



The Niagara Catholic District School Board through the charisms of faith, social justice, support and leadership, nurtures an enriching Catholic learning community for all to reach their full potential and become living witnesses of Christ.

AGENDA AND MATERIAL

**BOARD MEETING**

**TUESDAY, DECEMBER 21, 2010**

**7:00 P.M.**

FATHER KENNETH BURNS, C.S.C. BOARD ROOM  
CATHOLIC EDUCATION CENTRE, WELLAND, ONTARIO

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**A. ROUTINE MATTERS**

1. Opening Prayers – Trustee Burkholder -
2. Roll Call -
3. Approval of the Agenda -
4. Declaration of Conflict of Interest -
5. Minutes of the Board Meetings
  - 5.1 November 23, 2010 A5.1
  - 5.2 November 29, 2010 A5.2
  - 5.3 December 7, 2010 A5.3

**B. DELEGATIONS/PRESENTATIONS**

1. Christmas Cards 2010 B1

**C. COMMITTEE AND STAFF REPORTS**

1. School Excellence Program C1  
St. Mark Catholic Elementary School
2. Unapproved Minutes of the Committee of the Whole Meeting of December 7, 2010 C2
3. Special Education Advisory Committee
  - 3.1 Approved Minutes of the S.E.A.C. Meeting of November 3, 2010 C3.1
  - 3.2 Appointment of Community Partner to the Special Education Advisory Committee C3.2
4. Policy Committee
  - 4.1 Unapproved Minutes of the Policy Committee Meeting of November 23, 2010 C4.1
  - 4.2 Approval of Policies
    - 4.2.1 Purchasing/Supply Chain Management (Interim) Policy (600.1) C4.2.1
  - 4.3 Policy Development Update C4.3
5. Niagara Catholic Inaugural Spelling Bee C5
6. Specialist High Skills Major - Journey To Bethlehem Project C6
7. Niagara Catholic Education Award of Distinction 2010-2011 C7
8. Staff Development Department Professional Development Opportunities C8

9.	Extended Overnight Field Trip/Excursion/Exchange Trip Information	C9
10.	Director's Annual Report 2010 <i>(to be distributed)</i>	C10
11.	Revised Budget Estimates for the Year 2010-2011	C11
12.	Financial Reports	
12.1	Monthly Banking Transactions for the Month of October 2010	C12.1
12.2	Statement of Revenue and Expenditures as at October 31, 2010	C12.2
13.	Monthly Updates	
13.1	Capital Projects Update	C13.1
13.2	Senior Staff Good News Update	-
13.3	Student Senate Update	-

**D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

1.	Correspondence	-
2.	Report on Trustee Conferences Attended	-
3.	General Discussion to Plan for Future Action	
3.1	2011 Board Committees	D3.1
4.	Trustee Information	-
4.1	Spotlight on Niagara Catholic – December 7, 2010	D4.1
4.2	Calendar of Events – January 2011	D4.2
4.3	Christmas Break – December 24, 2010 – January 7, 2011	-
4.4	Niagara Catholic Baby Celebration – January 12, 2011	-
4.5	OCSTA Trustees' Professional Development Seminar – January 13-15, 2011	-
4.6	Equity and Inclusive Education Part II – January 26-27, 2011	D4.6
4.7	Bishop's Gala – January 28, 2011 – Club Italia	-
4.8	BEC - 2011 Annual Partners Breakfast - February 11, 2011 - 7:30 - 10:00 a.m.	D4.8
5.	Open Question Period <i>(The purpose of the Open Question Period is to allow members of the Catholic school supporting public to ask about items on that night's public</i>	-

**E. NOTICES OF MOTION**

1.	Expansion of S.C.O.E.P.	E1
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**F. BUSINESS IN CAMERA**

**G. REPORT ON IN CAMERA SESSION**

**H. FUTURE MEETINGS AND EVENTS**

**I. MOMENT OF SILENT REFLECTION FOR LIFE**

**J. ADJOURNMENT**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: MINUTES OF THE BOARD MEETING OF  
NOVEMBER 23, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of Board Meeting of November 23, 2010, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE BOARD MEETING

**TUESDAY, NOVEMBER 23, 2010**

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Minutes of the Meeting of the Niagara Catholic District School Board, held on Tuesday, November 23, 2010, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

Opening Prayers were led by Trustee Nieuwesteeg.

2. Roll Call

Trustee	Present	Absent	Excused
John Belcastro	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Gary Crole	✓		
John Dekker	✓		
Frank Fera	✓		
Ed Nieuwesteeg	✓		
Tony Scalzi	✓		
<b>Student Trustees</b>			
Shelby Levesque	✓		
Patrick Fowler	✓		

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Scalzi

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Agenda of the Board Meeting of November 23, 2010, as presented.

**CARRIED**

**4. Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda.

**5. Approval of Minutes of the Board Meeting of October 26, 2010**

Moved by Trustee Belcastro

Seconded by Trustee Crole

**THAT** the Niagara Catholic District School Board approve the Minutes of the Board Meeting of October 26, 2010, as presented.

**CARRIED**

**B. DELEGATIONS/PRESENTATIONS**

**C. COMMITTEE AND STAFF REPORTS**

**1. School Excellence Program - St. Michael Catholic Elementary School**

Director Crocco provided background information on the monthly School Excellence Program. Rob Ciarlo, Superintendent of Education, introduced Brian Palujanskas, Principal of St. Michael Catholic Elementary School.

Principal Palujanskas showcased St. Michael Catholic Elementary School as part of the School Excellence Program.

Chairperson Burtnik thanked Principal Palujanskas and the staff of St. Michael Catholic Elementary School for their presentation.

**2. Niagara Catholic District School Board Saint Brother André Trip to Montreal**

Yolanda Baldasaro, Superintendent of Education, introduced the report on the Niagara Catholic District School Board Saint Brother André Trip to Montreal. Mary Ann Mckinley, Consultant: Student Leadership/Student Engagement, presented the report on the trip and highlighted the main events of the weekend.

The two day faith filled and spiritual journey began with three (3) buses departing on the morning of October 29<sup>th</sup> and included 125 staff and students from across the Niagara Catholic District School Board. The first stop in Montreal was a tour of Saint Joseph Oratory in which Brother André was the founder. On October 30<sup>th</sup> the group toured the Notre Dame Basilica followed by a Thanksgiving Mass in Honour of Saint Brother André's canonization at the Olympic Stadium.

**3. Niagara Catholic Pilgrimage Sunday 2010**

Yolanda Baldasaro, Superintendent of Education – Student Achievement, welcomed Terri Pauco, Religious Education and Family Life Consultant who presented the report on Niagara Catholic Pilgrimage 2010.

On Sunday, October 24<sup>th</sup>, 2010, over 4000 Niagara Catholic students, staff, priests, Trustees, Senior Administration, Catholic School Council members and Alumni participated in this year's annual Pilgrimage. Approximately \$183,500 was raised in this annual event to assist our needy brothers and sisters in Haiti, the Dominican Republic, Dominica, Guatemala, Peru, and Rwanda, in addition to Development & Peace and Fogquest.

Students from each of the eight high schools spoke of the joy and satisfaction in participating in the Pilgrimage and assisting Third World countries.

Chairperson Burtnik, on behalf of the Trustees, praised the students for their commitment and dedication to others in need.

**4. Unapproved Minutes of the Committee of the Whole Meeting of November 9, 2010 and Consideration of Recommendations**

Moved by Trustee Dekker

Seconded by Trustee Belcastro

**THAT** the Niagara Catholic District School Board approve receive the unapproved Minutes of the Committee of the Whole Meeting of November 9, 2010, as presented.

**CARRIED**

The following recommendations were presented for the Board's consideration from the Committee of the Whole Meeting of November 9, 2010:

**4.2 Approval of Policies**

**4.2.1 Trustee Code of Conduct Policy (100.12)**

Moved by Trustee Crole

Seconded by Trustee Scalzi

**THAT** the Niagara Catholic District School Board approve the Trustee Code of Conduct Policy (100.12), as presented.

**CARRIED**

**4.2.2 Employee Workplace Violence Policy (201.11)**

Moved by Trustee Crole

Seconded by Trustee Scalzi

**THAT** the Niagara Catholic District School Board approve the Employee Workplace Violence Policy (201.11), as presented.

**CARRIED**

**4.2.3 Equity & Inclusive Education Policy (200.16)**

Moved by Trustee Crole

Seconded by Trustee Scalzi

**THAT** the Niagara Catholic District School Board approve the Equity & Inclusive Education Policy (200.16), as presented.

**CARRIED**

**4.2.4 Religious Accommodation Policy (100.10.1)**

Moved by Trustee Crole

Seconded by Trustee Scalzi

**THAT** the Niagara Catholic District School Board approve the Religious Accommodation Policy (100.10.1), as presented.

**CARRIED**

**4.2 Attendance Area Review Committee for Notre Dame College and Associated Elementary Schools Areas, and for the Port Robinson Area**

Moved by Trustee Belcastro

Seconded by Trustee Dekker

**THAT** the Niagara Catholic District School Board approve that an Ad Hoc Attendance Area Review Committee be formed following the Inaugural Board Meeting on December 7, 2010, to review attendance boundaries for Notre Dame College and Associated Elementary Schools Areas, and for the Port Robinson Area, as per the Attendance Areas Policy (301.3), with a recommendation to the Board by February 22, 2011.

**CARRIED**

**4.3 Financial Reports**

**4.3.1 Monthly Banking Transactions**

Moved by Trustee Dekker

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Monthly Banking Transactions for the month of October 2010, as presented for information.

**CARRIED**

**4.3.2 Statement of Revenue & Expenditures**

Moved by Trustee Dekker

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at October 31, 2010, as presented for information.

**CARRIED**

**5. Special Education Advisory Committee**

**5.1 Minutes of the Special Education Advisory Committee Meeting of October 6, 2010**

Moved by Trustee Crole

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board receive the Minutes of the Special Education Advisory Committee Meeting of October 6, 2010, as presented for information.

**CARRIED**

**5.2 Recommendation from Unapproved Minutes of the S.E.A.C. Meeting November 3, 2010**

The following recommendation is being presented for the Board's consideration from the Unapproved Minutes of the S.E.A.C. Meeting of November 3, 2010:

Moved by Trustee Nieuwesteeg

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board approve the change in representation for the Learning Disabilities Association of Niagara to the Special Education Advisory Committee; Primary Representative: Ms. Naomi Gutknecht; Alternate Representative: Dr. John McNamara.

**CARRIED**

**5.3 Excerpt from Unapproved Minutes of the S.E.A.C. Meeting November 3, 2010**  
**Recognition of Trustee Crole**

Superintendent Baldasaro presented the following excerpt from the Unapproved Minutes of the S.E.A.C. Meeting of November 3, 2010 that S.E.A.C. requested to acknowledge at the November Board Meeting.

*“SEAC extends its appreciation to Trustee Crole for his involvement and support of the Special Education Advisory Committee during his years of service.”*

**6. Audited Financial Statements**

Larry Reich, Superintendent of Business and Financial Services, presented a verbal report on the Audited Financial Statements for the Year 2009-2010.

A Special Electronic Board meeting will be held on Monday, November 29, 2010 at 4:00 p.m. to approve the Audited Financial Statements.

**7. Special Presentation**

Director Crocco and Chairperson Burtnik thanked Trustees Belcastro, Crole, Dekker, and Scalzi for their years of leadership, dedication, commitment and stewardship to Catholic education as they conclude their terms as a Trustee with the Niagara Catholic District School Board. The Trustees were presented with a token of appreciation from the Board.

Trustees Belcastro, Crole, Dekker and Scalzi thanked fellow Trustees and staff for their support over the years and spoke of the privilege and opportunity at being able to serve the students of Niagara Catholic.



## **D. TRUSTEE ITEMS, OPEN QUESTION PERIOD & OTHER BUSINESS**

### **1. Correspondence**

Nil Report

### **2. Report on Trustee Conferences Attended**

Nil Report

### **3. General Discussion to Plan for Future Action**

Nil Report

### **4. Trustee Information**

#### **4.1 Spotlight on Niagara Catholic – November 9, 2010**

Director Crocco presented the Spotlight on Niagara Catholic – November 9, 2010, issue for Trustees' information.

#### **4.2 Calendar of Events – December 2010**

Director Crocco presented the Calendar of Events – December 2010 for Trustees' information.

#### **4.3 Official Blessing & Opening – St. Joseph Catholic Elementary School (Grimsby) Wednesday, November 24, 2010**

Director Crocco presented information on the Official Blessing & Opening of St. Joseph Catholic Elementary School (Grimsby) being held Wednesday, November 24, 2010.

#### **4.4 Niagara Catholic Trustee Orientation Thursday, November 25, 2010 – Catholic Education Centre**

Director Crocco presented information on the Niagara Catholic Trustee Orientation scheduled for Thursday, November 25, 2010 at the Catholic Education Centre.

#### **4.5 Official Blessing & Opening – Our Lady of Fatima Catholic Elementary School (Grimsby) - Tuesday, November 30, 2010**

Director Crocco presented information on the Official Blessing & Opening of Our Lady of Fatima Catholic Elementary School (Grimsby) being held Tuesday, November 30, 2010.

#### **4.6 Niagara Catholic Spelling Bee – Wednesday, December 1, 2010 – 7:00 p.m.**

Director Crocco presented information on the Niagara Catholic Spelling Bee being held Wednesday, December 1, 2010 – 7:00 p.m. at Saint Michael Catholic High School, Niagara Falls.

**4.7 Renaming of Blessed Brother Andre Chapel at Saint Paul Catholic High School**

In accordance with Board procedures, Director Crocco presented information on the renaming of the Blessed Brother Andre Chapel at Saint Paul Catholic High School, to the Saint Brother Andre CSC Chapel.

**4.8 OCSTA Trustee Orientation Seminar – Friday, January 14-15, 2011 – Toronto**

Director Crocco presented information on the OCSTA Trustee Orientation Seminar being held January 14-15, 2011 in Toronto. Trustees were asked to confirm their attendance with Sherry Morena.

**5. Open Question Period**

None Submitted

**E. NOTICES OF MOTION**

Trustee Dekker put forth the following Notice of Motion to be presented at the December Board Meeting.

**“THAT** the Niagara Catholic District School Board investigate the possible expansion of the SCOEP Program, by utilizing the new Jericho House Facilities, beginning September 2011.”

**F. BUSINESS IN CAMERA**

Moved by Trustee Charbonneau

Seconded by Trustee Belcastro

**THAT** the Niagara Catholic District School Board move into the In Camera Session.

**CARRIED**

The Niagara Catholic District School Board moved into the In Camera Session of the Board Meeting at 8:45 p.m. and reconvened at 10:15 p.m.

**G. REPORT ON THE IN-CAMERA SESSION**

Moved by Trustee Crole

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board report the motions from the In Camera Session of the Board Meeting of November 23, 2010.

**CARRIED**

**SECTION A: STUDENT TRUSTEES PRESENT**

Moved by Trustee Dekker

Seconded by Trustee Crole

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION A: Student Trustees Present of October 26, 2010, as presented.

**CARRIED (Item F1)**

Moved by Trustee Dekker

Seconded by Trustee Crole

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION A: Student Trustees Present of November 9, 2010, as presented.

**CARRIED (Item F2)**

## **SECTION B: STUDENT TRUSTEES EXCLUDED**

Moved by Trustee Charbonneau

Seconded by Trustee Crole

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.1 of the In Camera Agenda.

**CARRIED (Item F4.1)**

Moved by Trustee Belcastro

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.2 of the In Camera Agenda.

**CARRIED (Item F4.2)**

Moved by Trustee Belcastro

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the recommendation as outlined in Item F4.3 of the In Camera Agenda.

**CARRIED (Item F4.3)**

Moved by Trustee Belcastro

Seconded by Trustee Dekker

**THAT** the Niagara Catholic District School Board approve the Minutes of the In Camera Session of the Board Meeting - SECTION B: Student Trustees Excluded of October 26, 2010, as presented.

**CARRIED (Item F5)**

Moved by Trustee Belcastro

Seconded by Trustee Dekker

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 9, 2010, as presented.

**CARRIED (Item F6)**

The following motions were reported from the In Camera Session of the Committee of the Whole Meeting - SECTION B: Student Trustees Excluded of November 9, 2010:

Moved by Trustee Belcastro

Seconded by Trustee Dekker

**THAT** the Niagara Catholic District School Board approve that the easement across the St. Peter Catholic Elementary School property as proposed by Bell Canada be approved, and that a formal agreement be prepared by the Board Solicitor for signature by the Director of Education and Chairperson of the Board.

**CARRIED (Item F6.1)**

## **H. FUTURE MEETINGS AND EVENTS**

**1. *Inaugural Board Meeting/Committee of the Whole Meeting***  
**Tuesday, December 7, 2010 – Saint Michael Catholic High School, Niagara Falls**

Director Crocco presented information on the Inaugural Board Meeting / Committee of the Whole Meeting being held Tuesday, December 7, 2010 beginning at 6:00 p.m. at Saint Michael Catholic High School, Niagara Falls.

## **I. MOMENT OF SILENT REFLECTION FOR LIFE**

## **J. ADJOURNMENT**

Moved by Trustee Crole  
Seconded by Trustee Scalzi

**THAT** the November 23, 2010 meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 10:15 p.m.

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Minutes of the Meeting of the Niagara Catholic District School Board held on **November 23, 2010.**

Approved on the **21st** day of **December 2010.**

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: MINUTES OF THE SPECIAL BOARD MEETING  
NOVEMBER 29, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Special Board Meeting of November 29, 2010, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL BOARD MEETING

**MONDAY, NOVEMBER 29, 2010**

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Minutes of the Special Meeting of the Niagara Catholic District School Board, held on Monday, November 29, 2010, at 4:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 4:00 p.m. by Chairperson Burtnik.

### A. ROUTINE MATTERS

1. Opening Prayer

The meeting was opened with a prayer led by Trustee Dekker.

2. Roll Call

Trustee	Present	Present Electronically	Absent	Excused
John Belcastro	✓			
Kathy Burtnik	✓			
Maurice Charbonneau		✓		
Gary Crole			✓	
John Dekker		✓		
Frank Fera				✓
Ed Nieuwesteeg		✓		
Tony Scalzi		✓		

NOTE: Trustee Fera was unable to access the meeting electronically due to technical difficulties

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

**3. Approval of the Agenda**

Moved by Trustee Nieuwesteeg

Seconded by Trustee Belcastro

**THAT** the Niagara Catholic District School Board approve the Agenda of the Special Board Meeting of November 29, 2010, as presented.

**CARRIED**

**4. Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda.

**B. COMMITTEE AND STAFF REPORTS**

**1. Audited Financial Statements for the Year 2009-2010**

**1.1 Preparation of Audited Financial Statements for the Year 2009-2010**

Larry Reich, Superintendent of Business & Financial Services, presented the report on the Preparation of Audited Financial Statements for the Year 2009-2010.

Superintendent Reich reported that the financial results for the year 2009-2010 are positive and highlighted various revenues and expenditures.

The Director and Chairperson expressed appreciation to Superintendent Reich and his staff for their work all year long and in the preparation and assistance with the Board's financial statements.

Moved by Trustee Belcastro

Seconded by Trustee Nieuwesteeg

**THAT** the Niagara Catholic District School Board approve the Preparation of the Audited Financial Statement for the Year 2009-2010, as presented.

**CARRIED**

**1.2 Official Audited Financial Statements for the Year 2009-2010**

Superintendent Reich presented the Official Audited Financial Statements for the Year 2009-2010.

Moved by Trustee Charbonneau

Seconded by Trustee Scalzi

**THAT** the Niagara Catholic District School Board approve the Audited Financial Statement for the Year 2009-2010, as presented.

**CARRIED**

### 1.3 Audit Letters

Superintendent Reich presented the Audit Letters.

Moved by Trustee Dekker

Seconded by Trustee Charbonneau

**THAT** the Niagara Catholic District School Board receive the Audit Letters as presented.

**CARRIED**

### C. **ADJOURNMENT**

Moved by Trustee Dekker

Seconded by Trustee Nieuwesteeg

**THAT** the November 29, 2010, Special Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 4:45 p.m.

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Minutes of the Special Meeting of the Niagara Catholic District School Board held on Minutes of the Meeting of the Niagara Catholic District School Board held on **November 29, 2010**.

Approved on the **21st** day of **December 2010**.

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: MINUTES OF THE INAUGURAL MEETING OF THE BOARD  
DECEMBER 7, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Minutes of the Inaugural Meeting of the Board of December 7, 2010, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE INAUGURAL MEETING OF THE BOARD

TUESDAY, DECEMBER 7, 2010

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Minutes of the Inaugural Meeting of the Niagara Catholic District School Board, held on Tuesday, December 7, 2010, at 7:00 p.m. in the Atrium at Saint Michael Catholic High School, 8699 McLeod Road, Niagara Falls.

### A. ROUTINE MATTERS

1. *Meeting Call to Order – John Crocco, Director of Education/Secretary-Treasurer*

The meeting was called to order at 7:15 p.m. by Chief Executive Officer and Director of Education John Crocco, in accordance with section 208-4 of the Education Act.

Director Crocco, on behalf of all in attendance, thanked Bishop Gerard Bergie for celebrating the Commissioning Mass of Trustees and for participating in the Inaugural Meeting of the Board.

Appreciation and gratitude was expressed to the staff, students, choir, drum line and liturgical dancers of Saint Michael Catholic High School for hosting and participating in the Inaugural Meeting.

Director Crocco welcomed the Honourable Mr. Justice Joseph Henderson; Board Solicitor, Bill Amadio; Priests; Sisters; Principals, Vice-Principals, Managers, staff, family friends and guests to the Inaugural Meeting of the Board.

2. *Roll Call*

Director Crocco indicated that all Trustees-Elect and Student Trustees were in attendance.

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		

<b>Student Trustees</b>			
Shelby Levesque	✓		
Patrick Fowler	✓		

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/ Administrative Assistant, Corporate Services & Communications

Special Guest: **Bishop Gerard Bergie**, Bishop of St. Catharines Diocese; **Honourable Mr. Justice Joseph Henderson**; **Bill Amadio**, Board Solicitor

3. **Declaration of Conflict of Interest**

No Declarations of Conflict of Interest were declared with any items on the agenda.

4. **Opening Prayer**

The Director welcomed Bishop Gerard Bergie, Bishop of the Diocese of St. Catharines. Bishop Bergie opened the 2010 Inaugural Meeting of the Board with a prayer.

Bishop Bergie offered brief words on the importance and impact of Catholic education.

5. **Returns of Election**

In accordance with Board By-Laws section 7 (iii) and the Education Act, Director Crocco presented the Returns of Election as certified by municipal clerks.

6. **Declaration of Office and Oath of Allegiance**

Honourable Mr. Justice Joseph Henderson offered words of congratulations to all Trustees. Justice Henderson with Bishop Gerard Bergie, and assisted by Director of Education Crocco, administered the Declaration of Office and Oath of Allegiance.

7. **Election of Chairperson and Vice-Chairperson**

Director Crocco reviewed the procedures for the election of the Chairperson and Vice-Chairperson, and appointed Bill Amadio, Board Solicitor and Larry Reich, Superintendent of Business & Financial Services, as scrutineers.

**Election of Chairperson**

Moved by Trustee Charbonneau

**THAT** Trustee Burtnik be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 7, 2010 until the 2011 Annual Organizational Meeting of the Board.

Director Crocco asked Trustee Burtnik if she wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee Burtnik accepted the nomination.

Moved by Trustee Sicoli

**THAT** Trustee MacNeil be nominated for the position of Chairperson of the Niagara Catholic District School Board to hold office from December 7, 2010 until the 2011 Annual Organizational Meeting of the Board.

Director Crocco asked Trustee MacNeil if he wished to stand for the position of Chairperson of the Niagara Catholic District School Board. Trustee MacNeil accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Charbonneau

Seconded by Trustee Burtnik

**THAT** the nominations for the position of Chairperson of the Niagara Catholic District School Board be closed.

**CARRIED**

Following the counting of the ballots, Trustee Burtnik was elected to the position of Chairperson of the Niagara Catholic District School Board.

Moved by Nieuwesteeg

Seconded by O'Leary

**THAT** the ballots for the election of the Chairperson of the Niagara Catholic District School Board, be destroyed.

**CARRIED**

Director Crocco turned over the Chairship of the Inaugural Meeting of the Board to Chairperson Burtnik.

#### **Election of Vice-Chairperson**

Moved by Trustee Fera

**THAT** Trustee MacNeil be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board from December 7, 2010 until the 2011 Annual Organizational Meeting of the Board.

Chairperson Burtnik asked Trustee MacNeil if he wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee MacNeil accepted the nomination.

Moved by Trustee Nieuwesteeg

**THAT** Trustee Charbonneau be nominated for the position of Vice-Chairperson of the Niagara Catholic District School Board from December 7, 2010 until the 2011 Annual Organizational Meeting of the Board.

Chairperson Burtnik asked Trustee Charbonneau if he wished to stand for the position of Vice-Chairperson of the Niagara Catholic District School Board. Trustee Charbonneau accepted the nomination.

There were no further nominations forthcoming.

Moved by Trustee Sicoli

Seconded by Trustee Burkholder

**THAT** the nominations for the position of Vice-Chairperson of the Niagara Catholic District School Board be closed.

**CARRIED**

Following the counting of the ballots, Trustee Charbonneau was elected to the position of Vice-Chairperson of the Niagara Catholic District School Board.

Moved by Trustee Burkholder

Seconded by Trustee Nieuwesteeg

**THAT** the ballots for the election of the Vice-Chairperson of the Niagara Catholic District School Board, be destroyed.

**CARRIED**

**8. Chairperson's Remarks**

A copy of Chairperson Burtnik's remarks is attached to the minutes for information and placed on the Board website.

(Appendix A)

**9. Vice-Chairperson's Remarks**

A copy of Vice-Chairperson Charbonneau's remarks is attached to the minutes for information and placed on the Board website.

(Appendix B)

**10. Appointment of Honorary Chairperson**

Director Crocco presented the report on the Appointment of Honorary Chairperson.

Moved by Trustee Sicoli

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve the appointment of (The Most) Reverend Gerard P Bergie, D.D., Bishop of St. Catharines, as the Honorary Chairperson of the Board commencing December 7, 2010.

**CARRIED**

**11. Appointment of Board Solicitor**

Director Crocco presented the report on the Appointment of Board Solicitor.

Moved by Trustee Nieuwesteeg

Seconded by Trustee Burkholder

**THAT** the Niagara Catholic District School Board approve the appointment of Broderick & Partners LLP (William A. Amadio, LL. B.) as Board Solicitor for the term December 1, 2010 to November 30, 2014.

**CARRIED**

**12. Appointment of Board Auditor**

Director Crocco presented the report on the Appointment of Board Auditor.

Moved by Trustee Burkholder

Seconded by Trustee MacNeil

**THAT** the Niagara Catholic District School Board approve the appointment of Crawford, Smith & Swallow as Board Auditors for the term December 1, 2010 to November 30, 2014.

**CARRIED**

**13. Board Committees**

Director Crocco presented the report on Board Committees, and stated that the report is in compliance with Board Bylaw 17 v (a) which calls for Trustee membership on Board Ad Hoc, Statutory, Standing and Liaison Committees until the 2011 Annual Organizational Meeting of the Board.

Director Crocco stated that membership to the committees are appointed by the Chairperson of the Board in consultation with the Vice-Chairperson of the Board, and asked that Trustees submit their completed form to the Office of the Director by the December 21, 2010 Board Meeting.

Moved by Trustee Nieuwesteeg

Seconded by Trustee O'Leary

**THAT** the Niagara Catholic District School Board approve the continuation of the following Ad Hoc Committee for the year 2011:

- Notre Dame College and Associated Elementary Schools Areas, and Port Robinson Attendance Area Ad Hoc Committee
- Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee
- St. Catharines Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee

**CARRIED**

**C. MOMENT OF SILENT REFLECTION FOR LIFE**

**D. ADJOURNMENT**

Moved by Trustee Burkholder

Seconded by Trustee Sicoli

**THAT** the December 7, 2010 Inaugural Meeting of the Niagara Catholic District School Board be adjourned.

**CARRIED**

This meeting was adjourned at 8:15 p.m.

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Minutes of the Inaugural Meeting of the Niagara Catholic District School Board held on **December 7, 2010.**

Approved on the **21st** day of **December 2010.**

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Kathy Burtnik  
Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**CHAIRPERSON KATHY BURTNIK'S REMARKS**

**Annual Organizational Meeting  
of the Niagara Catholic District School Board  
December 7, 2010**

As I begin, I wish to share a story. Two weeks ago, I received a call from a parent – “are you the trustee for St. Catharines area schools” I pause, knowing that these conversations, as rare as they are, have a tendency to take a great deal of time to hear the story that is about to unfold. As I answered yes – the mom, without giving her name had two words for me...“thank you”. She repeated these 2 words numerous times throughout the conversation as she described the impact we have had on her two children – one in secondary and one in elementary. Her closing words were that she will promote Niagara Catholic Schools to everyone she ever meets. I was reminded once again just how relevant the staff of Niagara Catholic is in the lives of our community.

I am convinced there are moms, dads and guardians throughout Niagara Catholic who feel the same way she does about HOW we do what we do. Every school in Ontario knows “what” to do to help their students reach academic success. We at Niagara Catholic collectively and instinctively know the “how”.

It is inherent in our mission statement, and therefore inherent in every word, thought and action of each of us, no matter our role. It is with that commitment to the charisms of faith, social justice, support and leadership that we collectively can dispel the whispers calling for the elimination of public funding for Catholic education. We will continue to focus on the “how” we deliver catholic education in order to be what our Church and our community asks us to be. Our partnership with the diocese through Bishop Bergie is already at a place of remarkable, I thank him for his friendship to date and look forward to working with and for him over the next many years.

To my fellow trustees, I thank you for your trust, faith and support in the manner with which I have carried out the responsibilities of being the Chair of Niagara Catholic over the past 2 years. I look forward to working with each of you as we come to know each other's stories. We are a new team and I know I will learn as much from you as you can from me. I am certain there will be times of disagreement, but I guarantee that those times will be respectful and helpful in us making the very best policy decisions for our community. Our role as trustee is clearly defined in legislation; our approach to that role is more clearly defined in our faith - Thankfully, each of us is far more familiar with the readings of the gospel than we are with the education act.

To each of you here tonight, and all who constitute the Niagara Catholic Community, I pledge my time, my energy, my enthusiasm, my strengths and my willingness to do whatever I can do to inspire Niagara Catholic to be all that we can be to all who come to our door. I will serve you with grace, dignity, joy and humility knowing that none of us can do alone what each of us can do together. We are the hands, the feet and the voice of Christ, may our smiles reflect the joy we find in being loved by him.

We are blessed. We are called. We are Niagara Catholic and we are willing to do what is necessary to promote and protect the gift of Catholic Education for the next generation.

May God continue to bless each of us and those in our hearts with healthy bodies and giving hands.



**VICE-CHAIRPERSON MAURICE CHARBONNEAU'S REMARKS**

**Annual Organizational Meeting  
of the Niagara Catholic District School Board  
December 7, 2010**

Your Excellency Bishop Bergie, Reverend Fathers, Reverend Sisters, Mr. Crocco, Superintendents, fellow Trustees, staff and friends of Niagara Catholic, it is an honour to be chosen as the Vice Chair of the Niagara Catholic District School Board.

Catholic education is truly a gift that requires each and every one of us here this evening to continue to be vigilant and dedicated to this vocation. I am reminded of the message given to me by my parents when I was very young. They encouraged and spoke often of the value of a Catholic education. My Dad, who had to work on the family farm at a young age, told me often that an education was something that could never be taken away from you. My Mom showed me what hard work and dedication were all about by completing her high school at the age of 49 while raising a family and working full time.

My grade 8 teacher, Sister St. Andre, showed me the power a teacher has in influencing a child's future. She shared her love of God with all of her students on a daily basis and ignited in me a passion for learning that continues to this day.

I think often of the many dedication educators that I have had the privilege to work with over the past 35 years. Father Ken Burns had the most influence on my development as a young educator. He truly believed and demonstrated that everything we do in education we do for the children. His passion and dedication as a teacher, Principal and Trustee have left a lasting legacy to Catholic education in Niagara. He always encouraged the teachers of our Board to make a lasting commitment to the vocation of teaching in a Catholic system.

To my fellow trustees and all of you here this evening let us dedicate all of our efforts in support of Catholic education and to the children entrusted to our care. We have committed ourselves to our new Vision 2020 that sets the path for us to strengthen our commitment to Catholic education and the vocation of teaching. The future is filled with many challenges but together we can face each one of them with confidence.

Thank you.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: CHRISTMAS CARDS 2010**

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## PRESENTATION BACKGROUND

Board Meeting  
December 21, 2010

### CHRISTMAS CARDS 2010

Schools throughout Niagara Catholic were invited to submit a total of five (5) pieces of artwork designed by their students in order to create the 2010 Niagara Catholic Christmas Cards.

The parents/guardians of the students whose artwork was chosen to represent the Niagara Catholic District School Board were delivered copies of their child's artwork on Christmas cards.

The following students had their artwork selected to be shared with the Niagara Catholic community for the Christmas Season of 2010:

**Jacobo Arredondo**, Grade 7, St. Augustine Catholic Elementary School, Welland

**Alayshia Bannister**, Grade 8, St. Philomena Catholic Elementary School, Fort Erie

**Jason Friesen**, Grade 2, St. Theresa Catholic Elementary School, Saint Catharines

**Dylan Kwacz**, Grade 10, Saint Michael Catholic High School, Niagara Falls

**Elaine Mhlanga**, Grade 6, St. Patrick Catholic Elementary School, Niagara Falls

**Nicole Panday**, Grade 11, Saint Michael Catholic High School, Niagara Falls

**Sierra Rosiana**, Grade 9, Lakeshore Catholic High School, Port Colborne

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: SCHOOL EXCELLENCE PROGRAM  
ST. MARK CATHOLIC ELEMENTARY SCHOOL**

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Prepared by: Rob Ciarlo, Superintendent of Education

Presented by: Rob Ciarlo, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD DECEMBER 21, 2010

### SCHOOL EXCELLENCE PROGRAM ST. MARK CATHOLIC ELEMENTARY SCHOOL

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**Contact Info:**

4114 Mountain St.  
Beamsville, ON  
L0R 1B7  
Ph: 905.563.9191  
Fx: 905.563.4334  
st.mark@ncdsb.com

**Grades:**

JK - 8

**Principal:**

Carmela D'Andrea

**Superintendent:**

Rob Ciarlo

**Catholic School Council****Co-Chairs:**

Traci Palumbo  
Sylvana Piscitello

**Parish:**

St. Helen

*We are a community of  
Catholic learners,  
independent and respectful  
of self and others,  
developing to  
our fullest potential  
while fostering a climate  
of uniqueness and equity  
for each individual  
in our community.*

- School Mission Statement



St. Mark School, opened in 2001. It is located on Mountain St. in Beamsville in the Town of Lincoln. It is a beautiful setting for a school on the Niagara escarpment. Our two-story school has grown to 15 classrooms and 4 portables along with a fully equipped library and computer lab. We are a community of life-long learners who work together and through the cooperation of the school-home-church community, St. Mark School is "Shaping the Future Together".

Total enrolment as of September 2010: 432

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Prepared by: Rob Ciarlo, Superintendent of Education

Presented by: Rob Ciarlo, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: November 23, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: UNAPPROVED MINUTES OF THE COMMITTEE OF THE  
WHOLE MEETING OF DECEMBER 7, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the unapproved Minutes of the Committee of the Whole Meeting of December 7, 2010, as presented.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

### TUESDAY, DECEMBER 7, 2010

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Minutes of the Meeting of the Committee of the Whole of the Niagara Catholic District School Board, held on Tuesday, December 7, 2010, at 7:00 p.m. in the Atrium at Saint Michael Catholic High School, 8699 McLeod Road, Niagara Falls.

The meeting was called to order at 8:15 p.m. by Vice-Chairperson Charbonneau.

#### A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by Bishop Gerard Bergie.

2. Roll Call

Vice-Chairperson Charbonneau indicated that all Trustees and Student Trustees were in attendance.

Trustee	Present	Absent	Excused
Rhianon Burkholder	✓		
Kathy Burtnik	✓		
Maurice Charbonneau	✓		
Frank Fera	✓		
Fr. Paul MacNeil	✓		
Ed Nieuwesteeg	✓		
Ted O'Leary	✓		
Dino Sicoli	✓		
<b>Student Trustees</b>			
Shelby Levesque	✓		
Patrick Fowler	✓		

The following staff were in attendance:

**John Crocco**, Director of Education; **Yolanda Baldasaro**, **Rob Ciarlo**, **Lee Ann Forsyth-Sells**, **Frank Iannantuono**, Superintendents of Education; **Larry Reich**, Superintendent of Business & Financial Services; **James Woods**, Controller of Plant; **Khayyam Syne**, Administrator of Staff Development; **Mark Lefebvre**, Administrator of School Effectiveness; **Jennifer Brailey**, Manager of Corporate Services & Communications; **Sherry Morena**, Recording Secretary/Administrative Assistant, Corporate Services & Communications

Special Guest: **Bishop Gerard Bergie**, Bishop of St. Catharines Diocese; **Honourable Mr. Justice Joseph Henderson**; **Bill Amadio**, Board Solicitor

3. **Approval of the Agenda**

Moved by Trustee Nieuwesteeg

**THAT** the Committee of the Whole approve the Agenda of the Committee of the Whole Meeting of December 7, 2010, as presented.

**CARRIED**

4. **Declaration of Conflict of Interest**

No Declarations of Conflict of Interest were declared with any items on the agenda.

