGES	64,700	47,158	72.9
EMPLOYEE BENEFITS	2,588	1,097	42.4
STAFF DEVELOPMENT	23,000	14,607	63.5
SUPPLIES & SERVICES	30,800	21,951	71.3
REPLACEMENT F & E	2,000	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	-	-	0.0
Total GOVERNANCE/TRUSTEES	123,088	84,813	68.9
<b>SENIOR ADMINISTRATION</b>			
SALARIES & WAGES	787,858	575,743	73.1
EMPLOYEE BENEFITS	77,847	59,964	77.0
STAFF DEVELOPMENT	30,359	22,983	75.7
SUPPLIES & SERVICES	31,303	10,424	33.3
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	10,900	8,332	76.4
OTHER	1,500	1,277	85.1
AMORTIZATION	-	-	0.0
Total SENIOR ADMINISTRATION	939,767	678,722	72.2
<b>ADMINISTRATION &amp; OTHER SUPPORT</b>			
SALARIES & WAGES	126,530	89,903	71.1
EMPLOYEE BENEFITS	28,185	22,965	81.5
STAFF DEVELOPMENT	6,100	1,821	29.9
SUPPLIES & SERVICES	43,300	25,498	58.9
REPLACEMENT F & E	-	6,016	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	115,750	112,631	97.3
OTHER	32,900	29,157	88.6
AMORTIZATION	49,201	36,901	75.0
Total ADMINISTRATION & OTHER SUPPORT	401,966	324,893	80.8
<b>HUMAN RESOURCES ADMINISTRATION</b>			
SALARIES & WAGES	438,530	346,926	79.1
EMPLOYEE BENEFITS	115,032	79,105	68.8
STAFF DEVELOPMENT	5,950	1,082	18.2
SUPPLIES & SERVICES	27,400	30,070	109.8
REPLACEMENT F & E	-	1,350	0.0
FEES & CONTRACTUAL SERVICES	256,120	97,449	38.1
Total HUMAN RESOURCES ADMINISTRATION	843,032	555,982	66.0
<b>INFORMATION TECHNOLOGY ADMINIS.</b>			
SALARIES & WAGES	58,841	43,534	74.0
EMPLOYEE BENEFITS	15,312	9,951	65.0
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	3,350	-	0.0
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	11,000	11,000	100.0
Total INFORMATION TECHNOLOGY ADMINIS.	88,503	64,485	72.9
<b>DIRECTOR'S OFFICE</b>			
SALARIES & WAGES	262,285	157,571	60.1
EMPLOYEE BENEFITS	59,809	33,136	55.4
STAFF DEVELOPMENT	1,800	904	50.2
SUPPLIES & SERVICES	15,355	2,944	19.2
REPLACEMENT F & E	3,150	2,209	70.1
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total DIRECTOR'S OFFICE	342,399	196,763	57.5

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING May 31, 2017

	Budget	Expenditures	% Spent
<b>PAYROLL ADMINISTRATION</b>			
SALARIES & WAGES	163,376	131,151	80.3
EMPLOYEE BENEFITS	42,892	33,183	77.4
STAFF DEVELOPMENT	1,500	5	0.4
SUPPLIES & SERVICES	2,000	1,057	52.8
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	86,900	68,361	78.7
Total PAYROLL ADMINISTRATION	296,668	233,758	78.8
<b>FINANCE</b>			
SALARIES & WAGES	389,442	300,864	77.3
EMPLOYEE BENEFITS	83,568	64,704	77.4
STAFF DEVELOPMENT	5,900	4,645	78.7
SUPPLIES & SERVICES	7,900	2,068	26.2
REPLACEMENT F & E	5,000	1,555	31.1
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	165,175	79,085	47.9
OTHER	-	-	0.0
Total FINANCE	656,985	452,921	68.9
<b>PURCHASING &amp; PROCUREMENT</b>			
SALARIES & WAGES	78,644	58,051	73.8
EMPLOYEE BENEFITS	18,285	13,471	73.7
STAFF DEVELOPMENT	1,500	777	51.8
SUPPLIES & SERVICES	1,200	403	33.6
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	500	764	152.9
Total PURCHASING & PROCUREMENT	100,129	73,466	73.4
<b>SCHOOL OPERATIONS</b>			
SALARIES & WAGES	4,016,732	2,928,838	72.9
EMPLOYEE BENEFITS	1,028,982	781,245	75.9
STAFF DEVELOPMENT	3,000	368	12.3
SUPPLIES & SERVICES	2,640,248	1,951,788	73.9
REPLACEMENT F & E	36,800	25,815	70.2
RENTAL EXPENDITURE	-	-	0.0
FEES & CONTRACTUAL SERVICES	743,000	646,191	87.0
AMORTIZATION	3,939,990	2,954,993	75.0
Total SCHOOL OPERATIONS	12,408,752	9,289,238	74.9
<b>SCHOOL MAINTENANCE</b>			
SALARIES & WAGES	725,123	507,849	70.0
EMPLOYEE BENEFITS	174,188	130,795	75.1
STAFF DEVELOPMENT	2,500	1,512	60.5
SUPPLIES & SERVICES	827,616	692,921	83.7
REPLACEMENT F & E	4,500	3,069	68.2
INTEREST ON LONG TERM DEBT	70,930	70,930	100.0
RENTAL EXPENDITURE	-	1,811	0.0
FEES & CONTRACTUAL SERVICES	280,793	194,169	69.2
Total SCHOOL MAINTENANCE	2,085,650	1,603,055	76.9
<b>SCHOOL RENEWAL</b>			
SALARIES & WAGES	-	-	0.0
SUPPLIES & SERVICES	1,009,389	548,694	54.4
INTEREST ON LONG TERM DEBT	-	-	0.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total SCHOOL RENEWAL	1,009,389	548,694	54.4
<b>NEW PUPIL PLACES</b>			
INTEREST ON LONG TERM DEBT	2,193,442	2,186,653	99.7
FEES & CONTRACTUAL SERVICES	-	-	0.0
TANGIBLE CAPITAL ASSETS	-	-	0.0
Total NEW PUPIL PLACES	2,193,442	2,186,653	99.7

