



Agenda

**COMMITTEE OF THE WHOLE OPEN MEETING
NOVEMBER 11, 2024**

Large Boardroom at 6:30 p.m.

IF YOU ARE UNABLE TO ATTEND IN PERSON, [CLICK HERE TO JOIN VIA VIDEO CONFERENCE](#)

Chairperson: John Connolly

Trustees/Members who are unable to attend the meeting are asked to please notify Sarah Barker, Administrative Assistant at sbarker@pvnccdsb.on.ca .

A. Call to Order

- 1. Opening Prayer Superintendent Piggott
- 2. Land Acknowledgement Superintendent Heuchert
- 3. Approval of Agenda
- 4. Declarations of Conflict of Interest
- 5. Approval of the Minutes of the Meeting of Monday, October 21, 2024 Page 3
- 6. Business Arising from the Minutes

B. Recommended Actions/Presentations

- 1. 2023-2024 Financial Variances and Transfers of Accumulated Surplus B.1.a) R.A. Page 8
Sean Heuchert, Superintendent B.1.b) Report Page 9

C. Information Items

- 1. Capital Priorities Update
Sean Heuchert, Superintendent

D. Old Business

E. New Business

- 1. OCSTA Resolution Discussion
Stephen O'Sullivan, Director of Education



Agenda

F. Next Meeting

1. December 9, 2024, Large Boardroom, 6:30 p.m.
2. January 13, 2025, Large Boardroom, 6:30 p.m.
3. February 10, 2025, Large Boardroom, 6:30 p.m.
4. March 17, 2025, Large Boardroom, 6:30 p.m.
5. April 7, 2025, Large Boardroom, 6:30 p.m.
6. May 12, 2025, Large Boardroom, 6:30 p.m.
7. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Adjournment.
2. Closing Prayer

Superintendent Piggott

The Minutes of the Committee of the Whole Open Meeting held on Monday, October 21, 2024 at 6:30 p.m. in the Large Boardroom and by Google meet. (*)

PRESENT

Trustees: Chair Connolly (Committee Chairperson), Trustee MacKenzie (Board Chairperson), Trustee Martin(*), Trustee Leahy, Trustee Durst, Trustee Tanguay, Trustee Heitzner (Senior Student Trustee)(*), Trustee Peios (Junior Student Trustee)(*).

Absent/Regrets: Superintendent Piggott

Administration: Director O'Sullivan, Superintendent Di Ianni, Superintendent Heuchert, Superintendent Selby, Superintendent Kahler, Superintendent Armstrong.

Guests:

Recorder: Mrs. Sarah Barker.

A. Call to Order

Trustee Connolly called the meeting to order at 7:12 pm.

1. Opening Prayer

Superintendent Armstrong led the Committee of the Whole in Opening Prayer.

2. Land Acknowledgment

Superintendent Heuchert respectfully acknowledged that the Committee of the Whole meeting is taking place on the treaty and traditional territory of the Mississauga Anishinaabeg.

3. Approval of Agenda

Motion: Moved by Trustee Durst, seconded by Trustee Leahy, that the Committee of the Whole Open Agenda for Monday, October 15, 2024 be accepted.

Carried.

4. Declarations of Conflicts of Interest.

Trustee John Connolly declared his son is a teacher with the PVNC Catholic School Board, but believes the reports on this Agenda would not be a conflict.

5. Approval of the Minutes of the Committee of the Whole Open Meeting on Monday, September 16, 2024.

Motion: Moved by Trustee Leahy, seconded by Trustee Durst, that the Committee of the Whole Open Meeting Minutes from Monday, September 16, 2024 be accepted.

Carried.

6. Business Arising from the Minutes

Trustee Jenny Leahy inquired if there was any new information or follow up with the boundary review for the Northglen School, being conducted by Jack Ammendolia. It was discussed that the team at Watson & Associates are also conducting the Long Term Accommodation Plan for the Board, and have not provided an update on the boundaries for the Northglen School.

B. Recommended Actions/Presentations:

1. 2024-2025 Trustee Honoraria

Superintendent Sean Heuchert presented his report on the 2024-2025 Trustee Honoraria. This report reflects the period of November 14, 2024 to November 15, 2025. He advised the ADE (average daily enrollment) is used to calculate the amounts per Trustee. There are still two motions that outline that attendance and traveling distance will not be included in the calculations.