5. **Minutes of the Committee of the Whole Meeting of November 9, 2010**

Moved by Trustee Fera

**THAT** the Committee of the Whole approve the Minutes of the Committee of the Whole Meeting of November 9, 2010, as presented.

**CARRIED**

## **B. COMMITTEE AND STAFF REPORTS**

1. **Catholic Education in Niagara**

Director Crocco gave a video presentation on Catholic Education in Niagara. He stated that the report, which is a prelude to the Annual Director's Report 2010, captures and highlights a sample of the many exceptional faith based programs and services provided to Niagara Catholic's students.

The Director's Annual Report 2010 is currently in its final stages of preparation and will be presented at the December Board Meeting.

## **C. INFORMATION**

1. **Trustee Information**

1.1 **Annual Administrators, Trustees and Priests Faith Formation – December 16, 2010  
11:00 a.m. – Club Roma, St. Catharines**

Director Crocco informed Trustees of the Annual Administrators, Trustees and Priests Faith Formation being held December 16, 2010 at 11:00 a.m. at Club Roma, St. Catharines. Trustees were asked to inform Sherry Morena if they will be attending.



**1.2 OCSTA Trustee Orientation Seminar – Friday, January 14-15, 2011 – Toronto**

Director Crocco informed Trustees of the OCSTA Trustee Orientation Seminar being held Friday, January 14 - 15, 2011 in Toronto. Trustees were asked to confirm their attendance with Sherry Morena.

**1.3 Bishop's Gala - January 28, 2011 – Club Italia, St. Catharines**

Director Crocco informed Trustees of the Bishop's Gala being held January 28, 2011 at Club Italia in Niagara Falls.

**D. OTHER BUSINESS**

1. General Discussion to Plan for Future Action

**E. ADJOURNMENT**

Director Crocco thanked Bishop Bergie, Justice Henderson, Saint Michael staff, Board staff, Principal's, Vice-Principals, and guests for participating in the evening.

Moved by Trustee Burtnik

**THAT** the December 7, 2010 Committee of the Whole Meeting be adjourned.

**CARRIED**

This meeting was adjourned at 8:45 p.m.

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Minutes of the Committee of the Whole Meeting of the Niagara Catholic District School Board held on **December 7, 2010.**

Approved on the **18th** day of **January 2011.**

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Maurice Charbonneau  
Vice-Chairperson of the Board

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John Crocco  
Director of Education/Secretary -Treasurer

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: SPECIAL EDUCATION ADVISORY COMMITTEE  
APPROVED MINUTES OF THE S.E.A.C. MEETING OF  
NOVEMBER 3, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Approved Minutes of the Special Education Advisory Committee Meeting of November 3, 2010, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE SPECIAL EDUCATION ADVISORY COMMITTEE MEETING WEDNESDAY, NOVEMBER 3, 2010

Minutes of the Meeting of the Special Education Advisory Committee, held on Wednesday, November 3, 2010, at 7:00 p.m. in the Father Kenneth Burns csc Board Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 7:00 p.m. by Chair Racine.

### A. ROUTINE MATTERS

#### 1. Opening Prayer

Opening Prayers were led by Chair Racine.

#### 2. Roll Call

Members	Affiliations	Present	Excused	Absent
Anna Racine (Chair)	The Tourette Syndrome Association of Ontario	✓		
Kim Rosati (Vice-Chair)	VOICE for Hearing Impaired Children	✓		
Connie Parry	Association for Bright Children	✓		
Heather Schneider	Community Living-Welland/Pelham	✓		
Sarina Labonte	Community Living-Grimsby, Lincoln & West Lincoln	✓		
Rob Lavorato	Down Syndrome Caring Parents (Niagara)	✓		
Mike Gowan	Autism Ontario		✓	
Jim Wells	John Howard Society of Niagara		✓	
Dianne Radunsky	Ontario Brain Injury Association	✓		
<b>Trustees</b>				
Gary Crole			✓	
Maurice Charbonneau			✓	
Kathy Burtnik		✓		

The following staff were in attendance:

**Yolanda Baldasaro**, Superintendent of Education; **Ted Farrell**, Principal-Secondary;  
**Tina DiFrancesco**, Recording Secretary

**Announcement**

Chair Racine announced that Mike Gowan was one of Autism Ontario's 2010 Volunteer Award Recipients receiving the Community Builder Award.

**3. Approval of the Agenda**

Moved by Sarina Labonte

Seconded by Heather Schneider

**THAT** the Special Education Advisory Committee approve the Agenda of the Special Education Advisory Committee Meeting of November 3, 2010.

**CARRIED**

**4. Disclosure of Interest**

No Disclosures of Interest were declared with any items on the agenda.

**5. Approval of Minutes of the Special Education Advisory Committee Meeting of October 6, 2010**

Moved by Heather Schneider

Seconded by Dianne Radunsky

**THAT** the Special Education Advisory Committee approve the Minutes of the Special Education Advisory Committee Meeting of October 6, 2010, as presented.

**CARRIED**

**B. PRESENTATIONS**

**1. Connie Parry – Role of the SEAC**

Connie Parry gave a historical overview of Special Education in Ontario, the roles and responsibilities of the Special Education Advisory Committee and the legislation, regulations, and policy documents related to Special Education. There was a discussion following the presentation. More information can be found on the SEAC Learning website at <http://seac-learning.ca>. This website can also be accessed on the Board website under Student Achievement K-12 Special Education, Special Education Advisory Committee.

**Update on Fall 2010 Sector Discussion – Deferred**

## C. VISIONING

### 1. Goals and Vision for 2010/2011

#### 1.1 Review of Goals and Objectives including:

The draft proposed goals for 2010 and 2011 were presented to the SEAC members for information. There was a discussion in regards to the goals. Sarina Labonte suggested possibly having a mental health presentation from the Mobile Intensive Treatment Team (MITT) in the new year. Further discussion in regards to the goals will be held at the December meeting.

##### 1.1.1 SEAC Logo - Deferred

##### 1.1.2 Follow up on ERT Survey - Deferred

## D. BUSINESS ARISING FROM THE MINUTES OF THE MEETING OF OCTOBER 6, 2010

### 1. Learner Advocacy

### 2. Parent Outreach

### 3. Program and Service Recommendations

### 4. Special Education Budget

### 5. Annual Review, Special Education Plan

### 6. Other Related Items

#### 6.1 Report from Trustee Crole on Board and Committee of the Whole Minutes

There were no questions or clarification required on the reports provided by Trustee Crole from the October meeting.

### 7. Policy Review

## E. AGENCY REPORTS

### 1. VOICE for Hearing Impaired Children – Kim Rosati

- Nil Report

**2. Down Syndrome Caring Parents (Niagara) – Rob Lavorato**

- The DSAO Annual Conference which was held on October 15<sup>th</sup> – 17<sup>th</sup>, 2010 at the Sheraton Fallsview in Niagara Falls was a great success with 150 people in attendance.
- This week is Down Syndrome awareness week.
- The DSCP Christmas party is forthcoming.

**3. Community Living – Welland/Pelham – Heather Schneider**

- Last month I spoke about Bill 83 - Protecting Vulnerable People Against Picketing Act.
  - Update - On October 28th the act passed its second reading at Queen's Park and will be brought back for a 3rd reading but at this time we do not know that date.
  - There is a petition to the Legislative Assembly of Ontario regarding Special Services at Home and Passport funding. We are petitioning as follows:
    - ensure that all qualified Passport and SSAH applicants immediately receive adequate funding
    - make the application and funding allocation processes transparent; and
    - ensure that sufficient long-term funding is in place so that eligible Ontarians with disabilities can access the supports and services they need.
- This is a very important issue and the more people signing and getting involved, the better. Petitions can be found at your local Community Living.
- Lastly, just a reminder about our annual dinner/dance. It is on November 20th at the Croatian National Hall on Broadway Avenue in Welland. Cost is \$50.00 per person.

**4. Association for Bright Children – Connie Parry**

- ABC Ontario has just organized a tremendous new resource. Back issues of ABC newsletters are now available online back to the 1970s.

**5. Community Living – Grimsby, Lincoln and West Lincoln – Sarina Labonte**

- Nil Report

**6. Autism Ontario – Mike Gowan**

- Nil Report

**7. The Tourette Syndrome Association of Ontario – Anna Racine**

- Nil Report

**8. John Howard Society of Niagara – Jim Wells**

- Nil Report

**9. Ontario Brain Injury Association – Dianne Radunsky**

- Nil Report

## F. STAFF REPORTS

### 1. *Patsy Rocca – Principal, Elementary*

- Nil Report

### 2. *Ted Farrell – Principal, Secondary*

- All of the Special Education Classes ended the month by spending time with friends at the Masquerade Dance at Denis Morris and had a fantastic time. They are also looking forward to St. Paul's Cosom Hockey tournament.
- IEPs went home October 15<sup>th</sup> and we will be reviewing them again next week as mid-term marks are coming in. This will allow us to update strengths, areas of need, accommodations and goals. Final copies of all IEPs, including any suggested changes, will be sent home at the end of the first semester with the report card.
- **Blessed Trinity**
  1. Throughout October there were many new and exciting opportunities. Under the leadership of Educational Assistant Donna Saunders, our students have been hard at work in the Breakfast Club Program. They are learning about healthy food choices and then baking muffins and cookies to share with everyone in the school.
  2. Student Council has welcomed Jamie Kuckyt and Emily Schweinbenz to Student Council as Diversity Ambassadors. Their voices will be heard in decisions made on behalf of the student body.
  3. The highlight of the month came when all individuals from the Special Education Class were introduced as a team during the Pep Rally. Thunderous applause echoed through the gymnasium as Sharon Phillips (Special Education Teacher) read a short bio for each student. The enthusiasm continued as the "Thundercats" took the stage. Under the direction of teacher Erin Brown and Educational Assistant Laura Sgambato, Blessed Trinity's new Special Needs Cheerleading Team demonstrated their amazing talents!
  4. November promises to be an equally innovative month as we look to explore new literacy resources for the classroom, participate in SNAP, expand the Structured Teaching element of the program and become involved with the anti-bullying committee to promote National Anti-Bullying/Safe Schools Week.
- **Saint Michael**
  1. In addition to the Special Education class' weekly outings, they recently took part in the H.A.T.S. program that introduces children with Special Needs to horseback riding.
  2. We are continuing to explore workplace experiences for our students in the Special Education class. Another student will be starting a workplace (Co-Op) in the next couple of weeks.
- **St. Francis**
  1. Our Special Education Classroom has received some minor, but important, upgrades in the month of October. A dishwasher has now been added to the classroom. In addition, a small island was created in the kitchen area. The island has two "working" levels - the second, lower level allows those students who use a wheelchair to participate fully in all life skills activities in the classroom.
  2. All Co-op placements for our Special Education Classroom students are continuing with great success! Students take public transportation to and from their placements, accompanied by an Educational Assistant.
  3. In addition, our Special Education Class students continue to bake the muffins for our P3 program after-school each week.

**3. Marcel Jacques – Administrator Special Education**

- There is an increase in the number of John Howard Society's Stop Now and Plan (SNAP) classes from four last year to ten classes this year. Eight schools are currently participating. The four classes from last year included: St George, St Patrick, Monsignor Clancy, St Mary Welland and the four new classes this year include: St Martin, St Andrew, St Anthony and St Denis. In the winter we will be adding more schools.

**4. Yolanda Baldasaro – Superintendent of Education**

- One hundred and twenty-five staff and students of the Niagara Catholic District School Board attended the Montreal Stadium to celebrate the Thanksgiving Mass in honour of the Canonization of Blessed Brother Andre.
- Superintendent Baldasaro presented information on the Niagara Catholic Education Award of Distinction. Nomination forms are to be submitted and received by Monday, November 29<sup>th</sup>, 2010 to the attention of Jennifer Brailey, Manager of Board Services and Communications.
- Information was presented to the SEAC members on the Minister's Advisory Council on Special Education (MACSE).

## **G. TRUSTEE REPORTS**

**1. Gary Crole – Trustee**

- Nil Report

**2. Kathy Burtnik– Trustee**

- Trustee Burtnik explained the process for re-election of new Trustee representatives to the Special Education Advisory Committee. The inaugural meeting will be held on December 7<sup>th</sup>, 2010.

**Acknowledgement to Trustee Crole from the Special Education Advisory Committee**

Moved by Sarina Labonte

Seconded by Dianne Radunsky

The Special Education Advisory Committee extends our sincere appreciation for Gary Crole's involvement and support of the Special Education Advisory Committee during his years of service.

**CARRIED**

- Trustee Burtnik acknowledged our new Bishop Bergie.



## H. NEW BUSINESS

### 1. Learner Advocacy

#### 1.1 SEAC Survey

The Ministry of Education has developed a survey to provide SEAC members the opportunity to provide feedback on SEAC practices, orientation, the SEAC Learning website and the development of resources. Copies of the survey were provided to the SEAC members at the October meeting. Chair Racine reviewed the survey with the SEAC members and their input was provided. There was a discussion on the topics included in the survey. Chair Racine will respond on behalf of the SEAC by the December 1<sup>st</sup>, 2010 deadline.

### 2. Parent Outreach

### 3. Program and Service Recommendations

### 4. Special Education Budget

### 5. Annual Review, Special Education Plan

### 6. Other Related Items

### 7. Policy Review

7.1 The Catholic School Council Policy was sent electronically to the SEAC members for review. Chair Racine stated that she would respond on behalf of the SEAC. Any recommendations can be forwarded to her by November 11<sup>th</sup>, 2010. Vetting closes November 15<sup>th</sup>, 2010. The Complaint Resolution Policy was sent electronically for the SEAC members to review. Vetting closes on December 10<sup>th</sup>, 2010. Further discussion on this policy will be discussed at the December 1<sup>st</sup> meeting.

## I. CORRESPONDENCE

1. A letter was received from the Association for Bright Children (ABC) acknowledging Connie Parry as the Primary SEAC representative.
2. *A letter was received from the Learning Disabilities Association of Niagara requesting changes in representation to the Special Education Advisory Committee.*

Moved by Sarina Labonte  
Seconded by Kim Rosati

**That** the Niagara Catholic District School Board approve the change in representation for the Learning Disabilities Association of Niagara to the Special Education Advisory Committee: Primary Representative: Ms. Naomi Gutknecht; Alternate Representative: Dr. John McNamara; Address: 366 St. Paul Street East, St. Catharines, ON L2R 3N2

**CARRIED**

**J. QUESTION PERIOD**

**K. NOTICES OF MOTION**

**L. AGENDA ITEMS – DISCUSSION FOR FUTURE MEETINGS**

**M. INFORMATION ITEMS**

**N. NEXT MEETING:**

*Wednesday, December 1, 2010 at 7:00p.m. at the Catholic Education Centre*

**O. ADJOURNMENT**

Moved by Rob Lavorato

Seconded by Connie Parry

**THAT** the November 3, 2010 meeting of the Special Education Advisory Committee be adjourned.

**CARRIED**

This meeting was adjourned at 9:40p.m.

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**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: SPECIAL EDUCATION ADVISORY COMMITTEE  
APPOINTMENT OF COMMUNITY PARTNER TO THE  
SPECIAL EDUCATION ADVISORY COMMITTEE**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the appointment of Niagara Child and Youth Services to the Special Education Advisory Committee as a Community Partner; Primary Representative: Bill Helmeczi, Director of Mental Health Services; Alternate Representative: Dave Pickett.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
DECEMBER 21, 2010**

**APPOINTMENT OF COMMUNITY PARTNER  
TO THE SPECIAL EDUCATION ADVISORY COMMITTEE**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the appointment of Niagara Child and Youth Services to the Special Education Advisory Committee as a Community Partner; Primary Representative: Bill Helmeczi, Director of Mental Health Services; Alternate Representative: Dave Pickett; Address: 3340 Schmon Parkway, Thorold, ON L2V 4X6.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 21, 2010



**Niagara  
child and youth  
services**

**RECEIVED**  
**NOV 19 2010**  
**DIRECTOR'S OFFICE**

July 15, 2010

John Crocco  
Director of Education  
Niagara Catholic District School Board

Dear John:

I am writing to request that you consider allowing me to join SEAC in order to represent Niagara Child and Youth Services. Should you require any additional information please feel free to contact me at the number listed below.

I thank you for your consideration.

Respectfully,

**Bill Helmeczi**  
Director of Mental Health Services  
Niagara Child and Youth Services  
3340 Schmon Parkway,  
Thorold Ontario, L2V 4X6  
Ph: 905-688-6850 extension 161  
Fax: 905-688-1966  
E-mail: [bhelmeczi@ncys.ca](mailto:bhelmeczi@ncys.ca)



1 in 5 children have a mental health need

**Head Office**  
3340 Schmon Parkway  
Thorold, ON  
L2V 4Y6  
t. 905.688.6850  
toll free 1.800.563.0122  
f. 905.688.9951

**Merrittville Site**  
1604 Merrittville Hwy.  
R.R. #2, Welland, ON  
L3B 5N5  
t. 905.384.9551  
f. 905.384.9144

**Crisis Services**  
1.800.263.4944

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

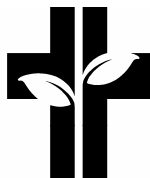
**TOPIC: UNAPPROVED MINUTES OF THE POLICY COMMITTEE  
MEETING OF NOVEMBER 23, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board receive the Unapproved Minutes of the Policy Committee Meeting of November 23, 2010, as presented for information.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## MINUTES OF THE POLICY COMMITTEE MEETING TUESDAY, NOVEMBER 23, 2010

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Minutes of the Policy Committee Meeting held on Tuesday, November 23, 2010 at 5:30 p.m. in the Holy Cross Community Room, at the Catholic Education Centre, 427 Rice Road, Welland.

The meeting was called to order at 5:30 p.m. by Committee Chairperson Scalzi.

### A. ROUTINE MATTERS

#### 1. Opening Prayer

Opening Prayers were led by Committee Chairperson Scalzi.

#### 2. Attendance

Committee Members:

**Tony Scalzi**, Committee Chairperson

**Kathy Burtnik**, Trustee

**Ed Nieuwesteeg**, Trustee

Trustee:

**Maurice Charbonneau**, Trustee

Staff:

**John Crocco**, Director of Education

**Larry Reich**, Superintendent of Business & Financial Services

**Frank Iannantuono**, Superintendent of Education

**Lee Ann Forsyth-Sells**, Superintendent of Education

**Jennifer Brailey**, Manager of Corporate Services & Communications Department

**Mark Ferri**, Manager of Purchasing Services

**Sherry Morena**, Administrative Assistant - Corporate Services & Communications Department  
/Recording Secretary

#### 3. Approval of Agenda

Moved by Trustee Nieuwesteeg

**THAT** the October 26, 2010, Policy Committee Agenda be approved, as presented.

**Approved**

**4. Minutes of the Policy Committee Meeting of October 26, 21010**

Moved by Trustee Nieuwesteeg

**THAT** the Policy Committee approve the minutes of the Policy Committee Meeting of October 26, 2010, as presented.

**Approved**

**5. Policies**

Trustee Burtnik noted that the Catholic School Councils Policy (800.1) was not being presented to the Policy Committee Meeting at this time was that the Policy was deferred by staff to allow time to rework the Policy in order to meet Ministry of Education guidelines and form two distinct policies.

***ACTION REQUIRED***

**POLICIES - PRIOR TO VETTING**

***REVIEW***

**5.1 Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2)**

Frank Iannantuono, Superintendent of Education/Human Resources, presented the Catholic Leadership: Principal & Vice-Principal Selection Policy (202.2). He stated that the Policy is being updated at this time in order to meet the current Catholic Leadership Framework in Ontario and to coincide with Bill 177.

The following amendments were suggested:

**POLICY STATEMENT**

Replace the word “*philosophy*” with “*mission*” in the second paragraph.

Replace the word “*should*” with “*shall*” in the third paragraph.

Insert the word “*necessary*” prior to “*skills to perform this role.*” in the third paragraph.

**ADMINISTRATIVE GUIDELINES**

**Role of Principal and Vice-Principal**

Replaced the words “*each school community*” with “*system Principals*”

**THE SELECTION OF VICE-PRINCIPALS**

(4) insert the word “*and/*” to read “*A minimum of five year’s successful teaching and/or...*”



## **SELECTION PROCESS**

2. insert the word “...and Academic Council” following “The Superintendent of Human Resources...”
9. reword the last sentence to read “...the final report and inform the Board for placement...”

## **APPOINTMENT AND ASSIGNMENT OF PRINCIPALS AND VICE-PRINCIPALS**

1. reword the paragraph to read “...Catholic School Council and inform the local Trustee(s)”

Delete “NOTE...” at the end of the Administrative Guidelines

### **5.2 Purchasing/Supply Chain Management Policy (600.1) (currently Purchasing of Goods & Services Policy)**

Larry Reich, Superintendent of Business & Financial Services, and Mark Ferri, Manager of Purchasing Services, presented the Purchasing/Supply Chain Management Policy.

It was recommended that the Purchasing/Supply Chain Management Policy be presented to at the December Board Meeting as an Interim Policy in order to facilitate the Ministry of Education deadline.

Several amendments were suggested.

### **5.3 Research Projects Policy (800.5)**

The Research Projects Policy was deferred to the December Policy Committee Meeting.

## **INFORMATION**

### **5.4 Policies Being Vetted**

- Catholic School Councils Policy (800.1)
- Complaint Resolution Policy (800.3)

### **5.5 Policy and Guideline Review 2010-2011 Update**

### **5.6 Policy Development Update**

Director Crocco presented the Policy and Guideline Review 2010-2011 Update.

## **6. Date of Next Meeting**

Tuesday, December 21, 2010 – 5:00 p.m.

**7. Adjournment**

The Policy Committee Members along with Senior Staff expressed appreciation to Committee Chairperson Tony Scalzi for his leadership and dedication during his two years as Chair.

The meeting adjourned at 6:55 p.m.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: APPROVAL OF POLICIES  
PURCHASING/SUPPLY CHAIN MANAGEMENT (INTERIM)  
POLICY (600.1)**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Purchasing/Supply Chain Management (Interim) Policy (600.1), as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Approved by: John Crocco, Director of Education

Date: December 21, 2010

Niagara Catholic District School Board

**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**

Adopted:  
Revised: Dec 21, 2010

Policy No. 600.1

**STATEMENT OF POLICY**

The Niagara Catholic District School Board supports the concept of “centralized purchasing” as a means of obtaining maximum value for each dollar expended, consistent with the educational goals of the Board and fair business principles.

The Niagara Catholic District School Board recognizes that fair and open competition is a basic tenet of public acquisition through the Quotation, Tender and Request for Proposal processes using a variety of source selection methods under varying market conditions, in accordance with the Supply Chain Management regulations. Awards will be given to the lowest qualified bidder except where the best interests of the Board are served by accepting other than the lowest price.

All staff involved in purchasing activities shall abide by all applicable Board Policies, Statutory Acts & Regulations and Code of Ethics stipulated by the Purchasing Management Association of Canada.

The Purchasing/Supply Chain Management activities, including leases and commitments exceeding twelve (12) calendar months, will be carried out in accordance with the following Approval Authority Limits.

<b>APPROVAL AUTHORITY LIMITS</b>			
<b>Purchase Authority Limit</b>	<b>Purchase Initiated By</b>	<b>Purchase Approved By</b>	<b>Procedure</b>
<\$1,000	Managers Principals Consultants	Appropriate Supervisor	Purchases can be paid by petty cash, school purchasing card, cheque requisition or purchase order requisition.
>\$1,001 - \$15,000	Managers Principals Consultants Senior Staff	Appropriate Supervisor	At least three (3) verbal quotes to be documented on purchase requisition and submitted to Manager of Purchasing
>\$15,001 - \$50,000	Managers Principals Consultants Senior Staff	Appropriate Supervisor & Supt. of Business	At least three (3) written quotes to be attached to the purchase requisition and submitted to Manager of Purchasing
>\$50,001 - \$500,000	Managers Principals Consultants Senior Staff	Supt. of Business & Director of Education	Open Competitive Process -Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm
>\$500,000	Superintendents Controller of Plant	Director of Education & Board of Trustees	Open Competitive Process -Tenders/RFP's issued by Purchasing/SCM Department or Architectural/Engineering Firm

The Director of Education will establish Administrative Guidelines in support of this policy.

Niagara Catholic District School Board

**PURCHASING/SUPPLY CHAIN MANAGEMENT POLICY**

Issued: Feb. 24, 1998

Policy No. 600.1

Revised:

**ADMINISTRATIVE GUIDELINES**

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## **Niagara Catholic DSB Purchasing Principles**

The purchasing principles of the Board shall be as follows:

1. Board staff shall utilize a centralized purchasing program for the purchase of all Goods and Services through the Purchasing section of the Financial Services Department.
2. The Niagara Catholic District School Board has a centralized purchasing function in the Purchasing (Purchasing/Supply Chain Management) section of the Financial Services Department, responsible for acquisition of Goods and Services and disposal of Board assets.
3. The Purchasing/Supply Chain Management Policy/Regulations and Administrative Procedures recognize that fair and open competition is a basic tenet of public acquisition, using a variety of source selection methods under varying market conditions.
4. Board staff shall procure by purchase, rental or lease, the required quality and quantity of Goods and Services in an efficient and cost effective manner.
5. Board staff shall consider all costs, including acquisition, operating and disposal costs, in evaluating Bid submissions from Responsive and Responsible Vendors, rather than basing a decision solely on the lowest Bid price (i.e. "Total Acquisition Cost" method of procurement).
6. Awards will be given to the lowest qualified bidder, except where the best interests of the Board are served by accepting other than the lowest price.
7. All Supervisory personnel are responsible for ensuring their immediate staff are properly informed of and comply with this policy, its regulations and procedures.
8. Personal purchases on behalf of an employee, elected official or family member, the requirement for which is not for the Board or any of its purposes, are not permitted.
9. Unauthorized purchases will be considered an obligation of the person making the purchase and not an obligation of the Board.
10. Employees of the Board may not promote or sell goods or services for compensation to any board, provincial school or teachers' college, or pupil enrolled therein, except as permitted by the Education Act.
11. Any arrangements which might prevent fair competition shall be avoided in order to ensure open competition among qualified bidders.
12. Lobbying, during a competitive procurement call, is prohibited. An official point of contact shall be named and communication with any one other than the official point of contact from the time of issuance, up to and including the time of award, is prohibited.
13. Any vendor/proponent who violates the lobbying prohibition will be subject to disqualification from the current or future procurements, at the Board's discretion.

**A. CRITERIA DETERMINING PURCHASING (PURCHASING/SUPPLY CHAIN MANAGEMENT) PROCESS**

The Manager of Purchasing – Supply Chain Management, in consultation with the initiating Superintendent, Principal or Manager, shall consider the following criteria in determining the acquisition process to be followed in the procurement of all applicable Goods and Services:

1. Where the required Goods or Service can be specified, the Tender or Quote process shall apply.
2. Where only the need can be specified rather than the specific product or service to fill the need, the Proposal process shall apply. The Proposal process may include the process of pre-qualification.
3. Where professional or consulting services are being requested, the Proposal process shall apply.

**B. NON COMPETITIVE PROCUREMENT**

Purchase by Negotiation

Purchase by negotiation shall apply when, in the judgment of the Manager of Purchasing – Supply Chain Management, in consultation with the initiating Superintendent, Principal or Manager, any of the following conditions exist:

1. Due to market conditions, Goods are in short supply.
2. There is only one known source of the Goods or Services.
3. Two or more identical low bids have been received.
4. The lowest bid received substantially exceeds the estimated cost of the Goods.
5. All bids received fail to comply with the specifications, tender terms and conditions, and it is impractical to recall Tenders
6. The extension or revision of an existing contract would prove more cost effective or beneficial. Same must be duly authorized by a “Change Order” and documentation sent to Purchasing.
7. A single source or sole source is being recommended because it is more cost effective or beneficial for the Board.
8. Purchase of an item where compatibility with an existing product, service or program is an overriding consideration.
9. When only one Bid is received through the tendering system.

Formal documentation must be completed and authorized by the Superintendent of Business and Finance, in order to support and justify the decision to Purchase by Negotiation.

Emergency Purchasing

Emergency Purchasing shall apply when a Superintendent verifies that the procurement of Goods and/or Services is necessary to prevent, or correct, dangerous or potentially dangerous safety conditions, serious delays, or further damage, or to restore minimum service, the following procedure shall apply:

1. The Superintendent will ensure that the Goods and Services are procured by the most open market procedure practicable under the circumstances.
2. Documentation explaining the nature of the situation and the actions taken will be forwarded, with a purchase requisition, to the Purchasing/Supply Chain Management Department and a copy sent by the originator to the appropriate Superintendent of Business & Finance.

Non-Competitive Procurement (exemptions from the Competitive Process)

In certain unique circumstances, the Board will not have the ability to go through a competitive process activity. The Purchasing/Supply Chain Management Department would then go directly to one supplier to meet the requirements of the Board.

There are two main types of direct awards:

Single Sourcing – is the use of non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same Goods, Services or Construction.

Sole Sourcing – means the use of a non-competitive procurement process to acquire Goods or Services where there is only one available supplier for the source of Goods or Services.

### Single Sourcing

Allowable exceptions for competitive procurements include:

- a. Where an unforeseen situation of urgency exists and the Goods, Services or Construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, the Board may conduct the procurement prior to obtaining the appropriate approvals provided that the urgency has been justified in writing (see Emergency Purchasing).
- b. Where Goods or consulting Services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest.
- c. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts.
- d. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations imposed geographic limits on the availability of the supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads.
- e. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life or health.
- f. Where there is an absence of any bid in response to an open competitive process that has been conducted in compliance with this document.
- g. Where only one supplier is able to meet the requirements of procurement in the circumstances (Sole Sourcing).

### Sole Sourcing

In accordance with the Agreement on Internal Trade (AIT), in the situation where only one supplier is able to meet the requirements of procurement, the Board may use the following Sole Source method:

- a. To ensure compatibility with an existing product, to recognize exclusive rights, such as exclusive licenses, copyrights and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative.
- b. Where there is an absence of competition for technical reasons and the goods or services can only be supplied by a particular supplier and no alternative or substitute exists.
- c. For the procurement of goods or services, the supply of which is controlled by a supplier that is a statutory monopoly.
- d. For the purchase of Goods on a commodity market.
- e. For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor or its authorized work force.
- f. For works to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work.
- g. For a contract to be awarded to the winner of a design contest.
- h. For the procurement of a prototype or a first Good or Service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases.
- i. For the purchase of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases.
- j. For the procurement of original works of art.



- k. For the procurement of subscriptions to newspapers, magazines or other periodicals.
- l. For the procurement of real property.

Formal documentation must be completed to support and justify the decisions above. This documentation must be completed and approved by the appropriate authority levels within the Board and may be used as supporting documentation in the case of a competitive dispute.

### **C. COMPETITIVE PROCUREMENT/ACQUISITION PROCESS**

The following acquisition process indicates the methodology to be applied by the Purchasing/Supply Chain Management Department within the outlined source selection techniques, taking into consideration the following dollar guidelines:

Zero (0), and less than \$1,000.00 – at the discretion of the originator

More than \$1,001.00, and less than \$15,000.00 – verbal quote – Purchasing Department

More than \$15,001.00, and less than \$50,000.00 – three written quotes – Purchasing Department

More than \$50,000.00 – Tender/Proposal – Purchasing Department

No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.

### **D. ADVERTISING OF BIDS**

Advertising of Bids shall be conducted through the Purchasing/Supply Chain Management Department utilizing an electronic Website. Bids must be advertised for a period of 15 calendar days for procurements valued at \$100,000 or more. Any addenda must be issued at least seven days PRIOR to the closing date of the Bid.

Questions and addenda are posted in the same manner as the competitive documents when advertised to the market and therefore shall be made available to all potential proponents. The Board must ensure that the closing date of the Bid is set on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time will not be considered.

The Board abides by and is governed by legislation and trade agreements with respect to procurement listed below:

1. Agreement on Internal Trade (AIT)
2. Ontario-Quebec Procurement Agreement
3. Canadian Law of Competitive Processes and Contract Law
4. Freedom of Information and Protection of Privacy Act (FIPPA)

\*Note: Construction Competitive Contracts can be processed through an electronic tendering system and/or one of the following methods: Publication in one or more predetermined daily newspapers that are easily accessible to all Canadian suppliers; or the use of source lists, such as Vendor of Record (VOR) or preferred supplier's lists.

#### **Agreement on Internal Trade (AIT)**

AIT regulates trade between the provinces to ensure equal access to public sector procurement for all Canadian suppliers. Thresholds are as follows for competitive processes which would include using electronic tendering systems, advertisements in daily newspapers or other source lists:

School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$250,000.00

#### **Ontario/Quebec Procurement Agreement**

Similar to the AIT, the Ontario/Quebec Procurement Agreement regulates trade between Ontario and Quebec to ensure equal access to public sector procurement for local suppliers. Thresholds are as follows:

School Boards – Goods \$100,000.00, Services \$100,000.00, Construction \$100,000.00

### Canadian Law of Competitive Processes and Contract Law

When the Board conducts a solicitation, the law of competitive processes applies. The receipt of Tenders and, in some cases, Proposals during a competitive procurement process may result in the formation of a Bid contract (Contract A) between the Board and the proponent. The Board is obligated to take special care to understand the obligations that are made in soliciting Bids, such as rejecting non-compliant Bids and not deviating from the process described in the Bid documents. A breach of Contract A may occur if the Board were to provide information or change the specifications during the competitive process to unfairly benefit a particular bidder, or enter into side negotiations with any bidder in an effort to obtain more desirable contract conditions. When the Board enters into a contractual agreement with a supplier (Contract B), the agreement creates 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. etc.

All contract documents, competitive procurement process and any correspondence or supporting information relating in any way to a competitive procurement process are subject to subpoena by a Canadian court of law. The Board, through specified individuals, would be compelled to defend or otherwise explain documents in court.

### Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The purpose of MFIPPA is to make Boards accountable to the public and to protect personal privacy. MFIPPA accomplishes these purposes by:

- providing the public with a right of access to records within the Board's custody or control
- preventing the unauthorized collection, use and disclosure of personal information.

All notes, e-mails, memos, letters or any other documentation relating to a competitive procurement process are ordinarily subject to MFIPPA requests. Freedom of Information requests can be made for information on tendering and administration of contracts. Any record, so requested, must be disclosed in its entirety unless MFIPPA exceptions to disclosure apply to all or part of the request.

## **E. APPROVAL AUTHORITY LIMITS**

The Approval Authority Limits outlined in the Purchasing/Supply Chain Management Policy will be reviewed and updated as necessary, with the approval of the Board.

1. Tenders for the Board shall be issued and received by the Manager of Purchasing/Supply Chain Management and opened in public, if requested, at the time appointed in the Tender document, with the following persons constituting the Tender Committee:
  - a) Manager of Purchasing/Supply Chain Management
  - b) Buyer
  - c) Initiating Superintendent; Principal (attendance is not mandatory) or
  - d) Department Manager
- 1.2 Tenders shall be opened, Bid amounts recorded, sureties and other requirements of the Tender confirmed (if applicable), and Bid amounts entered on the Summary of Bidders Sheet. After all Bids have been recorded on the Summary of Bidders sheet, it shall be initialed by at least two Supply Chain Department members. Evaluation team members will be advised 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. The Board will have team members sign a Conflict of Interest Declaration and Non-Disclosure Agreement. All Tenders received for the purchase of Goods and Services, \* with the exception of construction contracts, shall be tabulated, analyzed and awarded by the Manager of Purchasing/Supply Chain Management , in consultation with the initiating Superintendent, Principal or Manager.
2. Where market conditions are such that price protection cannot be obtained for Goods and Services having an annual total value in excess of \$50,000.00, the Manager of Purchasing/Supply Chain Management shall

obtain competitive prices for short term commitments until such time as reasonable price protection and fair marketing pricing is restored.

\* NOTE: All New School Construction Tenders are approved by the Board.

### 3. Proposal Calls

To be used:

- 3.1 when only the need can be specified rather than the specific product or service to fill the need;
- 3.2 when it is not practical to prepare precise specifications which permit bids of readily comparable products or services.

The acquisition regulations governing the use of Proposal calls are similar to the Tender process outlined earlier in this document. However, it is recognized that there is more lead time and effort involved in a Proposal process than there is for a Tender.

- 3.3 Where it has been determined by the Manager of Purchasing/Supply Chain Management, in consultation with the initiating Superintendent, Principal or Manager, that the Proposal acquisition method is adopted, and where it is estimated that Goods and Services will cost more than \$50,001.00, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating Superintendent, Principal or Manager, may determine whether to:
  - a) issue a "Request for Proposal" and establish a Selection Committee for the purpose of Proposal review, or
  - b) Advertise a "Request for Information" in publications of general circulation/Website and establish a Selection Committee for review purposes. Once this process has been completed, a Tender/Proposal may be issued to vendors and the Selection Committee would reconvene to review the Bids and determine the award. The Board is under no obligation to award a contract based on informational gathering activities, such as an RFI.

#### Request for Expressions of Interest (RFEI)

The purpose of an RFEI is to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism should be used by the Board when wishing to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. Information collected can also facilitate selecting the best possible competition method for a follow-up competition. NOTE: A response to an RFI or a RFEI MUST not pre-qualify a potential supplier and MUST not influence a supplier's chance of being the successful Proponent on any subsequent opportunity.