BRANT HALDIMAND NORFOLK CDS BD  
Monthly Board Report  
FOR THE MONTH ENDING May 31, 2017

	Budget	Expenditures	% Spent
<b>OP &amp; MAINT/CAPITAL-NON INSTRUC</b>			
SALARIES & WAGES	41,831	40,211	96.1
EMPLOYEE BENEFITS	11,821	9,969	84.3
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	142,486	90,391	63.4
REPLACEMENT F & E	2,000	-	0.0
INTEREST ON LONG TERM DEBT	38,222	38,222	100.0
RENTAL EXPENDITURE	18,484	13,982	75.6
FEES & CONTRACTUAL SERVICES	36,284	7,744	21.3
Total OP & MAINT/CAPITAL-NON INSTRUC	291,128	200,519	68.9
<b>DIRECT CAPITAL &amp; DEBT</b>			
INTEREST ON LONG TERM DEBT	318,046	317,042	99.7
OTHER	146,395	146,395	100.0
Total DIRECT CAPITAL & DEBT	464,441	463,437	99.8
<b>TRANSPORTATION - GENERAL</b>			
SALARIES & WAGES	-	-	0.0
EMPLOYEE BENEFITS	-	-	0.0
STAFF DEVELOPMENT	-	-	0.0
SUPPLIES & SERVICES	-	-	0.0
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	223,712	200,261	89.5
Total TRANSPORTATION - GENERAL	223,712	200,261	89.5
<b>TRANSPORTATION - HOME TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	4,646,608	4,142,905	89.2
Total TRANSPORTATION - HOME TO SCHOOL	4,646,608	4,142,905	89.2
<b>TRANSPORTATION-SCHOOL TO SCHOOL</b>			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION-SCHOOL TO SCHOOL	-	-	0.0
<b>TRANSPORTATION - BOARD, LODGING...</b>			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BOARD, LODGING...	-	-	0.0
<b>TRANSPORTATION - BLIND &amp; DEAF</b>			
FEES & CONTRACTUAL SERVICES	-	-	0.0
Total TRANSPORTATION - BLIND & DEAF	-	-	0.0
<b>CON ED</b>			
SALARIES & WAGES	260,799	112,693	43.2
EMPLOYEE BENEFITS	24,391	11,529	47.3
STAFF DEVELOPMENT	500	350	70.0
SUPPLIES & SERVICES	15,600	1,571	10.1
REPLACEMENT F & E	-	-	0.0
FEES & CONTRACTUAL SERVICES	1,000	989	98.9
Total CON ED	302,290	127,132	42.1
<b>OTHER NON-OPERATING</b>			
SUPPLIES & SERVICES	3,500,000	2,625,000	75.0
FEES & CONTRACTUAL SERVICES	-	-	0.0
OTHER	-	-	0.0
Total OTHER NON-OPERATING	3,500,000	2,625,000	75.0
<b>Total</b>	<b>123,308,667</b>	<b>92,365,345</b>	<b>74.9</b>

**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 Roehrig, Director of Education & Secretary

**EDUCATIONAL FIELD TRIPS SUMMARY**  
Public Session

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**BACKGROUND INFORMATION:**

Attached is a summary of educational field trips that have been approved during the period of February 1, 2017 and June 20, 2017.