Motion: Moved by Trustee Tanguay, seconded by Trustee Leahy, that the Committee of the Whole recommend to the Board that the Honoraria for Board members as outlined in the report for the period November 15, 2024 to November 14, 2025 be accepted.

Carried.

2. Trustee Expenses for the Fiscal Period 2023-2024

Superintendent Sean Heuchert reported Administrative Procedure # 617, Trustee Expenses, outlines the guidelines for reimbursing the PVNC Catholic Trustees. This report was summarized into 4 categories: Mileage, Meeting Expenses, Events & Professional Development, and Supplies & Equipment. This summary is for the period September 1, 2023 to August 31, 2024, and will be posted on the Board's website.

Motion: Moved by Trustee Martin, seconded by Trustee Durst, that the Committee of the Whole recommend to the Board that the Trustee Expenses for the Fiscal Period 2023-2024 be accepted and posted to the Board website.

Carried.

3. Enrollment Update - October 8, 2024

Superintendent Sean Heuchert advised that enrollment is what generates most of the Board's revenue. He presented a chart that shows the enrollment forecast conducted in the spring, and the actual enrollment as of October 8, 2024, along with the difference in this projection. Enrollment is higher than expected.

Some Elementary areas of the Board have a higher growth rate. Clarington is showing a positive rate. Northumberland is reporting a flat growth rate, and there were discussions how this might not have a positive impact on the capital priorities submission for that area. There were discussions regarding having older schools making an impact on registrations and growth in the area.

Secondary schools growth rate surpassed what was estimated, due to students attending specialized programs being offered.

Elementary is up 84 registrations than what was forecasted, and Secondary is up 133. The committee would like to see action plans to continue to increase enrollments.

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Leahy, that the Committee of the Whole recommend to the Board that the Enrollment Update - October 8, 2024 be accepted.

Carried.

4. 2024-2025 Staffing Report

Superintendent Darren Kahler reported that as of September 16, 2024, the Board has met the Ministry requirements and is compliant with the Elementary Class Size Report for 2024-25.

A brief description of each requirement listed was discussed, along with the retirees, occasional Teachers and the Principal/Vice Principal pools.

There were discussions regarding the calculations for the report, class sizes, and staff absenteeism rates.

Motion: Moved by Trustee Leahy, seconded by Trustee Durst, that the Committee of the Whole recommend to the Board that the 2024-2025 Staffing Report be accepted.

Carried.

C. Information Items:

There were no information items.

D. Old Business:

There were no old business items.

E. New Business

There were no new business items.

F. Next Meeting:

1. November 11, 2024, Large Boardroom, 6:30 p.m.
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8. June 2, 2025, Large Boardroom, 6:30 p.m.

G. Conclusion

1. Closing Prayer

Superintendent Armstrong led the committee in closing prayer.

2. Adjournment

Motion: Moved by Board Chairperson MacKenzie, seconded by Trustee Martin, that the Committee of the Whole meeting be adjourned at 7:58 pm.

Carried.

John Connolly
Committee Chairperson
/sb

Sean Heuchert
Superintendent of Business
and Finance



B.1.a)

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Committee of the Whole:

Recommended Action:

That the Committee of the Whole recommend to the Board to receive the Variance Report for the 2023-2024 fiscal year.

That the Committee of the Whole recommend to the Board to receive the accumulated surplus transfers as detailed in the 2023-2024 Details of Accumulated Surplus/Deficit report.

BUSINESS AND FINANCE

Report to Committee of the Whole

Meeting: Open ▾

Presented for: Approval ▾

Meeting Date: November 11, 2024
Presented by: Sean Heuchert, Superintendent of Business and Finance

Submitted by: Sean Heuchert, Superintendent of Business and Finance
 Teri Smith, Chief Financial Officer

Subject: 2023-24 Financial Schedules, Variances and Transfers of Accumulated Surplus

Recommended Action(s):

1. It is recommended that the Board receive the financial schedules and variance report for the 2023-2024 fiscal year.
2. It is recommended that the Board approve the Accumulated Surplus transfers as detailed in the 2023-2024 Details of Accumulated Surplus/Deficit report.