#### Request for Supplies Qualifications (RFSQ)

The purpose of an RFSQ is to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions 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). An RFSQ can be used to understand which potential proponents have the capabilities that the Board requires, as the first stage in a two staged solicitation (followed by either a Request for Proposal or a Request for Tender), whereby only pre-qualified suppliers will be invited to respond to the actual competition. This can make the number of responses and the evaluation process more manageable for the Board evaluators, while allowing unqualified proponents to avoid the effort and expense of preparing a complete competitive response. An RFSQ can also be used to pre-qualify suppliers who are interested in supplying Goods or Services in the future, if, and when requested. The typical result of this procedure is referred to as a Vendor of Record (VOR) or a preferred suppliers list. An RFSQ document should specifically define the type of materials or services included as part of the process and set upper limits to the value of future awards. Further, the document should also clearly indicate the time duration the list is to be valid, the methods by which suppliers can be placed on the list and what specific intervals opportunities for being qualified will come up. The document should also indicate that suppliers who do not participate in the pre-qualification or do not appear on the list may be excluded from opportunities. If the VOR or preferred

supplier list is to be used for procurement valued at \$100,000.00, a supplier that meets the conditions for registration on the list must be able to register at any time. The RFSQ must contain specific language to disclaim any obligation on the part of the Board to actually call on any supplier as a result of the pre-qualification to supply such Goods or Services.

#### **F. CONTRACTS/LEASES/AGREEMENTS**

Contracts, leases and agreements will be processed in accordance with the Approval Authority Limits, as specified in the Purchasing/Supply Chain Management Policy.

#### **G. SEGREGATION OF DUTIES**

Budget(s) – authorized and approved by the Board on an annual basis. The Budget department forward/allocates budgets to originators (Schools Administrators/Department Managers).

Requisition(s)/Commitments – authorized by the budget holder (Schools/Departments) and forwarded to the Purchasing/Supply Chain Management Department for acquisition purposes.

Receipt(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Expediting Department for receiving purposes.

Payment(s) – authorized by the budget holder (Schools/Departments) and forwarded to the Accounts Payable Department for verification of prices, matched with the receipt, then processed for payment by the Accounts Payable Department.

#### **H. EVALUATION OF BIDS**

All information regarding timelines of Bids, Bid receipts, evaluation criteria, evaluation methodology and process, selection process, tie score process, fixed evaluation criteria, evaluation matrix, conflict of interests, and dispute resolution process are contained within the terms and conditions of the individual Bid and the Bid specifications. Evaluation methods and processes to be used in assessing the bidder's submission must be fully disclosed.

The Board must then select only the highest ranked submissions that meet all mandatory requirements set out in the related procurement documents. Alternative strategies or solutions NOT requested in the original procurement documents will not be accepted unless expressly requested in the original procurement documents.

- The Board is entitled to ask bidders for clarification on their Bid as long as it does not change their Bid in any way.
- Where Bids are received in response to a solicitation but exceed the Board's budget, are not responsive to the requirement or do not represent fair market value, a revised solicitation can be issued in an effort to obtain an acceptable Bid.
- If no Bids are acceptable and it is not reasonable to go through any other method, the Board may choose to negotiate directly with a chosen supplier.

Bidders will be notified of the rejection of their Bids in writing as soon as practicable after completion of the evaluation. With the exception of any pricing that was made publicly available at the time of a public opening, all submission evaluation details are subject to MFIPPA.

Evaluation records of procurement process must be fair, factual, full defensible, auditable and kept on file in the Purchasing/Supply Chain Management Department.

Bids will be evaluated according to all relevant criteria contained in each particular Bid. The board intends to evaluate Bids based on price, product quality, past performance, delivery and payment terms or any combination

or additions thereof, at its sole discretion. The Board reserves the right to evaluate pricing offered based on the combined total cost of the items tendered or separately.

Evaluation of Bids include:

- Bid is appropriately received (\*submissions that are delivered after the closing time will not be considered)
- Bid meets all mandatory requirements (compliant vs. non compliant)
- Bid meets optional/desirable requirements
- schedule compliance
- skills/experience and capability
- price/quality/value analysis
- weights, sub-weights for rated requirements
- reference checks, oral interviews, demonstrations
- any and all other criteria as listed within the Bid

\* Bid Receipt - The Board must ensure that the closing date is set on a normal working day. Submissions that are delivered after the closing time must not be considered. Each Bid must be stamped as it arrived with the date, time, location, company name and contact information. Bids are not opened until after the competitive process has closed. The Board has to ensure that there is at least one witness to view the Bid openings.

Evaluation criteria should be developed, reviewed and approved BEFORE the competitive process begins and contained within the Bid documents. Mandatory and any technical standards that need to be met have to be identified. The evaluation criteria cannot be changed or altered once the competitive process begins, with the exception of an addendum sent to all suppliers prior to Bid closing.

### Evaluation Team

Every competitive process requires an evaluation team that will be responsible for reviewing all the compliant Bids. Evaluation team members should be selected and participation confirmed before the competitive documents have been posted. Board evaluation team members will have been included in the development of the evaluation criteria and general requirements. Evaluation team members will be made aware of the restrictions related to confidential information share through the competitive process and refrain from engaging in activities that may create or appear to create a Conflict of Interest. The Board will require team members to sign a Conflict of Interest Declaration and Non Disclosure Agreement. The Board will require suppliers to sign a Conflict of Interest Declaration with each Bid submitted. The Board must consider any Conflict of Interest during procurement activities applicable to all employees, advisors, external consultants or suppliers.

Note: Consultants that are hired by the Board must be aware of the conflict of interest created when a consulting organization is involved in the development of the competitive documents and also has the ability to fulfill the procurement needs that are being contemplated in those competitive documents. The Board must be very clear and insist on documented agreements that any consultants involved in developing the competitive documents CANNOT be involved in the creation of the response to those competitive documents.

Employees, Consultants and Advisors who are on the Evaluation Team must also declare a Conflict of Interest. Employees, Consultants and Advisors are ultimately responsible and accountable for using good judgment in the exercise of the Board's duties and must:

- disclose Conflict of Interest to the Board in writing to the Manager of Purchasing/Supply Chain Management
- avoid situations that may present Conflict of Interest while working with persons doing business or seeking to do business with the Board.

Situations that might result in a Conflict of Interest are:

- engage in outside employment

- not disclosing an existing relationship that may be perceived as being a real or apparent influence on their objectivity in carrying out an official role
- providing assistance or advice to a particular supplier participating in a competitive process
- having an ownership, investment interest, or compensation arrangement with any entity participating in a competitive process
- having a family member with an ownership, investment interest or compensation arrangement with any entity participating in a competitive process
- having access to confidential information
- accepting favors or gratuities from those doing business with the organization.

### Selection Process

- a. The Board will select Bids based on criteria contained within the Bid but shall not discriminate:
  - Between the Goods or Services of a particular province or region, including those goods and services included in construction contracts, and those of any other province or region; or
  - Between the suppliers of such Goods or Services of a particular province or region and those of other province or region.
  
- b. Except as otherwise provided, measures that are inconsistent with the above include the following:
  - The imposition of conditions on the invitation to compete, registration requirements or qualification procedures that are based on the location of a supplier's place of business in Canada, the place in Canada where the Goods are produced or the Services are provided, or other like criteria.
  - The biasing of technical specifications in favour of, or against, particular Goods or Services, including those Goods or Services included in construction contracts, or in favour of, or against, the suppliers of such Goods or Services for the purpose of avoiding the obligations of the Board.
  - The timing of events in the competitive process so as to prevent suppliers from submitting Bids.
  - The specification of quantities and delivery schedules of a scale and frequency that may reasonably be judged as deliberately designed to prevent suppliers from meeting the requirements of the procurement.
  - The division of required quantities or the diversion of budgetary funds to subsidiary agencies in a manner designed to avoid these obligations.
  - The use of price discounts or preferential margins to favour particular suppliers.
  
- c. The Board shall not impose or consider, in the evaluation of bids or the award of contracts, local content or other economic benefits criteria that are designed to favour.
  - The Goods and Services of a particular province or region, including those Goods and Services included in construction contracts; or
  - The suppliers of a particular province or region of such goods or services.
  
- d. Except as otherwise required to comply with international obligations, the Board may accord a preference for Canadian value-added, subject to the following conditions:
  - The preference for Canadian value-added must be no greater than 10 per cent.
  - The organization shall specify in the call for competition the level of preference to be used in the evaluation of the Bid.
  - All qualified suppliers must be informed through the call for completion of the existence of the preference and the rules applicable to determine the Canadian value-added.
  
- e. Except as otherwise required to comply with international obligations, the Board may limit its competition to Canadian goods, Canadian services or Canadian suppliers, subject to the following conditions:
  - The Board must be satisfied that there is sufficient competition among Canadian suppliers.
  - All qualified suppliers must be informed through the call for competition of the existence of the preference and the rules applicable to determine Canadian content.
  - The requirement for Canadian content must be no greater than necessary to qualify the procured Good or Services as a Canadian Good or Service.

## **I. CONTRACT AWARDS**

Upon request of the Board, a bidder who's Tender is under consideration for the award of a contract shall promptly submit satisfactory evidence of financial resources, experience of the organization and its staff, and equipment available for the performance of the contract. In addition, a technical question and answer interview may be conducted, if deemed necessary to clarify or verify the Bidder's Tender and to develop a comprehensive assessment of the Tender.

The award of any Bid or any part thereof will be made in writing and may be subject to the successful bidder entering into a contract that is satisfactory to the Board. Provided however, and it is expressly understood and agree, that upon the acceptance of the Bid by the Board, the said Bid shall, with the said conditions, specifications and form of Bid constitute a valid and binding contract. The Board must obtain the supplier's signatures before obtaining the designated Board's signature. The contract must be finalized using the form of agreement/contract that was released with the procurement document. If it appears to the Board that the Tender will be adversely affected because timely signing of a contract acceptable to the Board will not take place, the Board reserves the right to award the contract to the next ranked qualified bidder. Appropriate terminology regarding cancellation/termination clauses, vendor debriefing notification and protocol, dispute resolution process and arbitration are contained within Bid specifications and terms and conditions.

A Purchase Order will be issued upon formal award.

Unsuccessful bidders will be provided with the name of the successful bidder(s), start and end dates including any options for extension. Any information provided must comply with MFIPPA.

### **Contracts**

**Fixed price:** A fixed price contract is a contract that has a set fee for a specific scope of work to be completed, which can include the completion of a specific deliverable or deliverables. When deciding to use a fixed price contract, the organization must consider the level of scope detail that has been developed. The more well defined the scope and the requirements, the lower the risk of using a fixed price contract for the Board. Using a fixed price contract with a scope that is not well defined contains risk for the Board because items may be deemed out of scope and thus results in costly change orders. If using a fixed price contract for a specific deliverable or deliverables, the Board must understand the desired outcome of the work being completed. One advantage of a fixed price contract is that the cost of the procurement is known in advance.

**Time and material:** A time and materials contract identified work to be paid based on units of time spent on the procurement. These time units are typically in the form of daily or hourly rates for the amount of time and materials used by the resources assigned by the supplier. If the Board does not have a well defined scope of work, a time and materials contract may be the only option. The Board must monitor the hours spent during a time and materials contract to ensure that the procurement does not exceed the budget.

**Cost reimbursable:** A cost reimbursable contract is a contract where the Board agrees to reimburse all of the costs incurred by a supplier in the completion of the work identified. Typically, the Board will pay an additional fee on top of those costs to represent the supplier's profit. This additional fee can be calculated as a percentage of the costs incurred or as a flat fee on top of the costs incurred.

A combination of the contract types above can also be used, depending on the requirements being contemplated.

**Note:** The Board must include proper cancellation or termination clauses in all contracts.

The term of the contract agreement and any options to extend must be set out in the procurement documents (Bid documents). Changes to the term of the contract may change the procurement value. Prior written approval by

the appropriate approval authority is necessary before changing contract start and end dates. Extensions to the contract beyond what is set out in the procurement document are considered non competitive procurements and the Board must seek appropriate approval authority prior to proceeding.

## **J. COOPERATIVE PURCHASING**

Under the direction of the Director of Education, or his/her designate, the Board shall encourage cooperative purchasing with other school boards and other units of government or their agencies of public authorities, or utilize a “piggy-back clause” to existing Ministry or government services contracts or other cooperatives, whenever the best interest of the Board will be served.

## **K. DISPOSAL PROCEDURES**

The following shall apply for disposal of surplus equipment:

1. Any property belonging to the Board and declared surplus to its particular use by the respective Superintendent, Principal or Manager shall be disposed of by means of public auction, tender or quotation or released to a charitable organization by the Purchasing/Supply Chain Management Department and documented accordingly.
2. The Manager of Purchasing/Supply Chain Management shall have the authority to sell, exchange, or trade-in all goods declared surplus to need, and where it is cost effective and in the best interest of the Board to do so.
3. If it is determined that a higher return of net disposal costs can be achieved by sale of surplus Goods to the original vendor or vendors in that line of business, the Manager of Purchasing/Supply Chain Management shall negotiate to sell such Goods at the highest return.
4. Where it is deemed appropriate by the Manager of Purchasing/Supply Chain Management and/or the respective Superintendent, Principal or Manager, a reserve price may be established and, in the case of disposal by Tender, published and disclosed; and in the case of auction or quotation, shall be used as an internal estimate and not disclosed.
5. Where items have been declared surplus and are determined by the Manager of Purchasing/Supply Chain Management to have little or no value, the Manager of Purchasing/Supply Chain Management, in consultation with the respective Superintendent, Principal or Manager, shall have such item scrapped or donated to a charitable organization by the Purchasing Department and documented accordingly.

## **L. PROHIBITIONS REGARDING PURCHASES**

1. No contract or purchase shall be divided to avoid the requirements of these procedures, and the annual or total project requirement shall be considered.
2. All petty cash purchases must exclude Tendered Goods, Tendered Programs and Tendered Services.
3. No employee or elected official shall purchase or offer to purchase, on behalf of the Board, any Goods or Services, except in accordance with these procedures.
4. No personal purchases shall be made by the Board for elected members, or any appointed member of the Board, or for any Board employees, who are not deemed to be at Arms Length.
5. No member of the Board of Trustees and no officer or employee of the Board, shall become interested, directly or indirectly as a contracting party, or partner, in the work, the supplies or business in connection with a contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.
6. No employee or elected official shall bid on the sale of Goods except those Goods disposed of by public auction.
  - 6.1 No employee of the Board who is assigned to work at an auction may bid on any Board assets being offered for sale at the auction.
  - 6.2 No employee of the Board having the responsibility for identifying items as surplus may bid on such items at the auction sale.



## M. MISCELLANEOUS

### 1. Discounts

In arriving at a price, cash discounts will be considered part of the vendor's Bid.

### 2. Procurement Documentation and Records Retention

All acquisition processes shall be documented by the Purchasing Department and kept on file in the Purchasing Department. A record of the procurement process documentation includes the following:

- a copy of the procurement justification or the business case.
- information regarding all supplier consultations, including any requests for information undertaken in the development of the procurement business case and/or procurement documents.
- evidence that all required approvals were obtained.
- copies of all procurement documents used to qualify and select the supplier.
- where the procurement was conducted through a VOR arrangement, information regarding the second stage selection process used to select the particular vendor of record.
- where the procurement was single or sole sourced, documented justification, applicable exemptions and associated approvals.
- copies of all advertisements of procurement documents.
- copies of all successful and unsuccessful responses, submissions, proposals and Bids received in response to procurement documents, including the Conflict of Interest Declaration and other attached forms.
- information regarding any issues that arose during the procurement process.
- information regarding all evaluations of submissions, Proposals and Bids received in response to procurement documents.
- information regarding all vendor debriefings including written documentation of the offer of vendor debriefing.
- copies of all award letters, notices and posted announcements.
- copies of additional agreements.
- information regarding all changes to the terms and conditions of an agreement, including any changes that resulted in an increase to pricing.
- information regarding the management of the supplier, including how the supplier's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the supplier to board staff.
- risk assessment information and recommendations, where applicable.
- contractor security screening decisions, where applicable.
- information regarding all protests, disputes or supplier complaints regarding the procurement process.
- evidence of receipt of deliverables.
- any other documentation as identified by the Board.

All procurement documents, as well as any other pertinent information for reporting and auditing purposes, must be maintained for a period of seven years and be in recoverable form if requested.

### 3. Special Funding/Bulk Purchase

When special or additional funding (from any and all sources) for approved projects or programs has been allocated and the respective Superintendent, Principal or Manager is ready to initiate the procurement process, the Manager of Purchasing/Supply Chain Management shall be consulted prior to any request for purchases, pricing or demonstrations.

### 4. Change Orders/Retrofits Only

Extensions or changes to existing construction/service contracts shall be authorized in the following manner:

- 4.1 The originator of the contemplated change shall obtain a price from the contractor/supplier for the change under consideration.
- 4.2 When the originator is satisfied that the price for the contemplated change fairly represents the value of the work, he/she shall prepare and issue a "Change Order" to the original contract, subject to the

following limitations;

- 4.2.1 For Change Orders of \$15,000.00 (within budget) or less, approval must be obtained from the Superintendent or designate.
- 4.2.2 For Change Orders in excess of \$15,000.00, (or excess of Budget) approval must be obtained from the appropriate Superintendent of Business & Finance or designate.
- 4.3 Copies of all Change Orders shall be distributed to the Accounting Department and to the Purchasing Department.

5. Environment

Every effort shall be made to competitively procure, whenever possible, environmentally appropriate and ecologically sound products while giving vendors fair and equitable access to School Board business.

The Board needs to consider environmentally responsible and sustainable Goods and Services as part of the purchasing decisions. The objectives of environmental sourcing are to:

- Provide an environmental role model for public procurement by making it a priority to use environmentally responsible Goods and Services, where feasible and cost effective;
- Support a healthier working environment for employees and for citizens in general through the purchase of environmental preferable Goods and Services;
- Increase demands for environmentally responsible Goods and Services, which may ultimately enhance their quality and cost competitiveness;
- Increase the conservation of resources through the use of more reusable products, and/or Goods and Services that require less energy and materials to produce or use.

6. Auctions

When deemed cost effective to the Board, the Manager of Purchasing/Supply Chain Management, in consultation with the initiating Superintendent, Principal or Manager, shall consider auctions as a viable alternative to purchase.

7. Health and Safety

All products and service purchases through the Tendering/Quotation/Proposal process must adhere to the Board's policy of acquiring and maintaining Material Safety Data Sheets on file. Any Goods/Services purchased by an individual will become the obligation and liability of said individual.

8. Bidder's Recourse/Debriefing and Bid Protest Procedures

By contacting the Board's Manager of Purchasing/Supply Chain Management, unsuccessful bidders will have an opportunity for a debriefing session. The debriefing will provide a bidder with a critical review of the unsuccessful Bid and, what, in the opinion of the Board, were its particular strengths and weaknesses.

If the bidder has further concerns after meeting with the Manager of Purchasing/Supply Chain Management, the bidder may contact the Superintendent of Business & Finance. The Superintendent of Business & Finance will review the bidders concerns and give the bidder an opportunity, if so desired, to address members of the Board of Trustees at an appropriate meeting.

In scheduling vendor debriefings, the Board must:

- confirm the date and time of the debriefings with each vendor
- conduct separate debriefings with each vendor
- ensure that the same participants from the Board participate in every debriefing conducted
- retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation
- the Board must provide a general overview of the evaluation process set out in the procurement documents
- discuss the strengths and weaknesses of the supplier's submission in relation to the specific evaluation criteria and the supplier's evaluation score, if used. If more than price is evaluated, the Board may provide the supplier's evaluation scores and their evaluation ranking.
- the Board may provide suggestions on how the supplier may improve future submissions

- be open to feedback from the supplier on current procurement processes and practices
- address specific questions and issues raised by the supplier in relation to their submission.

The board must not disclose information concerning other suppliers other than as specified above, as it may contain confidential third party organization proprietary information subject to the mandatory third party exemption under the MFIPPA. If a supplier makes such a request, the Board must advise the supplier that a formal FOI request be submitted.

Questions unrelated to the procurement process must not be responded to during the debriefing and must be noted as out of scope based on the debriefing process agreed to in the procurement documents.

9. Claims or Possible Claims

The Niagara Catholic District School Board will preclude a vendor from bidding if the vendor has made a formal demand or otherwise put the Board on notice of a pending action or is involved in any actual litigation proceedings (excepting only construction lien demands, notices or proceedings) by or against or otherwise involving the Board.

10. Arbitration

The Board should utilize an Arbitration clause within bid documents as follows:

Any dispute between the parties arising out of or relevant to the Bid which cannot be resolved by the parties shall be referred to mediation for mandatory Alternative Dispute Resolution, and a Mediator shall be selected from the list of approved Mediators of the Ontario Court (General Division), Regional Municipality of Niagara, and such mediation is to take place within thirty (30) days of such referral. Any dispute between the parties which cannot be resolved by such mediation shall be settled and determined by any Court of competent jurisdiction, provided however, that the Board reserves the right to submit such dispute for settlement and determination by arbitration pursuant to the Arbitration Act of Ontario (the "Act") in which case the following provisions shall apply. Either party may at any time give written notice to the other of its desire to submit such dispute to arbitration stating with reasonable particularity the subject matter of such dispute. In the case of the vendor giving notice to the Board, if the Board does not consent to submitting such matter to arbitration, the vendor may refer such matter to a court of competent jurisdiction. If the Board generates the notice, or if the notice is generated by the vendor and consented to by the Board, then the following provisions shall apply. Within five (5) business days after receipt of such notice, the parties shall appoint a single arbitrator with appropriate experience to determine such dispute. If the parties fail to appoint an arbitrator, either party may apply to a Judge of the Ontario Court (General Division) to appoint an arbitrator to determine such dispute. The costs of arbitration shall be paid by the party as determined by the arbitrator, which jurisdiction shall include the determination of the costs to be paid by the unsuccessful party. The award of the arbitrator shall be final and binding upon the parties. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction and enforced in the normal course.

11. Demonstration/Pilot Programs

If a department/school wishes to participate in a demonstration program/pilot to test certain of the products in specific Instructional or Administrative environments, the following must be followed:

Administrative:

Standard Agreement to be formalized by the originator to include terms of agreement (listing of products, title risk, termination, etc.) and duly authorized by the Superintendent of Business & Finance. All administrative pilots should incorporate (if feasible) a minimum of three vendors for comparison purposes.

Instructional:

Request for Information to be issued which would include terms of reference (termination dates, etc.) duly authorized by the Superintendent of Program and the Superintendent of Business & Finance. All Instructional pilots must adhere to operational procedures of the Program Department as well as incorporate (if feasible) a minimum of three vendors for comparison purposes.

12. Procurement Card

In support of sound business practices, a procurement card will be issued to authorized Board employees for the acquisition of low volume, non-tendered Goods/Services.

13. Code of Ethics

The Purchasing Department of the Niagara Catholic District School Board is a member of the following: Purchasing Management Association of Canada (PMAC) <http://www.pmac.ca/about/ethics.asp>, Ontario Public Buyers Association (OPBA) [www.opba.ca](http://www.opba.ca), and the Ontario Association of School Business Officials (OASBO/Purchasing Committee) [www.oasbo.org](http://www.oasbo.org) and abides by the Code of Ethics within each membership.

14. Bid Irregularities

**Major Irregularity:** A deviation from the Bid request which affects the price, quality, quantity, or delivery and is material to the award. The Manager of Purchasing/Supply Chain Management must reject any Bid which contains a major irregularity.

**Major Irregularity – Automatic Rejection:**

Failure to meet any of the following requirements constitutes a major irregularity:

1. The Bid must be received, in the manner prescribed by the applicable Bid document and time stamped by the Reception staff in the lobby by official bid closing time.
2. Price related information must be non-erasable, i.e. completed in ink, marker, etc.
3. Bid surety must be submitted with the Bid when the Bid request (or any addenda) indicated that such surety is required.
4. Proof of authority to bind the bidder must be evident in the submission when the Bid request (or any addenda) indicated that such proof is required.
5. Bid surety must be in the form specified in the Bid request or in a form providing equivalent or greater financial security for the Board.
6. Amount of Bid surety must be no less than the amount indicated in the Bid request when a dollar amount is specified.
7. Bid or performance bonding company must be licensed to conduct business in Canada and in the Province of Ontario.
8. Prices must be complete and specified in accordance with the Bid request.
9. Notwithstanding provisions for “alternate Bids” which may be contained in the Bid request, Bids must conform to the essential requirements in the specifications or terms of reference. Essential requirements are those which are necessary to perform the intended operation.
10. Bidders must attend site meetings if such attendance is identified in the advertisement and Bid request as mandatory.

**Note:** The above list of irregularities should not be considered all inclusive. The Manager of Purchasing/Supply Chain Management, after consultation with the originator, may reject a Bid based on an irregularity not listed, but considered major. Bidders whose Bids are rejected due to a major irregularity will be notified by the Manager of Purchasing/Supply Chain Management or designate prior to any Bid award.

**Minor Irregularity:**

A deviation from the Bid request which affects form, rather than substance providing the effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected the bidder would not gain an unfair advantage over competitors. The Manager of Purchasing/Supply Chain Management may permit the bidder to correct a minor irregularity. (Substantial compliance or strict compliance).

**Minor Irregularity – Bidder may rectify:**

Failure to meet any of the following requirements constitutes a minor irregularity. The Manager of Purchasing/Supply Chain Management will notify the bidder and ask that the deviation from the Bid request

be rectified within a specified time (usually two working days from the time of notification). If the information is not provided within the specified time, the Manager of Purchasing/Supply Chain Management may reject the Bid.

1. Agreements to provide surety must be submitted with the Bid when the bid request indicated that such agreements are required.
2. The authorized signatures and corporate seals of both the bidder and the bonding company must be supplied on the Bid bond forms and agreements to bond.
3. All changes to information contained in the Bid document must be initialed by an authorized representative of the bidder.
4. Technical specifications documents must be completed and submitted with the bid when specified in the Bid request.

NOTE: The above list of irregularities should not be considered all inclusive. Minor irregularities not listed will be reviewed by the Manager of Purchasing/Supply Chain Management in consultation with the originator. The Manager of Purchasing/Supply Chain Management may then accept the Bid or request that the bidder rectify the deviation.

Mathematical Errors: Rectified by Staff

Errors in mathematical extensions and/or taxes will be corrected by the Manager of Purchasing/Supply Chain Management and the unit prices will govern.

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: POLICY DEVELOPMENT UPDATE**

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The Policy Development Update  
is presented for information.

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## REPORT TO THE COMMITTEE OF THE WHOLE JANUARY 18, 2011

### POLICY DEVELOPMENT UPDATE

#### Background Information

The Policy Development Update for the month of January 2011 is submitted for the information of Trustees.

A copy of the Policy and Administrative Guidelines - The Establishment and Cyclical Review of Policies Policy (Appendix A) is included for ease of reference.

POLICIES BEING DEVELOPED/REVIEWED		DUE DATE			APPENDIX
		PC	CW	BD	
<b>POLICIES BEING DEVELOPED</b>					
1	Environmental Education Policy	Winter 2010	Winter 2010	Winter 2010	B
2	Self-Identification of Aboriginal Students Policy	Winter 2010	Winter 2010	Winter 2010	C
<b>POLICIES BEING REVIEWED</b>					
3	Nutrition Policy (302.7)	Feb. 2011	Mar. 2011	Mar. 2011	D
4	Education-Based Research Policy (800.5) <i>(previously Research Projects Policy)</i>	Feb. 2011	Mar. 2011	Mar. 2011	E
5	Dress Code - Safe Schools Policy (302.6.6)	Winter 2010	Winter 2010	Winter 2010	F
6	Records Management Policy (600.2)	Winter 2010	Winter 2010	Winter 2010	G
7	Assignment of Principals & Vice-Principals Policy (202.1)	Winter 2010	Winter 2010	Winter 2010	H
8	Community Use of Schools Policy (800.2)	Winter 2010	Winter 2010	Winter 2010	I
9	Educational Field Trips Policy (400.2)	Winter 2010	Winter 2010	Winter 2010	J
<b>POLICIES - VETTING</b>					
1	Trustee Expenses Policy (100.13)	Jan. 2011	Feb. 2011	Feb. 2011	
2	Purchasing/Supply Chain Management Policy (600.1) <i>(previously Purchasing of Goods &amp; Services Policy)</i>	Feb. 2011	Mar. 2011	Mar. 2011	
<b>POLICIES BEING PRESENTED TO THE BOARD</b>					
1	Catholic Leadership: Principals & Vice-Principals (202.2)	Dec. 2010	Jan. 2011	Jan. 2011	
2	Catholic School Councils Policy (800.1)	Dec. 2010	Jan. 2011	Jan. 2011	
3	Complaint Resolution Policy (800.3)	Dec. 2010	Jan. 2011	Jan. 2011	

Trustees are reminded that the Policies are published on the Board's website [www.niagaracatholic.ca](http://www.niagaracatholic.ca).

The Policy Development Update is presented for information.

Prepared by: John Crocco, Director of Education  
 Presented by: John Crocco, Director of Education  
 Date: January 18, 2011

**THE ESTABLISHMENT AND CYCLICAL  
REVIEW OF POLICIES POLICY  
*POLICY # 100.5***

**STATEMENT OF POLICY**

The Niagara Catholic District School Board, in order to fulfill its duties and responsibilities, reserves to itself the function of establishing guides for the discretionary action of those to whom it delegates authority. These guides for action will constitute the policies governing the operation of the school system and the internal operations of the Board. The policies pertaining to the internal operations of the Board shall be called bylaws.

The Director of Education, as C.E.O., is accountable to the Board for the implementation of policy and shall issue Administrative Guidelines in support of policy.

The policies of the Board shall be congruent with and supportive of the Mission Statement of the Board.

The process of establishing and reviewing policy will include timely consultation with individuals and groups as deemed appropriate to a particular policy.

The policy shall be based on and supportive of the Catholic Mission Statement of the Board.

**ADMINISTRATIVE GUIDELINES**

The development and review of all policies shall be initiated by the Board or the Director of Education.

The Director of Education may delegate the development or revision of Policy Statements and Administrative Guidelines to appropriate members of Senior Administrative Council and staff.

The establishment of new Policies and Administrative Guidelines as well as the cyclical review of existing Policies and Administrative Guidelines will adhere to the following process:

1. The draft Policy will be reviewed by Senior Administrative Council for input.
2. Once approved by the Director of Education, the draft Policy will then be forwarded to the Policy Committee for input and information.
3. The Policy Committee may recommend that the draft Policy be vetted to various stakeholder groups or that it be returned to staff for further study.
4. Once approved by the Policy Committee for vetting, the draft Policy will then be distributed to stakeholder groups as identified in the Policy Development Update Form.
5. Once the vetting process has been completed, the final draft Policy will then be presented to Senior Administrative Council for review.
6. Once approved by the Director of Education, the final draft Policy will then be submitted to the Policy Committee for recommendation to the Committee of the Whole.
7. Once reviewed by the Committee of the Whole, the final draft will then be forwarded to the Board for consideration at its next meeting.
8. The Director of Education will issue Administrative Guidelines if necessary in support of the policy, and will distribute the policy to the system.
9. Policies and Administrative Guidelines will be reviewed with the appropriate staff, who will in turn review with school staff to begin the implementation process.



## **VETTING**

A draft policy may be vetted with all or any of the following individuals or groups:

Trustees	O.E.C.T.A. Occasionals	Regional Catholic School Council
Director of Education	C.U.P.E.	Special Education Advisory Committee
Superintendents	Managers'/Supervisors' Group	The Bishop
Principals/Vice-Principals	Student Services	Pastors
Curriculum Support Staff	Principals'/Vice-Principals' Council	Board Solicitor
O.E.C.T.A. Elementary	Non-Unionized Staff	Student Senate
O.E.C.T.A. Secondary	Catholic School Council Chairs	Others

Policy Issued: October 27, 1998

Policy Revised: April 27, 2010

Guidelines Issued: October 27, 1998

Guidelines Revised: June 26, 2001, September 19, 2001, April 27, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

**NEW**

For the Month of January 2011

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

<b>Name of Policy</b>	Environmental Education Policy	<b>Policy #</b>	<b>Initiated by</b>	
		N/A	Board	
		<b>Issued</b>	Director	
<b>Intent of Policy</b>	The Ministry of Education has suggested that Boards develop an Educational Environment Policy.	N/A	Admin. Council	
		<b>Revised</b>	Ministry of Education	
<b>Resource</b>	James Woods, Controller of Plant	N/A		

Distribution of Vetting					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>

## STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	Sept. 14, 2010
Administrative Council	Date of Draft Policy Reviewed	Winter 2010
Trustees	Date Draft Policy Sent to Trustees	Winter 2010
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Winter 2010
Policy Committee	Date of Draft Policy Reviewed	Winter 2010
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010
Board	Date of Policy Approved	Winter 2010

## COMMENTS

Recommendation from the Ministry of Education for Boards to develop standards for relationships between school buildings and a) users, b) site and c) greater environment with respect to design, construction, operation, maintenance and protection.

## STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

The Policy will be submitted to the Policy Committee pending the receipt of the regulations to the Student Achievement - School Board Governance Act.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

# POLICY DEVELOPMENT UPDATE

**NEW**

For the Month of January 2011

## STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE

<b>Name of Policy</b>	Self-Identification of Aboriginal Students Policy	<b>Policy #</b> N/A	<b>Initiated by</b>	
<b>Intent of Policy</b>	The Ministry of Education has suggested that Boards develop an Educational Environment Policy.	<b>Issued</b> N/A	Board	
<b>Resource</b>	Yolanda Baldasaro, Superintendent of Education	<b>Revised</b> N/A	Director	
			Admin. Council	✓
			Ministry of Education	

Distribution of Vetting					
Trustees	✓	OECTA Occasional	✓	PIC/Regional Cath. School Council	✓
Director	✓	CUPE		S.E.A.C.	✓
Superintendents	✓	Managers/Supervisors		Bishop	✓
Principals/V-Principals	✓	Student Services	✓	Pastors	✓
Curriculum Support Staff	✓	Principals/V-Principals Council	✓	Board Solicitor	✓
OECTA Elementary	✓	Non-Unionized Staff		Student Senate	✓
OECTA Secondary	✓	Catholic School Council Chairs	✓	Others	✓

## STEP 2 – DRAFT POLICY REVIEW

Stakeholders	Date of Notification to Committee of the Whole	2008
Administrative Council	Date of Draft Policy Reviewed	Winter 2010
Trustees	Date Draft Policy Sent to Trustees	Winter 2010
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days
Stakeholders	Date of Draft Policy Reviewed	Winter 2010
Policy Committee	Date of Draft Policy Reviewed	Winter 2010
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010
Board	Date of Policy Approved	Winter 2010

## COMMENTS

As per recommendations outlined in the Ministry of Education Ontario First Nation, Metis and Inuit Education Policy Framework and Building Bridges to Success for First Nation, Metis and Inuit Students.

## STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)

The Policy will be submitted to the Policy Committee pending the receipt of the regulations to the Student Achievement - School Board Governance Act.



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Nutrition Policy (302.7)				
<b>Resource</b>	Yolanda Baldasaro, Superintendent of Education				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Jan. 2011			
Administrative Council	Date of Draft Policy Reviewed	Jan. 2011			
Trustees	Date Draft Policy Sent to Trustees	Feb. 2011			
	Date Draft Policy Due From Trustees	Feb. 2011 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Feb. 2011			
Policy Committee	Date of Draft Policy Reviewed	Feb. 2011			
Committee of the Whole	Date of Draft Policy Reviewed	Mar. 2011			
Board	Date of Policy Approved	Mar. 2011			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Education-Based Research Policy (800.5) <i>(previously Research Projects Policy)</i>				
<b>Resource</b>	Lee Ann Forstyh-Sells, Superintendent of Education				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Jan. 2011			
Administrative Council	Date of Draft Policy Reviewed	Jan. 2011			
Trustees	Date Draft Policy Sent to Trustees	Feb. 2011			
	Date Draft Policy Due From Trustees	Feb. 2011 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Feb. 2011			
Policy Committee	Date of Draft Policy Reviewed	Feb. 2011			
Committee of the Whole	Date of Draft Policy Reviewed	Mar. 2011			
Board	Date of Policy Approved	Mar. 2011			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
<p> </p>					



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Dress Code - Safe Schools Policy (302.6.6)				
<b>Resource</b>	Frank Iannantuono, Superintendent of Education				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Winter 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Records Management Policy (600.2)				
<b>Resource</b>	John Crocco, Director of Education				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Winter 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
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NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Assignment of Principals and Vice-Principals (202.1)				
<b>Resource</b>	Frank Iannantuono, Superintendent of Education				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	Winter 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					





NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Community Use of Schools Policy (800.2)				
<b>Resource</b>	James Woods, Controller of Plant				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	May 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					
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NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## POLICY DEVELOPMENT UPDATE

For the Month of January 2011

STEP 1 – NOTIFICATION OF INTENT TO COMMITTEE OF THE WHOLE					
<b>Name of Policy</b>	Educational Field Trips Policy (400.2)				
<b>Resource</b>	Yolanda Baldasaro, Superintendent of Education				
<b>Distribution of Vetting</b>					
Trustees	<input checked="" type="checkbox"/>	OECTA Occasional	<input checked="" type="checkbox"/>	PIC/Regional Cath. School Council	<input checked="" type="checkbox"/>
Director	<input checked="" type="checkbox"/>	CUPE	<input checked="" type="checkbox"/>	S.E.A.C.	<input checked="" type="checkbox"/>
Superintendents	<input checked="" type="checkbox"/>	Managers/Supervisors	<input checked="" type="checkbox"/>	Bishop	<input checked="" type="checkbox"/>
Principals/V-Principals	<input checked="" type="checkbox"/>	Student Services	<input checked="" type="checkbox"/>	Pastors	<input checked="" type="checkbox"/>
Curriculum Support Staff	<input checked="" type="checkbox"/>	Principals/V-Principals Council	<input checked="" type="checkbox"/>	Board Solicitor	<input checked="" type="checkbox"/>
OECTA Elementary	<input checked="" type="checkbox"/>	Non-Unionized Staff	<input checked="" type="checkbox"/>	Student Senate	<input checked="" type="checkbox"/>
OECTA Secondary	<input checked="" type="checkbox"/>	Catholic School Council Chairs	<input checked="" type="checkbox"/>	Others	<input checked="" type="checkbox"/>
STEP 2 – DRAFT POLICY REVIEW					
Committee of the Whole	Date of Notification to Committee of the Whole	June 2010			
Administrative Council	Date of Draft Policy Reviewed	Winter 2010			
Trustees	Date Draft Policy Sent to Trustees	Winter 2010			
	Date Draft Policy Due From Trustees	Winter 2010 { 7 Days			
Stakeholders	Date of Draft Policy Reviewed	Winter 2010			
Policy Committee	Date of Draft Policy Reviewed	Winter 2010			
Committee of the Whole	Date of Draft Policy Reviewed	Winter 2010			
Board	Date of Policy Approved	Winter 2010			
COMMENTS					
<p>The current policy is being reviewed as part of the cyclical Policy and Administrative Guidelines Review Process to ensure continued compliance with the Education Statutes and Regulations of Ontario and other relevant legislation, as well as to ensure that the Policy and Administrative Guidelines continues to meet the goals, best practices and needs of the system.</p>					
STATUS OF POLICY GUIDELINES (For Information - Issued by Director of Education)					

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: NIAGARA CATHOLIC INAUGURAL SPELLING BEE**

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The report on the  
Niagara Catholic Inaugural Spelling Bee  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Mary Ann Mckinley, Consultant: Student Leadership/Student Engagement

Presented by: Yolanda Baldasaro, Superintendent of Education  
Mary Ann Mckinley, Consultant: Student Leadership/Student Engagement

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING DECEMBER 21, 2010

### NIAGARA CATHOLIC INAUGURAL SPELLING BEE

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#### BACKGROUND INFORMATION

The Niagara Catholic District School Board Inaugural Spelling Bee took place Wednesday, December 1<sup>st</sup>, 2010 at Saint Michael Catholic High School. Forty-eight elementary students, from Grades 4 to 8 participated in this inaugural event. The resource support for the Spelling Bee was provided by Post Media, Canspell/National Post.