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

**RECOMMENDATION:**

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

## EDUCATIONAL FIELD TRIPS APPROVED BETWEEN FEBRUARY 1, 2017 – JUNE 20, 2017

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)		# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight b. Extended Overnight c. Excursion										
Our Lady of Providence	A	Toronto, ON	<ul style="list-style-type: none"> <li>History- visit to our Provincial Capital, learn about government, landmarks and history of our province.</li> </ul>	June 1 to 2, 2017	2	2	37	2	\$429.00	Coach Bus	Pat Daly
Our Lady of Providence	A	Camp Brébeuf, Rockwood, ON	<ul style="list-style-type: none"> <li>Art program- "Through the Lens"- photography in nature around the camp</li> <li>Religion- "Creation Walk"- students will step into the Genesis Story and view creation in a new way while reflecting on the walk and relating to their own life</li> </ul>	June 5 to 6, 2017	2	2	42	3	\$110.00	School Buses x 2	Pat Daly
Holy Trinity	A	Owen Sound, ON	<ul style="list-style-type: none"> <li>CWOSSA Boys Hockey</li> </ul>	March 5 to 6, 2017	2	1	14	2	\$60.00	Bus	Pat Daly
St. Cecilia's School	B	Québec City, Québec	<ul style="list-style-type: none"> <li>FSL- benefit of conversing with other Francophone students and community</li> <li>History- Looking at the history of French civilization in North America</li> <li>Geography- Touring the old walled city</li> </ul>	June 22 to 25, 2017	4	2	41	3	\$678.07	Coach Bus	Pat Daly
St John's College	C	New York City, NY	<ul style="list-style-type: none"> <li>Art- Art History and Architecture- understanding of modern vs contemporary art, cultures and opportunities to see various structures, museums</li> </ul>	May 18 to 22, 2017	5	2	35	2	\$679.00	Bus	Pat Daly
Our Lady of Fatima	A	Ottawa, ON	<ul style="list-style-type: none"> <li>History- visit to our Nation's Capital, development of Canada, visit to Parliament Hill, Fort Henry, etc</li> <li>Art- visit to the National Art Gallery- study various forms and era of art</li> </ul>	May 25 to 27, 2017	3	2	23	6	\$506.00	Coach Bus	Pat Daly
St. Peter School	B	Camp Celtic- Lion's Head, ON	<ul style="list-style-type: none"> <li>Instructional activities in sports, performing and fine arts, environmental studies (renewable energy tours), wilderness skills, group dynamic games</li> </ul>	June 2 to 5, 2017	4	2	29	2	\$489.00	Bus	Pat Daly
St. Michael's Walsh	A	Ottawa, ON	<ul style="list-style-type: none"> <li>History- visit to our Nation's Capital, tours of Fort Henry, tour of Parliament Hill, Canadian National War Museum and Rideau Hall.</li> <li>Religion- visiting Notre Dame Basilica, oldest surviving church in Ottawa</li> </ul>	May 25 to 27, 2017	3	2	15	4	\$506.00	Coach Bus	Pat Daly

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)		# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight b. Extended Overnight c. Excursion										
Holy Family	A	Toronto, ON	<ul style="list-style-type: none"> <li>History- Continuity and Change 1700's to 2000</li> <li>Science- Ecosystems, factors that affect balance/ Biotic &amp; Abiotic- visit to Ripleys Aquarium</li> <li>Structural Forms- Visit to CN Tower</li> </ul>	June 15 to 16, 2017	2	1	24	2	\$396.07	Bus	Pat Daly
St Stephen's	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Health &amp; Phys. Ed/Living Skills and Active living through hikes and team building challenges</li> <li>Science- Tour of the National Park, learning about renewable energy and world biosphere</li> </ul>	May 26 to 29, 2017	4	2	23	2	\$489.00	Coach Bus	Pat Daly
St Leo	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Sports/ Physical Education- working with others, fitness such as hiking, team building challenges, trust games</li> <li>Arts- camp crafts, dance, theatre arts- students will be involved in activities such as creating and presenting songs as a skit</li> <li>Environmental studies- wilderness tours</li> </ul>	June 2 to 5, 2017	4	2	26	2	\$489.00	Bus	Pat Daly
Assumption College	C	England, France & Belgium	<ul style="list-style-type: none"> <li>World Studies (History)- looking at past societies, developments and events as well as current</li> <li>English- communication, critical thinking and interaction with individuals</li> </ul>	March 9 to 18, 2018	9	1	30	3+	\$3195.00	Plane	Pat Daly
St Johns College and Assumption	C	France and Italy	<ul style="list-style-type: none"> <li>Languages- students will practice their language skills in both French and Italian cultures</li> <li>History- Witness to elements of history and develop their appreciation for other cultures</li> </ul>	March 9 to 18, 2018	9	1	40	2+	\$3400.00	Plane	Pat Daly
St John's College	C	California, USA	<ul style="list-style-type: none"> <li>Rugby- Athletic and team building skills</li> <li>Representing the school in an International manner</li> </ul>	March 10 to 18, 2018	8	0	25	2	\$2750.00	Plane	Pat Daly

