

1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

REGULAR BOARD MEETING
Tuesday, November 22, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

I	In-Camera Meeting – 6:00 p.m.	Page #
II	Regular Meeting of the Board - 7:00 p.m.	
1.	Call To Order	
2.	Opening Prayer	
3.	Recording of Attendance	
4.	Approval of Agenda	
5.	Questions Pertaining to Agenda	
6.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
7.	Presentations:	
	a. Facility Partnership Annual Public Announcement (M. Iatonna)	--
8.	Delegations:	
	a. Delegation Regarding Items <u>Not</u> on the Agenda	--
	<i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i>	
	b. Delegations Regarding Items <u>On</u> the Agenda	--
	<i>3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.</i>	
9.	Action Items:	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, November 8, 2011	--
	ii) Minutes of Regular Board Meeting, November 8, 2011	1-8
	b. Items from the convened in-camera meeting of November 22, 2011	--

10. Communications:	
a. External (Associations, OCSTA, Ministry): <i>None</i>	
b. Report: Administrative Staff Report (J. Bumbacco)	9-10
c. Report: 2010-11 Special Education Report for the Fiscal Year Ended August 31, 2011 (M. Iatonna)	11-14
d. Report: 2010-11 School Budget Status Report (M. Iatonna)	15-18
11. Unfinished Business: <i>None</i>	--
12. New Business:	
a. Field Trips:	
i) Report: Holy Names Catholic Secondary School's Concert Band, Jazz Band and Choir field trip to Anaheim, California May 17-21, 2012 (C. Geml)	19-23
ii) Report: Catholic Central Secondary School field trip to Lansing, Michigan for the UN Debate December 1-3, 2011 (C. Geml)	24-29
b. Deferred Report: Board Policy Review (<i>final approval</i>) Amended Policy SC:04 Field Trip/Excursions Policy (C. Geml)	30-47
c. Report: 2011-12 Honoraria for Board Members (M. Iatonna)	48-50
d. Report: Janitorial Supplies Extension 2011-12 (M. Iatonna)	51-52
e. Report: 2010-11 Fiscal Year-End Financial Statements (M. Iatonna)	53-77
13. Committee Reports:	
a. Report: Appointment Of Trudy Richards, Representative Autism Ontario, Windsor Essex to the Special Education Advisory Committee (SEAC) (C. Geml)	78-84
b. Report: Appointment Of Erin Earls, Alternate Representative, Windsor-Essex Down Syndrome Association to the Special Education Advisory Committee (SEAC) (C. Geml)	85-91
c. Report: Audit Committee Meeting of September 26, 2011 and the Annual Audit Committee Report (M. Iatonna)	92-97
14. Notice of Motion:	--
15. Remarks and Announcements:	
a. Chairperson	
b. Director of Education	
c. Board Chaplain	
16. Remarks/Questions by Trustees	
17. Pending Items	
a. Deferred Report: Play Surface Material Standard – Rubber (<i>deferred from April 28, 2009</i>)	--
18. Continuation of In-Camera, if required.	

19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, December 6, 2011 – **Organizational Meeting 7:30 pm**
- Tuesday, December 13, 2011
- Tuesday, January 17, 2012
- Tuesday, January 31, 2012
- Tuesday, February 14, 2012
- Tuesday, February 28, 2012
- Tuesday, March 13, 2012 (**TENTATIVE – MARCH BREAK**)
- Tuesday, March 27, 2012
- Tuesday, April 10, 2012
- Tuesday, April 24, 2012
- Tuesday, May 8, 2012
- Tuesday, May 22, 2012
- Tuesday, June 12, 2012
- **MONDAY**, June 25, 2012

20. Closing Prayer

21. Adjournment

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

REGULAR BOARD MEETING
Tuesday, November 8, 2011 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander, Chair	J. Macri
J. Courtney	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahan
F. Favot	L. Soulliere
B. Holland	
J. Najem, Student Trustee	
N. Tavares, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Administration:	P. Picard (Resource)	E. Byrne
	J. Bumbacco	P. Murray
	C. Geml	C. Norris
	M. Iatonna	S. O'Hagan-Wong
	J. Braido	J. Shea
	P. Littlejohns	M. Seguin
		J. Ulicny

Recorder: B. Marshall

1. Call To Order- Chair Alexander called the meeting to order at 7:18 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Alexander noted that the handout for agenda item 12d Tender Approval – Snow Removal Services is at trustee places and was previously provided to trustees electronically.