The initial concept for a Board Spelling Bee was introduced at the September 2010 Director's Meeting. Interested school communities sent a teacher representative to an information in-service which was held on October 25<sup>th</sup>, 2010.

Prior to the in-service, Canspell sent each teacher contact a teacher's kit, which outlined the rules, regulations, important deadlines and due dates along with a speller kit for every student. Each school also received a dictionary and a bell to assist in conducting its classroom and school bees. A power point presentation discussed the details of the teacher's kit and how to conduct classroom and school spelling bees. Connections were also made to the curriculum.

Curriculum connections were made through the Word Study Continuum:

- 3:1 Spell familiar words correctly.
- 3:2 Spell unfamiliar words using a variety of strategies that involve understanding sound-symbol relationships, word structures, word meanings and generalizations about spelling.
- 3:3 Confirm spellings and word meanings or word choice using several different types of resources i.e.: Dictionary.

Other curriculum connections included:

- the elementary spelling inventory
- determining the need from students' daily writing
- frequently used words
- commonly misspelled words
- morning message announcements
- Web casts –effective instruction in literacy comprehension

#### SPELLING BEE PROCESS

Students in Grades 4 to 8 were invited to participate in their classroom Spelling Bee. The winner from each classroom bee participated in a school wide spelling bee. The Champion from each school competed in the Inaugural Board Wide Spelling Bee on December 1<sup>st</sup>, 2010.

Congratulations to our Board Wide Spelling Bee winners:

- 1<sup>st</sup> place: Marnie McLean, Grade 8, Notre Dame Elementary  
2<sup>nd</sup> place: Nicolas Low, Grade 7, St. Gabriel Lalemant  
3<sup>rd</sup> place tie: Alexi Doan, Grade 8, Our Lady of Victory Sr.  
Ryan Gizzie, Grade 8, Our Lady of Mount Carmel.

Each participant received a medal and a spelling bee trophy. The Top Speller, Marnie McLean, will have her name engraved on the Board wide plaque which will be displayed at the Catholic Education Centre and the school plaque which will move to the school location of each spelling bee champion.

In addition to the Board Spelling Bee, the top speller from each school will be given the opportunity to write a “Written Bee” provided by Canspell. Canspell sends the words to each individual school’s teacher contact to administer. The written bee is then sent back to Canspell for marking by January 28<sup>th</sup>, 2011. The winners will be announced on the Canspell website February 4<sup>th</sup>, 2011 and the school’s teacher contact will be notified.

There are three regions in Ontario that participate in the Written Bee: Central Ontario, (Niagara Catholic is a member of this region), Thunder Bay and Ottawa.

There are 237 schools in the Central Ontario Region. Niagara Catholic has 48 participants writing the written bee.

Approximately 75 students who write the Written Bee, depending on the scores, will continue on at the Regional Bee, February 27<sup>th</sup>, 2011 held at Ryerson University, Toronto. Each participant will receive a participation medal and the Top Speller will receive a \$5,000 Registered Education Savings Plan, along with a trophy.

The Top Spellers from 22 regions, across Canada will compete in the National Bee, held March 23<sup>rd</sup>-27<sup>th</sup>, 2011 in Ottawa. That spelling champion will receive a \$15,000 Registered Education Savings Plan, have his/her name on the Post Media Canspell Cup, and the opportunity to compete internationally at the Scripps Spelling Bee held in June in Washington, D.C.

The report on the Niagara Catholic Inaugural Spelling Bee is presented for information.

Prepared by: Yolanda Baldasaro, Superintendent of Education  
Mary Ann Mckinley, Consultant: Student Leadership/Student Engagement

Presented by: Yolanda Baldasaro, Superintendent of Education  
Mary Ann Mckinley, Consultant: Student Leadership/Student Engagement

Approved by: John Crocco, Director of Education

Date: December 21, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: SPECIALIST HIGH SKILLS MAJOR  
JOURNEY TO BETHLEHEM PROJECT**

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The report on the Specialist High Skills Major  
Journey To Bethlehem Project, is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
David Pihach, Administrator of Student Success  
Marco Magazzeni, Consultant, Technology/Specialist High Skills Major

Presented by: Yolanda Baldasaro, Superintendent of Education  
David Pihach, Administrator of Student Success  
Marco Magazzeni, Consultant, Technology/Specialist High Skills Major

Approved by: John Crocco, Director of Education

Date: December 21, 2010



## **REPORT TO THE BOARD MEETING DECEMBER 21, 2010**

### **SPECIALIST HIGH SKILLS MAJOR JOURNEY TO BETHLEHEM PROJECT**

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#### **BACKGROUND INFORMATION**

A Specialist High Skills Major is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements to graduate from secondary school. It also assists in their transition after graduation to apprenticeship training, college, university or the workplace.

A Specialist High Skills Major (SHSM) allows students to focus on a potential career that matches their skills and interests. Each major is a bundle of classroom courses, workplace experiences and sector certifications. Students who complete an SHSM receive a special designation on their high school diploma.

On December 15, 2010, Niagara Catholic applied for an additional eighteen Specialist High Skills Major programs for all eight (8) Secondary Schools. These eighteen (18) programs will add to our existing compliment of twenty five (25) specialized programs throughout Niagara Catholic. This will serve potentially six hundred secondary students preparing them for University, College, Apprenticeship and Workplace destinations.

Manufacturing is one of our newly approved SHSM Sectors. The manufacturing program was approved in February of 2010 by the Ministry of Education along with three addition sectors. Upon approval, Niagara Catholic together with the Diocese of St.Catharines, Winter Festival of Lights, Niagara Parks Commission, and Hall Iron Works embarked on an exciting partnership project. Together, with students as the lead designers and manufacturers, we are pleased to present “Journey to Bethlehem”. This display was created through partnership of community, business and most importantly partnership and creativity of our students.

A brief video presentation will showcase the work of the partners.

The Report on Specialist High Skills Major  
Journey to Bethlehem Project is presented for information.

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Prepared By: Yolanda Baldasaro, Superintendent of Education  
David Pihach, Administrator of Student Success  
Marco Magazzeni, Consultant, Technology/Specialist High Skills Major

Presented By: Yolanda Baldasaro, Superintendent of Education  
Marco Magazzeni, Consultant K-12, Technology/Specialist High Skills Major

Approved By: John Crocco, Director of Education

Date: December 21, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: NIAGARA CATHOLIC EDUCATION  
AWARD OF DISTINCTION 2010-2011**

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The Niagara Catholic Education  
Award of Distinction 2010-2011  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Presented by: Frank Iannantuono, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010





## **REPORT TO THE BOARD DECEMBER 21, 2010**

### **CATHOLIC EDUCATION AWARD OF DISTINCTION 2010-2011**

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#### **BACKGROUND INFORMATION**

On March 30<sup>th</sup>, 2004, the Niagara Catholic District School Board established the Catholic Education Award of Distinction. In its inaugural year, the Niagara Catholic District School Board honoured the Religious Communities Who Pioneered Catholic Education in the Niagara Region.

The Selection Committee met on Friday, December 17<sup>th</sup>, 2010. The committee members consisted of:

Kathy Burtnik	Chairperson, Board of Trustees
Maurice Charbonneau	Vice-Chairperson, Board of Trustees
John Crocco	Director of Education
Frank Iannantuono	Superintendent of Education
Dan DiLorenzo	Secondary Principal
Dean Stunt	Elementary Principal
Sister Mary Kay Camp	Bishop's Designate
Anna Racine	S.E.A.C.
Father Peter Rowe	Pastor : Saint Alexander Parish

The Selection Committee reviewed and evaluated all nominations received by November 29<sup>th</sup>, 2010. The selection was conducted in accordance with the criteria outlined in the Policy and Guidelines.

Nominees included:

- Marshall Vaughan
- James Skehin
- Sylvie Roach
- Oblate Fathers of Mary Immaculate: Father Stanley Puchniak

The Selection Committee is to be commended for its dedication and commitment to upholding the prestige and honour of the award. Four nominations were submitted and received this year.

The recipient for 2010-2011 is:

- Father Stanley Puchniak of Oblate Fathers of Mary Immaculate:

The recipient, as well as the nominators, will be informed of the selection for this year's award.

The presentation of the award will be conducted at the Bishop's Gala on Friday, January 28<sup>th</sup>, 2011.

The Report for the Catholic Education Award of Distinction 2010-2011  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Presented by: Frank Iannantuono, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL  
DEVELOPMENT OPPORTUNITIES**

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The report on the  
Staff Development Department  
Professional Development Opportunities  
is presented for information.

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Prepared by: Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REPORT TO THE BOARD MEETING DECEMBER 21, 2010

### STAFF DEVELOPMENT DEPARTMENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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#### BACKGROUND INFORMATION

In alignment with the Board's System Priorities and Vision 2020, the Department of Staff Development, as an integral aspect of its mandate, acts as the point of co-ordination among various departments. Thus ensuring that all professional development opportunities for staff, both teaching and non-teaching, occur in a seamless fashion so as to minimize disruptions to the myriad services provided within our Niagara Catholic community.

The following is a listing of activities that will be occurring during the period December 7, 2010, through January 18, 2011.

#### **Tuesday, December 7, 2010**

*Student Success Teachers, Student Services, Child and Youth Workers and Chaplaincy Leaders – Mental Health*

- A half-day workshop designed to assist these groups of teachers and Board support staff with identifying the ever-growing number of students displaying mental health issues that affect their learning potential, dealing with them and their families and providing assistance where possible and appropriate learning strategies.

*Early Learning Kindergarten (ELKP) to Grade Two Teachers*

- A workshop given to these groups of teachers to introduce the Collaborative Inquiry concept of learning as it pertains to early intervention strategies to assist students in the Early Years with reading skills.

#### **Wednesday, December 8, 2010**

*Secondary Mathematics Teachers – Teacher Learning Critical Pathway (TLCP) Part 1*

- A half-day workshop designed to encourage and assist this second group of teachers with the Teacher Learning and Critical Pathway (TLCP) concept of assessing students' work, which involves moderating marking among its strategies.

*Grade Seven and Eight Teachers (Part 1)*

- A half-day workshop designed to assist this group of Intermediate Grade Teachers with effective strategies for teaching the skills involved in "Speech Writing" to their students.

## **Thursday, December 9, 2010**

### *Elementary Teachers of the Junior Grades (South Team 1) – Collaborative Inquiry for Learning Mathematics*

- An all-day workshop designed to provide this group of teacher the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics.

### *Elementary Educational Resource Teachers (ERTs) - Collaborative Inquiry for Learning*

- A half-day workshop designed to provide this group of teachers with the necessary information and strategies necessary to assist classroom teachers and students with the salient aspects of the Collaborative Inquiry for Learning in both English and Mathematics.

### *Grade Seven and Eight Teachers (Part 2)*

- A half-day workshop designed to assist this group of Intermediate Grade Teachers with effective strategies for teaching the skills involved in “Speech Writing” to their students.

## **Monday, December 13, 2010**

### *Elementary Teachers of the Junior Grades (South Team 2) – Collaborative Inquiry for Learning Mathematics*

- An all-day workshop designed to provide this group of teacher the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics.

## **Tuesday, December 14, 2010**

### *Elementary Teachers of the Junior Grades (North Team 1) – Collaborative Inquiry for Learning Mathematics*

- An all-day workshop designed to provide this group of teacher the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics.

### *Secondary English Teachers – Teacher Learning Critical Pathway (TLCP) - Group 2*

- A half-day workshop designed to encourage and assist a third group of teachers with the Teacher Learning and Critical Pathway (TLCP) concept of assessing students’ work, which involves moderating marking among its strategies.

## **Wednesday, December 15, 2010**

### *Secondary English Teachers – Teacher Learning Critical Pathway (TLCP) - Group 3*

- A half-day workshop designed to encourage and assist a third group of teachers with the Teacher Learning and Critical Pathway (TLCP) concept of assessing students’ work, which involves moderating marking among its strategies.

## **Thursday, December 16, 2010**

### *Secondary English Teachers – Teacher Learning Critical Pathway (TLCP) - Group 4*

- A half-day workshop designed to encourage and assist a third group of teachers with the Teacher Learning and Critical Pathway (TLCP) concept of assessing students’ work, which involves moderating marking among its strategies.

### *Early Learning Kindergarten Program Early Childhood Educators (ECEs) – Running Records*

- A half-day workshop designed to introduce this new group of employees to the concept and practice of “Running Record” assessments for students and provided the strategies for them to assist the classroom teacher in the delivery of these assessment tools for the benefit of student learning.

**Friday, December 17, 2010**

*Secondary Mathematics Teachers – Teacher Learning Critical Pathway (TLCP) Part 2*

- A half-day workshop designed to encourage and assist this second group of teachers with the Teacher Learning and Critical Pathway (TLCP) concept of assessing students' work, which involves moderating marking among its strategies.

**Monday, December 20, 2010**

*Elementary and Secondary Educational Resource Teachers (ERT's) - Computer Software*

- The first of a four-part workshop designed to assist this group of teachers with the latest computer educational software acquired by the Board to assist students with a variety of learning challenges.

**Tuesday, December 21, 2010**

*Secondary Mathematics Teachers – Teacher Learning Critical Pathway (TLCP) Part 3*

- A half-day workshop designed to encourage and assist this second group of teachers with the Teacher Learning and Critical Pathway (TLCP) concept of assessing students' work, which involves moderating marking among its strategies.

*Elementary and Secondary Educational Resource Teachers (ERT's) - Computer Software*

- The second of a four-part workshop designed to assist this group of teachers with the latest computer educational software acquired by the Board to assist students with a variety of learning challenges.

**Wednesday, January 12, 2011**

*Elementary Principals – Collaborative Inquiry for Learning in Mathematics*

- A half-day workshop designed to provide Elementary Principals with the benchmarks and look-fors necessary in assessing the success of the collaborative inquiry concept of teaching and learning.

**Monday, January 17, 2011**

*Elementary Teachers of the Junior Grades (South Team 3) – Collaborative Inquiry for Learning Mathematics*

An all-day workshop designed to provide this group of teacher the School Effectiveness Framework information and strategies intended to promote more effective instruction in Mathematics

The Report on Staff Development: Professional Development Opportunities is presented for information.

Prepared by: Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development

Presented by: Frank Iannantuono, Superintendent of Education  
Khayyam Syne, Administrator of Staff Development

Approved by: John Crocco, Director of Education

Date: December 21, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND  
EXCHANGE APPROVAL COMMITTEE**

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The report on the Extended Overnight Field Trip,  
Excursion and Exchange Approval Committee  
is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education

Presented by: Yolanda Baldasaro, Superintendent of Education

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
DECEMBER 21, 2010**

**EXTENDED OVERNIGHT FIELD TRIP, EXCURSION AND EXCHANGE  
APPROVAL COMMITTEE – 2010-2011**

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**BACKGROUND INFORMATION**

The Extended Overnight Field Trip, Excursion and Exchange Approval Committee continues to review proposals for 2010-2011 extended overnight field trips, excursions and exchanges as submitted to date. The composition of the approval Committee is as follows:

1 Supervisory Officer	-	Yolanda Baldasaro
1 Secondary School Principal	-	Mario Ciccarelli
1 Secondary School Vice-Principal	-	Jeff Smith
1 Education Services Member	-	Mike Sheahan

As defined in the Niagara Catholic Educational Field Trip Policy (400.2) Administrative Guidelines, an Extended Overnight Field Trip is:

- “Any school/board sponsored and supervised activity, on scheduled instructional days, beyond the school property that requires four or five more night lodgings”
- or
- “Requiring an individual flight ticket of \$600.00 or more.” (Part II, A.4)

An Excursion is defined as follows:

- “A trip not directly linked to specific subject curriculum expectations, but provided to enrich a student’s overall Catholic education. An excursion is a trip that is planned and arranged for secondary school students that would be held during the year when the students are not normally expected to be attending classes and that does not adhere to all guidelines and procedures relating to Educational Field Trips.” (Part II, A.5)

Attached to this information report is an Executive Summary of a 2010-2011 Extended Overnight Field Trip.

The report on the Extended Overnight Field Trip, Excursion and Exchange Approval Committee for December, 2010 is presented for information.

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Prepared by: Yolanda Baldasaro, Superintendent of Education  
Presented by: Yolanda Baldasaro, Superintendent of Education  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010

**EXECUTIVE SUMMARY**

**Appendix A**

**Extended Overnight Field Trip, Excursion and Exchange Committee Approvals – 2010-2011**

School	Type	Approval Required	Destination	Curriculum Unit/Theme	Education Value	Date	Students on Trip	Duration	Cost (Approx)	Transportation
<b>Approved December 2010</b>										
Notre Dame College School	Extended Overnight Field Trip and Excursion	Superintendent and Extended Overnight Field Trip Committee	Charleston, South Carolina, U.S.A.	Co-Instructional	An opportunity for Girls' Lacrosse team to experience southern culture and explore NCAA schools for potential scholarships. To compete in lacrosse tournament with local high school teams.	Wednesday, March 16 <sup>th</sup> , 2011 to Tuesday, March 22 <sup>nd</sup> , 2011	24-28 students 2 staff	7 days 6 nights 2 school days	\$500.00/ student plus \$ 150.00 additional costs	Coach
Niagara Catholic International Cooperative Education Program (NCICE) (submitted by Lakeshore Catholic High School)	Extended Overnight Field Trip and Excursion	Superintendent and Extended Overnight Field Trip Committee	Portsmouth, Dominica	International Cooperative Education	Encourage students to become collaborative contributors, responsive, global citizens and also to become Catholic leaders and to see the value, rights and sacredness of all people and social justice experience.	Saturday, September 24 <sup>th</sup> , 2011 to Thursday, December 22 <sup>nd</sup> , 2011	10 – 16 students 2 staff	90 days 89 nights 63 school days	\$5200.00/ student plus \$1000.00 additional costs	Air, van
Denis Morris Catholic High School	Extended Overnight Field Trip and Excursion	Superintendent and Extended Overnight Field Trip Committee	Invermere, British Columbia	Culinary Exchange	Students will learn more about hospitality & tourism in a different part of Canada as well as fundraising, organizing a trip, and participating in community based projects, such as "out of the cold" or Salvation Army ' Christmas Dinner for less fortunate". Students will need to bring spending money and YMCA Canada encourages group leasers to put a limit on amount students bring. Students will do community work while in B.C. and then reciprocate when they visit Ontario.	Friday, March 4 <sup>th</sup> , 2011 to Friday, March 11, 2011.	16 students 2 staff	7 days 6 nights 6 school days	YMCA Canada covers flight as well as bus to the airport, host families billet our students. \$300.00 - \$400.00/ student possibly covered by fund raising. Spending money.	Air, coach, bus



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: DIRECTOR'S ANNUAL REPORT 2010**

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The Director's Annual Report 2010  
will be distributed at the December 21, 2010 Board Meeting.

The Director's Annual Report 2010  
is presented for information.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 21, 2010



## **REPORT TO THE BOARD MEETING DECEMBER 21, 2010**

### **DIRECTOR'S ANNUAL REPORT 2010**

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#### **BACKGROUND INFORMATION**

In compliance with the Education Act, Section 283(3), the Chief Executive Officer of a Board is required to submit to the Board an annual report highlighting the action taken during the preceding twelve months. A copy of the annual report must be submitted yearly to the Minister of Education before January 31<sup>st</sup>.

For the 2010 Annual Director's Report, the Minister of Education provided Director's of Education with an outline of specific information to be included, at a minimum, in the Annual Report. The Niagara Catholic Director's Annual Report 2010 is once again presented in a new layout and contains all of the information as required by the Minister of Education.

It is expected that the Annual Report is posted on a Board's website with a link to the Ministry's website for access to the Director's Annual Report. Once the Board receives the Director's Annual Report 2010, it will be placed on the Niagara Catholic website at [www.niagaracatholic.ca](http://www.niagaracatholic.ca) and linked to the Ministry's website.

In addition to these requirements, copies of the Niagara Catholic Director's Annual Report 2010 are provided to the Trustees of the Niagara Catholic District School Board along with the following individuals and / or organizations;

- Bishop Bergie and all Parish Priests in the Diocese of St. Catharines
- Principals, Vice-Principals and Managers
- Special Education Advisory Committee (SEAC)
- Niagara Catholic Alliance Committee
- Catholic School Council Chairs
- Niagara Catholic Parent Involvement Committee
- CUPE, OECTA Elementary and Secondary
- All Catholic School Boards in Ontario
- Other Catholic Partners (Institute for Catholic Education, OCSTA, CCSTA)
- Other Educational Institutions
- Municipal Libraries - Niagara Region

A copy of the Director's Annual Report 2010 will be provided to all Trustees at the December 21<sup>st</sup>, 2010 Board Meeting. Additional copies of the report can be obtained by contacting the Office of the Director of Education at the Catholic Education Centre.

The report on the Director's Annual Report 2010 is presented for information.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 21, 2010

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: REVISED BUDGET ESTIMATES FOR THE YEAR 2010-2011**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the report on the Revised Budget Estimates for the Year 2010-2011, as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
DECEMBER 21, 2010**

**REVISED BUDGET ESTIMATES  
FOR THE YEAR 2010-2011**

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**BACKGROUND INFORMATION**

On an annual basis, school boards are required to submit Revised Budget Estimates for the current year to the Ministry of Education. The purpose of the Revised Budget Estimates is to give all school boards the opportunity to revise their budgets, taking into account up-to-date information relating to enrolment and other data available in November 2010.

In June 2010 the Board approved the Original Budget Estimates for the year 2010-2011, which were submitted to the Ministry of Education accordingly. At that time the Board approved a balanced budget.

At the beginning of the school year the members of Senior Staff implemented the following changes in revenue and expenditures, which were required in order to avoid any disruption to the existing educational programs:

- Computer switches were failing and needed to be replaced immediately at a cost of approximately \$1,400,000, in order to avoid major disruptions to the operation of the computer network for all schools and departments.
- Employee benefit rates were increased for the current school year for all employee groups at a cost of approximately \$200,000
- Additional teachers were hired, as approved by the Board, in order to maintain the class sizes at a reasonable level at a cost of approximately \$400,000.
- Other changes in expenditures were offset by proportional changes in revenue, including other educational grants.

As a result of the above-mentioned cost increases, the Revised Budget Estimates will generate a potential deficit of \$1,998,855, which will be charged to the Accumulated Surplus Account – Available for Compliance Purposes. The Audited Financial Statements for the year ended August 31, 2010 indicated that the Accumulated Surplus Account Balance - Available for Compliance Purposes amounted to a total of \$9,947,062.

The Education Act was recently amended to define the term of “balanced budget”, in order to facilitate the implementation of the Public Sector Accounting Board (PSAB) standards. Under the new legislation, school boards are deemed to have a balanced budget, if the potential deficit that they are facing, is less than 1% of the total revenue of the board.

The Revised Budget Estimates for the year 2010-2011 will be deemed to be balanced, because the potential deficit of \$1,998,855 is less than \$2,194,388, which is 1% of the total Revised Budget revenue of the Board.

The members of Senior Staff will continue to identify opportunities for additional revenue as well as additional expenditure reductions during the current school year, in an effort to reduce and possibly eliminate the above-mentioned potential deficit.

It is important to note that the 2010-2011 Revised Budget Estimates were prepared in accordance with the Strategic Directions and Priority Indicators 2010-2011 as approved by the Board.

In addition, we inform the Trustees that the 2010-2011 Revised Budget Estimates are in compliance with the guidelines and regulations issued by the Ministry of Education, except for the Board Administration Envelope, which is overspent by a total of \$1,024,618. The Board may be required to submit to the Ministry of Education a plan, which will eliminate the above-mentioned Board Administration over-expenditure.

The following information is attached for the review of the Trustees:

- APPENDIX A**      Analysis of Revenue, Expenditures & Key Budget Factors
- APPENDIX B**      Analysis of Funding Allocations and Budget Restrictions
- APPENDIX C**      Analysis of Board Expenditures by Department

The Revised Budget Estimates for the year 2010-2011 will be submitted to the Ministry of Education on the extended deadline of December 21, 2010. A full copy of the Revised Budget Estimate Forms for the year 2010-2011 is available for the review of the Trustees at their convenience.

### **RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Revised Budget Estimates for the year 2010-2011, as presented.

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Prepared by:    Larry Reich, Superintendent of Business

Presented by:    Larry Reich, Superintendent of Business

Approved by:    John Crocco, Director of Education

Date:            December 21, 2010

# APPENDIX A



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REVISED BUDGET ESTIMATES

Summary of  
Revenue & Expenditures  
and Key Budget Factors

A.

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Total Budget Revenue & Expenditures  
for Compliance Purposes**

	<u>Revised Budget 2010-11</u>	<u>Annual Budget 2009-10</u>	<u>Increase (Decrease)</u>
<b>Budget Revenue</b>			
Total Operating Funding & Other Rev.	225,100,775	226,696,808	(1,596,033)
Total Capital Funding & Other Rev.	13,040,043	13,441,765	(401,722)
Amount Required to Balance	1,998,855	(0)	1,998,855
<b>Total Budget Revenue</b>	<u><u>240,139,673</u></u>	<u><u>240,138,573</u></u>	<u><u>1,100</u></u>
<b>Budget Expenditures</b>			
Total Operating Expenditures	226,697,908	226,696,808	1,100
Total Capital & Other Expenditures	13,441,765	13,441,765	-
Amount Required to Balance	0	0	0
<b>Total Budget Expenditures</b>	<u><u>240,139,673</u></u>	<u><u>240,138,573</u></u>	<u><u>1,100</u></u>
<b>Total Budget Surplus (Deficit)</b>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

A<sub>2</sub>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Projected Student Enrolment**

	Revised Budget 2010-11	Annual Budget 2009-10	Increase (Decrease)
Elementary Enrolment - ADE	14,008	14,020	(12)
Secondary Enrolment - ADE	8,264	8,307	(43)
<b>Total Board Enrolment - ADE</b>	<b>22,272</b>	<b>22,628</b>	<b>(55)</b>
Adult & Continuing Education - ADE	585	585	0
Adult Non-Credit ESL Programs - ADE	505	505	0
Summer School Enrolment - ADE	99	99	0
<b>Total Adult &amp; Cont. Ed. Enrolment - ADE</b>	<b>1,189</b>	<b>1,189</b>	<b>-</b>

Average Daily Enrolment (ADE) continues to be a major factor in the calculation of the Funding Allocations for all school boards.

Under the Regulations, the calculation of Average Daily Enrolment for the school year is to be based on the number of students enrolled in our schools on two specific dates: OCTOBER 31 and MARCH 31.

- The number of students enrolled on those dates is to be weighted at 50% for each date.
- The number of students enrolled in JK & SK is to be counted as half-time.

ADE for Adult & Continuing Education programs is to be calculated using the same methods and parameters, as outlined in the regulations, as in prior years.





# APPENDIX B



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REVISED BUDGET ESTIMATES

### Analysis of Funding Allocations

B,

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Budget Revenue**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Education Taxes	46,693,688	46,786,549	(92,861)
Education Grants	183,684,260	186,755,390	(3,071,131)
	-----	-----	-----
Total Funding Allocations	230,377,948	231,993,737	(1,615,790)
Adult & Cont. Education Other Revenue	3,429,128	3,519,142	(90,014)
Other Operating Grants (EPO)	3,185,071	3,384,836	(199,765)
Other Miscellaneous Revenue	438,941	584,498	(145,557)
Tuition Fees - Elementary & Secondary	709,730	656,360	53,370
Transfer from the Reserve Funds	0	0	-
Other Revenue	0	0	-
Amount Required To Balance Budget	1,998,855	0	1,998,855
	-----	-----	-----
<b>Total Budget Revenue</b>	<b>240,139,673</b>	<b>240,138,573</b>	<b>1,100</b>
	=====	=====	=====

B<sub>2</sub>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET

Analysis of Funding Allocations & Budget Restrictions  
Budget Expenditures

	Revised Budget 2010-11	Annual Budget 2010-11	Increase (Decrease)
Salary & Wages	171,943,809	171,091,936	851,873
Employee Benefits	24,207,485	23,970,420	237,065
Professional Development	574,754	624,754	(50,000)
Supplies & Services	16,877,034	17,734,883	(857,849)
Furniture & Equipment	481,155	481,155	-
Facility Renewal	841,417	841,417	-
Depreciation & Amortization	8,126,011	8,126,011	-
Interest on Capital Debt	4,356,850	4,356,850	-
Rentals & Leases	500,000	590,000	(90,000)
Fees & Contracts	12,043,672	12,128,672	(85,000)
Provision for Reserves & Other Expenditures	187,487	192,475	(4,988)
<b>Total Budget Expenditures</b>	<b>240,139,673</b>	<b>240,138,573</b>	<b>1,100</b>

B<sub>3</sub>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Education Taxes**

	Revised Budget 2010-11	Annual Budget 2010-11	Increase (Decrease)
<b>Share of Taxes for September to December</b>			
38% of Residential & Farm Taxes	6,257,412	6,104,897	152,515
38% of Industrial & Commercial Taxes	11,674,449	11,826,428	(151,979)
38% of Payments In Lieu Of Taxes	82,064	28,403	53,661
<b>Subtotal</b>	<b>18,013,924</b>	<b>17,959,728</b>	<b>54,197</b>
<b>Share of Taxes for January to August</b>			
62% of Residential & Farm Taxes	10,311,556	10,060,227	251,329
62% of Industrial & Commercial Taxes	19,238,262	19,488,708	(250,446)
62% of Payments In Lieu Of Taxes	133,894	46,342	87,552
<b>Subtotal</b>	<b>29,683,712</b>	<b>29,595,277</b>	<b>88,435</b>
<b>Add: Estimated Supplementary Taxes</b>	<b>574,795</b>	<b>557,520</b>	<b>17,275</b>
<b>Less: Estimated Tax Write-Offs</b>	<b>1,286,170</b>	<b>1,033,412</b>	<b>252,758</b>
<b>Total Education Taxes for the School Year</b>	<b>46,693,688</b>	<b>46,786,549</b>	<b>(92,861)</b>

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Education Grants - Funding Allocations**

	Revised Budget 2010-11	Annual Budget 2010-11	Increase (Decrease)
<b>Foundation Grants</b>			
Pupil Foundation Grants	113,282,434	113,569,526	(287,093)
School Foundation Grants	16,222,042	16,238,035	(15,993)
<b>Subtotal - Foundation Grants</b>	<b>129,504,476</b>	<b>129,807,562</b>	<b>(303,086)</b>
<b>Special Purpose Grants</b>			
Special Education	24,859,929	24,467,438	392,491
Language - ESL & FSL	3,640,608	3,747,468	(106,860)
Geographic & Small Schools	0	0	-
Learning Opportunities	3,415,507	3,417,997	(2,490)
Adult Education	2,291,417	2,291,417	-
Teacher Compensation	14,967,458	15,192,509	(225,050)
Transportation	10,809,313	10,896,180	(86,868)
Board Administration	6,163,730	6,176,789	(13,059)
School Operations	21,472,772	21,559,856	(87,084)
Declining Enrolment	973,247	740,040	233,207
Program Enhancement	579,000	579,000	-
First Nation Supplemental	251,905	252,435	(529)
Safe Schools	391,970	393,118	(1,148)
Less: Minor Tangible Capital Assets	(1,983,426)	(568,114)	(1,415,312)
<b>Subtotal - Special Purpose Grants</b>	<b>87,833,430</b>	<b>89,146,132</b>	<b>(1,312,703)</b>
<b>Subtotal - Total Operating Grants</b>	<b>217,337,905</b>	<b>218,953,694</b>	<b>(1,615,789)</b>
<b>Capital Grants</b>			
School Facilities Renewal	841,417	841,417	-
Interest on Capital Debt	4,751,953	4,751,953	-
Depreciation & Amortization	7,329,186	7,329,186	-
Non-Operating Expenditures	117,487	117,487	-
<b>Subtotal - Capital Grants</b>	<b>13,040,043</b>	<b>13,040,043</b>	<b>0</b>
<b>Total Funding Allocations</b>	<b>230,377,948</b>	<b>231,993,737</b>	<b>(1,615,789)</b>

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Funding Lines - Net Revenue & Net Expenditures**

	<b>REVISED BUDGET 2010-11</b>		
	<b>Net Revenue 2010-11</b>	<b>Net Expenditures 2010-11</b>	<b>Variance 2010-11</b>
<b>Classroom</b>			
Classroom Teachers	122,056,565	124,899,568	(2,843,003)
Occasional / Supply Teachers	2,615,250	3,924,481	(1,309,230)
Educational Assistants	14,130,624	16,017,157	(1,886,533)
Textbooks, Learning Materials & Equip.	5,093,564	6,381,509	(1,287,945)
Classroom Computers	1,150,627	788,484	362,143
Professionals & Paraprofessionals	6,592,724	4,720,194	1,872,530
Library & Guidance	4,740,900	4,579,376	161,524
Staff Development	326,338	238,696	87,642
Program Chairs	378,778	363,892	14,886
	<u>157,085,370</u>	<u>161,913,356</u>	<u>(4,827,987)</u>
<b>Non-Classroom</b>			
Principals, Vice-Principals	10,567,602	10,093,109	474,493
School Office Administration	5,903,224	4,840,156	1,063,068
Coordinators & Consultants	2,093,423	1,543,773	549,651
Board Administration	6,279,139	7,303,757	(1,024,618)
Operations & Maintenance - Schools	21,819,004	20,772,538	1,046,466
Continuing Education, Summer School	2,748,689	2,277,332	471,357
Pupil Transportation	10,841,454	10,371,088	470,366
	<u>60,252,535</u>	<u>57,201,753</u>	<u>3,050,783</u>
	<u>217,337,905</u>	<u>219,115,109</u>	<u>(1,777,204)</u>
<b>Capital &amp; Other</b>			
School Facilities Renewal	841,417	841,417	-
Interest on Capital Debt	4,751,953	4,176,779	575,174
Depreciation & Amortization	7,329,186	8,126,011	(796,825)
Non-Operating Expenditures	117,487	117,487	-
	<u>13,040,043</u>	<u>13,261,694</u>	<u>(221,651)</u>
<b>Total</b>	<u><u>230,377,948</u></u>	<u><u>232,376,803</u></u>	<u><u>(1,998,855)</u></u>

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Budget Restrictions on Special Education Funding Envelope**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>
<b>Special Education Funding Allocations</b>		
SEPPA Grants - Elementary JK-3	4,734,179	4,724,894
SEPPA Grants - Elementary 4-8	4,979,667	4,994,456
SEPPA Grants - Secondary 9-12	3,356,639	3,374,324
Approved Specialized Equipment - Elementary	266,890	267,021
Approved Specialized Equipment - Secondary	148,456	148,966
Grants High Needs Students - Elementary	8,019,080	8,000,000
Grants High Needs Students - Secondary	3,129,093	3,079,865
Section 23 Education Programs	86,237	76,000
Other Special Education Grants	139,688	139,838
<b>Total Special Education Funding Allocations</b>	<u>24,859,929</u>	<u>24,805,364</u>
<b>Special Education Expenditures</b>		
Classroom Teachers	7,464,370	7,481,282
Occasional / Supply Teachers	108,075	108,121
Educational Assistants	14,158,681	14,157,514
Textbooks, Learning Materials, Classroom Supplies	560,000	560,000
Classroom Computers & Networks	103,000	103,000
Professionals, Paraprofessionals & Team Teachers	3,481,490	3,859,246
Library & Guidance	-	-
Staff Development	10,000	10,000
Coordinators & Program Officers	331,520	331,520
<b>Total Expenditures for Special Education</b>	<u>26,217,136</u>	<u>26,610,683</u>
<b>Add (Less) Revenue &amp; Adjustments for Special Ed.</b>	<u>(436,758)</u>	<u>(439,572)</u>
<b>Total Special Education Net Expenditures</b>	<u>25,780,378</u>	<u>26,171,111</u>
<b>Unspent (Overspent) Special Education Funding Allocations</b>	<u>(920,449)</u>	<u>(1,365,747)</u>
Note: Unspent Funding Allocations must be placed in the Special Education Reserve Fund		



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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Funding Allocations & Budget Restrictions  
Budget Restrictions on Board Administration Funding Envelope**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
<b>Board Administration Funding Allocation</b>		
Total Funding Allocation for Board Administration	6,279,139	6,268,879
Add: Additional Funding Allocations	0	0
Less: Other Adjustments	0	0
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
	<b>6,279,139</b>	<b>6,268,879</b>
	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
<b>Board Administration Expenditures</b>		
Net Expenditures relating to Board Administration	7,428,757	7,371,893
Add: Net strike savings attributable to Administration	0	0
Less: Transfer from Reserve Funds	0	0
Less: Other Revenue Attributable to Administration	(125,000)	(125,000)
Less: Other Adjustments	0	0
	<hr style="border-top: 1px dashed black;"/>	<hr style="border-top: 1px dashed black;"/>
	<b>7,303,757</b>	<b>7,246,893</b>
	<hr style="border-top: 3px double black;"/>	<hr style="border-top: 3px double black;"/>
<b>Unspent (Overspent) Board Admin. Funding</b>	<b>(1,024,618)</b>	<b>(978,014)</b>

Note: If the Funding Allocation is overspent,  
then the Board may have to submit  
a plan to reduce the expenditures within two years.