School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)		# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight										
	b. Extended Overnight										
	c. Excursion										
Notre Dame Brantford	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Physical Education- Sports, Leadership, and fitness activities such as hiking, soccer and orienteering</li> <li>Arts- camp crafts, theater arts- students will be involved in activities such as, presenting songs and skits during nightly camp fires and interest sessions</li> <li>Environmental studies- interpretive tours, wilderness skills</li> </ul>	June 2 to 5, 2017	4	2	20	2	\$489.00	Bus	Pat Daly
Assumption College	A	Big Creek- Long Point Conservation	<ul style="list-style-type: none"> <li>Leadership- Facilitate the decision making process, taking into consideration: self, others and available resources. Demonstrate leadership skills through participation in various activities</li> </ul>	May 29 to 30, 2017	2	2	25	2	\$260.00	Bus/ Van	Pat Daly
Assumption College	A	Toronto Congress Centre	<ul style="list-style-type: none"> <li>Welding competition- SHSM, Dual Credit and technology students will compete in Canada's largest skilled trades' competition. There will be Career Exploration Showcase, which is an interactive career fair. Over 70 businesses, colleges, apprenticeships programs, unions and government programs set up booths and provide activities related to the skilled trades and technologies.</li> </ul>	May 1 to 2, 2017	2	2	2	2	\$0.00	Coach Bus	Pat Daly
St. Pius X	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Arts- camp crafts, dance, theatre arts, radio broadcasting</li> <li>Health and Physical Education- Variety of physical activities, sports and orienteering, hiking aerobics and yoga</li> <li>Science and Geography- Identifying ways that physical environment can influence the general patterns and location of human settlement</li> </ul>	June 2 to 5, 2017	4	2	17	2	\$489.00	Bus	Pat Daly
Various schools	A	Toronto Congress Centre	<ul style="list-style-type: none"> <li>Technology- Skills Ontario Provincial Competitions</li> </ul>	April 30 to May 3, 2017	4	3	35	5	\$0.00	Bus	Pat Daly



School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days)		# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	Legend										
	a. Overnight b. Extended Overnight c. Excursion										
Assumption College and Holy Trinity School	A	Québec City, Québec	<ul style="list-style-type: none"> <li>French/ Modern Languages- Opportunity to practice first-hand the language skills taught in the classroom and appreciate the French Culture</li> <li>History- Visit historical monuments, history and culture of Québec and the traditions of Carnaval</li> </ul>	Feb 7 to Feb 11, 2017	5	2	50	2+	\$750.00	Motor Coach	Pat Daly
St. Theresa School	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Health and Physical Education- Variety of physical activities, sports and orienteering, hiking aerobics and yoga</li> <li>Arts- camp crafts, dance, theatre arts, radio broadcasting</li> <li>Science and Geography- Identifying ways that physical environment can influence the general patterns and location of human settlement</li> </ul>	June 2 to 5, 2017	4	2	22	2	\$489.00	Bus	Pat Daly
St. Bernard of Clairvaux	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Physical Education- All will participate actively and regularly in a wide variety of physical activities, and demonstrate an understanding of how personal, motivational factors can be used to encourage participation in physical activity.</li> </ul>	May 29 to 29, 2017	4	2	31	2+	\$489.00	Bus	Pat Daly
St. Gabriel School	A	Camp Celtic, Lion's Head, ON	<ul style="list-style-type: none"> <li>Health and Physical Education- Instructional activities, sports, performing and fine arts, dance improve, radio broadcasting</li> <li>Science- National Park/ Wilderness tours, world biosphere/ renewable energies</li> </ul>	June 2 to 5, 2017	4	2	42	3	\$485.00	Bus	Pat Daly
St John's College	A	Dublin, Ohio	<ul style="list-style-type: none"> <li>Health and Physical Education- Looking at career opportunities in the field of sports, recreation and health and physical education. Demonstrating a commitment to the promotion of personal health and a healthy lifestyle within the school community</li> </ul>	Sep 7 to 9, 2017	3	2	45	4	\$121.50	Bus	Pat Daly
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School	Destination and Type		Curriculum Expectations	Date dd/mm/yy	Duration (days) # of School days	# of Students on Trip	# of Teacher(s) Chaperones	Cost to Student	Transportation	Superintendent
	<i>Legend</i> a. Overnight b. Extended Overnight c. Excursion									
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Health  
Canada