Moved by Trustee Holland and seconded by Trustee Macri that the November 8, 2011 Regular Board meeting agenda be approved as distributed. Carried

5. Questions Pertaining to Agenda: *None*
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act:

Trustee Courtney disclosed interest in relation to agenda item 10c) 2010-11 Property Disposition and Acquisition Summary due to her employment and did not participate in the discussion or vote on any question raised on that item.

7. Presentations:
 - a. Launch of the DVD "*Did You Know?*"

As part of the Parents Reaching Out Regional Grant Initiative, the Windsor-Essex Catholic District School Board and Ensemble produced a video to be used as a training tool to assist teachers, support staff and administrators in recognizing the stresses, hurdles, challenges and issues that families encounter throughout their child's life.

- b. Special Education Program Update

Associate Director Geml and Program Specialist Diane Tope-Ryan updated trustees on the iPod pilot project introduced to supplement academics, transitions and lifeskills. During the past school year, data was collected and the results were presented.

8. Delegations:
 - a. Delegation Regarding Items Not on the Agenda
 - i) Delegation Patricia Holland, President of CUPE 1358 and Behavioural Specialist Brad Carter, voiced CUPE members' displeasure of trustees' enquiries on Educational Assistants absences and the media coverage that followed the October 25, 2011 Regular board meeting.
 - b. Delegations Regarding Items On the Agenda: *None*

9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, October 25, 2011

Moved by Trustee Macri and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of October 25, 2011 be adopted as amended. *Carried*

- ii) Minutes of Regular Board Meeting, October 25, 2011

Moved by Trustee DiMenna and seconded by Trustee Courtney that the minutes of the Regular Board meeting of October 25, 2011 be adopted as distributed. *Carried*

- b. Items from the convened in-camera meeting of November 8, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a Committee of the Whole Board in-camera meeting on November 8, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, and other matters

permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Macri declared a conflict of interest during the In-Camera Session and excused himself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee McMahon that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of November 8, 2011 be approved. Carried

Vice Chair DiMenna made the following announcements:

From the November 8, 2011 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated November 8, 2011;
- the appointment of Mona Taouil as Centrally Employed Elementary Student Work Study Teacher effective November 1, 2011 to June 30, 2012.

10. Communications:

a. External (Associations, OCSTA, Ministry):

- i) Canadian Catholic School Trustees' Association (CCSTA) Justice James Higgins Award (Outstanding Leadership in Catholic Education in Canada)

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the CCSTA Justice James Higgins Award procedures as information. Carried

b. Report: Administrative Staff Report

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated November 8, 2011 as information. Carried

c. Report: 2010-11 Community Use of Schools Annual Report

Due to the lack of Ministry funding, Community Use of Schools continues to exceed the budget allocation. A number of boards are experiencing the same difficulties and are in discussion with the Ministry.

Moved by Trustee Favot and seconded by Trustee McMahon that the Board receive the 2010-11 Community Use of Schools Annual Report as information. Carried

d. Report: 2010-11 Property Disposition and Acquisition Summary

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive the 2010 – 11 Property Disposition and Acquisition Summary as information. Carried

11. Unfinished Business: *None*

12. New Business:

- a. Field Trips:
- i) Report: St. Thomas of Villanova Catholic Secondary School field trip to England, France, Italy March 6-18, 2012

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the Board approve the St. Thomas of Villanova Catholic Secondary School field trip to England, France and Italy, from Tuesday, March 6, 2012 to Sunday, March 18, 2012. Carried

- ii) Report: St. Anne Catholic Secondary School field trip to Orlando, Florida May 2-6, 2012

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the Board approve the St. Anne Catholic Secondary School's field trip to Orlando, Florida, May 2 to 6, 2012. Carried

- b. Deferred Report: Board Policy Review (*final approval*) Draft Policy F:05 Fees for Learning Materials and Activities

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board provide final approval to Draft Board Policy F: 05 Fees for Learning Materials and Activities;

and, that the Board receive Administrative Procedure Pr F: 05 Fees for Learning Materials and Activities. Carried

- c. Report: Long-Term Debenture By-Law – New Pupil Places and Capital Priority Program

**Windsor-Essex Catholic District School Board
BY-LAW NUMBER 2011-1**

A by-law to authorize a loan from the Ontario Financing Authority in the principal amount of \$2,022,853 pursuant to a loan agreement under section 7 of Ontario Regulation 41/10

WHEREAS subsection 247 (1) of the *Education Act* R.S.O. 1990, c. E.2, as amended (the "*Education Act*") and the regulations made thereunder, provides that, subject to any other provision of the *Education Act* and, specifically, the regulations made under subsection 247 (3) of the *Education Act*, a district school board may by by-law borrow money or incur debt for permanent improvements and may issue or execute any instrument prescribed under clause 247 (3) (f) of the *Education Act* in respect of the money borrowed or the debt incurred;