# APPENDIX C



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## REVISED BUDGET ESTIMATES

### Analysis of Expenditures by Department

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Total Board Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
<b>Operating Expenditures</b>			
Board Administration	7,428,758	7,371,894	56,863
Elementary Schools	115,294,977	115,035,206	259,771
Secondary Schools	66,850,147	67,311,818	(461,671)
Adult & Continuing Education	5,706,459	5,756,459	(50,000)
Plant Operations	18,320,647	18,082,896	237,751
Plant Maintenance	2,725,833	2,767,447	(41,614)
Student Transportation	10,371,088	10,371,088	0
	-----	-----	-----
	226,697,908	226,696,808	1,100
	-----	-----	-----
<b>Capital &amp; Other Expenditures</b>			
Facility Renewal	841,417	841,417	0
Interest on Capital Debt	4,356,850	4,356,850	0
Depreciation & Amortization	8,126,011	8,126,011	0
Non-Operating Expenditures	117,487	117,487	0
	-----	-----	-----
	13,441,765	13,441,765	0
	-----	-----	-----
<b>Total Board Operating Expenditures</b>	<b>240,139,673</b>	<b>240,138,573</b>	<b>1,100</b>
	=====	=====	=====
<b>Total Minor Tangible Capital Assets</b>	<b>1,983,426</b>	<b>568,114</b>	<b>1,415,312</b>
	=====	=====	=====

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**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Board Administration Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	4,621,982	4,497,914	124,068
Employee Benefits	886,776	864,066	22,710
Professional Development	90,000	90,000	0
Supplies & Services			
General Administration	127,500	137,500	(10,000)
Business Administration	917,500	942,414	(24,914)
Program Administration	0	5,000	(5,000)
Computers	0	0	0
Furniture & Equipment	10,000	10,000	0
Fees & Contracts	775,000	825,000	(50,000)
	-----	-----	-----
<b>Total Administration Expenditures</b>	<b>7,428,758</b>	<b>7,371,894</b>	<b>56,863</b>
	=====	=====	=====
<b>Total Administration Capital Exp.</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
	=====	=====	=====

C3

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Elementary School Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	97,299,183	96,324,533	974,649
Employee Benefits	13,135,288	13,090,166	45,121
Professional Development	330,000	380,000	(50,000)
Supplies & Services			
School Instruction Budgets	1,486,800	1,526,800	(40,000)
Central Instruction Budgets	1,493,200	2,043,200	(550,000)
Central Other Budgets	615,000	735,000	(120,000)
Computers	643,082	643,082	0
Furniture & Equipment	292,425	292,425	0
Fees & Contracts	0	0	0
	-----	-----	-----
<b>Total Elementary School Expenditures</b>	<b>115,294,977</b>	<b>115,035,206</b>	<b>259,771</b>
	=====	=====	=====
<b>Total Elementary School Capital Exp.</b>	<b>1,588,843</b>	<b>223,361</b>	<b>1,365,482</b>
	=====	=====	=====

C4

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Secondary School Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	55,778,164	56,046,219	(268,055)
Employee Benefits	6,968,622	7,036,304	(67,681)
Professional Development	120,000	120,000	0
Supplies & Services			
School Instruction Budgets	1,479,937	1,530,872	(50,935)
Central Instruction Budgets	1,826,693	1,851,693	(25,000)
Central Other Budgets	296,000	346,000	(50,000)
Computers	225,000	225,000	0
Furniture & Equipment	83,730	83,730	0
Fees & Contracts	72,000	72,000	0
	-----	-----	-----
<b>Total Secondary School Expenditures</b>	<b>66,850,147</b>	<b>67,311,818</b>	<b>(461,671)</b>
	=====	=====	=====
<b>Total Secondary School Capital Exp.</b>	<b>144,830</b>	<b>75,000</b>	<b>69,830</b>
	=====	=====	=====

C5

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Adult & Continuing Education Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	4,187,559	4,187,559	0
Employee Benefits	575,865	575,865	0
Professional Development	14,700	14,700	0
Supplies & Services			
School Instruction Budgets	900,635	950,635	(50,000)
Central Instruction Budgets	0	0	0
Central Other Budgets	0	0	0
Computers	20,000	20,000	0
Furniture & Equipment	0	0	0
Fees & Contracts	7,700	7,700	0
	-----	-----	-----
<b>Total Adult &amp; Cont. Ed. Expenses</b>	<b>5,706,459</b>	<b>5,756,459</b>	<b>(50,000)</b>
	=====	=====	=====
<b>Total Adult &amp; Cont. Ed. Capitalized</b>	<b>0</b>	<b>0</b>	<b>0</b>
	=====	=====	=====

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C6

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Plant Operations Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	8,531,876	8,520,654	11,222
Employee Benefits	2,307,771	1,986,242	321,529
Professional Development	10,000	10,000	0
Supplies & Services			
Utilities	4,350,000	4,200,000	150,000
Cleaning & Operating	1,047,500	1,182,500	(135,000)
Sites & Grounds Maintenance	1,045,000	1,105,000	(60,000)
Computers	1,500	1,500	0
Furniture & Equipment	467,000	467,000	0
Fees & Contracts	560,000	610,000	(50,000)
	-----	-----	-----
<b>Total Plant Operations Expenditures</b>	<b>18,320,647</b>	<b>18,082,896</b>	<b>237,751</b>
	=====	=====	=====
<b>Total Plant Operations Capitalized</b>	<b>108,000</b>	<b>108,000</b>	<b>0</b>
	-----	-----	-----



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Plant Maintenance Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	1,245,929	1,235,829	10,100
Employee Benefits	291,904	286,618	5,286
Professional Development	7,500	7,500	0
Supplies & Services			
Department Operation	169,000	196,000	(27,000)
Mechanical & Electrical	495,000	495,000	0
Building Maintenance	410,000	450,000	(40,000)
Computers	1,500	1,500	0
Furniture & Equipment	30,000	30,000	0
Fees & Contracts	75,000	65,000	10,000
	-----	-----	-----
<b>Total Plant Maintenance Expenditures</b>	<b>2,725,833</b>	<b>2,767,447</b>	<b>(41,614)</b>
	=====	=====	=====
<b>Total Plant Maintenance Capitalized</b>	<b>0</b>	<b>0</b>	<b>0</b>
	=====	=====	=====

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
Student Transportation Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
Salary & Wages	279,116	279,116	0
Employee Benefits	41,258	41,258	0
Professional Development	2,554	2,554	0
Supplies & Services	67,269	67,269	0
Computers	0	0	0
Furniture & Equipment	0	0	0
Fees & Contracts			
Bus Transportation	8,835,326	8,835,326	0
Taxi & Minivan	237,487	237,487	0
Other Transportation	908,078	908,078	0
	-----	-----	-----
<b>Total Student Transportation Exp.</b>	<b>10,371,088</b>	<b>10,371,088</b>	<b>0</b>
	=====	=====	=====
<b>Total Student Transportation Capitalized</b>	<b>91,753</b>	<b>91,753</b>	<b>0</b>
	=====	=====	=====

C9

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET**

**Analysis of Expenditures by Department  
School Facilities Renewal Expenditures**

	<b>Revised Budget 2010-11</b>	<b>Annual Budget 2010-11</b>	<b>Increase (Decrease)</b>
	-----	-----	-----
<b>School Facilities Renewal Expenses</b>	<b>841,417</b>	<b>841,417</b>	<b>0</b>
	=====	=====	=====

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET

Analysis of Expenditures by Department  
Interest on Capital Debt

	Revised Budget 2010-11	Annual Budget 2010-11	Increase (Decrease)
	-----	-----	-----
Interest on Long Term Debentures	4,356,850	4,356,850	0
Interest on ShortTerm Capital Loans	0	0	0
	-----	-----	-----
<b>Total Interest on Capital Debt</b>	<b>4,356,850</b>	<b>4,356,850</b>	<b>0</b>
	=====	=====	=====



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NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
2010-11 REVISED BUDGET

Analysis of Expenditures by Department  
Non-Operating Expenditures

	Revised Budget 2010-11	Annual Budget 2010-11	Increase (Decrease)
	-----	-----	-----
Other Non-Operating & capital Expenditures	117,487	117,487	0
	-----	-----	-----
<b>Total Non-Operating Exp.</b>	<b>117,487</b>	<b>117,487</b>	<b>0</b>
	=====	=====	=====

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: FINANCIAL REPORTS  
MONTHLY BANKING TRANSACTIONS  
NOVEMBER 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the report on the Monthly Banking Transactions for the month of November 2010, as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD  
DECEMBER 21, 2010**

**MONTHLY BANKING TRANSACTIONS  
FOR THE MONTH OF NOVEMBER, 2010**

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**BACKGROUND INFORMATION**

In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Monthly Banking Transactions for the month of November 2010 for the Niagara Catholic District School Board. (See Appendix A)

As required by the Policy, a monthly list of payments is available in the Holy Cross Community Room for the TRUSTEES to review at their convenience.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Monthly Banking Transactions for the month of November 2010 as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010



## Appendix A

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON BANKING TRANSACTIONS		
SUMMARY OF BANK TRANSACTIONS FOR THE MONTH OF:		NOVEMBER, 2010
DESCRIPTION OF ITEMS		BANK ACCOUNT
<b>CASH BALANCE AT BEGINNING OF MONTH</b>	<b>(A)</b>	<b>29,542,631</b>
<b>OPERATING CASH RECEIPTS FOR THE MONTH</b>		
1. GENERAL LEGISLATIVE GRANTS		14,939,851
2. OTHER GRANTS (EPO, O.E.Y.C.)		643,682
3. INTEREST REVENUE		32,002
4. MUNICIPAL TAXES		211,680
5. TUITION FEES REVENUE - A.C.E. & OTHER		1,225,084
6. CHARITABLE DONATIONS		9,285
7. GOVERNMENT REBATES (GST 68% REBATE ON TAXABLE PURCHASES)		891,034
8. RECOVERY OF COSTS (LTD, WCB, BENEFITS, OTHER REIMBURSEMENTS))		232,907
9. OTHER CASH RECEIPTS		
- Reimbursements of Employee Benefits		5,256
- Green Shield Refund		0
10. PROCEEDS FROM DEBENTURE ISSUE (NET)		0
11. CAPITAL LOAN PRINCIPAL ADVANCES		0
<b>TOTAL OPERATING CASH RECEIPTS AND LOAN ADVANCE</b>	<b>(B)</b>	<b>18,190,781</b>
<b>OPERATING CASH DISBURSEMENTS FOR THE MONTH</b>		
1. ACCOUNTS PAYABLE (NET OF CANCELLED CHEQUES AND DEBT REPAYMENTS)		(19,022,186)
2. TEACHER PENSION DEDUCTIONS		(1,291,930)
3. O.M.E.R.S. PENSION DEDUCTIONS		(376,454)
4. CANADA SAVINGS BONDS DEDUCTIONS		(123,497)
5. TRANSFER TO 4 OVER 5 TRUST ACCOUNTS		(61,208)
6. OTHER DEBITS		(58,528)
7. INTEREST PAYMENTS ON CAPITAL DEBT		(651,600)
8. PRINCIPAL PAYMENTS ON CAPITAL DEBT		(350,122)
<b>TOTAL OPERATING CASH DISBURSEMENTS</b>	<b>(C)</b>	<b>(21,935,527)</b>
<b>CASH BALANCE AT END OF MONTH</b>	<b>A + B - C = D</b>	<b>(D) 25,797,885</b>

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD REPORT ON LOAN BALANCES				
SUMMARY OF LOAN BALANCES AS AT : NOVEMBER, 2010				
The Debentures & Capital Loans are made up as follows:				
Loan Description	Opening Balance	Loan Advances	Loan Repayments	Ending Balance
1. GPL1 Loan 25 YR.	(12,853,291.68)		179,092.11	(12,674,199.57)
2. GPL2 Loan 25 YR.	(9,897,427.64)		120,352.63	(9,777,075.01)
3. GPL3 Loan 25 YR.	(4,585,476.67)		50,677.71	(4,534,798.96)
4. Debenture (Niagara Region)	(1,829,000.00)		0.00	(1,829,000.00)
5. Debenture (Niagara Region)	(3,168,000.00)			(3,168,000.00)
6. Capital Projects - Completed 2001	(20,444,422.72)			(20,444,422.72)
7. Capital Projects - Completed 2002/03	(21,693,889.34)			(21,693,889.34)
8. Capital Projects - Completed 2004/05	(8,873,227.36)			(8,873,227.36)
9. Capital Projects - Completed 2005/06	(7,939,010.37)			(7,939,010.37)
<b>Total Debentures &amp; Capital Loans</b>	<b>(91,283,745.78)</b>	<b>0.00</b>	<b>(350,122.45)</b>	<b>(90,933,623.33)</b>

PREPARED BY : William Tumath  
PRESENTED BY: Larry Reich

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: FINANCIAL REPORTS  
STATEMENT OF REVENUE & EXPENDITURES  
AS AT NOVEMBER 30, 2010**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Statement of Revenue and Expenditures as at November 30, 2010, as presented.

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Prepared by: Larry Reich, Superintendent of Business and Financial Services

Presented by: Larry Reich, Superintendent of Business and Financial Services

Approved by: John Crocco, Director of Education

Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD  
DECEMBER 21, 2010**

**STATEMENT OF REVENUE AND EXPENDITURES  
AS AT NOVEMBER 30, 2010**

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In accordance with the Monthly Financial Reports Policy Statement, we are pleased to enclose the Statement of Revenue and Expenditures as at November 30, 2010 for the Niagara Catholic District School Board. (See Appendix A)

As required by the Policy, a copy of the Financial Statements is available in the Holy Cross Community Room for the TRUSTEES to review at their convenience.

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board approve the Report on the Statement of Revenue and Expenditures as at November 30, 2010 as presented.

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Prepared by: Larry Reich, Superintendent of Business & Financial Services  
Presented by: Larry Reich, Superintendent of Business & Financial Services  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
SUMMARY OF REVENUE AND EXPENDITURES  
AS AT NOVEMBER 30, 2010**

ACCOUNT DESCRIPTION	THIS YEAR					LAST YEAR		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMITTED	EXPENDED	BUDGET	% AVAIL
REVENUE								
REVENUE	68,662,452	-239,079,974	128.7%	-307,742,426	0	-66,571,463	-230,111,033	71.1%
<b>TOTAL REVENUE</b>	<b>68,662,452</b>	<b>-239,079,974</b>	<b>128.7%</b>	<b>-307,742,426</b>	<b>0</b>	<b>-66,571,463</b>	<b>-230,111,033</b>	<b>71.1%</b>
EXPENDITURES								
BOARD ADMINISTRATION	2,069,035	7,421,896	72.1%	5,352,861	60,467	1,837,873	7,315,444	74.9%
ELEMENTARY SCHOOLS	29,287,073	115,188,726	74.6%	85,901,653	222,733	27,065,504	108,279,161	75.0%
SECONDARY SCHOOLS	17,181,431	67,456,646	74.5%	50,275,215	98,855	16,712,654	65,163,057	74.4%
CONTINUING EDUCATION	1,234,576	5,846,459	78.9%	4,611,883	77,297	1,288,818	6,497,202	80.2%
PLANT OPERATIONS	3,407,173	17,465,897	80.5%	14,058,724	90,376	3,354,647	16,631,386	79.8%
PLANT MAINTENANCE	717,985	3,492,449	79.4%	2,774,464	88,516	682,478	3,538,658	80.7%
TRANSPORTATION	1,895,989	10,462,845	81.9%	8,566,856	8	1,476,057	10,641,107	86.1%
CAPITAL AND OTHER EXPENDITURES	2,684,987	11,745,056	77.1%	9,060,069	83,164	2,540,444	12,045,018	78.9%
<b>TOTAL EXPENDITURES</b>	<b>58,478,250</b>	<b>239,079,974</b>	<b>75.5%</b>	<b>180,601,724</b>	<b>721,417</b>	<b>54,958,475</b>	<b>230,111,033</b>	<b>76.1%</b>

PREPARED BY : William Tumath  
Finance Department

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
<b>SALARY &amp; BEN - TRUSTEES</b>									
<b>SALARY &amp; BEN - TRUSTEES</b>									
31 101	TRUSTEE HONORARIUM	24,088.71	101,821	76.3	77,732	0.00	24,205	101,821	76.2
31 201	BENEFITS - TRUSTEES	1,142.16	5,393	78.8	4,251	0.00	1,142	5,392	78.8
31 317	PROFESSIONAL DEVELOPMENT (NT)	1,723.28	30,000	94.3	28,277	0.00	2,232	30,000	92.6
31 361	TRAVEL EXPENSE	0.00	10,000	100.0	10,000	0.00	856	10,000	91.4
31 408	NETWORK SYSTEM	720.00	0	0.0	720-	0.00	720	0	0.0
31 413	COURIER & MOVING	450.53	5,000	91.0	4,549	0.00	593	5,000	88.1
31 552	ADDITIONAL - COMPUTERS	4,152.35	0	0.0	4,152-	13,459.62	3,047	0	0.0
31 701	OCSTA & OCSOA FEES	82,085.00	75,000	9.5-	7,085-	0.00	78,969	75,000	5.3-
<b>TOTAL - SALARY &amp; BEN - TRUSTEES</b>		<b>114,362.03</b>	<b>227,214</b>	<b>49.7</b>	<b>112,852</b>	<b>13,459.62</b>	<b>111,764</b>	<b>227,213</b>	<b>50.8</b>
<b>SALARY &amp; BEN - SENIOR STAFF</b>									
32 102	SENIOR STAFF	279,817.14	1,031,879	72.9	752,062	0.00	268,897	1,006,522	73.3
32 202	BENEFITS - SENIOR STAFF	17,029.11	90,269	81.1	73,240	0.00	16,141	88,765	81.8
<b>TOTAL - SALARY &amp; BEN - SENIOR ST</b>		<b>296,846.25</b>	<b>1,122,148</b>	<b>73.6</b>	<b>825,302</b>	<b>0.00</b>	<b>285,038</b>	<b>1,095,287</b>	<b>74.0</b>
<b>SALARY &amp; BEN - MANAGERS</b>									
33 103	DEPARTMENT MANAGERS	83,072.45	384,501	78.4	301,429	0.00	95,774	447,700	78.6
33 113	COORDINATORS	67,584.59	351,358	80.8	283,773	0.00	65,258	348,625	81.3
33 203	BENEFITS - DEPT. MANAGERS	10,599.19	77,339	86.3	66,740	0.00	12,960	89,686	85.6
33 213	BENEFITS - COORD.	14,694.97	70,672	79.2	55,977	0.00	14,035	69,836	79.9
34 103	DEPARTMENT MANAGERS	28,291.98	122,718	77.0	94,426	0.00	27,481	125,143	78.0
34 113	COORDINATORS	40,982.90	131,857	68.9	90,874	0.00	26,685	122,367	78.2
34 203	BENEFITS - DEPT. MANAGERS	4,169.59	23,636	82.4	19,466	0.00	3,968	24,058	83.5
34 213	BENEFITS - COORD.	7,691.35	25,395	69.7	17,704	0.00	5,158	23,523	78.1
35 103	DEPARTMENT MANAGERS	96,208.87	289,461	66.8	193,252	0.00	79,160	360,200	78.0
35 203	BENEFITS - DEPT. MANAGERS	11,046.49	58,915	81.3	47,869	0.00	9,913	68,399	85.5
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>364,342.38</b>	<b>1,535,852</b>	<b>76.3</b>	<b>1,171,510</b>	<b>0.00</b>	<b>340,392</b>	<b>1,679,537</b>	<b>79.7</b>
<b>SALARY &amp; BENEFITS - TECHNICAL</b>									
33 104	COURIER STAFF	9,448.84	42,588	77.8	33,139	0.00	9,338	41,391	77.4
33 204	BENEFITS - COURIER STAFF	2,612.92	11,092	76.4	8,479	0.00	2,498	10,768	76.8
35 110	TECHNICAL & OPERATIONS	10,917.76	48,344	77.4	37,426	0.00	10,604	46,965	77.4
35 116	OVERTIME	117.09	0	0.0	117-	0.00	301	0	0.0
35 210	BENEFITS - TECHNICAL STAFF	2,843.65	7,482	62.0	4,638	0.00	2,731	7,272	62.4
44 108	CARETAKER	30,513.44	132,000	76.9	101,487	0.00	29,311	144,563	79.7
44 109	CLEANER	558.27	42,350	98.7	41,792	0.00	5,563	25,000	77.8
44 118	CARETAKER REPLACEMENT	322.02	0	0.0	322-	0.00	4,955	0	0.0
44 119	CLEANER REPLACEMENT	8,790.51	0	0.0	8,791-	0.00	4,532	0	0.0
44 208	BENEFITS - CARETAKER	7,373.30	34,380	78.6	27,007	0.00	7,055	28,527	75.3

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
44 209 BENEFITS - CLEANER	44.90	11,029	99.6	10,984	0.00	901	15,579	94.2
44 219 BENEFITS - CLEANER REPL.	629.06	0	0.0	629-	0.00	449	0	0.0
<b>TOTAL - SALARY &amp; BENEFITS - TECH</b>	<b>74,171.76</b>	<b>329,265</b>	<b>77.5</b>	<b>255,093</b>	<b>0.00</b>	<b>78,238</b>	<b>320,065</b>	<b>75.6</b>

**SALARY & BEN - CLERICAL**

33 112 CLERICAL	312,638.17	1,447,682	78.4	1,135,044	0.00	303,744	1,510,173	79.9
33 116 OVERTIME	1,039.30	0	0.0	1,039-	0.00	1,062	0	0.0
33 212 BENEFITS - CLERICAL	78,078.43	369,159	78.9	291,081	0.00	72,132	379,239	81.0
34 112 CLERICAL	69,615.23	311,355	77.6	241,740	0.00	55,444	299,618	81.5
34 212 BENEFITS - CLERICAL	16,024.36	75,102	78.7	59,078	0.00	13,517	72,616	81.4
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>	<b>477,395.49</b>	<b>2,203,298</b>	<b>78.3</b>	<b>1,725,904</b>	<b>0.00</b>	<b>445,899</b>	<b>2,261,646</b>	<b>80.3</b>

**SALARY & BEN - TEMPORARY**

33 115 TEMPORARY ASSISTANT	6,913.26	45,000	84.6	38,087	0.00	5,237	60,000	91.3
33 215 BENEFITS - TEMP ASSISTANT	1,005.86	3,153	68.1	2,147	0.00	924	4,203	78.0
34 115 TEMPORARY ASSISTANT	11,535.71	15,000	23.1	3,464	0.00	9,859	0	0.0
34 215 BENEFITS - TEMP ASSISTANT	1,179.51	1,052	12.2-	128-	0.00	1,356	0	0.0
35 115 TEMPORARY ASSISTANT	4,154.51	0	0.0	4,155-	0.00	0	0	0.0
35 215 BENEFITS - TEMP ASSISTANT	195.94	0	0.0	196-	0.00	0	0	0.0
<b>TOTAL - SALARY &amp; BEN - TEMPORAR</b>	<b>24,984.79</b>	<b>64,205</b>	<b>61.1</b>	<b>39,219</b>	<b>0.00</b>	<b>17,376</b>	<b>64,203</b>	<b>72.9</b>

**PROFESSIONAL DEVELOPMENT**

33 317 PROFESSIONAL DEVELOPMENT (NT)	6,720.73	40,000	83.2	33,279	0.00	9,432	40,000	76.4
33 318 PROF. MEMBERSHIPS	12,010.60	15,000	19.9	2,989	0.00	11,847	15,000	21.0
34 317 PROFESSIONAL DEVELOPMENT (NT)	3,167.27	5,000	36.7	1,833	0.00	2,773	5,000	44.5
34 318 PROF. MEMBERSHIPS	733.22	0	0.0	733-	0.00	706	0	0.0
34 319 COURSE SUBSIDY	510.80	0	0.0	511-	0.00	0	0	0.0
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>23,142.62</b>	<b>60,000</b>	<b>61.4</b>	<b>36,857</b>	<b>0.00</b>	<b>24,758</b>	<b>60,000</b>	<b>58.7</b>

**SUPPLIES & SERV - BUSINESS ADMIN.**

33 325 COMPUTER SOFTWARE/CD ROM	3,391.69	15,000	77.4	11,608	3,107.50	18,178	15,000	21.2-
33 336 PRINTING & COPIER	28,506.16	30,000	5.0	1,494	920.21	17,995	30,000	40.0
33 337 PRINT SHOP	43,154.80	75,000	42.5	31,845	40,562.79	11,882	100,000	88.1
33 353 ADVERTISING & PROMOTION	20,787.89	55,000	62.2	34,212	0.00	11,634	55,000	78.9
33 354 PROMOTION	4,143.89	40,000	89.6	35,856	0.00	2,189	40,000	94.5
33 361 TRAVEL EXPENSE	2,526.61	5,000	49.5	2,473	0.00	2,367	5,000	52.7
33 401 REPAIRS - F & E	0.00	2,493	100.0	2,493	13.56	0	2,493	100.0
33 404 REPAIRS - TELEPHONE	3,909.98	0	0.0	3,910-	7.68	1,880	0	0.0
33 405 TELEPHONE - VOICE	10,837.96	50,000	78.3	39,162	0.00	12,580	50,000	74.8
33 406 DATA COMMUNICATION LINES	510.09	0	0.0	510-	0.00	532	0	0.0
33 407 CELLULAR	6,989.23	12,500	44.1	5,511	13.56	6,702	12,500	46.4

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
33 408 NETWORK SYSTEM	1,005.25	0	0.0	1,005-	4.92	459	0	0.0
33 409 NETWORK SECURITY	10.22	0	0.0	10-	0.00	0	0	0.0
33 410 OFFICE SUPPLIES & SERVICES	28,913.60	80,000	63.9	51,086	4,552.07	19,244	80,000	75.9
33 411 POSTAGE	3.79	20,000	100.0	19,996	0.00	0	20,000	100.0
33 412 SUBSCRIPTIONS	2,387.90	10,000	76.1	7,612	0.00	1,172	10,000	88.3
33 413 COURIER & MOVING	1,967.22	20,000	90.2	18,033	1.15	3,606	20,000	82.0
33 414 PUBLICATIONS & NEWSLETTERS	117.39	15,000	99.2	14,883	0.00	66	15,000	99.6
33 416 SCHOOL COUNCIL - SPECIAL	35,467.55	60,000	40.9	24,532	0.00	5,270	60,000	91.2
33 420 HOSPITALITY	4,199.10	15,000	72.0	10,801	17.50	2,748	15,000	81.7
33 710 INTEREST CHARGES	369.10	10,000	96.3	9,631	0.00	86	10,000	99.1
<b>TOTAL - SUPPLIES &amp; SERV - BUSINE</b>	<b>199,199.42</b>	<b>514,993</b>	<b>61.3</b>	<b>315,793</b>	<b>49,200.94</b>	<b>118,590</b>	<b>539,993</b>	<b>78.0</b>

**SUPPLIES & SERV - HUMAN RESOURCES**

34 325 COMPUTER SOFTWARE/CD ROM	0.00	13,444	100.0	13,444	0.00	0	4,000	100.0
34 361 TRAVEL EXPENSE	458.83	2,500	81.6	2,041	0.00	140	2,500	94.4
34 407 CELLULAR	139.79	2,500	94.4	2,360	0.00	206	2,500	91.8
34 420 HOSPITALITY	59.40	10,000	99.4	9,941	0.00	955	1,000	4.5
34 421 RECRUITMENT OF STAFF	5,223.37	5,000	4.5-	223-	0.00	359	5,000	92.8
<b>TOTAL - SUPPLIES &amp; SERV - HUMAN</b>	<b>5,881.39</b>	<b>33,444</b>	<b>82.4</b>	<b>27,563</b>	<b>0.00</b>	<b>1,660</b>	<b>15,000</b>	<b>88.9</b>

**SUPPLIES & SERV - COMPUTER SERVICE**

35 325 COMPUTER SOFTWARE/CD ROM	22,370.47	0	0.0	22,370-	0.00	23,310	0	0.0
35 361 TRAVEL EXPENSE	1,723.95	2,500	31.0	776	0.00	466	2,500	81.4
35 402 REPAIRS - COMPUTERS	11,402.36	28,977	60.7	17,575	7.91	28,904	25,000	15.6-
35 407 CELLULAR	1,653.25	5,000	66.9	3,347	0.00	2,441	5,000	51.2
35 408 NETWORK SYSTEM	4,382.52	30,000	85.4	25,617	3,356.10	4,316	30,000	85.6
<b>TOTAL - SUPPLIES &amp; SERV - COMPU</b>	<b>41,532.55</b>	<b>66,477</b>	<b>37.5</b>	<b>24,945</b>	<b>3,364.01</b>	<b>59,437</b>	<b>62,500</b>	<b>4.9</b>

**SUPPLIES & SERV - PLANT OPERATIONS**

44 341 HYDRO	25,590.43	275,000	90.7	249,410	0.00	33,053	250,000	86.8
44 343 HEATING - GAS	2,338.08	0	0.0	2,338-	0.00	1,335	0	0.0
44 346 WATER & SEWAGE	4,600.98	0	0.0	4,601-	402.57	1,441	0	0.0
44 371 CLEANING PRODUCTS	1,832.17	0	0.0	1,832-	3.42	760	0	0.0
44 375 UNIFORMS	404.70	0	0.0	405-	0.01	1,597	0	0.0
44 377 INTRUSION ALARMS	4,164.15	0	0.0	4,164-	4,645.68	3,677	0	0.0
44 378 FIRE SAFETY	188.59	0	0.0	189-	10.19	980	0	0.0
44 379 REPAIRS - HEALTH & SAFETY	2,769.35	0	0.0	2,769-	1,374.98	3,373	0	0.0
44 380 REPAIRS - EQUIPMENT	159.11	0	0.0	159-	3.42	283	0	0.0
44 383 LANDSCAPING	2,426.30	0	0.0	2,426-	2.53	361	0	0.0
44 384 DRAINAGE	0.00	0	0.0	0	2,991.74	229	0	0.0
44 385 GRASS CUTTING	3,173.38	0	0.0	3,173-	0.00	3,055	0	0.0

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
44 386 SNOW PLOWING	0.00	0	0.0	0	5.66	0	0	0.0
44 388 GARBAGE DISPOSAL	1,472.57	0	0.0	1,473-	0.00	2,169	0	0.0
44 389 LINE MARKING	0.00	0	0.0	0	1.15	0	0	0.0
44 417 SECURITY & SURVIELANCE	0.00	0	0.0	0	2,253.24	0	0	0.0
44 418 CONTRACTED CLEANING	2,264.50	0	0.0	2,265-	10,720.74	5,087	0	0.0
44 611 RENTAL/LEASE - NON INSTRUCT AC	22,600.04	80,000	71.8	57,400	61,918.24	21,931	80,000	72.6
44 653 PROFESSIONAL FEES	572.10	0	0.0	572-	3,570.80	569	0	0.0
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>	<b>74,556.45</b>	<b>355,000</b>	<b>79.0</b>	<b>280,444</b>	<b>87,904.37</b>	<b>79,900</b>	<b>330,000</b>	<b>75.8</b>

**SUPPLIES & SERVICES- BUILDING MTC.**

44 401 REPAIRS - F & E	0.00	0	0.0	0	13.56	0	0	0.0
44 458 P.A. & TELEPHONE SYSTEMS	239.06	0	0.0	239-	0.00	0	0	0.0
44 460 H.V.A.C.	5,359.58	0	0.0	5,360-	925.61	1,564	0	0.0
44 461 BOILER REPAIR	0.00	0	0.0	0	2.26	0	0	0.0
44 462 ELECTRICAL REPAIR	2,065.64	0	0.0	2,066-	3.42	754	0	0.0
44 463 ROOFING	305.46	0	0.0	305-	0.00	456	0	0.0
44 464 WINDOW GLASS & FRAME	0.00	0	0.0	0	9.09	0	0	0.0
44 465 PLUMBING	168.94	0	0.0	169-	8.02	167	0	0.0
44 466 PAINTING	0.00	0	0.0	0	10.21	0	0	0.0
44 467 PORTABLES	0.00	0	0.0	0	1.16	58	0	0.0
44 468 FLOOR & CEILING	0.00	0	0.0	0	1.13	0	0	0.0
44 469 HARDWARE	1,112.52	0	0.0	1,113-	14.80	34	0	0.0
44 470 CARPENTRY	8.24	0	0.0	8-	3.44	112	0	0.0
44 471 DRAPERY	0.00	0	0.0	0	1.13	0	0	0.0
44 473 TOOLS	1,231.32	0	0.0	1,231-	12.51	1,313	0	0.0
44 654 OTHER CONTRACTUAL SERVICES	904.77	100,000	99.1	99,095	1,908.75	2,175	100,000	97.8
44 680 LIFTING DEVICES	0.00	0	0.0	0	1.13	1,395	0	0.0
44 759 BUILDINGS	1,517.08	0	0.0	1,517-	0.00	0	0	0.0
<b>TOTAL - SUPPLIES &amp; SERVICES- BUI</b>	<b>12,912.61</b>	<b>100,000</b>	<b>87.1</b>	<b>87,087</b>	<b>2,916.22</b>	<b>8,028</b>	<b>100,000</b>	<b>92.0</b>

**FURNITURE & EQUIPMENT**

33 551 ADDITIONAL - FURNITURE	7,831.08	50,000	84.3	42,169	1,717.60	1,229	10,000	87.7
33 552 ADDITIONAL - COMPUTERS	278.90	10,000	97.2	9,721	1,563.92	11,808	40,000	70.5
35 552 ADDITIONAL - COMPUTERS	0.00	0	0.0	0	0.00	859	0	0.0
<b>TOTAL - FURNITURE &amp; EQUIPMENT</b>	<b>8,109.98</b>	<b>60,000</b>	<b>86.5</b>	<b>51,890</b>	<b>3,281.52</b>	<b>13,896</b>	<b>50,000</b>	<b>72.2</b>

**FEES & CONTRACTS**

33 651 AUDIT FEES	684.47	85,000	99.2	84,316	0.00	0	85,000	100.0
33 652 LEGAL FEES	5,447.15	75,000	92.7	69,553	0.00	33-	75,000	100.0
33 653 PROFESSIONAL FEES	897.29	40,000	97.8	39,103	0.00	0	40,000	100.0
34 653 PROFESSIONAL FEES	26,248.03	25,000	5.0-	1,248-	0.00	26,508	25,000	6.0-