Background:

Administration has concluded its preparation of the financial statements for the 2023-2024 fiscal period ending August 31, 2024. These statements are being subjected to audit by the Board's appointed external auditors, Baker Tilly KDN LLP and will be presented to the Audit Committee November 14, 2024. The Audit Committee's recommendations regarding the audited financial statements will be presented to the Board at the November 26, 2024 board meeting.



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The attached report and appendices are to provide trustees with the key variances experienced in the Board's operations for the fiscal period. Trustees were previously provided with interim financial reports during the 2023-24 fiscal year.

Basis of Accounting:

The Board has implemented Public Sector Accounting Board (PSAB) requirements for its audited financial statements. The PSAB established general reporting principles and standards for the disclosure of information in government financial statements.

Operating Results:

The operational results during the year varied from many of the budget estimates prepared and approved by the Board in June 2023.

The original budget approved by the Board in June 2023 was a balanced budget with total expenses of \$211,257,900. Actual enrolment varied from projections, as is generally the case to some degree every year. The revised estimates showed a net decrease of average daily enrolment (ADE) compared to the June budget estimates. The revised budget, presented to trustees in January of 2024 projected a change to Accumulated Surplus Available for Compliance of (\$1,279,241).

At year end, due to a number of factors detailed below, the actual change to Accumulated Surplus Available for Compliance is \$1,648,873 for the period ending August 31, 2024.



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Enrolment for the school year varied from forecast as follows:

	Budget 2023-24	Revised 2023-24	Actual 2023-24
Elementary	10,163.00	10,172.00	10,180.75
Secondary	4733.50	4,664.00	4,660.01
Total	14,896.50	14,836.00	14,840.76

Actual enrolment had a minimal variation from Revised Estimates. General Operating Revenue was up \$9.0 million primarily a result of Bill 124 and labour settlement funding. We also had higher than expected interest revenue which was a combination of interest rates dropping less quickly than anticipated and the additional cash on hand from the Ministry to fund the labour settlements.

The Board also received a settlement from the provincial “Access Copyright” lawsuit and higher than expected Community Use which also contributed positively to our revenues.

On the expense side, spending in the Textbook/Supplies area was largely in line with our forecast, however we had deferred revenue from the previous year which carried forward and was not spent. We saw significant increases across the Board in salary expenses which are reflected throughout the different areas of the Consolidated Expenses.

Detail of Accumulated Surplus/Deficit, and Transfers

PSAB accounting methods disclose an Accumulated Surplus position at the end of the year, with amounts that are Available for Compliance with the Education Act. Amounts that are Available for Compliance are categorized as Unappropriated or Internally Appropriated (formerly known as ‘Working funds’, and ‘reserves’). Other amounts (like school generated funds and employee future benefits) that are unavailable for compliance with the Education Act are disclosed separately.

Where an expenditure is incurred and funds have been internally appropriated to offset those expenditures, a transfer between an ‘Internally Appropriated’



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category and the 'Unappropriated' category is required in order to show the drawdown of the Internally Appropriated funds. Similarly, when it is determined that an amount that was previously set aside for a specific purpose is no longer required for that purpose, then a transfer between that 'Internally Appropriated' category and the 'Unappropriated' category is processed.

The appendices to this report include detail on the 2023-2024 activity for Accumulated Surplus. Activities for the fiscal year included:

- School Budget Carry Forward Amounts
- Software Licensing for Enterprise Resource and Planning Software
- Holy Cross Field - Joint Field Agreement for Future Maintenance
- Amortization for prior construction projects and renovations funded by operating surplus
- \$750K has been committed for the Northglen School build per our Capital Priorities approval

As previously discussed, we also implemented the Public Sector Accounting Board and Ministry requirement to recognize our Asset Retirement Obligation (ARO).