AND WHEREAS section 7 of Ontario Regulation 41/10 (the "Regulation"), provides that (1) a board may by by-law borrow money for permanent improvements by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority and that(2) a board that obtains a loan described in section 7 of the Regulation shall ensure that the proceeds of it are used for permanent improvements;

AND WHEREAS the Windsor-Essex Catholic District School Board, which under the *Education Act* constitutes a district school board (the "Board"), has undertaken capital

projects involving capital projects to provide for construction projects described in Column 3 of Table 22.1 of Ontario Regulation 155/09, in the municipalities set out in Column 2 of that Table opposite the name of the Board, and under the CP Program has undertaken projects, some of which projects are described in Schedule "A-5" attached to the Loan Agreement, as hereinafter defined (individually a "CP Eligible Project", collectively the "CP Eligible Projects") and each CP Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single CP Eligible Project, the term "CP Eligible Projects" means that CP Eligible Project;

AND WHEREAS the Board, has received funding under the program referred to as the New Pupil Places Program to fund capital projects with respect to instructional spaces at existing elementary and secondary schools, and to construct new elementary and secondary schools for the board, some of which projects are described in Schedule "A-7" attached to the Loan Agreement, as hereinafter defined (individually a "NPP Eligible Project", collectively the "NPP Eligible Projects") and each NPP Eligible Project constitutes a "permanent improvement" as defined in subsection 1(1) of the *Education Act*. In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single NPP Eligible Project, the term "NPP Eligible Projects" means that NPP Eligible Project;

AND WHEREAS the CP Eligible Projects and the NPP Eligible Projects are collectively referred to as the "Eligible Projects". In the event that the Board will borrow the principal amount specified in paragraph 2.1 under the said Loan Agreement in respect of a single Eligible Project, the term "Eligible Projects" means that Eligible Project;

AND WHEREAS the Board has in part financed the Eligible Projects by way of temporary borrowing from a financial institution or from a reserve account of the Board and the Board intends to borrow money from the Ontario Financing Authority for the purpose of financing the Eligible Projects on a long-term basis, and in this connection the Board intends to borrow by way of a loan with an initial maturity of more than one year from the Ontario Financing Authority the principal amount of \$2,022,853 (the "Loan") pursuant to a loan agreement in the form attached hereto as Schedule "A" (the "Loan Agreement") which Loan Agreement constitutes an instrument prescribed under clause 247 (3) (f) of the *Education Act* and which sets out the terms and conditions on which the Ontario Financing Authority will make the Loan available to the Board;

NOW THEREFORE THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD ENACTS AS FOLLOWS:

1. The Board hereby authorizes the Loan on the basis that it constitutes a loan under section 7 of the Regulation and authorizes the entering into of the Loan Agreement that is prescribed for the purposes of clause 247(3)(f) of the *Education Act*.
2. The Board is hereby authorized to enter into the Loan Agreement pursuant to which the Loan will be made available to the Board and the Chair of the Board and the Treasurer of the Board are hereby authorized to execute for and on behalf of the Board the Loan Agreement which provides for instalments of interest only and of combined (blended) principal and interest as hereinafter set forth, substantially in the form of Schedule "A", with such changes thereto as

may be suggested by the Ontario Financing Authority and as such authorized officials of the Board shall approve.

3. The Director of Education of the Board, the Treasurer of the Board and any other financial officer of the Board are hereby each individually authorized generally to do all things and execute all other documents, instruments and agreements in the name of the Board in order to give effect to the Loan Agreement.

4. The Loan shall be paid in instalments of interest only and of combined (blended) principal and interest in the amounts and on the dates specified in Schedule "B" to the Loan Agreement with the final payment on November 15, 2036. The Loan shall bear interest at the rate of 3.970% on the outstanding principal amount owing thereunder from time to time from the date thereof, which interest shall be payable in arrears as part of the instalments of interest only and of combined (blended) principal and interest payable on such days in each year of the currency of the Loan as are set out in Schedule "B" to the Loan Agreement.