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**BOARD ADMINISTRATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
35 653 PROFESSIONAL FEES	6,390.16	85,000	92.5	78,610	340.50	7,849	25,000	68.6
35 661 SOFTWARE LICENSES & SUPPORT	187,940.26	350,000	46.3	162,060	0.00	109,730	40,000	74.3-
35 662 HARDWARE MAINTENANCE & SUPP	115,212.92	50,000	30.4-	65,213-	0.00	94,219	180,000	47.7
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>342,820.28</b>	<b>710,000</b>	<b>51.7</b>	<b>367,181</b>	<b>340.50</b>	<b>238,273</b>	<b>470,000</b>	<b>49.3</b>
<b>MISCELLANEOUS EXPENDITURES</b>								
33 702 SCHOOL COUNCILS/CPTA FEES	4,148.00	5,000	17.0	852	0.00	4,148	5,000	17.0
33 704 DIRECTOR'S DISCRETIONARY	190.16	2,500	92.4	2,310	0.00	0	2,500	100.0
33 707 BOARD APPRECIATION NIGHT	-196.05	15,000	101.3	15,196	0.00	0	15,000	100.0
33 708 SCHOLARSHIP	2,250.00	2,500	10.0	250	0.00	750	2,500	70.0
33 709 TRIBUTES & GIFTS	2,385.09	15,000	84.1	12,615	0.00	9,725	15,000	35.2
<b>TOTAL - MISCELLANEOUS EXPENDIT</b>	<b>8,777.20</b>	<b>40,000</b>	<b>78.1</b>	<b>31,223</b>	<b>0.00</b>	<b>14,623</b>	<b>40,000</b>	<b>63.4</b>
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>2,069,035.20</b>	<b>7,421,896</b>	<b>72.1</b>	<b>5,352,863</b>	<b>60,467.18</b>	<b>1,837,872</b>	<b>7,315,444</b>	<b>74.9</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>CLASSROOM TEACHERS</b>								
<b>CLASSROOM TEACHERS</b>								
10 165	SECONDMENT LEAVE	63,292.40	0	0.0	63,292-	0.00	38,419	0 0.0
10 170	REGULAR DAY SCHOOL TEACHER	13,451,306.11	49,895,289	73.0	36,443,983	0.00	11,889,090	44,576,635 73.3
10 171	SPECIAL EDUCATION TEACHERS	1,116,494.88	4,225,621	73.6	3,109,126	0.00	1,205,664	4,211,083 71.4
10 172	PREP & PLANNING TEACHER	155,847.61	0	0.0	155,848-	0.00	152,952	0 0.0
10 173	HOME INSTRUCTION TEACHER	281.38	15,000	98.1	14,719	0.00	474	10,000 95.3
10 174	F.S.L. TEACHER GR. 1-3	749,527.67	3,363,432	77.7	2,613,904	0.00	701,764	3,264,340 78.5
10 175	F.S.L. TEACHER GR. 4-8	1,035,469.57	3,500,000	70.4	2,464,530	0.00	956,653	3,600,000 73.4
10 179	E.S.L. TEACHER	365,464.49	1,200,000	69.5	834,536	0.00	309,489	1,151,005 73.1
10 180	LEARNING OPPORTUNITY TEACHER	338,633.72	2,014,081	83.2	1,675,447	0.00	382,160	1,917,547 80.1
10 184	LONG-TERM LEAVE OF ABSENCE	1,215,923.23	6,000,000	79.7	4,784,077	0.00	1,423,393	7,000,000 79.7
10 265	BENEFITS - SECONDMENT	-1,696.37	0	0.0	1,696	0.00	2,166	0 0.0
10 270	BENEFITS - REG. DAY SCHOOL TEAC	1,095,821.65	6,102,807	82.0	5,006,985	0.00	942,136	5,866,750 83.9
10 271	BENEFITS - SPEC. ED. TEACHERS	77,694.67	488,820	84.1	411,125	0.00	80,994	512,064 84.2
10 272	BENEFITS - PREP & PLANNING TEAC	15,160.46	0	0.0	15,160-	0.00	15,760	0 0.0
10 273	BENEFITS - HOME INSTRUCTION TEA	126.13	865	85.4	739	0.00	98	587 83.4
10 274	BENEFITS - F.S.L. (GR 1-3)	59,956.46	389,082	84.6	329,126	0.00	61,069	396,943 84.6
10 275	BENEFITS - F.S.L. (GR 4-8)	84,760.25	404,880	79.1	320,120	0.00	74,927	437,756 82.9
10 279	BENEFITS - E.S.L. TEACHER	23,200.71	138,815	83.3	115,614	0.00	20,920	139,962 85.1
10 280	BENEFITS - L.O.P. & OTHER TEACHE	28,679.14	232,989	87.7	204,310	0.00	29,855	233,172 87.2
10 284	BENEFITS - LONG TERM OCCASSION	92,466.84	346,101	73.3	253,634	0.00	107,157	411,032 73.9
<b>TOTAL - CLASSROOM TEACHERS</b>		<b>19,968,411.00</b>	<b>78,317,782</b>	<b>74.5</b>	<b>58,349,371</b>	<b>0.00</b>	<b>18,395,140</b>	<b>73,728,876 75.1</b>
<b>OCCASSIONAL TEACHERS</b>								
10 181	LONG-TERM SICK LEAVE	388,880.58	250,000	55.6	138,881-	0.00	330,958	225,000 47.1-
10 182	SHORT TERM TEACHER REPLACEM	552,097.58	2,097,858	73.7	1,545,760	0.00	661,250	2,014,277 67.2
10 281	BENEFITS - L/T SICK LEAVE	28,313.77	29,311	3.4	997	0.00	26,144	26,853 2.6
10 282	BENEFITS - SHORT TERM REPLACE	37,764.31	245,961	84.7	208,197	0.00	46,771	240,391 80.5
25 182	SHORT TERM TEACHER REPLACEM	107.70	64,402	99.8	64,294	0.00	7,706	67,964 88.7
25 282	BENEFITS - SHORT TERM REPLACE	10.05	7,551	99.9	7,541	0.00	302	8,110 96.3
<b>TOTAL - OCCASSIONAL TEACHERS</b>		<b>1,007,173.99</b>	<b>2,695,083</b>	<b>62.6</b>	<b>1,687,908</b>	<b>0.00</b>	<b>1,073,131</b>	<b>2,582,595 58.5</b>
<b>TEACHER ASSISTANTS</b>								
10 190	CHILD & YOUTH WORKER	324,006.62	1,024,420	68.4	700,413	0.00	270,739	1,217,122 77.8
10 191	EDUCATIONAL ASST.	2,241,192.44	9,048,391	75.2	6,807,199	0.00	2,061,087	8,090,363 74.5
10 195	EDUCATIONAL ASST. - TEMPORARY	97,603.46	161,972	39.7	64,369	0.00	47,920	170,000 71.8
10 196	TUTORS IN THE CLASSROOM	149.76	120,000	99.9	119,850	0.00	393	0 0.0
10 197	EARLY CHILDHOOD EDUCATORS (E	128,097.73	0	0.0	128,098-	0.00	0	0 0.0
10 198	ECE - TEMPORARY	358.95	0	0.0	359-	0.00	0	0 0.0
10 290	BENEFIT - C & Y WORKERS	77,796.92	295,725	73.7	217,928	0.00	58,856	296,550 80.2

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
10 291	BENEFITS - ED. ASST.	539,987.88	2,335,174	76.9	1,795,186	0.00	491,656	1,921,114	74.4
10 295	BENEFITS - ED. ASST. (TEMP)	8,486.42	42,579	80.1	34,093	0.00	3,289	25,124	86.9
10 296	BENEFITS - TUTORS IN THE CLASSR	8.24	0	0.0	8-	0.00	20	0	0.0
10 297	BENEFITS - EARLY CHILDHOOD EDU	21,088.71	0	0.0	21,089-	0.00	0	0	0.0
10 298	BENEFITS - ECE TEMPORARY	7.50	0	0.0	8-	0.00	0	0	0.0
21 137	COMMUNICATION ASSISTANT	68,132.55	200,000	65.9	131,867	0.00	52,189	200,000	73.9
21 237	BENEFITS - COMM. ASST.	13,662.59	57,735	76.3	44,072	0.00	11,377	48,729	76.7
<b>TOTAL - TEACHER ASSISTANTS</b>		<b>3,520,579.77</b>	<b>13,285,996</b>	<b>73.5</b>	<b>9,765,415</b>	<b>0.00</b>	<b>2,997,526</b>	<b>11,969,002</b>	<b>75.0</b>

**PROFESSIONAL & PARA-PROFESSIONAL**

10 170	REGULAR DAY SCHOOL TEACHER	284,100.18	826,721	65.6	542,621	0.00	254,909	802,642	68.2
10 270	BENEFITS - REG. DAY SCHOOL TEAC	23,431.06	95,635	75.5	72,204	0.00	20,158	97,600	79.4
21 131	INTERPRETERS	148.41	0	0.0	148-	0.00	4,333	0	0.0
21 132	PSYCHOLOGIST	28,712.04	120,000	76.1	91,288	0.00	24,139	120,000	79.9
21 133	SPEECH PATHOLOGIST	79,794.44	296,741	73.1	216,947	0.00	76,294	288,098	73.5
21 136	SPECIAL NEEDS FACILITATOR	62,171.90	225,756	72.5	163,584	0.00	56,949	219,181	74.0
21 231	BENEFITS - INTERPRETERS	7.17	0	0.0	7-	0.00	379	0	0.0
21 233	BENEFITS - SPEECH PATH.	12,006.40	66,348	81.9	54,342	0.00	11,275	64,467	82.5
21 236	BENEFITS - SPECIAL NEEDS	12,274.97	50,479	75.7	38,204	0.00	10,926	49,045	77.7
22 116	OVERTIME	4,274.03	0	0.0	4,274-	0.00	0	0	0.0
22 135	TECHNICIANS	73,558.33	444,045	83.4	370,487	0.00	82,220	371,549	77.9
22 235	BENEFITS - TECHNICIANS	17,508.14	111,376	84.3	93,868	0.00	17,594	81,846	78.5
<b>TOTAL - PROFESSIONAL &amp; PARA-PR</b>		<b>597,987.07</b>	<b>2,237,101</b>	<b>73.3</b>	<b>1,639,116</b>	<b>0.00</b>	<b>559,176</b>	<b>2,094,428</b>	<b>73.3</b>

**LIBRARY & GUIDANCE**

23 135	TECHNICIANS	380,347.17	1,534,536	75.2	1,154,189	0.00	384,435	1,490,076	74.2
23 138	TEMPORARY ASSISTANCE	3,293.23	30,000	89.0	26,707	0.00	10,328	30,000	65.6
23 235	BENEFITS - TECHNICIANS	98,432.19	408,272	75.9	309,840	0.00	98,794	402,984	75.5
23 238	BENEFITS - TEMPORARY ASSIS ST.S	268.64	0	0.0	269-	0.00	779	2,506	68.9
<b>TOTAL - LIBRARY &amp; GUIDANCE</b>		<b>482,341.23</b>	<b>1,972,808</b>	<b>75.6</b>	<b>1,490,467</b>	<b>0.00</b>	<b>494,336</b>	<b>1,925,566</b>	<b>74.3</b>

**PRINCIPALS & V.P.**

15 151	PRINCIPALS	1,518,442.82	5,953,090	74.5	4,434,647	0.00	1,407,748	5,714,066	75.4
15 152	VICE-PRINCIPALS	76,082.70	570,000	86.7	493,917	0.00	140,016	581,000	75.9
15 251	BENEFITS - PRINCIPALS	91,745.85	495,012	81.5	403,266	0.00	83,073	483,648	82.8
15 252	BENEFITS - VICE PRINCIPALS	4,329.66	47,396	90.9	43,066	0.00	8,167	49,176	83.4
<b>TOTAL - PRINCIPALS &amp; V.P.</b>		<b>1,690,601.03</b>	<b>7,065,498</b>	<b>76.1</b>	<b>5,374,896</b>	<b>0.00</b>	<b>1,639,004</b>	<b>6,827,890</b>	<b>76.0</b>

**SCHOOL SECRETARIES**

15 112	CLERICAL	449,823.06	1,818,542	75.3	1,368,719	0.00	428,497	1,773,130	75.8
15 115	TEMPORARY ASSISTANT	13,610.42	97,407	86.0	83,797	0.00	13,645	50,000	72.7

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
15 212	BENEFITS - CLERICAL	118,148.47	529,140	77.7	410,992	0.00	112,229	511,267	78.1
15 215	BENEFITS - TEMP ASSISTANT	961.30	8,214	88.3	7,253	0.00	774	4,204	81.6
<b>TOTAL - SCHOOL SECRETARIES</b>		<b>582,543.25</b>	<b>2,453,303</b>	<b>76.3</b>	<b>1,870,761</b>	<b>0.00</b>	<b>555,145</b>	<b>2,338,801</b>	<b>76.3</b>

**TEACHER CONSULTANTS**

21 161	CONSULTANT TEACHER	0.00	0	0.0	0	0.00	500	0	0.0
21 162	CO-ORDINATOR TEACHER	23,841.06	191,000	87.5	167,159	0.00	22,089	191,000	88.4
21 163	PROGRAM OFFICER	30,679.44	105,000	70.8	74,321	0.00	30,286	105,000	71.2
21 261	BENEFITS - CONSULTANT	0.00	0	0.0	0	0.00	1,091	0	0.0
21 262	BENEFITS - CO-ORDINATOR	1,722.76	22,095	92.2	20,372	0.00	1,633	23,227	93.0
21 263	BENEFITS - PROGRAM OFFICER	1,842.18	12,146	84.8	10,304	0.00	1,764	12,769	86.2
25 161	CONSULTANT TEACHER	235,782.87	981,221	76.0	745,438	0.00	117,433	1,146,507	89.8
25 162	CO-ORDINATOR TEACHER	53,331.74	0	0.0	53,332-	0.00	21,481	0	0.0
25 163	PROGRAM OFFICER	0.00	105,000	100.0	105,000	0.00	30,286	105,000	71.2
25 261	BENEFITS - CONSULTANT	16,355.22	113,508	85.6	97,153	0.00	8,237	139,416	94.1
25 262	BENEFITS - CO-ORDINATOR	3,704.27	0	0.0	3,704-	0.00	2,301	0	0.0
25 263	BENEFITS - PROGRAM OFFICER	0.00	12,146	100.0	12,146	0.00	1,764	12,769	86.2
<b>TOTAL - TEACHER CONSULTANTS</b>		<b>367,259.54</b>	<b>1,542,116</b>	<b>76.2</b>	<b>1,174,857</b>	<b>0.00</b>	<b>238,865</b>	<b>1,735,688</b>	<b>86.2</b>

**PROFESSIONAL DEVELOPMENT**

10 315	PROF. DEVELOP. - ACADEMIC	20,794.10	190,000	89.1	169,206	98.43	58,406	190,000	69.3
15 314	PROF. DEVEL. SCHOOL SEC.	410.95	4,000	89.7	3,589	0.00	410	4,000	89.7
15 317	PROFESSIONAL DEVELOPMENT (NT)	8,207.15	96,000	91.5	87,793	1,621.92	5,940	96,000	93.8
21 317	PROFESSIONAL DEVELOPMENT (NT)	0.00	5,000	100.0	5,000	0.00	0	5,000	100.0
23 317	PROFESSIONAL DEVELOPMENT (NT)	0.00	10,000	100.0	10,000	0.00	0	10,000	100.0
25 317	PROFESSIONAL DEVELOPMENT (NT)	0.00	75,000	100.0	75,000	0.00	0	0	0.0
<b>TOTAL - PROFESSIONAL DEVELOPM</b>		<b>29,412.20</b>	<b>380,000</b>	<b>92.3</b>	<b>350,588</b>	<b>1,720.35</b>	<b>64,756</b>	<b>305,000</b>	<b>78.8</b>

**CENTRAL PROGRAM CLASSROOM RESOU**

10 320	TEXTBOOKS, LEARNING MATERIAL	0.00	150,000	100.0	150,000	901.03	0	100,000	100.0
10 330	CLASSROOM SUPPLIES & SERVICES	355,365.93	1,273,200	72.1	917,834	55,659.11	283,443	1,265,000	77.6
21 330	CLASSROOM SUPPLIES & SERVICES	20,154.05	75,000	73.1	54,846	6,856.33	5,774	75,000	92.3
<b>TOTAL - CENTRAL PROGRAM CLASS</b>		<b>375,519.98</b>	<b>1,498,200</b>	<b>74.9</b>	<b>1,122,680</b>	<b>63,416.47</b>	<b>289,217</b>	<b>1,440,000</b>	<b>79.9</b>

**CLASSROOM SUPPLIES & SERVICES**

10 320	TEXTBOOKS, LEARNING MATERIAL	135,876.48	384,520	64.7	248,644	42,483.78	199,240	404,574	50.8
10 330	CLASSROOM SUPPLIES & SERVICES	140,972.30	573,715	75.4	432,743	34,957.49	150,059	571,301	73.7
10 335	PRINTING & COPIER - INSTR.	81,174.65	298,209	72.8	217,034	6,452.56	79,615	300,598	73.5
10 361	TRAVEL EXPENSE	3,313.11	48,876	93.2	45,563	0.00	4,658	48,876	90.5
10 450	EDUCATIONAL FIELD TRIPS	10,918.24	127,643	91.5	116,725	2,533.40	6,274	120,339	94.8
10 451	SPORT COUNCIL	-6,000.00	0	0.0	6,000	0.00	16,130-	0	0.0

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
23 320 TEXTBOOKS, LEARNING MATERIAL	42,726.15	69,725	38.7	26,999	1,843.35	10,102	69,720	85.5
<b>TOTAL - CLASSROOM SUPPLIES &amp; S</b>	<b>408,980.93</b>	<b>1,502,688</b>	<b>72.8</b>	<b>1,093,708</b>	<b>88,270.58</b>	<b>433,818</b>	<b>1,515,408</b>	<b>71.4</b>

**INSTRUCTIONAL SUPPLIES & SERVICES**

21 317 PROFESSIONAL DEVELOPMENT (NT)	2,033.32	20,000	89.8	17,967	0.00	1,391	20,000	93.0
21 336 PRINTING & COPIER	5,708.50	15,000	62.0	9,292	1.36	3,747	15,000	75.0
21 361 TRAVEL EXPENSE	11,128.74	100,000	88.9	88,871	0.00	13,404	100,000	86.6
21 402 REPAIRS - COMPUTERS	0.00	5,000	100.0	5,000	0.00	0	5,000	100.0
21 407 CELLULAR	720.90	5,000	85.6	4,279	0.00	1,614	5,000	67.7
21 420 HOSPITALITY	465.51	15,000	96.9	14,534	0.00	820	15,000	94.5
25 317 PROFESSIONAL DEVELOPMENT (NT)	651.60	20,000	96.7	19,348	0.00	896	20,000	95.5
25 336 PRINTING & COPIER	1,974.84	25,000	92.1	23,025	1.36	2,000	10,000	80.0
25 361 TRAVEL EXPENSE	1,082.26	25,000	95.7	23,918	0.00	1,971	25,000	92.1
25 402 REPAIRS - COMPUTERS	0.00	20,000	100.0	20,000	0.00	0	20,000	100.0
25 407 CELLULAR	1,547.39	10,000	84.5	8,453	0.00	3,237	10,000	67.6
25 420 HOSPITALITY	772.69	20,000	96.1	19,227	0.00	3,205	20,000	84.0
<b>TOTAL - INSTRUCTIONAL SUPPLIES</b>	<b>26,085.75</b>	<b>280,000</b>	<b>90.7</b>	<b>253,914</b>	<b>2.72</b>	<b>32,285</b>	<b>265,000</b>	<b>87.8</b>

**SCHOOL ADMIN. SUPPLIES & SERVICES**

15 361 TRAVEL EXPENSE	2,389.42	30,000	92.0	27,611	0.00	2,610	30,000	91.3
15 401 REPAIRS - F & E	831.03	0	0.0	831-	610.20	2,194-	0	0.0
15 404 REPAIRS - TELEPHONE	34,143.26	100,000	65.9	65,857	91.77	8,192	100,000	91.8
15 405 TELEPHONE - VOICE	42,385.43	200,000	78.8	157,615	0.00	44,413	200,000	77.8
15 410 OFFICE SUPPLIES & SERVICES	18,612.42	82,782	77.5	64,170	2,080.47	21,314	109,594	80.6
15 415 SCHOOL COUNCIL (SCH)	637.72	17,418	96.3	16,780	0.00	2,091	16,266	87.1
15 416 SCHOOL COUNCIL - SPECIAL	-25,381.40	0	0.0	25,381	0.00	1,219	0	0.0
15 420 HOSPITALITY	3,069.86	24,800	87.6	21,730	317.80	3,387	-860	493.9
15 422 PRO GRANT	-28,220.65	0	0.0	28,221	0.00	343	0	0.0
<b>TOTAL - SCHOOL ADMIN. SUPPLIES</b>	<b>48,467.09</b>	<b>455,000</b>	<b>89.4</b>	<b>406,534</b>	<b>3,100.24</b>	<b>81,375</b>	<b>455,000</b>	<b>82.1</b>

**COMPUTERS - CLASSROOM**

10 402 REPAIRS - COMPUTERS	5,069.98	52,000	90.3	46,930	457.65	3,263	52,000	93.7
10 406 DATA COMMUNICATION LINES	20,572.07	107,843	80.9	87,271	0.00	20,982	107,843	80.5
10 408 NETWORK SYSTEM	80,726.82	343,899	76.5	263,172	0.00	88,250	343,899	74.3
10 552 ADDITIONAL - COMPUTERS	8,543.47	103,531	91.8	94,98835,312.31		7,532	109,421	93.1
10 661 SOFTWARE LICENSES & SUPPORT	16,413.70	41,340	60.3	24,926	7,582.30	16,414	41,340	60.3
22 361 TRAVEL EXPENSE	5,255.55	0	0.0	5,256-	0.00	3,823	0	0.0
22 402 REPAIRS - COMPUTERS	15,839.60	48,000	67.0	32,160	7,352.67	3,901	48,000	91.9
22 407 CELLULAR	413.28	0	0.0	413-	0.00	522	0	0.0
<b>TOTAL - COMPUTERS - CLASSROOM</b>	<b>152,834.47</b>	<b>696,613</b>	<b>78.1</b>	<b>543,77850,704.93</b>		<b>144,687</b>	<b>702,503</b>	<b>79.4</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED: NOVEMBER 30, 2010**

**ELEMENTARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>COMPUTERS - NON CLASSROOM</b>								
15 552 ADDITIONAL - COMPUTERS	0.00	50,000	100.0	50,000	0.00	0	50,000	100.0
<b>TOTAL - COMPUTERS - NON CLASSR</b>	<b>0.00</b>	<b>50,000</b>	<b>100.0</b>	<b>50,000</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>100.0</b>
<b>F &amp; E - CLASSROOM</b>								
10 551 ADDITIONAL - FURNITURE	9,840.40	300,365	96.7	290,525	12,970.93	65,204	301,271	78.4
10 556 S.E.A. PER PUPIL / BOARD	12,121.09	0	0.0	12,121-	0.00	0	0	0.0
<b>TOTAL - F &amp; E - CLASSROOM</b>	<b>21,961.49</b>	<b>300,365</b>	<b>92.7</b>	<b>278,404</b>	<b>12,970.93</b>	<b>65,204</b>	<b>301,271</b>	<b>78.4</b>
<b>F &amp; E - NON CLASSROOM</b>								
15 551 ADDITIONAL - FURNITURE	6,914.69	42,061	83.6	35,146	2,546.72	1,835	42,333	95.7
<b>TOTAL - F &amp; E - NON CLASSROOM</b>	<b>6,914.69</b>	<b>42,061</b>	<b>83.6</b>	<b>35,146</b>	<b>2,546.72</b>	<b>1,835</b>	<b>42,333</b>	<b>95.7</b>
<b>NETWORK - CLASSROOM</b>								
10 603 RENTAL/LEASE - NETWORK	0.00	400,000	100.0	400,000	0.00	0	0	0.0
<b>TOTAL - NETWORK - CLASSROOM</b>	<b>0.00</b>	<b>400,000</b>	<b>100.0</b>	<b>400,000</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>TOTAL - ELEMENTARY SCHOOLS</b>	<b>29,287,073.48</b>	<b>115,174,614</b>	<b>74.6</b>	<b>85,887,543</b>	<b>22,732.94</b>	<b>27,065,500</b>	<b>108,279,161</b>	<b>75.0</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>CLASSROOM TEACHERS</b>								
<b>CLASSROOM TEACHERS</b>								
10 165	SECONDMENT LEAVE	-73,844.03	0	0.0	73,844	0.00	47,541	0 0.0
10 170	REGULAR DAY SCHOOL TEACHER	10,182,580.58	37,518,132	72.9	27,335,551	0.00	9,956,032	36,369,067 72.6
10 171	SPECIAL EDUCATION TEACHERS	530,343.35	2,492,281	78.7	1,961,938	0.00	369,707	2,363,716 84.4
10 173	HOME INSTRUCTION TEACHER	5,117.34	20,000	74.4	14,883	0.00	2,796	20,000 86.0
10 179	E.S.L. TEACHER	74,674.95	207,690	64.0	133,015	0.00	72,479	196,976 63.2
10 184	LONG-TERM LEAVE OF ABSENCE	569,453.23	2,500,000	77.2	1,930,547	0.00	732,242	2,500,000 70.7
10 265	BENEFITS - SECONDMENT	-3,195.15	0	0.0	3,195	0.00	2,583	0 0.0
10 270	BENEFITS - REG. DAY SCHOOL TEAC	854,074.54	4,284,220	80.1	3,430,145	0.00	748,982	4,194,952 82.2
10 271	BENEFITS - SPEC. ED. TEACHERS	46,265.96	274,560	83.2	228,294	0.00	26,935	263,240 89.8
10 273	BENEFITS - HOME INSTRUCTION TEA	342.87	1,140	69.9	797	0.00	283	1,141 75.2
10 279	BENEFITS - E.S.L. TEACHER	5,138.85	22,880	77.5	17,741	0.00	5,129	21,937 76.6
10 284	BENEFITS - LONG TERM OCCASSION	44,218.12	142,479	69.0	98,261	0.00	61,156	142,659 57.1
15 153	DEPARTMENT HEAD - ALLOWANCE	0.00	357,000	100.0	357,000	0.00	0	357,000 100.0
15 253	BENEFITS - DEPT HEAD ALLOWANC	0.00	8,761	100.0	8,761	0.00	0	9,118 100.0
<b>TOTAL - CLASSROOM TEACHERS</b>		<b>12,235,170.61</b>	<b>47,829,143</b>	<b>74.4</b>	<b>35,593,972</b>	<b>0.00</b>	<b>12,025,865</b>	<b>46,439,806 74.1</b>
<b>OCCASSIONAL TEACHERS</b>								
10 181	LONG-TERM SICK LEAVE	37,601.66	300,000	87.5	262,398	0.00	91,785	300,000 69.4
10 182	SHORT TERM TEACHER REPLACEM	279,307.73	1,139,516	75.5	860,208	0.00	294,535	1,126,428 73.9
10 281	BENEFITS - L/T SICK LEAVE	3,400.39	30,274	88.8	26,874	0.00	8,230	29,953 72.5
10 282	BENEFITS - SHORT TERM REPLACE	19,657.43	114,995	82.9	95,338	0.00	19,698	112,468 82.5
24 182	SHORT TERM TEACHER REPLACEM	0.00	2,632	100.0	2,632	0.00	0	2,555 100.0
24 282	BENEFITS - SHORT TERM REPLACE	0.00	266	100.0	266	0.00	0	256 100.0
25 182	SHORT TERM TEACHER REPLACEM	0.00	22,401	100.0	22,401	0.00	1,271	21,748 94.2
25 282	BENEFITS - SHORT TERM REPLACE	0.00	2,261	100.0	2,261	0.00	54	2,172 97.5
<b>TOTAL - OCCASSIONAL TEACHERS</b>		<b>339,967.21</b>	<b>1,612,345</b>	<b>78.9</b>	<b>1,272,378</b>	<b>0.00</b>	<b>415,573</b>	<b>1,595,580 74.0</b>
<b>TEACHER ASSISTANTS</b>								
10 190	CHILD & YOUTH WORKER	88,034.77	358,112	75.4	270,077	0.00	77,820	346,660 77.6
10 191	EDUCATIONAL ASST.	858,329.50	3,167,923	72.9	2,309,594	0.00	792,891	3,011,577 73.7
10 195	EDUCATIONAL ASST. - TEMPORARY	42,168.93	150,000	71.9	107,831	0.00	28,864	95,000 69.6
10 196	TUTORS IN THE CLASSROOM	561.60	0	0.0	562-	0.00	1,427	0 0.0
10 290	BENEFIT - C & Y WORKERS	20,213.06	97,012	79.2	76,799	0.00	16,026	93,978 83.0
10 291	BENEFITS - ED. ASST.	206,979.98	769,233	73.1	562,253	0.00	188,378	743,522 74.7
10 295	BENEFITS - ED. ASST. (TEMP)	3,493.09	12,393	71.8	8,900	0.00	1,992	8,013 75.1
10 296	BENEFITS - TUTORS IN THE CLASSR	27.87	0	0.0	28-	0.00	66	0 0.0
<b>TOTAL - TEACHER ASSISTANTS</b>		<b>1,219,808.80</b>	<b>4,554,673</b>	<b>73.2</b>	<b>3,334,864</b>	<b>0.00</b>	<b>1,107,464</b>	<b>4,298,750 74.2</b>

**PROFESSIONAL & PARA-PROFESSIONAL**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
10 177 CHAPLAIN - NON TEACHER	120,418.18	488,896	75.4	368,478	0.00	117,244	486,667	75.9
10 277 BENEFITS - CHAPLAIN NON TEACHE	19,347.55	110,025	82.4	90,677	0.00	16,791	112,844	85.1
21 131 INTERPRETERS	14,234.48	61,800	77.0	47,566	0.00	6,831	60,000	88.6
21 134 SOCIAL WORKER	19,171.01	83,154	77.0	63,983	0.00	18,624	80,732	76.9
21 231 BENEFITS - INTERPRETERS	2,593.27	11,089	76.6	8,496	0.00	996	6,767	85.3
21 234 BENEFITS - SOCIAL WORKER	3,107.04	14,961	79.2	11,854	0.00	2,951	18,585	84.1
22 116 OVERTIME	113.67	0	0.0	114-	0.00	114	0	0.0
22 135 TECHNICIANS	85,372.07	383,780	77.8	298,408	0.00	82,543	372,747	77.9
22 138 TEMPORARY ASSISTANCE	903.52	0	0.0	904-	0.00	0	0	0.0
22 235 BENEFITS - TECHNICIANS	19,512.38	203,992	90.4	184,480	0.00	18,280	203,594	91.0
22 238 BENEFITS - TEMPORARY ASSIS ST.S	39.51	0	0.0	40-	0.00	0	0	0.0
<b>TOTAL - PROFESSIONAL &amp; PARA-PR</b>	<b>284,812.68</b>	<b>1,357,697</b>	<b>79.0</b>	<b>1,072,884</b>	<b>0.00</b>	<b>264,374</b>	<b>1,341,936</b>	<b>80.3</b>

**LIBRARY & GUIDANCE**

23 135 TECHNICIANS	79,585.04	296,555	73.2	216,970	0.00	76,086	286,857	73.5
23 138 TEMPORARY ASSISTANCE	1,918.00	7,500	74.4	5,582	0.00	1,343	10,000	86.6
23 235 BENEFITS - TECHNICIANS	19,997.41	80,448	75.1	60,451	0.00	19,347	78,102	75.2
23 238 BENEFITS - TEMPORARY ASSIS ST.S	194.93	634	69.2	439	0.00	74	844	91.2
<b>TOTAL - LIBRARY &amp; GUIDANCE</b>	<b>101,695.38</b>	<b>385,137</b>	<b>73.6</b>	<b>283,442</b>	<b>0.00</b>	<b>96,850</b>	<b>375,803</b>	<b>74.2</b>

**PRINCIPALS & V.P.**

15 151 PRINCIPALS	232,305.87	1,142,747	79.7	910,441	0.00	240,206	960,799	75.0
15 152 VICE-PRINCIPALS	416,908.40	1,400,000	70.2	983,092	0.00	399,654	1,491,634	73.2
15 251 BENEFITS - PRINCIPALS	35,471.69	107,505	67.0	72,033	0.00	14,075	99,659	85.9
15 252 BENEFITS - VICE PRINCIPALS	53,752.59	131,707	59.2	77,954	0.00	27,185	154,721	82.4
<b>TOTAL - PRINCIPALS &amp; V.P.</b>	<b>738,438.55</b>	<b>2,781,959</b>	<b>73.5</b>	<b>2,043,520</b>	<b>0.00</b>	<b>681,120</b>	<b>2,706,813</b>	<b>74.8</b>

**SCHOOL SECRETARIES**

15 112 CLERICAL	376,177.91	1,434,196	73.8	1,058,018	0.00	372,867	1,363,648	72.7
15 115 TEMPORARY ASSISTANT	24,372.55	80,000	69.5	55,627	0.00	18,494	75,000	75.3
15 212 BENEFITS - CLERICAL	91,067.86	358,397	74.6	267,329	0.00	88,860	343,461	74.1
15 215 BENEFITS - TEMP ASSISTANT	5,319.03	6,241	14.8	922	0.00	4,888	5,835	16.2
<b>TOTAL - SCHOOL SECRETARIES</b>	<b>496,937.35</b>	<b>1,878,834</b>	<b>73.6</b>	<b>1,381,896</b>	<b>0.00</b>	<b>485,109</b>	<b>1,787,944</b>	<b>72.9</b>

**TEACHER CONSULTANTS**

25 161 CONSULTANT TEACHER	168,991.01	607,074	72.2	438,083	0.00	148,499	599,047	75.2
25 261 BENEFITS - CONSULTANT	10,209.12	66,877	84.7	56,668	0.00	8,428	66,714	87.4
<b>TOTAL - TEACHER CONSULTANTS</b>	<b>179,200.13</b>	<b>673,951</b>	<b>73.4</b>	<b>494,751</b>	<b>0.00</b>	<b>156,927</b>	<b>665,761</b>	<b>76.4</b>

**SALARY & BEN - LIBRARY & GUIDANCE**

24 178 LIBRARY/GUIDANCE TEACHER	607,553.55	1,669,828	63.6	1,062,274	0.00	591,082	1,583,690	62.7
24 278 BENEFITS - LIBRARY/GUIDANCE TEA	45,520.04	183,954	75.3	138,434	0.00	40,246	176,371	77.2



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>TOTAL - SALARY &amp; BEN - LIBRARY &amp;</b>	<b>653,073.59</b>	<b>1,853,782</b>	<b>64.8</b>	<b>1,200,708</b>	<b>0.00</b>	<b>631,328</b>	<b>1,760,061</b>	<b>64.1</b>
<b>PROFESSIONAL DEVELOPMENT</b>								
10 315 PROF. DEVELOP. - ACADEMIC	16,058.29	80,000	79.9	63,942	0.00	12,889	80,000	83.9
15 314 PROF. DEVEL. SCHOOL SEC.	119.68	0	0.0	120-	0.00	167	0	0.0
15 317 PROFESSIONAL DEVELOPMENT (NT)	4,490.26	35,000	87.2	30,510	3,073.41	4,443	35,000	87.3
21 315 PROF. DEVELOP. - ACADEMIC	0.00	5,000	100.0	5,000	0.00	0	5,000	100.0
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>20,668.23</b>	<b>120,000</b>	<b>82.8</b>	<b>99,332</b>	<b>3,073.41</b>	<b>17,499</b>	<b>120,000</b>	<b>85.4</b>
<b>CENTRAL PROGRAM CLASSROOM RESOU</b>								
10 320 TEXTBOOKS, LEARNING MATERIAL	14,488.75	150,000	90.3	135,511	181.44	12,395	256,500	95.2
10 330 CLASSROOM SUPPLIES & SERVICES	393,022.25	1,836,693	78.6	1,443,671	302,910	360,505	1,347,450	73.3
21 330 CLASSROOM SUPPLIES & SERVICES	1,333.41	20,000	93.3	18,667	84.40	486	20,000	97.6
<b>TOTAL - CENTRAL PROGRAM CLASS</b>	<b>408,844.41</b>	<b>2,006,693</b>	<b>79.6</b>	<b>1,597,849</b>	<b>307,662.75</b>	<b>373,386</b>	<b>1,623,950</b>	<b>77.0</b>
<b>CLASSROOM SUPPLIES &amp; SERVICES</b>								
10 320 TEXTBOOKS, LEARNING MATERIAL	46,352.21	301,382	84.6	255,030	8,808.12	55,115	274,646	79.9
10 330 CLASSROOM SUPPLIES & SERVICES	204,604.69	719,418	71.6	514,813	123,340	168,842	778,520	78.3
10 333 SPECIAL MINISTRY GRANTS	350.00	0	0.0	350-	0.00	0	0	0.0
10 335 PRINTING & COPIER - INSTR.	62,127.55	250,469	75.2	188,341	6,075.11	52,119	254,189	79.5
10 361 TRAVEL EXPENSE	6,816.93	66,131	89.7	59,314	0.00	14,968-	66,131	122.6
10 450 EDUCATIONAL FIELD TRIPS	38,010.21	103,491	63.3	65,481	16,876.66	30,056	106,293	71.7
10 451 SPORT COUNCIL	-4,303.76	0	0.0	4,304	0.00	0	0	0.0
23 320 TEXTBOOKS, LEARNING MATERIAL	34,424.50	83,491	58.8	49,067	15,979.59	12,467	84,729	85.3
24 361 TRAVEL EXPENSE	0.00	0	0.0	0	0.00	42	0	0.0
<b>TOTAL - CLASSROOM SUPPLIES &amp; S</b>	<b>388,382.33</b>	<b>1,524,382</b>	<b>74.5</b>	<b>1,136,000</b>	<b>47,862.82</b>	<b>303,673</b>	<b>1,564,508</b>	<b>80.6</b>
<b>INSTRUCTIONAL SUPPLIES &amp; SERVICES</b>								
21 317 PROFESSIONAL DEVELOPMENT (NT)	0.00	1,000	100.0	1,000	0.00	0	1,000	100.0
21 336 PRINTING & COPIER	0.00	5,000	100.0	5,000	0.00	0	5,000	100.0
21 361 TRAVEL EXPENSE	1,117.80	20,000	94.4	18,882	0.00	408	20,000	98.0
21 402 REPAIRS - COMPUTERS	0.00	1,000	100.0	1,000	0.00	0	1,000	100.0
25 317 PROFESSIONAL DEVELOPMENT (NT)	0.00	7,500	100.0	7,500	0.00	302	2,000	84.9
25 336 PRINTING & COPIER	620.77	10,000	93.8	9,379	0.00	15	10,000	99.9
25 361 TRAVEL EXPENSE	3,879.67	10,000	61.2	6,120	0.00	3,248	9,000	63.9
25 402 REPAIRS - COMPUTERS	0.00	1,500	100.0	1,500	0.00	279	1,000	72.1
25 420 HOSPITALITY	283.23	15,000	98.1	14,717	0.00	208	15,000	98.6
<b>TOTAL - INSTRUCTIONAL SUPPLIES</b>	<b>5,901.47</b>	<b>71,000</b>	<b>91.7</b>	<b>65,098</b>	<b>0.00</b>	<b>4,460</b>	<b>64,000</b>	<b>93.0</b>
<b>SCHOOL ADMIN. SUPPLIES &amp; SERVICES</b>								
15 361 TRAVEL EXPENSE	1,434.05	15,000	90.4	13,566	0.00	2,747	15,000	81.7
15 401 REPAIRS - F & E	115.33	0	0.0	115-	94.92	269	0	0.0