Santé  
Canada

Strategic Policy Branch

Direction générale de la politique stratégique

Ottawa ON K1A 0K9

Ottawa ON K1A 0K9

*Your file* *Votre référence*

*Our file* *Notre référence*

Mr. Rick Petrella  
322 Fairview Drive  
P.O. Box 217  
Brantford ON  
K3J 5M8

Dear Mr. Petrella:

Thank you for your correspondence concerning medical assistance in dying and funding for palliative care.

As you may know, Bill C-14, *An Act to amend the Criminal Code and to make related amendments to other Acts (medical assistance in dying)*, passed into law on June 17, 2016. The Act enables the lawful provision of medical assistance in dying for eligible Canadians.

The legislation recognizes the right of health care providers to choose whether or not to participate in providing medical assistance in dying. Specifically, the preamble notes that nothing in the Act affects the guarantee of freedom of conscience and religion.

In restricting access to eligible patients for whom death is reasonably foreseeable, this legislation strikes a balance between personal autonomy for those seeking medical assistance in dying and the protection of the vulnerable. The Act also establishes robust safeguards and procedures to protect individuals from being encouraged or coerced into seeking medical assistance in dying.

On December 13, 2016, the Ministers of Health and Justice announced the selection of the Council of Canadian Academies to conduct independent reviews related to specific types of requests for medical assistance in dying. The three reviews will focus on requests by mature minors, advance requests, and requests where mental illness is the sole underlying medical condition.

The objective of these reviews is to gather and analyze relevant information and evidence on the diverse perspectives and issues surrounding requests for medical assistance in dying in these three areas, in order to facilitate an informed, evidence-based dialogue among Canadians and decision-makers. Further information about the legislation and the independent reviews is available at: <http://dev.healthycanadians.gc.ca/health-system-systeme-sante/services/end-life-care-soins-fin-vie/medical-assistance-dying-aide-medicale-mourir-eng.php>.

Health Canada is committed to working with the provincial and territorial

Canada

governments to strengthen the publicly funded universal health care system and improve outcomes and quality of care for Canadians.

The Government of Canada is aware of the wishes of the majority of Canadians to remain independent and receive care in their homes. With an aging population, increasing rates of chronic disease and cost pressures tied to new drugs and technologies, our system must adapt if it is to deliver better care and better outcomes at a cost that is affordable.

In this context, the Government of Canada is delivering on its promise to engage with provincial and territorial governments on a multi-year Health Accord to improve the quality and availability of care for Canadians. Budget 2017 confirmed the federal funding offer to support the Health Accord, which includes an investment of \$11 billion over ten years flowing directly to provinces and territories to improve home care including palliative care and mental health services, as well as \$544 million over 5 years to federal and pan-Canadian health organizations to support innovation and pharmaceuticals. These investments will address specific gaps in our health care system, such as increasing the availability of home and palliative care.

Other targeted federal investments have been made to improve palliative care over the years, including support for research of a broad range of end-of-life care concerns, education and training opportunities for health care professionals, support for families, public information and awareness, integration of palliative care across a broader range of settings and providers, and evaluation of best practices in palliative care services.

These federal activities complement work underway across the country—by the provinces and territories, stakeholders, and communities—to respond to the care preferences of Canadians in ways that are innovative, collaborative, and sustainable.

Again, thank you for writing.

Yours sincerely,

Strategic Policy Branch  
Health Canada

**2016-17**  
**Trustee Meetings and Events**

<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>New / Revised</b>
<b>June 20, 2017</b>	<b>7:00 pm</b>	<b>Committee of the Whole</b>	
<b>June 27, 2017</b>	<b>7:00 pm</b>	<b>Board Meeting</b>	
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.