The appendices attached to this report are:

- Summary of Revenues
- Summary of Consolidated Expenses
- Year End Surplus/Deficit for Ministry Compliance
- Details of Accumulated Surplus/Deficit
- Summary of Capital Expenditures by Funding Source

**Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Revenues**

	Actual 2023/24	Revised 2023/24	Budget 2023/24	Actual 2022/23	Increase (Decrease) Actual from Revised
General Operating Grants and Transfers from Deferred Revenue					
Pupil Foundation	92,092,622	85,880,412	86,247,273	84,181,466	6,212,210
School Foundation	12,306,204	12,135,030	12,153,719	11,918,144	171,174
Special Education	28,173,600	27,094,864	26,905,475	24,832,885	1,078,736
Language	3,688,463	3,457,227	3,393,466	3,166,483	231,236
Supported Schools	14,140	14,485	17,983	15,555	-345
Remote & Rural	650,242	627,482	610,268	660,603	22,760
Rural and Northern Education	379,982	365,360	365,360	361,137	14,622
Learning Opportunities	2,856,803	2,944,240	2,759,782	2,113,173	-87,437
Continuing Education	635,587	539,835	453,059	552,614	95,752
Cost Adjustment and Teacher Qualification	16,309,388	15,608,885	16,359,662	15,479,110	700,503
New Teacher Induction Program	154,755	154,756	154,756	163,540	-1
ECE Q&E	964,696	924,165	1,001,846	951,845	40,531
Transportation	13,411,303	13,386,288	13,304,046	13,362,212	25,015
Administration and Governance	5,468,936	5,298,408	5,309,183	5,165,064	170,528
School Operations	16,840,115	16,369,720	16,473,778	15,924,813	470,395
Community Use of Schools	205,026	205,026	205,026	207,517	0
Indigenous Education	1,157,597	1,072,916	1,082,661	1,824,264	84,681
Mental Health and Well-Being	1,176,152	1,182,561	1,145,545	1,099,173	-6,409
Supports for Students	1,878,789	1,740,421	1,740,421	1,742,575	138,368
Program Leadership	1,019,066	1,004,957	1,008,207	1,002,180	14,109
One-Time Realignment Mitigation fund	375,257	375,257	375,257	-	0
COVID-19 Learning Recovery Fund	-	-	-	2,526,713	0
Less Transferred to Deferred Capital for Minor TCA	(1,196,195)	(845,843)	(823,843)	(1,454,891)	-350,352
Subtotal	198,562,528	189,536,452	190,242,930	185,796,175	9,026,076
Capital Grants used for Operating Expenses					
Temporary Accommodation	85,898	85,898	85,898	59,617	0
Renewal	119,173	-	-	230,891	119,173
COVID - 19 Resilience Infrastructure Stream	-	-	-	17,866	0
Interest on Capital	1,569,518	1,559,661	1,340,061	1,613,569	9,857
Subtotal	1,774,589	1,645,559	1,425,959	1,921,943	129,030
Other Revenues					
Other Provincial Grants	4,185,676	3,341,215	2,871,048	4,205,936	844,461
Other Provincial Grants - prior period adjustments	17,902,369	-	-	-	17,902,369
School Generated Funds	5,285,749	4,932,752	4,650,759	4,742,536	352,997
Investment Income	1,627,521	800,000	480,000	820,662	827,521
Federal Fees - Tuition	269,642	269,642	258,192	271,668	0
Fees and Revenues from Other Sources	1,839,363	975,534	994,382	1,514,853	863,829
Education Development Charges for Land	4,481,294	5,141,389	-	-	-660,095
Amortization of Deferred Capital Contributions	10,249,270	10,257,689	10,000,365	9,753,335	-8,419
Subtotal	45,840,884	25,718,221	19,254,746	21,308,990	20,122,663
Total Revenue	246,178,001	216,900,232	210,923,635	209,027,108	29,277,769

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Summary of Consolidated Expenses