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**SECONDARY SCHOOLS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
15 404 REPAIRS - TELEPHONE	7,876.68	50,000	84.3	42,123	18.89	2,091	50,000	95.8
15 405 TELEPHONE - VOICE	12,927.75	100,000	87.1	87,072	0.00	13,566	100,000	86.4
15 407 CELLULAR	3,604.77	0	0.0	3,605-	0.00	4,336	0	0.0
15 410 OFFICE SUPPLIES & SERVICES	22,207.07	95,252	76.7	73,045	3,273.46	15,645	95,127	83.6
15 415 SCHOOL COUNCIL (SCH)	344.93	8,348	95.9	8,003	0.00	845	8,473	90.0
15 416 SCHOOL COUNCIL - SPECIAL	-4,000.00	0	0.0	4,000	0.00	65	0	0.0
15 420 HOSPITALITY	853.63	6,400	86.7	5,546	0.00	739	6,400	88.5
15 422 PRO GRANT	-8,773.71	0	0.0	8,774	0.00	1,435	0	0.0
<b>TOTAL - SCHOOL ADMIN. SUPPLIES</b>	<b>36,590.50</b>	<b>275,000</b>	<b>86.7</b>	<b>238,409</b>	<b>3,387.27</b>	<b>41,738</b>	<b>275,000</b>	<b>84.8</b>
<b>COMPUTERS - CLASSROOM</b>								
10 402 REPAIRS - COMPUTERS	5,663.86	16,000	64.6	10,336	1,255.03	4,893	16,000	69.4
10 406 DATA COMMUNICATION LINES	8,504.82	52,000	83.6	43,495	0.00	8,458	52,000	83.7
10 408 NETWORK SYSTEM	14,432.46	68,000	78.8	53,568	0.00	15,381	68,000	77.4
10 552 ADDITIONAL - COMPUTERS	5,466.67	119,830	95.4	114,363	17.95	15,958	134,694	88.2
10 661 SOFTWARE LICENSES & SUPPORT	16,413.70	30,000	45.3	13,586	3,604.70	16,414	30,000	45.3
22 361 TRAVEL EXPENSE	306.00	0	0.0	306-	0.00	445	0	0.0
22 402 REPAIRS - COMPUTERS	3,688.85	34,000	89.2	30,311	0.00	0	34,000	100.0
22 407 CELLULAR	749.71	0	0.0	750-	0.00	871	0	0.0
<b>TOTAL - COMPUTERS - CLASSROOM</b>	<b>55,226.07</b>	<b>319,830</b>	<b>82.7</b>	<b>264,603</b>	<b>4,877.68</b>	<b>62,420</b>	<b>334,694</b>	<b>81.4</b>
<b>COMPUTERS - NON CLASSROOM</b>								
15 552 ADDITIONAL - COMPUTERS	0.00	25,000	100.0	25,000	0.00	0	25,000	100.0
<b>TOTAL - COMPUTERS - NON CLASSR</b>	<b>0.00</b>	<b>25,000</b>	<b>100.0</b>	<b>25,000</b>	<b>0.00</b>	<b>0</b>	<b>25,000</b>	<b>100.0</b>
<b>F &amp; E - CLASSROOM</b>								
10 551 ADDITIONAL - FURNITURE	15,727.74	86,687	81.9	70,959	7,536.31	28,721	88,780	67.7
10 556 S.E.A. PER PUPIL / BOARD	985.84	0	0.0	986-	1,349.22	0	0	0.0
<b>TOTAL - F &amp; E - CLASSROOM</b>	<b>16,713.58</b>	<b>86,687</b>	<b>80.7</b>	<b>69,973</b>	<b>8,885.53</b>	<b>28,721</b>	<b>88,780</b>	<b>67.7</b>
<b>F &amp; E - NON CLASSROOM</b>								
15 551 ADDITIONAL - FURNITURE	0.00	22,043	100.0	22,043	0.00	21,109	22,671	6.9
<b>TOTAL - F &amp; E - NON CLASSROOM</b>	<b>0.00</b>	<b>22,043</b>	<b>100.0</b>	<b>22,043</b>	<b>0.00</b>	<b>21,109</b>	<b>22,671</b>	<b>6.9</b>
<b>FEES &amp; CONTRACTS</b>								
10 654 OTHER CONTRACTUAL SERVICES	0.00	72,000	100.0	72,000	0.00	0	72,000	100.0
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>0.00</b>	<b>72,000</b>	<b>100.0</b>	<b>72,000</b>	<b>0.00</b>	<b>0</b>	<b>72,000</b>	<b>100.0</b>
<b>TOTAL - SECONDARY SCHOOLS</b>	<b>17,181,430.89</b>	<b>67,450,156</b>	<b>74.5</b>	<b>50,268,722</b>	<b>98,855.46</b>	<b>16,717,616</b>	<b>65,163,057</b>	<b>74.3</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
<b>TEACHER ASSISTANTS</b>									
<b>TEACHER ASSISTANTS</b>									
55 191	EDUCATIONAL ASST.	12,065.47	36,960	67.4	24,895	0.00	13,522	27,418	50.7
55 291	BENEFITS - ED. ASST.	5.41	3,445	99.9	3,440	0.00	2,622	7,403	64.6
<b>TOTAL - TEACHER ASSISTANTS</b>		<b>12,070.88</b>	<b>40,405</b>	<b>70.1</b>	<b>28,335</b>	<b>0.00</b>	<b>16,144</b>	<b>34,821</b>	<b>53.6</b>
<b>PROFESSIONAL &amp; PARA-PROFESSIONAL</b>									
55 125	DAY CARE PROVIDER	7,944.43	34,466	77.0	26,522	0.00	7,718	39,175	80.3
55 135	TECHNICIANS	11,055.96	47,673	76.8	36,617	0.00	10,468	0	0.0
55 225	BENEFITS - DAY CARE PROVIDER	2,357.24	8,961	73.7	6,604	0.00	2,249	7,052	68.1
55 235	BENEFITS - TECHNICIANS	2,134.77	10,011	78.7	7,876	0.00	2,161	0	0.0
<b>TOTAL - PROFESSIONAL &amp; PARA-PR</b>		<b>23,492.40</b>	<b>101,111</b>	<b>76.8</b>	<b>77,619</b>	<b>0.00</b>	<b>22,596</b>	<b>46,227</b>	<b>51.1</b>
<b>PRINCIPALS &amp; V.P.</b>									
55 103	DEPARTMENT MANAGERS	41,776.28	173,269	75.9	131,493	0.00	39,007	213,131	81.7
55 111	COORDINATORS	0.00	58,038	100.0	58,038	0.00	0	64,043	100.0
55 151	PRINCIPALS	29,108.24	114,339	74.5	85,231	0.00	28,253	112,283	74.8
55 203	BENEFITS - DEPT. MANAGERS	6,335.50	30,320	79.1	23,985	0.00	6,058	37,139	83.7
55 211	BENEFITS - COORD.	0.00	10,447	100.0	10,447	0.00	0	10,750	100.0
55 251	BENEFITS - PRINCIPALS	1,811.52	11,434	84.2	9,622	0.00	1,725	11,228	84.6
<b>TOTAL - PRINCIPALS &amp; V.P.</b>		<b>79,031.54</b>	<b>397,847</b>	<b>80.1</b>	<b>318,816</b>	<b>0.00</b>	<b>75,043</b>	<b>448,574</b>	<b>83.3</b>
<b>SCHOOL SECRETARIES</b>									
15 112	CLERICAL	-568.96	0	0.0	569	0.00	0	0	0.0
55 112	CLERICAL	67,209.05	285,878	76.5	218,669	0.00	70,447	279,844	74.8
55 212	BENEFITS - CLERICAL	16,988.21	58,611	71.0	41,623	0.00	16,856	75,558	77.7
<b>TOTAL - SCHOOL SECRETARIES</b>		<b>83,628.30</b>	<b>344,489</b>	<b>75.7</b>	<b>260,861</b>	<b>0.00</b>	<b>87,303</b>	<b>355,402</b>	<b>75.4</b>
<b>SALARY &amp; BEN - TEMPORARY</b>									
55 115	TEMPORARY ASSISTANT	7,048.74	43,845	83.9	36,796	0.00	5,146	51,095	89.9
55 215	BENEFITS - TEMP ASSISTANT	474.10	4,155	88.6	3,681	0.00	320	4,863	93.4
<b>TOTAL - SALARY &amp; BEN - TEMPORAR</b>		<b>7,522.84</b>	<b>48,000</b>	<b>84.3</b>	<b>40,477</b>	<b>0.00</b>	<b>5,466</b>	<b>55,958</b>	<b>90.2</b>
<b>SALARY &amp; BEN - GRANT OFFICERS</b>									
55 155	ADMINISTRATORS & GRANT OFFICE	13,478.36	0	0.0	13,478-	0.00	0	0	0.0
55 255	BENEFITS - ADMIN & GRANT OFFICE	3,041.06	0	0.0	3,041-	0.00	0	0	0.0
<b>TOTAL - SALARY &amp; BEN - GRANT OFF</b>		<b>16,519.42</b>	<b>0</b>	<b>0.0</b>	<b>16,519-</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0.0</b>
<b>SALARY &amp; BEN - ADULT ED. TEACHERS</b>									
55 192	CLASSROOM INSTRUCTORS	369,413.33	1,961,018	81.2	1,591,605	80.66	369,913	2,146,028	82.8
55 193	CLASSROOM TEACHERS	311,600.42	1,422,072	78.1	1,110,472	0.00	310,537	1,397,050	77.8
55 292	BENEFITS - CON'T ED INSTRUCTORS	67,513.70	374,728	82.0	307,214	0.00	62,579	308,464	79.7

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
55 293 BENEFITS - CONT ED. TEACHERS	37,954.71	159,954	76.3	121,999	0.00	37,281	223,122	83.3
<b>TOTAL - SALARY &amp; BEN - ADULT ED.</b>	<b>786,482.16</b>	<b>3,917,772</b>	<b>79.9</b>	<b>3,131,290</b>	<b>80.66</b>	<b>780,310</b>	<b>4,074,664</b>	<b>80.9</b>

**PROFESSIONAL DEVELOPMENT**

55 315 PROF. DEVELOP. - ACADEMIC	0.00	9,200	100.0	9,200	0.00	0	10,360	100.0
55 317 PROFESSIONAL DEVELOPMENT (NT)	0.00	7,000	100.0	7,000	0.00	0	5,500	100.0
55 318 PROF. MEMBERSHIPS	0.00	8,500	100.0	8,500	0.00	152	9,500	98.4
<b>TOTAL - PROFESSIONAL DEVELOPM</b>	<b>0.00</b>	<b>24,700</b>	<b>100.0</b>	<b>24,700</b>	<b>0.00</b>	<b>152</b>	<b>25,360</b>	<b>99.4</b>

**CENTRAL PROGRAM CLASSROOM RESOU**

55 325 COMPUTER SOFTWARE/CD ROM	326.91	55,000	99.4	54,673	0.00	0	35,500	100.0
55 335 PRINTING & COPIER - INSTR.	10,279.04	57,500	82.1	47,221	2,085.77	6,990	76,840	90.9
55 353 ADVERTISING & PROMOTION	18,985.19	88,000	78.4	69,015	0.00	3,250	105,000	96.9
55 356 CHILDMINDING	2,184.00	24,570	91.1	22,386	0.00	2,305	27,625	91.7
55 361 TRAVEL EXPENSE	2,690.55	17,800	84.9	15,109	0.00	4,469	11,258	60.3
55 401 REPAIRS - F & E	0.00	2,000	100.0	2,000	67.80	0	2,000	100.0
55 402 REPAIRS - COMPUTERS	229.86	2,500	90.8	2,270	42.94	1,383	5,000	72.3
55 404 REPAIRS - TELEPHONE	1,788.05	5,000	64.2	3,212	4.75	0	10,000	100.0
55 405 TELEPHONE - VOICE	4,495.20	10,900	58.8	6,405	0.00	3,960	25,900	84.7
55 406 DATA COMMUNICATION LINES	689.58	5,000	86.2	4,310	0.00	686	7,500	90.9
55 407 CELLULAR	780.58	5,000	84.4	4,219	0.00	1,086	10,000	89.1
55 410 OFFICE SUPPLIES & SERVICES	12,040.32	15,400	21.8	3,360	3,649.77	7,388	29,846	75.3
55 411 POSTAGE	13.11	4,000	99.7	3,987	475.05	12	5,000	99.8
55 413 COURIER & MOVING	0.00	13,000	100.0	13,000	1.13	0	5,000	100.0
55 416 SCHOOL COUNCIL - SPECIAL	0.00	2,000	100.0	2,000	0.00	0	2,000	100.0
55 420 HOSPITALITY	672.43	2,000	66.4	1,328	0.00	291	6,000	95.2
55 610 RENTAL/LEASE - INSTRUCT. ACCOM	43,920.82	115,538	62.0	71,617	2,085.00	100,649	163,357	38.4
<b>TOTAL - CENTRAL PROGRAM CLASS</b>	<b>99,095.64</b>	<b>425,208</b>	<b>76.7</b>	<b>326,112</b>	<b>8,412.21</b>	<b>132,469</b>	<b>527,826</b>	<b>74.9</b>

**CLASSROOM SUPPLIES & SERVICES**

55 320 TEXTBOOKS, LEARNING MATERIAL	33,397.21	43,670	23.5	10,273	10,699.11	1,317	61,485	97.9
55 325 COMPUTER SOFTWARE/CD ROM	0.00	0	0.0	0	0.00	17,323	19,500	11.2
55 330 CLASSROOM SUPPLIES & SERVICES	58,559.44	280,500	79.1	221,941	43,632.63	103,833	456,606	77.3
55 331 APPLICATION SOFTWARE	11,518.07	36,400	68.4	24,882	7,685.01	9,616	69,500	86.2
55 450 EDUCATIONAL FIELD TRIPS	16,445.51	158,800	89.6	142,354	1,158.25	20,426	175,750	88.4
55 682 PUBLIC TRANSIT FARES	2,730.00	15,557	82.5	12,827	1,148.08	5,840	83,529	93.0
<b>TOTAL - CLASSROOM SUPPLIES &amp; S</b>	<b>122,650.23</b>	<b>534,927</b>	<b>77.1</b>	<b>412,277</b>	<b>64,323.08</b>	<b>158,355</b>	<b>866,370</b>	<b>81.7</b>

**COMPUTERS - CLASSROOM**

55 552 ADDITIONAL - COMPUTERS	2,259.13	10,000	77.4	7,741	4,480.64	9,092	45,000	79.8
<b>TOTAL - COMPUTERS - CLASSROOM</b>	<b>2,259.13</b>	<b>10,000</b>	<b>77.4</b>	<b>7,741</b>	<b>4,480.64</b>	<b>9,092</b>	<b>45,000</b>	<b>79.8</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**CONTINUING EDUCATION**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>F &amp; E - CLASSROOM</b>								
55 551 ADDITIONAL - FURNITURE	0.00	0	0.0	0	0.00	0	10,000	100.0
<b>TOTAL - F &amp; E - CLASSROOM</b>	<b>0.00</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>10,000</b>	<b>100.0</b>
<b>FEES &amp; CONTRACTS</b>								
55 654 OTHER CONTRACTUAL SERVICES	0.00	2,000	100.0	2,000	0.00	66	3,000	97.8
55 661 SOFTWARE LICENSES & SUPPORT	1,823.74	0	0.0	1,824	0.00	1,824	4,000	54.4
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>1,823.74</b>	<b>2,000</b>	<b>8.8</b>	<b>176</b>	<b>0.00</b>	<b>1,890</b>	<b>7,000</b>	<b>73.0</b>
<b>TOTAL - CONTINUING EDUCATION</b>	<b>1,234,576.28</b>	<b>5,846,459</b>	<b>78.9</b>	<b>4,611,885</b>	<b>77,296.59</b>	<b>1,288,820</b>	<b>6,497,202</b>	<b>80.2</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
<b>SALARY &amp; BEN - MANAGERS</b>									
<b>SALARY &amp; BEN - MANAGERS</b>									
40 103	DEPARTMENT MANAGERS	51,859.92	220,517	76.5	168,657	0.00	49,976	214,195	76.7
40 110	TECHNICAL & OPERATIONS	-988.96	61,800	101.6	62,789	0.00	7,413	0	0.0
40 113	COORDINATORS	20,843.84	198,278	89.5	177,434	0.00	53,050	202,667	73.8
40 115	TEMPORARY ASSISTANT	241.69	0	0.0	242-	0.00	204	0	0.0
40 203	BENEFITS - DEPT. MANAGERS	7,759.56	53,281	85.4	45,521	0.00	7,332	52,413	86.0
40 210	BENEFITS - TECHNICAL STAFF	9.25	14,934	99.9	14,925	0.00	2,201	0	0.0
40 213	BENEFITS - COORD.	6,206.17	47,909	87.1	41,703	0.00	9,004	49,595	81.8
40 215	BENEFITS - TEMP ASSISTANT	10.56	0	0.0	11-	0.00	0	0	0.0
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>85,942.03</b>	<b>596,719</b>	<b>85.6</b>	<b>510,776</b>	<b>0.00</b>	<b>129,180</b>	<b>518,870</b>	<b>75.1</b>
<b>SALARY &amp; BEN - CARETAKER</b>									
40 108	CARETAKER	699,663.78	3,386,823	79.3	2,687,159	79,574.00	730,412	3,253,959	77.6
40 118	CARETAKER REPLACEMENT	300,393.67	250,000	20.2-	50,394-	0.00	82,633	250,000	67.0
40 141	MODIFIED WORK - CARETAKERS	12,227.59	0	0.0	12,228-	0.00	13,995	0	0.0
40 208	BENEFITS - CARETAKER	176,580.18	818,301	78.4	641,721	0.00	177,401	796,243	77.7
40 218	BENEFITS - CARETAKER REPL.	1,080.43	60,404	98.2	59,324	0.00	1,010	61,175	98.4
40 241	BENEFITS - MODIFIED WORK (CTKRS)	2,002.28	0	0.0	2,002-	0.00	2,458	0	0.0
<b>TOTAL - SALARY &amp; BEN - CARETAKE</b>		<b>1,191,947.93</b>	<b>4,515,528</b>	<b>73.6</b>	<b>3,323,580</b>	<b>79,574.00</b>	<b>1,007,909</b>	<b>4,361,377</b>	<b>76.9</b>
<b>SALARY &amp; BEN - CLEANER</b>									
40 109	CLEANER	558,536.15	3,663,956	84.8	3,105,420	0.00	635,678	3,540,707	82.1
40 119	CLEANER REPLACEMENT	36,714.42	299,999	87.8	263,285	0.00	93,378	150,000	37.8
40 209	BENEFITS - CLEANER	245,765.87	885,272	72.2	639,506	0.00	205,412	866,411	76.3
40 219	BENEFITS - CLEANER REPL.	6,383.46	72,485	91.2	66,102	0.00	10,096	36,704	72.5
40 418	CONTRACTED CLEANING	31,868.56	299,999	89.4	268,130	13,678.66	43,486	300,000	85.5
<b>TOTAL - SALARY &amp; BEN - CLEANER</b>		<b>879,268.46</b>	<b>5,221,711</b>	<b>83.2</b>	<b>4,342,443</b>	<b>13,678.66</b>	<b>988,050</b>	<b>4,893,822</b>	<b>79.8</b>
<b>SALARY &amp; BEN - CLERICAL</b>									
40 112	CLERICAL	19,012.83	139,282	86.4	120,269	0.00	21,629	135,226	84.0
40 212	BENEFITS - CLERICAL	23,173.50	33,657	31.2	10,484	0.00	5,470	33,091	83.5
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>		<b>42,186.33</b>	<b>172,939</b>	<b>75.6</b>	<b>130,753</b>	<b>0.00</b>	<b>27,099</b>	<b>168,317</b>	<b>83.9</b>
<b>PROFESSIONAL DEVELOPMENT</b>									
40 317	PROFESSIONAL DEVELOPMENT (NT)	120.00	9,000	98.7	8,880	0.00	3,751	9,000	58.3
40 318	PROF. MEMBERSHIPS	761.24	1,000	23.9	239	0.00	0	1,000	100.0
<b>TOTAL - PROFESSIONAL DEVELOPM</b>		<b>881.24</b>	<b>10,000</b>	<b>91.2</b>	<b>9,119</b>	<b>0.00</b>	<b>3,751</b>	<b>10,000</b>	<b>62.5</b>
<b>SUPPLIES &amp; SERV - UTILITIES</b>									
40 341	HYDRO	335,705.16	2,300,000	85.4	1,964,295	8.00	306,885	2,300,000	86.7
40 343	HEATING - GAS	49,612.31	1,500,000	96.7	1,450,388	0.00	39,829	1,800,000	97.8

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
40 346 WATER & SEWAGE	75,841.23	400,000	81.0	324,159	6.06	62,700	400,000	84.3
<b>TOTAL - SUPPLIES &amp; SERV - UTILITIE</b>	<b>461,158.70</b>	<b>4,200,000</b>	<b>89.0</b>	<b>3,738,842</b>	<b>14.06</b>	<b>409,414</b>	<b>4,500,000</b>	<b>90.9</b>

**SUPPLIES & SERV - PLANT OPERATIONS**

40 325 COMPUTER SOFTWARE/CD ROM	587.42	40,000	98.5	39,413	36,018.75	586	40,000	98.5
40 361 TRAVEL EXPENSE	7,006.05	30,000	76.7	22,994	0.00	8,478	25,000	66.1
40 370 VEHICLE FUEL	0.00	0	0.0	0	0.00	19	0	0.0
40 371 CLEANING PRODUCTS	74,687.37	435,000	82.8	360,313	5,636.57	74,550	360,000	79.3
40 372 CLEANING TOOLS	0.00	10,000	100.0	10,000	0.00	5,017	10,000	49.8
40 373 TOILET PAPER	0.00	0	0.0	0	0.00	19,257	95,000	79.7
40 375 UNIFORMS	268.58	20,000	98.7	19,731	2.27	23,019	0	0.0
40 376 LIGHTING	0.00	5,000	100.0	5,000	1.15	0	5,000	100.0
40 379 REPAIRS - HEALTH & SAFETY	6,147.28	45,000	86.3	38,853	26,108.32	8,502	75,000	88.7
40 380 REPAIRS - EQUIPMENT	11,231.66	70,000	84.0	58,768	76.85	18,979	70,000	72.9
40 407 CELLULAR	1,054.99	10,000	89.5	8,945	0.00	703	10,000	93.0
40 408 NETWORK SYSTEM	275.67	0	0.0	276-	0.00	274	0	0.0
40 410 OFFICE SUPPLIES & SERVICES	5,938.09	5,000	18.8-	938-	84.29	2,807	5,000	43.9
40 417 SECURITY & SURVIELANCE	11,173.19	60,000	81.4	48,827	3,998.59	4,618	20,000	76.9
40 420 HOSPITALITY	284.06	2,500	88.6	2,216	0.00	218	2,500	91.3
40 440 VEHICLE MAINTENANCE & SUPPLIES	0.00	0	0.0	0	0.00	10	0	0.0
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>	<b>118,654.36</b>	<b>732,500</b>	<b>83.8</b>	<b>613,846</b>	<b>71,926.79</b>	<b>167,037</b>	<b>717,500</b>	<b>76.7</b>

**SUPPLIES & SERVICES - GROUNDS**

40 385 GRASS CUTTING	33,159.60	110,000	69.9	76,840	672.35	38,695	110,000	64.8
40 386 SNOW PLOWING	0.00	580,000	100.0	580,000	9.28	0	580,000	100.0
40 388 GARBAGE DISPOSAL	37,216.97	140,000	73.4	102,783	0.00	41,371	140,000	70.5
<b>TOTAL - SUPPLIES &amp; SERVICES - GR</b>	<b>70,376.57</b>	<b>830,000</b>	<b>91.5</b>	<b>759,623</b>	<b>681.63</b>	<b>80,066</b>	<b>830,000</b>	<b>90.4</b>

**F & E - PLANT OPERATIONS**

40 551 ADDITIONAL - FURNITURE	0.00	25,000	100.0	25,000	0.00	0	20,000	100.0
40 552 ADDITIONAL - COMPUTERS	0.00	1,500	100.0	1,500	0.00	0	1,500	100.0
40 610 RENTAL/LEASE - INSTRUCT. ACCOM	0.00	500,000	100.0	500,000	0.00	0	0	0.0
40 630 RENTAL/LEASE - OTHER	13,692.51	50,000	72.6	36,307	24,500.00	9,650	50,000	80.7
<b>TOTAL - F &amp; E - PLANT OPERATIONS</b>	<b>13,692.51</b>	<b>576,500</b>	<b>97.6</b>	<b>562,807</b>	<b>24,500.00</b>	<b>9,650</b>	<b>71,500</b>	<b>86.5</b>

**FEES & CONTRACTS**

40 653 PROFESSIONAL FEES	8,918.81	60,000	85.1	51,081	1.13	2,167	10,000	78.3
40 665 RECYCLING	40.86	20,000	99.8	19,959	0.00	3,661	20,000	81.7
40 671 PROPERTY INSURANCE	191,739.96	190,000	0.9-	1,740-	0.00	186,854	190,000	1.7
40 672 LIABILITY INSURANCE	339,193.44	340,000	0.2	807	0.00	336,768	340,000	1.0
40 673 VEHICLE INSURANCE	3,172.00	0	0.0	3,172-	0.00	3,150	0	0.0

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**PLANT OPERATIONS**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
TOTAL - FEES & CONTRACTS	543,065.07	610,000	11.0	66,935	1.13	532,600	560,000	4.9
TOTAL - PLANT OPERATIONS	3,407,173.20	17,465,897	80.5	14,058,724	90,376.27	3,354,756	16,631,386	79.8



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL	
<b>SALARY &amp; BEN - MANAGERS</b>									
<b>SALARY &amp; BEN - MANAGERS</b>									
41 103	DEPARTMENT MANAGERS	38,296.42	276,021	86.1	237,725	0.00	34,450	268,127	87.2
41 111	COORDINATORS	70,131.29	187,460	62.6	117,329	0.00	67,767	182,001	62.8
41 203	BENEFITS - DEPT. MANAGERS	6,201.44	64,701	90.4	58,500	0.00	6,305	62,696	89.9
41 211	BENEFITS - COORD.	14,731.45	43,943	66.5	29,212	0.00	13,907	42,558	67.3
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>129,360.60</b>	<b>572,125</b>	<b>77.4</b>	<b>442,766</b>	<b>0.00</b>	<b>122,429</b>	<b>555,382</b>	<b>78.0</b>
<b>SALARY &amp; BENEFITS - TECHNICAL</b>									
41 110	TECHNICAL & OPERATIONS	177,131.81	700,000	74.7	522,868	0.00	154,831	700,000	77.9
41 210	BENEFITS - TECHNICAL STAFF	39,887.30	164,085	75.7	124,198	0.00	34,052	163,676	79.2
<b>TOTAL - SALARY &amp; BENEFITS - TECH</b>		<b>217,019.11</b>	<b>864,085</b>	<b>74.9</b>	<b>647,066</b>	<b>0.00</b>	<b>188,883</b>	<b>863,676</b>	<b>78.1</b>
<b>SALARY &amp; BEN - CLERICAL</b>									
41 112	CLERICAL	19,190.69	52,448	63.4	33,257	0.00	9,215	42,448	78.3
41 212	BENEFITS - CLERICAL	3,997.14	12,297	67.5	8,300	0.00	2,485	9,925	75.0
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>		<b>23,187.83</b>	<b>64,745</b>	<b>64.2</b>	<b>41,557</b>	<b>0.00</b>	<b>11,700</b>	<b>52,373</b>	<b>77.7</b>
<b>SALARY &amp; BEN - TEMPORARY</b>									
41 114	STUDENT HELP	1,700.09	20,000	91.5	18,300	0.00	940	20,000	95.3
41 115	TEMPORARY ASSISTANT	4,569.19	0	0.0	4,569-	0.00	0	10,000	100.0
41 214	BENEFITS - STUDENT HELP	130.45	1,494	91.3	1,364	0.00	169	1,485	88.6
41 215	BENEFITS - TEMP ASSISTANT	569.02	0	0.0	569-	0.00	0	742	100.0
<b>TOTAL - SALARY &amp; BEN - TEMPORAR</b>		<b>6,968.75</b>	<b>21,494</b>	<b>67.6</b>	<b>14,526</b>	<b>0.00</b>	<b>1,109</b>	<b>32,227</b>	<b>96.6</b>
<b>PROFESSIONAL DEVELOPMENT</b>									
41 317	PROFESSIONAL DEVELOPMENT (NT)	0.00	500	100.0	500	0.00	0	500	100.0
41 318	PROF. MEMBERSHIPS	656.92	7,000	90.6	6,343	0.00	1,505	7,000	78.5
<b>TOTAL - PROFESSIONAL DEVELOPM</b>		<b>656.92</b>	<b>7,500</b>	<b>91.2</b>	<b>6,843</b>	<b>0.00</b>	<b>1,505</b>	<b>7,500</b>	<b>79.9</b>
<b>SUPPLIES &amp; SERV - PLANT OPERATIONS</b>									
40 377	INTRUSION ALARMS	67,726.95	150,000	54.9	82,273	52,733.55	50,908	175,000	70.9
40 378	FIRE SAFETY	2,841.28	300,000	99.1	297,159	23.78	6,621	325,000	98.0
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>		<b>70,568.23</b>	<b>450,000</b>	<b>84.3</b>	<b>379,432</b>	<b>52,757.33</b>	<b>57,529</b>	<b>500,000</b>	<b>88.5</b>
<b>SUPPLIES &amp; SERVICES - GROUNDS</b>									
40 381	ASPHALT/CONCRETE	3,192.50	45,000	92.9	41,808	0.00	1,349	45,000	97.0
40 382	FENCING	0.00	20,000	100.0	20,000	0.00	3,454	20,000	82.7
40 383	LANDSCAPING	4,740.19	100,000	95.3	95,260	10.18	3,610	100,000	96.4
40 384	DRAINAGE	19,077.38	70,000	72.8	50,923	61,706.01	15,369	50,000	69.3
40 387	PLAYGROUND EQUIPMENT	0.00	10,000	100.0	10,000	0.00	10,000	10,000	0.0
40 389	LINE MARKING	2,857.42	30,000	90.5	27,143	5.66	4,151	30,000	86.2

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>TOTAL - SUPPLIES &amp; SERVICES - GR</b>	<b>29,867.49</b>	<b>275,000</b>	<b>89.1</b>	<b>245,134</b>	<b>61,721.85</b>	<b>37,933</b>	<b>255,000</b>	<b>85.1</b>
<b>SUPPLIES &amp; SERV - PLANT MAINT.</b>								
41 361 TRAVEL EXPENSE	2,007.90	9,000	77.7	6,992	0.00	2,064	9,000	77.1
41 370 VEHICLE FUEL	7,667.55	62,000	87.6	54,332	0.00	7,786	62,000	87.4
41 401 REPAIRS - F & E	0.00	5,000	100.0	5,000	0.00	0	5,000	100.0
41 405 TELEPHONE - VOICE	593.05	0	0.0	593-	0.00	625	0	0.0
41 407 CELLULAR	5,305.11	35,000	84.8	29,695	0.00	6,137	35,000	82.5
41 408 NETWORK SYSTEM	1,532.40	0	0.0	1,532-	0.00	1,644	0	0.0
41 410 OFFICE SUPPLIES & SERVICES	348.02	5,000	93.0	4,652	84.41	390	5,000	92.2
41 440 VEHICLE MAINTENANCE & SUPPLIES	16,266.93	80,000	79.7	63,733	0.00	10,013	80,000	87.5
<b>TOTAL - SUPPLIES &amp; SERV - PLANT</b>	<b>33,720.96</b>	<b>196,000</b>	<b>82.8</b>	<b>162,279</b>	<b>84.41</b>	<b>28,659</b>	<b>196,000</b>	<b>85.4</b>
<b>SUPPLIES &amp; SERVICES- BUILDING MTC.</b>								
40 378 FIRE SAFETY	0.00	0	0.0	0	1.13	0	0	0.0
41 430 SCHOOL GENERAL MAINTENANCE	8,344.60	100,000	91.7	91,655	5,608.88	8,372	100,000	91.6
41 431 GENERAL REPAIRS	26,337.36	50,000	47.3	23,663	43,554.70	11,750	50,000	76.5
41 458 P.A. & TELEPHONE SYSTEMS	1,108.52	10,000	88.9	8,891	2.28	1,825	10,000	81.8
41 459 CLOCK SYSTEMS	0.00	5,000	100.0	5,000	0.00	1,107	5,000	77.9
41 460 H.V.A.C.	24,518.23	175,000	86.0	150,482	17,798.71	33,531	200,000	83.2
41 461 BOILER REPAIR	801.11	30,000	97.3	29,199	3.40	659	30,000	97.8
41 462 ELECTRICAL REPAIR	55,243.16	175,000	68.4	119,757	1,931.28	57,183	200,000	71.4
41 463 ROOFING	6,815.10	30,000	77.3	23,185	3.42	1,157	30,000	96.1
41 464 WINDOW GLASS & FRAME	7,010.44	45,000	84.4	37,990	1,061.08	11,680	45,000	74.0
41 465 PLUMBING	18,566.75	100,000	81.4	81,433	13.59	9,152	100,000	90.9
41 466 PAINTING	5,745.69	10,000	42.5	4,254	13.58	4,854	10,000	51.5
41 467 PORTABLES	79.56	30,000	99.7	29,920	6.82	508	30,000	98.3
41 468 FLOOR & CEILING	2,148.43	20,000	89.3	17,852	0.00	705	20,000	96.5
41 469 HARDWARE	21,501.68	100,000	78.5	78,498	16.95	13,453	100,000	86.6
41 470 CARPENTRY	4,352.50	25,000	82.6	20,648	12.44	1,846	25,000	92.6
41 471 DRAPERY	235.48	10,000	97.7	9,765	3.39	584	10,000	94.2
41 472 MASONRY	0.00	10,000	100.0	10,000	0.00	0	10,000	100.0
41 473 TOOLS	448.54	20,000	97.8	19,551	0.00	16	20,000	99.9
<b>TOTAL - SUPPLIES &amp; SERVICES- BUI</b>	<b>183,257.15</b>	<b>945,000</b>	<b>80.6</b>	<b>761,743</b>	<b>70,031.65</b>	<b>158,382</b>	<b>995,000</b>	<b>84.1</b>
<b>F &amp; E - PLANT MAINTENANCE</b>								
41 551 ADDITIONAL - FURNITURE	0.00	30,000	100.0	30,000	3,918.62	0	30,000	100.0
41 552 ADDITIONAL - COMPUTERS	0.00	1,500	100.0	1,500	0.00	0	1,500	100.0
<b>TOTAL - F &amp; E - PLANT MAINTENANC</b>	<b>0.00</b>	<b>31,500</b>	<b>100.0</b>	<b>31,500</b>	<b>3,918.62</b>	<b>0</b>	<b>31,500</b>	<b>100.0</b>