	Actual 2023/24		Revised 2023/24		Budget 2023/24		Actual 2022/23		Increase (Decrease) Actual from Revised
	\$	%	\$	%	\$	%	\$	%	\$
INSTRUCTION									
Classroom Teachers	109,143,830	45.4%	96,091,816	45.1%	97,083,151	46.0%	94,847,099	45.0%	13,052,014
Supply Teachers, Teacher Assistants and RECE	6,679,921	2.8%	5,343,482	2.5%	4,991,599	2.4%	5,595,269	2.7%	1,336,439
Teacher Assistants	18,950,247	7.9%	17,074,001	8.0%	16,760,696	7.9%	17,151,612	8.1%	1,876,246
Early Childhood Educators	4,568,150	1.9%	4,051,574	1.9%	4,049,918	1.9%	3,811,745	1.8%	516,576
Textbooks/Supplies	4,528,588	1.9%	5,566,817	2.6%	5,322,548	2.5%	4,730,872	2.2%	(1,038,229)
Computers	1,069,436	0.4%	787,419	0.4%	787,419	0.4%	973,967	0.5%	282,017
Professionals, Paraprofessionals	5,399,504	2.2%	5,066,560	2.4%	4,860,413	2.3%	4,536,932	2.2%	332,944
Library and Guidance	3,794,923	1.6%	3,388,338	1.6%	3,344,969	1.6%	3,197,588	1.5%	406,585
Staff Development	1,164,257	0.5%	1,242,568	0.6%	1,541,299	0.7%	953,885	0.5%	(78,311)
Department Heads	288,889	0.1%		0.0%	281,820	0.1%	276,658	0.1%	288,889
Principals and Vice-Principals	7,873,981	3.3%	7,852,456	3.7%	7,817,136	3.7%	7,972,744	3.8%	21,525
School Office - Secretarial and Supplies	5,220,428	2.2%	4,635,998	2.2%	4,602,760	2.2%	4,548,344	2.2%	584,430
Coordinators and Consultants	3,847,116	1.6%	3,546,950	1.7%	3,374,931	1.6%	4,155,031	2.0%	300,166
Continuing Education	707,919	0.3%	446,900	0.2%	263,925	0.1%	627,268	0.3%	261,019
Amortization	1,096,652	0.5%	1,079,682	0.5%	1,041,017	0.5%	1,033,052	0.5%	16,970
TOTAL INSTRUCTION	174,333,841	72.6%	156,174,561	73.3%	156,123,601	73.9%	154,412,066	73.3%	18,159,280
ADMINISTRATION									
Trustees	131,862	0.1%	149,355	0.1%	148,458	0.1%	135,205	0.1%	(17,493)
Director and Supervisory Officers	1,032,744	0.4%	1,043,444	0.5%	1,020,020	0.5%	1,369,656	0.7%	(10,700)
Board Administration	5,213,946	2.2%	4,582,365	2.1%	4,569,718	2.2%	4,416,197	2.1%	631,581
Amortization	87,876	0.0%	184,879	0.1%	172,445	0.1%	69,326	0.0%	(97,003)
TOTAL ADMINISTRATION	6,466,428	2.7%	5,960,043	2.8%	5,910,641	2.8%	5,990,384	2.8%	506,385
TRANSPORTATION									
Pupil Transportation	14,744,065	6.1%	15,095,344	7.1%	14,437,370	6.8%	14,208,098	6.7%	(351,279)
TOTAL TRANSPORTATION	14,744,065	6.1%	15,095,344	7.1%	14,437,370	6.8%	14,208,098	6.7%	(351,279)
PUPIL ACCOMODATION									
School Operations and Maintenance	18,712,094	7.8%	17,482,544	8.2%	17,151,813	8.1%	17,444,432	8.3%	1,229,550
School Renewal - non-capital	119,173	0.0%	-	0.0%	-	0.0%	230,891	0.1%	119,173
Other Pupil Accommodation	1,799,739	0.7%	1,535,786	0.7%	1,286,186	0.6%	1,552,748	0.7%	263,953
Amortization	9,653,309	4.0%	9,591,448	4.5%	9,276,172	4.4%	9,200,148	4.4%	61,861
TOTAL PUPIL ACCOMODATION	30,284,315	12.6%	28,609,778	13.4%	27,714,171	13.1%	28,428,219	13.5%	1,674,537
OTHER									
School Generated Funds	5,006,081	2.1%	4,932,752	2.3%	4,650,759	2.2%	4,783,031	2.3%	73,329
Other non-Operating	369,771	0.2%	245,000	0.1%	100,000	0.0%	1,234,529	0.6%	124,771
Provision for Contingencies	8,993,661	3.7%	2,175,724	1.0%	2,321,358	1.1%	1,495,732	0.7%	6,817,937
TOTAL OTHER	14,369,513	6.0%	7,353,476	3.4%	7,072,117	3.3%	7,513,292	3.6%	7,016,037
TOTAL EXPENSES	240,198,162	100.0%	213,193,202	100.0%	211,257,900	100.0%	210,552,059	100.0%	27,004,960