**FÈES & CONTRACTS**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**PLANT MAINTENANCE**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
41 653 PROFESSIONAL FEES	547.83	25,000	97.8	24,452	0.00	46,152	10,000	61.5-
41 654 OTHER CONTRACTUAL SERVICES	6,441.18	15,000	57.1	8,559	0.00	7,929	15,000	47.1
41 673 VEHICLE INSURANCE	13,878.00	15,000	7.5	1,122	0.00	13,879	15,000	7.5
41 680 LIFTING DEVICES	2,510.85	10,000	74.9	7,489	2.27	1,323	10,000	86.8
<b>TOTAL - FEES &amp; CONTRACTS</b>	<b>23,377.86</b>	<b>65,000</b>	<b>64.0</b>	<b>41,622</b>	<b>2.27</b>	<b>69,283</b>	<b>50,000</b>	<b>38.6-</b>
<b>TOTAL - PLANT MAINTENANCE</b>	<b>717,984.90</b>	<b>3,492,449</b>	<b>79.4</b>	<b>2,774,468</b>	<b>88,516.13</b>	<b>677,412</b>	<b>3,538,658</b>	<b>80.9</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**TRANSPORTATION DEPARTMENT**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>SALARY &amp; BEN - MANAGERS</b>								
<b>SALARY &amp; BEN - MANAGERS</b>								
50 103	DEPARTMENT MANAGERS	14,760.01	95,882	84.6	81,122	0.00	14,337	93,174 84.6
50 203	BENEFITS - DEPT. MANAGERS	2,879.59	15,188	81.0	12,308	0.00	2,786	14,356 80.6
<b>TOTAL - SALARY &amp; BEN - MANAGERS</b>		<b>17,639.60</b>	<b>111,070</b>	<b>84.1</b>	<b>93,430</b>	<b>0.00</b>	<b>17,123</b>	<b>107,530 84.1</b>
<b>SALARY &amp; BENEFITS - TECHNICAL</b>								
50 110	TECHNICAL & OPERATIONS	12,096.84	139,936	91.4	127,839	0.00	11,750	135,984 91.4
50 210	BENEFITS - TECHNICAL STAFF	3,006.84	22,168	86.4	19,161	0.00	2,872	20,952 86.3
<b>TOTAL - SALARY &amp; BENEFITS - TECH</b>		<b>15,103.68</b>	<b>162,104</b>	<b>90.7</b>	<b>147,000</b>	<b>0.00</b>	<b>14,622</b>	<b>156,936 90.7</b>
<b>SALARY &amp; BEN - CLERICAL</b>								
50 112	CLERICAL	0.00	15,856	100.0	15,856	0.00	0	0 0.0
50 115	TEMPORARY ASSISTANT	0.00	27,442	100.0	27,442	0.00	0	17,923 100.0
50 212	BENEFITS - CLERICAL	0.00	2,512	100.0	2,512	0.00	0	0 0.0
50 215	BENEFITS - TEMP ASSISTANT	0.00	1,394	100.0	1,394	0.00	0	858 100.0
<b>TOTAL - SALARY &amp; BEN - CLERICAL</b>		<b>0.00</b>	<b>47,204</b>	<b>100.0</b>	<b>47,204</b>	<b>0.00</b>	<b>0</b>	<b>18,781 100.0</b>
<b>SUPPLIES &amp; SERV - BUSINESS ADMIN.</b>								
50 317	PROFESSIONAL DEVELOPMENT (NT)	0.00	2,554	100.0	2,554	0.00	0	2,557 100.0
50 325	COMPUTER SOFTWARE/CD ROM	0.00	10,300	100.0	10,300	0.00	0	16,041 100.0
50 361	TRAVEL EXPENSE	0.00	2,266	100.0	2,266	0.00	0	2,268 100.0
50 407	CELLULAR	62.79	6,262	99.0	6,199	0.00	69	6,268 98.9
50 410	OFFICE SUPPLIES & SERVICES	0.00	15,728	100.0	15,728	0.00	0	3,505 100.0
50 611	RENTAL/LEASE - NON INSTRUCT AC	0.00	32,713	100.0	32,713	0.00	0	32,743 100.0
<b>TOTAL - SUPPLIES &amp; SERV - BUSINE</b>		<b>62.79</b>	<b>69,823</b>	<b>99.9</b>	<b>69,760</b>	<b>0.00</b>	<b>69</b>	<b>63,382 99.9</b>
<b>FURNITURE &amp; EQUIPMENT</b>								
50 551	ADDITIONAL - FURNITURE	0.00	1,566	100.0	1,566	0.00	0	1,567 100.0
50 552	ADDITIONAL - COMPUTERS	0.00	90,187	100.0	90,187	0.00	0	10,309 100.0
<b>TOTAL - FURNITURE &amp; EQUIPMENT</b>		<b>0.00</b>	<b>91,753</b>	<b>100.0</b>	<b>91,753</b>	<b>0.00</b>	<b>0</b>	<b>11,876 100.0</b>
<b>FEES &amp; CONTRACTS</b>								
50 685	TRANSPORTATION CONTRACTS	1,202,913.97	6,891,554	82.6	5,688,640	6.97	1,140,347	9,137,037 87.5
50 691	SHARED ROUTES - D.S.B.N.	483,989.34	1,943,772	75.1	1,459,783	0.00	141,892	0 0.0
50 692	NIAGARA FALLS TAXI	17,761.74	50,000	64.5	32,238	0.00	4,612	0 0.0
50 694	5-O TAXI	31,519.06	187,487	83.2	155,968	0.00	48,235	237,487 79.7
50 696	SCHOOL TO SCHOOL	126,999.02	908,078	86.0	781,079	1.13	109,157	908,078 88.0
<b>TOTAL - FEES &amp; CONTRACTS</b>		<b>1,863,183.13</b>	<b>9,980,891</b>	<b>81.3</b>	<b>8,117,708</b>	<b>8.10</b>	<b>1,444,243</b>	<b>10,282,602 86.0</b>
<b>TOTAL - TRANSPORTATION DEPART</b>		<b>1,895,989.20</b>	<b>10,462,845</b>	<b>81.9</b>	<b>8,566,855</b>	<b>8.10</b>	<b>1,476,057</b>	<b>10,641,107 86.1</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD**  
**UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN**  
**FOR THE PERIOD ENDED ENDED: NOVEMBER 30, 2010**

**CAPITAL AND OTHER EXPENDITURES**

ACCOUNT	THIS YEAR TO DATE					LAST YEAR TO DATE		
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>GOOD PLACES TO LEARN</b>								
<b>GOOD PLACES TO LEARN</b>								
46 753 DEBENTURE PRINCIPAL	350,122.45	708,559	50.6	358,437	0.00	334,068	676,069	50.6
46 754 DEBENTURE INTEREST	647,979.72	1,287,688	49.7	639,708	0.00	663,951	1,320,010	49.7
46 757 COST OF ISSUING DEBENTURE	3,620.72	7,199	49.7	3,578	0.00	3,703	7,366	49.7
<b>TOTAL - GOOD PLACES TO LEARN</b>	<b>1,001,722.89</b>	<b>2,003,446</b>	<b>50.0</b>	<b>1,001,723</b>	<b>0.00</b>	<b>1,001,722</b>	<b>2,003,445</b>	<b>50.0</b>
<b>FACILITY RENEWAL PROJECTS</b>								
42 764 MAJOR ALTERATION PROJECTS	152,648.99	3,534,543	95.7	3,381,894	7.36E+05	56,951	2,040,431	97.2
<b>TOTAL - FACILITY RENEWAL PROJE</b>	<b>152,648.99</b>	<b>3,534,543</b>	<b>95.7</b>	<b>3,381,894</b>	<b>7.36E+05</b>	<b>56,951</b>	<b>2,040,431</b>	<b>97.2</b>
<b>DEBT CHARGES BEFORE MAY, 1998</b>								
45 751 DEBENTURE PRINCIPAL	283,000.00	701,000	59.6	418,000	0.00	261,000	612,000	57.4
45 752 DEBENTURE INTEREST	30,720.75	405,406	92.4	374,685	0.00	34,458	478,431	92.8
<b>TOTAL - DEBT CHARGES BEFORE M</b>	<b>313,720.75</b>	<b>1,106,406</b>	<b>71.7</b>	<b>792,685</b>	<b>0.00</b>	<b>295,458</b>	<b>1,090,431</b>	<b>72.9</b>
<b>DEBT CHARGES AFTER MAY, 1998</b>								
45 754 DEBENTURE INTEREST	0.00	100,000	100.0	100,000	0.00	0	117,487	100.0
<b>TOTAL - DEBT CHARGES AFTER MAY</b>	<b>0.00</b>	<b>100,000</b>	<b>100.0</b>	<b>100,000</b>	<b>0.00</b>	<b>0</b>	<b>117,487</b>	<b>100.0</b>
<b>NEW PUPIL PLACES</b>								
43 610 RENTAL/LEASE - INSTRUCT. ACCOM	156,815.60	0	0.0	156,816	3.47E+05	159,309	508,637	68.7
43 753 DEBENTURE PRINCIPAL	650,792.74	1,565,602	58.4	914,809	0.00	612,578	1,476,716	58.5
43 754 DEBENTURE INTEREST	409,286.32	3,435,058	88.1	3,025,772	0.00	414,424	3,525,769	88.3
43 759 BUILDINGS	0.00	0	0.0	0	0.00	0	282,102	100.0
<b>TOTAL - NEW PUPIL PLACES</b>	<b>1,216,894.66</b>	<b>5,000,660</b>	<b>75.7</b>	<b>3,783,765</b>	<b>3.47E+05</b>	<b>1,186,311</b>	<b>5,793,224</b>	<b>79.5</b>
<b>PROVISION FOR RESERVES</b>								
60 731 RESERVES - WORKING CAPITAL	0.00	0	0.0	0	0.00	0	1,000,000	100.0
<b>TOTAL - PROVISION FOR RESERVES</b>	<b>0.00</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>1,000,000</b>	<b>100.0</b>
<b>TOTAL - CAPITAL AND OTHER EXPEN</b>	<b>2,684,987.29</b>	<b>11,745,055</b>	<b>77.1</b>	<b>9,060,067</b>	<b>1.08E+06</b>	<b>2,540,442</b>	<b>12,045,018</b>	<b>78.9</b>

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
 UPDATED UNAUDITED EXPENDITURE STATEMENT - OPEN  
 FOR THE PERIOD ENDED: NOVEMBER 30, 2010**

ACCOUNT	THIS YEAR TO DATE				LAST YEAR TO DATE			
	EXPENDED	BUDGET	% AVAIL	\$ AVAIL	COMMIT	EXPENDED	BUDGET	% AVAIL
<b>GRAND TOTAL-</b>	<b>58,478,250.00</b>	<b>239,079,974</b>	<b>75.5</b>	<b>180,601,724</b>	<b>721,417</b>	<b>54,958,475</b>	<b>230,111,033</b>	<b>76.1</b>

**Prepared by : William Tumath  
 Finance Department**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: CAPITAL PROJECT UPDATE**

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The Capital Project Update  
is presented for information.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

## **REPORT TO THE BOARD TUESDAY DECEMBER 21, 2010**

### **CAPITAL PROJECTS PROGRESS REPORT**

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#### **BACKGROUND INFORMATION**

Individual progress reports for capital projects are presented as follows:

##### **In Progress**

Appendix A	Blessed Trinity Catholic Secondary School (Gr.)
Appendix B	Our Lady of Fatima Catholic Elementary School (Gr.)
Appendix C	Our Lady of Victory Catholic Elementary School (FE)
Appendix D	St. Andrew Catholic Elementary School (W)
Appendix E	St. Anthony Catholic Elementary School (SC)
Appendix F	St. Augustine Catholic Elementary School (W)
Appendix G	St. Joseph Catholic Elementary School (Gr.)
Appendix H	St. Mark Catholic Elementary School (B)

The Capital Projects Progress Report is presented for information.

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Prepared by: James Woods, Controller of Plant  
Presented by: James Woods, Controller of Plant  
Approved by: John Crocco, Director of Education  
Date: December 21, 2010







**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX A**

**BLESSED TRINITY SECONDARY SCHOOL, GRIMSBY**

**Scope of Project:**

Design and construction of a twenty-three classroom addition and alterations to the existing facility under the Energy Efficient Funding program.

**Current Status:**

Site work (Phase 1) is now complete. The architects are preparing tender documents for the building addition and renovations (Phase 2), to be tendered in March.



**Project Information:**

New Area to be Constructed	43,338	sq. ft.
Existing Area to be Renovated	16,864	sq. ft.
Total New Facility Area	129,731	sq. ft.
Total Site Area	16.8	acres
Pupil Places Added	483	students
New Facility Capacity	1059	students

**Project Funding:**

Energy Efficiency	11,000,000
Board Reserves	329,915
	<b>\$11,329,915</b>

**Project Costs:**

	Budget	Paid	Forecast
Contract, Phase 1	1,435,925	1,249,534	1,435,925
Contract, Phase 2	7,873,905	0	7,873,905
Fees & Disbursements	880,000	315,989	880,000
Furniture & Equipment	700,085	0	700,085
Other Project Costs	440,000	198,076	440,000
	<b>\$11,329,915</b>	<b>\$1,763,599</b>	<b>\$11,329,915</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	2 November 2009	26 January 2010
Contract Documents, Phase 1	8 April 2010	18 June 2010
Tender & Approvals, Phase 1	25 May 2010	7 July 2010
Construction, Phase 1	27 August 2010	27 September 2010
Contract Documents, Phase 2	24 March 2011	
Tender & Approvals, Phase 2	29 March 2011	
Construction, Phase 2	16 December 2011	
Occupancy	9 January 2012	
Official Opening & Blessing	February 2012	

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor, Phase 1	Rankin Construction Inc.
General Contractor, Phase 2	TBD
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Ted Farrell



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX B**

**OUR LADY OF FATIMA CATHOLIC ELEMENTARY SCHOOL, GRIMSBY**

**Scope of Project:**

Design and construction of a replacement school facility under the Prohibitive to Repair program. The new facility will be constructed on the existing site while the existing building continues to function. The existing building will be demolished, with the exception of the gymnasium and main entrance which will become a new home for the Cyberquest program, and the site will be restored during the summer prior to occupancy of the new facility. Cyberquest will be relocated from Blessed Trinity in December 2010



**Current Status:**

The official opening and blessing took place on November 30th. Construction on the new Cyber Quest facility is underway. Solar Panels will be tendered in January.

**Project Information:**

New Area to be Constructed	37,262	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	37,262	sq. ft.
Total Site Area	6.5	acres (including leased property)
Pupil Places Added	129	students (6 classrooms)
New Facility Capacity	379	students (17 classrooms)

**Project Funding:**

Prohibitive to Repair	5,833,521
Primary Class Size	718,579
Facility Renewal	347,900
Board Reserves	438,528
	<b>8,287,901</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	6,129,986	5,970,911	6,129,986
Fees & Disbursements	489,000	576,547	582,958
Furniture & Equipment	139,300	13,675	139,300
Other Project Costs	415,226	378,846	415,226
	<b>\$8,122,885</b>	<b>6,939,979</b>	<b>\$8,216,843</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	May 2009	22 May 2009
Tender	16 June 2009	16 June 2009
Construction	20 August 2010	3 September 2010
Occupancy	7 September 2010	7 September 2010
Official Opening & Blessing	30 November 2010	30 November 2010

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	Michael Hendrickse



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX C**

**OUR LADY OF VICTORY CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Consolidation of the junior and senior schools through the design and construction of an eight classroom addition and alterations to the existing junior building under the Energy Efficient Funding program. Alterations will occur during the summer months, and the new classrooms will be added while the existing building continues to function.

**Current Status:**

Concrete block walls, plumbing and electrical rough-ins are in progress.



**Project Information:**

New Area to be Constructed	1,7815	sq. ft.
Existing Area to be Renovated	28,848	sq. ft.
Total New Facility Area	47,200	sq. ft.
Total Site Area	8.6	acres
Pupil Places Added	184	students
New Facility Capacity	495	students

**Project Funding:**

Energy Efficiency ES	4,563,142
Energy Efficiency M	300,000
Facilities Renewal	525,000
GPTL	500,000
	<b>\$5,888,142</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	4,321,000	387,453	4,321,000
Fees & Disbursements	554,700	478,143	554,700
Furniture & Equipment	119,500	0	119,500
Other Project Costs	689,572	92,123	689,572
	<b>\$5,684,772</b>	<b>\$957,719</b>	<b>\$5,684,772</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 June 2009
Design Development	6 October 2009	9 December 2009
Contract Documents	26 January 2010	18 June 2010
Tender	13 May 2010	6 July 2010
Construction	12 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	November 2011	

**Project Team:**

Architect	Raimondo + Associates Architects Inc.
General Contractor	T.R. Hinan Contractors
Project Manager	Anthony Ferrara
Superintendent	Lee Ann Forsyth-Sells
Principal	Theresa Murphy



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX D**

**ST. ANDREW CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Construction of a new library and single classroom.  
Renovations to the existing library to be two additional classrooms and expansion of the gymnasium to create a stage.

**Current Status:**

Concrete block walls are complete on the library addition. The roof structure is in progress. Block walls are nearing completion on the gymnasium expansion.



**Project Information:**

New Area to be Constructed	3,774	sq. ft.
Existing Area to be Renovated	1,410	sq. ft.
Total New Facility Area	26,911	sq. ft.
Total Site Area	4.6	acres
Pupil Places Added	69	students (3 classrooms)
New Facility Capacity	411	students (18 classrooms)

**Project Funding:**

Primary Class Size	1,077,869
Good Places to Learn	55,000
	<b>\$1,132,869</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	948,588	0	948,588
Fees & Disbursements	66,000	72,415	66,000
Furniture & Equipment	25,000	4,836	25,000
Other Project Costs	90,044	89,702	90,044
	<b>\$1,129,632</b>	<b>\$166,953</b>	<b>\$1,129,632</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	15 March 2010	16 April 2010
Contract Documents	31 May 2010	23 July 2010
Tender	04 July 2010	10 August 2010
Construction	24 December 2010	
Occupancy	26 February 2010	
Official Opening & Blessing	15 March 2010	

**Project Team:**

Architect	Raimondo + Associates Architects
General Contractor	Stolk Construction
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Chris Gobbi



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX E**

**ST. ANTHONY CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Design and construction of 3 new classrooms for Early Learning, plus renovations to provide 2 additional general classrooms within the existing building.

**Current Status:**

Staff room has been relocated to create an additional classroom. The architects are preparing tender documents for the new addition.



**Project Information:**

New Area to be Constructed	6,588	sq. ft.
Existing Area to be Renovated	2,400	sq. ft.
Total New Facility Area	50,777	sq. ft.
Total Site Area	5.04	acres
Pupil Places Added	124	students
New Facility Capacity	602	students

**Project Funding:**

Primary Class Size	1,077,869
Early Learning	434,585
	<b>\$1,512,454</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	1,200,000	0	1,200,000
Fees & Disbursements	147,000	61,434	147,000
Furniture & Equipment	25,000	0	25,000
Other Project Costs	140,000	3,637	140,000
	<b>\$1,512,000</b>	<b>\$65,071</b>	<b>\$1,512,000</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	
Tender & Approvals	22 February 2011	
Construction	26 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

**Project Team:**

Architect	Garwood-Jones & Hanham
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Rob Ciarlo
Principal	Anne Marie Crocco



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX F**

**ST. AUGUSTINE CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Construction of a new library and renovations to the vacated space to be two additional classrooms, and expansion of two existing classrooms to create purpose built kindergarten classrooms. An additional driveway entrance, kiss and ride and parking lot will also be provided.

**Current Status:**

Brick façade, windows and roofing are complete, Interior finishes are in progress.



**Project Information:**

New Area to be Constructed	3,800	sq. ft.
Existing Area to be Renovated	1,950	sq. ft.
Total New Facility Area	19,469	sq. ft.
Total Site Area	6.22	acres
Pupil Places Added	46	students (2 classrooms)
New Facility Capacity	219	students (10 classrooms)

**Project Funding:**

Primary Class Size	718,579
Early Learning	434,585
	<b>\$1,153,164</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	858,000	373,857	858,000
Fees & Disbursements	104,000	90,605	104,000
Furniture & Equipment	30,000	0	30,000
Other Project Costs	135,182	32,267	135,182
	<b>\$1,127,182</b>	<b>\$496,729</b>	<b>\$1,127,182</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	10 June 2009	10 June 2009
Architect Selection	20 July 2009	26 July 2009
Design Development	11 January 2010	05 March 2010
Contract Documents	01 May 2010	6 July 2010
Tender	26 June 2010	20 July 2010
Construction	10 December 2010	
Occupancy	10 January 2011	
Official Opening & Blessing	February 2011	

**Project Team:**

Architect	Graff Grguric Architects Inc
General Contractor	Kenmore Management
Project Manager	Tunde Labbancz
Superintendent	Lee Ann Forsyth-Sells
Principal	Mary Kay Kalagian



**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX G**

**ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL, GRIMSBY**

**Scope of Project:**

Design and construction of a replacement school facility under the Prohibitive to Repair program.

The new facility will be constructed on the existing site while the existing building continues to function. The existing building will be demolished and the site will be restored during the summer months prior to occupancy of the new facility.



**Current Status:**

The official opening and blessing took place on November 24th. The solar panel system will be tendered in January.

**Project Information:**

New Area to be Constructed	26,709	sq. ft.
Existing Area to be Renovated	0	sq. ft.
Total New Facility Area	26,709	sq. ft.
Total Site Area	4.2	acres
Pupil Places Added	-29	students (-1 classroom)
New Facility Capacity	221	students (10 classrooms)

**Project Funding:**

Prohibitive to Repair	5,340,703
Primary Class Size	359,297
Facility Renewal	209,060
Board Reserves	381,545
	<b>\$6,290,605</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	5,473,472	5,143,048	5,473,472
Fees & Disbursements	441,300	504,608	532,750
Furniture & Equipment	94,200	51,318	100,000
Other Project Costs	296,125	309,580	296,125
	<b>\$6,305,097</b>	<b>\$6,008,554</b>	<b>\$6,402,347</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	7 September 2007	7 September 2007
Architect Selection	28 November 2007	28 November 2007
Design Development	27 February 2009	27 February 2009
Contract Documents	22 May 2009	22 May 2009
Tender	18 June 2009	18 June 2009
Construction	July 2010	3 September 2010
Occupancy	7 September 2010	7 September 2010
Official Opening & Blessing	24 November 2010	24 November 2010

**Project Team:**

Architect	Venerino V.P. Panici Architect Inc
General Contractor	Brouwer Construction (1981) Ltd.
Project Manager	Anthony Ferrara
Superintendent	Rob Ciarlo
Principal	John Bosco





**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
CAPITAL PROJECT PROGRESS REPORT  
DECEMBER 21, 2010**

**APPENDIX H**

**ST. MARK CATHOLIC ELEMENTARY SCHOOL**

**Scope of Project:**

Design and construction of a six classroom addition to provide 4 additional general classrooms and 2 additional Early Learning Kindergarten classrooms.

**Current Status:**

The architects are preparing contract documents for tender in February.

**Project Information:**

New Area to be Constructed	9,096	sq. ft.
Existing Area to be Renovated	1,600	sq. ft.
Total New Facility Area	45,028	sq. ft.
Total Site Area	5.31	acres
Pupil Places Added	138	students
New Facility Capacity	501	students



**Project Funding:**

Primary Class Size	1,437,159
Early Learning	869,170
	<b>\$2,306,329</b>

**Project Costs:**

	Budget	Paid	Forecast
Construction Contract	1,800,000	0	1,800,000
Fees & Disbursements	200,000	115,335	200,000
Furniture & Equipment	50,000	0	50,000
Other Project Costs	250,000	6,083	250,000
	<b>\$2,300,000</b>	<b>\$121,418</b>	<b>\$2,300,000</b>

**Project Timelines:**

	<u>Scheduled Completion</u>	<u>Actual Completion</u>
Funding Approval	19/12/2008 & 15/06/2010	15 June 2010
Architect Selection	26 July 2009	26 July 2009
Design Development	23 December 2009	10 August 2010
Contract Documents	17 February 2011	
Tender & Approvals	25 January 2011	
Construction	26 August 2011	
Occupancy	6 September 2011	
Official Opening & Blessing	October 2011	

**Project Team:**

Architect	Garwood-Jones & Hanham
General Contractor	TBD
Project Manager	Tunde Labbancz
Superintendent	Rob Ciarlo
Principal	Carmela D'Andrea

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: GENERAL DISCUSSION TO PLAN FOR FUTURE ACTION  
2011 BOARD COMMITTEES**

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# 2011 BOARD COMMITTEE MEMBERSHIP

STATUTORY COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2011 MEMBERSHIP
<i>Audit Committee</i>	3 Trustees Required	Kathy Burtnik Fr. Paul MacNeil Ed Nieuwesteeg
<i>Niagara Catholic Parent Involvement Committee N.C.P.I.C.</i>	1 Trustee Required	Kathy Burtnik Maurice Charbonneau
<i>Special Education Advisory Committee S.E.A.C.</i>	2 Trustees Required	Rhianon Burkholder Fr. Paul MacNeil
<i>Supervised Alternative Learning Committee S.A.L. Committee</i>	2 Trustees Required	Frank Fera Ted O'Leary

STANDING COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2011 MEMBERSHIP
<i>Disciplinary Hearing Committee</i> <i>NOTE: All Trustees serve as alternates for this Committee only</i>	3 Trustees Required	Kathy Burtnik Frank Fera Ted O'Leary <i>Alternates</i> Rhianon Burkholder Maurice Charbonneau Fr. Paul MacNeil Ed Nieuwesteeg Dino Sicoli
<i>Policy Committee</i>	3 Trustees Required	Kathy Burtnik Ed Nieuwesteeg Dino Sicoli

AD HOC COMMITTEES	TRUSTEE MEMBERSHIP REQUIRED	2011 MEMBERSHIP
<i>Niagara Falls Elementary and Secondary Family of Schools/St. George and St. Joseph (Snyder) Catholic Elementary Schools Attendance Area Ad Hoc Committee</i>	3 Trustees Required	Ed Nieuwesteeg Frank Fera Dino Sicoli
<i>Notre Dame College and Associated Elementary Schools Areas, and Port Robinson Attendance Area Ad Hoc Committee</i>	3 Trustees Required	Rhianon Burkholder Ted O'Leary Fr. Paul MacNeil
<i>St. Catharines Elementary and Secondary Family of Schools Attendance Area Ad Hoc Committee</i>	3 Trustees Required	Rhianon Burkholder Kathy Burtnik Maurice Charbonneau

OTHER LIAISON COMMITTEES	TRUSTEE MEMBERSHIP MANDATED	2011 MEMBERSHIP
<i>E.A.P.</i>	1 Trustee Required	Maurice Charbonneau

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: TRUSTEE INFORMATION  
SPOTLIGHT ON NIAGARA CATHOLIC  
DECEMBER 7, 2010**

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# Spotlight

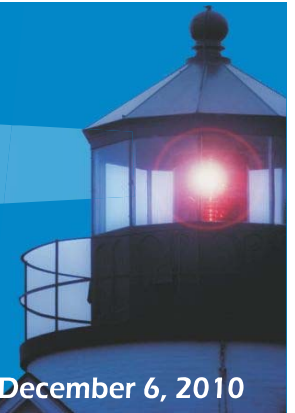
on

## NIAGARA CATHOLIC

*Nurturing Souls & Building Minds*

www.niagaracatholic.ca

December 6, 2010



### New Niagara Catholic Board of Trustees Sworn In at Inaugural Meeting



Back row, from left, are trustees Frank Fera, Fr. Paul MacNeil, Ed Nieuwesteeg, Vice-Chairperson Maurice Charbonneau, Dino Sicoli and Ted O'Leary. In front, from left, are Student Trustee Patrick Fowler, Chairperson Kathy Burtnik, Director of Education John Crocco, Rhianon Burkholder and Student Trustee Shelby Levesque.

The Inaugural Meeting of the Niagara Catholic District School Board was held at Saint Michael Catholic High School in Niagara Falls on Tuesday, December 7th.

More than 200 people attended the meeting, including Senior Staff, Administrators, teachers and members of the public.

The evening began with a Commissioning Mass, celebrated by (Most. Rev.) Bishop Gerard P. Bergie, D.D., Bishop of the Diocese of St. Catharines.

In his homily, Bishop Bergie used the analogy of teachers guiding students as shepherds would tend a flock of sheep.

Quoting from Matthew 18, Bishop Bergie said: "If a shepherd has 100 sheep and one of them has gone astray, does he not leave the 99

*and go in search of the one that went astray?"*

Bishop Bergie said although it may not fit in with what is considered "best practice" in the business world, it is important to ensure no student is left to find his or her own way.

Bishop Bergie also said it is important to inspire young minds.

"Catholic education focuses on serving and reaching out to others," he said, noting it is important to "let people know all things are possible."

"Each student is searching for the truth and we are called to inspire them."

Director of Education John Crocco opened the Inaugural Meeting of the Board. The Hon. Mr. Justice Joseph Henderson presided over the swearing in of the 2010-2014 Board of Trustees.

Prior to the swearing-in ceremony, Mr. Justice Henderson spoke of the connection between the education and the justice systems. He also had high praise for the caliber of Niagara Catholic educators and elected officials.

"I am certain that the good work I have seen in the past is going to continue into the future," Justice Henderson said.

Kathy Burtnik was elected to a third consecutive term as Chair. Maurice Charbonneau was elected Vice Chair.

Other items on the agenda included the appointment of Bishop Bergie as Honourary Chair of the Niagara Catholic Board. The law firm of Broderick & Partners LLP (William A. Amadio LL.B) was appointed as Board Solicitors for the term of December 1, 2010 to November 30, 2014. Crawford, Smith & Swallow was appointed as Board Auditors for the same term.

A Committee of the Whole Meeting followed, which included a video presentation showcasing the many amazing events and accomplishments throughout Niagara Catholic in the past year, including the Board's EcoSchools success and the launch of the Vision 2020 Strategic Plan.





**Niagara Catholic Director of Education John Crocco lights candles held by trustees during the Commissioning Mass at Saint Michael Catholic High School in Niagara Falls on December 7th, 2010.**

## Chair & Vice-Chair Elected

Kathy Burtnik was re-elected to a third consecutive term as Chair of the Niagara Catholic Board during the Inaugural Meeting.

*“Every school in Ontario knows ‘what’ to do to help their students reach academic success,” said Mrs. Burtnik during her opening address. “We at Niagara Catholic collectively and instinctively know the ‘how.’ It is inherent in our mission statement, and therefore inherent in every word, thought and action of each of us, no matter our role. It is with*

*commitment to the charisms of faith, social justice, support and leadership that we ... will continue to focus on the ‘how’ we deliver Catholic education, in order to be what our Church and the community asks us to be.”*

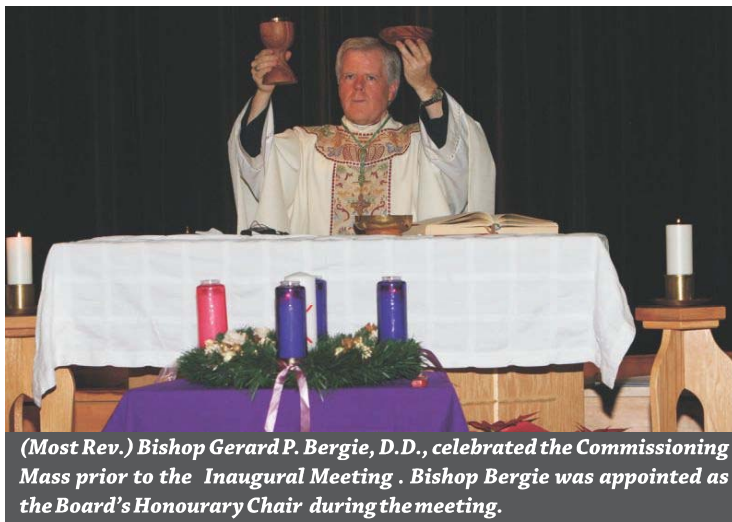


Vice-Chair Maurice Charbonneau was first elected to the Niagara Catholic Board in 2006.

*“To my fellow trustees ... let us dedicate all of our efforts in support of Catholic education and to the children entrusted to our care,” Mr. Charbonneau said. “We have committed ourselves to our new Vision 2020 (Strategic Plan) that sets the path for us to strengthen our commitment to Catholic education and the vocation of teaching. The future is filled with many challenges, but together, we can face each one of them with confidence.”*



**Members of the Saint Michael Catholic High School choir and band provided beautiful music for the Commissioning Mass and the Inaugural Meeting.**



**(Most Rev.) Bishop Gerard P. Bergie, D.D., celebrated the Commissioning Mass prior to the Inaugural Meeting. Bishop Bergie was appointed as the Board’s Honourary Chair during the meeting.**

# MERRY CHRISTMAS!



**All Niagara Catholic schools and buildings will be closed from Friday, December 24th, 2010 and will re-open on Monday, January 10th, 2011.**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**


**TOPIC: TRUSTEE INFORMATION  
CALENDAR OF EVENTS – JANUARY 2011**

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# January 2011

SUN MON TUE WED THU FRI SAT

2	3	4	5	6	7	8
						
~ Board Christmas Shutdown ~						
9	10	11	12	13	14	15
	Classes resume		SEAC Mtg	Secondary Open Houses - SP		
					OCSTA Trustee Orientation	
16	17	18	19	20	21	22
		CW Mtg	Secondary Open Houses - DM - LC	Secondary Open Houses - ND - SF		
23	24	25	26	27	28	29
		Policy Mtg Board Mtg	Secondary Open Houses - BT	Family Literacy Day	Bishop's Gala	
					Secondary Exams >>	
30	31					
	Elem PA Day					
	Secondary Exams >>					



**Niagara Catholic**  
District School Board

Events posted at  
[niagaracatholic.ca](http://niagaracatholic.ca)



**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: TRUSTEE INFORMATION  
EQUITY AND INCLUSIVE EDUCATION PART II  
JANAURY 26-27, 2011**

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**REGISTER NOW!**

## Deepening the Understanding... Widening the Response

### Equity and Inclusive Education Part II

*Deepening the Understanding...Widening the Response* is a symposium held over two days which will bring together school board members, senior board staff, community leaders, parent group representatives and students to hear speakers and participate in workshops. This symposium is intended to promote the flow of ideas, share good practice and make new connections to assist in the implementation of the Equity and Inclusive Education Strategy and the supporting policy and procedures required to be in place in all publicly funded boards in Ontario.



January 26 & 27, 2011

**Toronto**

Sheraton Centre Hotel  
123 Queen Street West

# Deepening the Understanding... Widening the Response

January 26—7:00 p.m. to January 27, 2011—4:00 p.m.  
Sheraton Centre Hotel, 123 Queen Street West, Toronto



## WHO SHOULD ATTEND:

From Each District School Board:

- Trustees (reimbursed to a maximum of 2)
- Student Trustee (1 per Board reimbursed)
- Senior Staff Administrator (1 per Board reimbursed);

Parent Group Representatives (by invitation)

Community Leaders (by invitation)

## CONFERENCE FEE:

There is **NO CHARGE** to attend this conference. Travel expenses up to \$300.00 will only be reimbursed for **School Board Trustees, Student Trustees and Senior Administrative Staff**. Those travelling from north and west of Sault Ste. Marie will be reimbursed up to \$500.00.

## 2 EASY WAYS TO REGISTER!

On-line at: ..... <http://www.oesc-cseo.org/English/events.html>

Fax: .....416.340.7571

If faxing, please photocopy for additional delegate(s):

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Board \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Tel \_\_\_\_\_ Email \_\_\_\_\_

## HOTEL ACCOMMODATIONS:

A special guestroom rate of \$185 single/\$205 double plus taxes has been arranged for delegates at the Toronto Sheraton Centre Hotel. Please telephone hotel reservations directly at (416) 361-1000 or 1-888-627-7175 and ask for the special **OPSBA/OESC** group rate **before the Friday, January 7th, 2011 cut-off date**.

**Reserve early as availability is limited!**

## SPECIAL MEAL REQUIREMENTS:

If you have special meal requirements, please contact Ernesta Graham, Conference Co-ordinator at 416-340-2540, no later than 2 weeks prior to the Symposium.

**CANCELLATION:** Cancellations will be accepted up to 1 week before the Symposium. Substitutions are welcome!

For more information, please contact:  
Vicky Skypas at [vskypas@oesc-cseo.org](mailto:vskypas@oesc-cseo.org)  
Ernesta Graham at [egraham@opsba.org](mailto:egraham@opsba.org)



**CODE**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: TRUSTEE INFORMATION  
BEC - 2011 ANNUAL PARTNERS BREAKFAST  
FEBRUARY 11, 2011 - 7:30 - 10:00 A.M.**

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**SAVE THE DATE** for Niagara's largest networking event  
of the year!

presenting  
the Business Education Council's  
**2011 ANNUAL PARTNERS BREAKFAST**  
**Friday, February 11, 2011**  
7:30 a.m. to 10:00 a.m.

Register using the attached RSVP form or call 905-684-7200, ext. 1712.  
Don't be left out in the cold! Last year's breakfast **SOLD OUT** well in advance of this  
popular event.

**DEADLINE FOR REGISTRATION: January 28, 2011**



**SAVE THE DATE**  
Niagara's largest networking  
event of the year!  
**Friday, February 11, 2011**  
**ANNUAL PARTNERS BREAKFAST**  
7:30 a.m. to 10:00 a.m.

Sheraton Fallsview Hotel & Conference Centre  
6755 Fallsview Boulevard, Niagara Falls  
*Presented by the Business Education Council of Niagara*

**BEC**  
BUSINESS EDUCATION COUNCIL OF NIAGARA  
INNOVATION IS OUR MOTIVATION

Don't miss this opportunity to meet with some of Niagara's top leaders  
from business, government, education and not-for-profit

**Book your seat today! Call 905-684-7200 ext. 1712**  
**SPONSORSHIP OPPORTUNITIES STILL AVAILABLE**

**TO: NIAGARA CATHOLIC DISTRICT SCHOOL BOARD  
BOARD MEETING  
PUBLIC SESSION  
DECEMBER 21, 2010**

**TOPIC: NOTICE OF MOTION  
EXPANSION OF SCOEP PROGRAM**

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**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board investigate the possible expansion of the SCOEP Program, by utilizing the new Jericho House Facilities, beginning September 2011



NIAGARA CATHOLIC  
DISTRICT SCHOOL BOARD

**REPORT TO THE BOARD MEETING  
DECEMBER 21, 2010**

**NOTICE OF MOTION  
EXPANSION OF SCOEP PROGRAM**

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**BACKGROUND INFORMATION**

Former Trustee and Vice-Chairperson of the Board John Dekker put forth the following Notice of Motion regarding the possible expansion of the SCOEP Program at the November 23, 2010 Board Meeting:

**“THAT** the Niagara Catholic District School Board investigate the possible expansion of the SCOEP Program, by utilizing the new Jericho House Facilities, beginning September 2011.”

**RECOMMENDATION**

**THAT** the Niagara Catholic District School Board investigate the possible expansion of the SCOEP Program, by utilizing the new Jericho House Facilities, beginning September 2011.

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Prepared by: John Crocco, Director of Education

Presented by: John Crocco, Director of Education

Date: December 21, 2010