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Year End Surplus/(Deficit) for Ministry Compliance
For the Year ended August 31, 2024

	Actual 2023/24	Revised Budget 2023/24	Budget 2023/24	Actual 2022/23
Surplus/(Deficit) for Ministry Reporting	5,979,839	3,418,829	-334,264	-1,524,951
Adjust Items Unavailable for Compliance				
Committed Capital Projects Amortization	141,137	141,140	141,136	147,918
Revenues recognized for Land	-4,241,792	-5,141,389	0	0
Asset Retirement Obligation	73,227	326,054	217,003	234,249
School Generated Funds Surplus/(Deficit)	-279,668	0	0	40,495
Accrued Interest	-23,874	-23,875	-23,875	-22,559
Total Adjustments	-4,330,970	-4,698,070	334,264	400,103
Surplus/(Deficit) for Compliance	1,648,869	-1,279,241	0	-1,124,848

Peterborough Victoria Northumberland and Clarington Catholic District School Board
Budget - Detail of Accumulated Surplus/(Deficit)
For the year ended August 31, 2024

	Sept 1, 2023	Committed Capital Adjustment for Compliance	In-Year Increase (+) / Decrease (-)	Aug 31, 2024
	\$	\$	\$	\$
Available for Compliance - Unappropriated				
Operating Accumulated Surplus (previously working & operating funds)	6,362,801		1,843,615	8,206,416
Total Unappropriated	6,362,801		1,843,615	8,206,416
Available for Compliance - Internally Appropriated				
Other Purposes - Operating				
School Activities	276,159		-45,605	230,554
Program Equipment	523,625		-26,153	497,472
IT Software	166,000		-21,862	144,138
Committed Capital Projects	2,990,761		-272,263	2,718,498
Committed Capital Projects Adjustment	-141,137		141,137	0
Other Purposes - Capital:				
Facilities/Sites	871,952	-750,000		
Holy Cross Field Capital	90,000		30,000	120,000
Committed to Northglen Catholic School Ministry Approved		750,000		750,000
Total Internally Appropriated	4,777,360	0	-194,746	4,460,662
Total Accumulated Surplus / (Deficit) Available for Compliance	11,140,161	0	1,648,869	12,667,078
Unavailable for Compliance				
Employee Future Benefits - other				
Interest to be Accrued	-73,409		23,874	-49,535
School Generated Funds	1,910,090		279,668	2,189,758
Asset Retirement Obligations	-4,527,371		-73,227	-4,600,598
Revenues recognized for land	17,840,962		4,241,792	22,082,754
Committed Capital Projects Adjustment	141,137		-141,137	0
Total Unavailable for Compliance	15,291,409	0	4,330,970	19,622,379
Total Accumulated Surplus/(Deficit)	26,431,570	0	5,979,839	32,289,457

Peterborough Victoria Northumberland and Clarington Catholic District School Board Summary of Capital Expenditures by Funding Source

	Actual 2023/24	Revised Budget 2023/24	Actual 2022/23
	\$	\$	\$
School Renewal	1,579,045	2,224,398	2,738,317
School Condition Improvement (SCI)	3,590,662	5,478,159	6,454,441
Covid Resilience Infrastructure Stream	-	-	445,166
Federal ICIP Ventilation Improvements	-	-	167,718
Land funded by Education Development Charges	8,932,084	8,877,180	-
Minor TCA	1,196,195	845,843	1,454,891
Building Renovations funded by Energy Rebates	94,850		
Capital Equipment funded by Donation/School Generated Funds	225,894	172,137	100,240
Subtotal- Various building improvements	15,618,730	17,597,717	11,360,773
Capital Priorities - St Joseph Douro Addition	-	-	3,631,227
School Renewal - St Joseph Douro Addition	-	144,221	41,256
SCI - St Joseph Douro Addition	-	-	674,126
Proceeds of Disposition - St Joseph Douro Addition	-	-	500,000
Subtotal- St Joseph Douro Addition	-	144,221	4,846,609
Total Capital Expenditures	15,618,730	17,741,938	16,207,382

Capital projects are approved throughout the year and may span more than one fiscal period.