5. In accordance with the provisions of the *Education Act* and the regulations made thereunder, during the currency of the Loan, the Board shall provide in its estimates for each fiscal year for the setting aside out of its general revenue in the fiscal year the amount necessary to pay the principal and interest coming due on the Loan in the fiscal year and, on or before each due date in each such year, the Board shall pay out of its general revenue the principal and interest coming due on the Loan in the year. Such sums of principal and interest payable on the Loan shall be provided for in accordance with subsection 247(5) of the *Education Act*. Subject to the foregoing, on or before each due date in each year during the currency of the Loan, the Board shall pay out of its general revenue the amount necessary to pay the specific sums of principal and interest payable on the Loan shown for the respective year as set forth in Schedule "B" to the Loan Agreement; but such amount shall be paid out of the Board's general revenue only to the extent required after taking into account funds available from other sources.

6. Any amounts payable by the Board in respect of the Loan including interest on overdue principal and interest in respect of the Loan together with fees and other amounts payable by the Board under the Loan Agreement, if applicable, shall be paid out of the Board's general revenue or any other available funds.

7. The proceeds of the Loan, shall be used to finance the Eligible Expenditures, as defined in the Loan Agreement, in respect of the Eligible Projects on a long-term basis and for no other purpose except as permitted by the *Education Act* and the regulations made thereunder.

READ AND FINALLY PASSED this 8th day of November, 2011.

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board approve the execution of By-Law 2011-1 deemed to be read three times pertaining to the loan agreement between the Ontario Financing Authority and the Windsor-Essex Catholic District School Board in the amount of \$2,022,853.00 for the long term financing of expenditures incurred under both the New Pupil Places and Capital Priority programs.
Carried

- d. Report: Tender Approval– Snow Removal Services (*Handout*)

Moved by Trustee Macri and seconded by Trustee McMahon that the Board approve the award of tender and the issuance of three purchase order contracts for Snow Removal Services to Landscape Effects Group, Quality Turf, and Riverside Auto Spa for a two year term beginning with the 2011-12 snow season through the 2012-13 snow season, with an option for a third, fourth and fifth year upon Board approval as a charge to Snow Removal account 000-40-430032-6-000. Carried

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of September 15, 2011

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Minutes of the Thursday, September 15, 2011 Special Education Advisory Committee meeting as information. Carried

- b. Report: French Immersion Advisory Committee (FIAC) Minutes of March 31, 2011

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the Board receive the Minutes of the March 31, 2011 French Immersion Advisory Committee meeting as information. Carried

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Alexander had no comments this evening.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: Superintendent Seguin, Religion Consultant Brush and the Director met with one of the Episcopal Vicars to begin the process of faith audits.
Employee Development And Student Achievement Initiatives: Spoke to the participants enrolled in the Support Staff Leadership Program; A series of Professional Development workshops will be offered November through to May; The Grade 10 Cross Curricular Literacy Support PLC session was held last week to support Applied Science, History and Religion; In-Service for Career Studies November 22; November 18th is a Professional Activity day for both elementary and secondary schools. As a follow up to last year's Student Mental Health and Well Being webcast, a second webcast has been planned to focus on *Next Steps – What can we do within our existing role?*; and Standard First Aid and CPR Training for all staff next week.
Celebrating Achievements: A reminder that the Long Service Banquet is occurring on November 11th, trustees are encouraged to attend.
Miscellaneous: On Friday, Remembrance Day celebrations will occur throughout the system.
- c. Board Chaplain Brunet mentioned on Remembrance Day let us not forget those living survivors who have lost someone.

16. Remarks/Questions by Trustees

Trustee Holland thanked the Board for supporting the Bishop's dinner.

Trustee Favot commented on the significance of Remembrance Day for him as family members were soldiers and also mentioned the first Accommodation Review Committee meeting for the Amherstburg area was held Monday, November 9th.

Student Trustee Najem attended When Faith Meets Pedagogy and commented favourably on the facilitators; Student Senate meeting is scheduled for November 21st at Holy Names Catholic Secondary school and Student Faith Day is December 15th.

Student Trustee Tavares expects representatives from all of the Catholic high schools to attend the Student Senate Meeting; commented on When Faith Meets Pedagogy, upcoming semi-formals and the haunted house at F. J. Brennan Catholic Secondary school.

17. Pending Items

a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)

18. Continuation of In-Camera, if required. - Not required.

19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, November 22, 2011
- Tuesday, December 6, 2011 – **Organizational Meeting 7:30 pm**
- Tuesday, December 13, 2011
- Tuesday, January 17, 2012
- Tuesday, January 31, 2012

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Board meeting of November 8, 2011 adjourned at 9:14 p.m.

Not Approved

Fred Alexander
Board Chairperson

Paul A. Picard
Director of Education & Secretary of the Board



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 November 22, 2011

BOARD REPORT

PRESENTED FOR: Public In-Camera
 Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Jamie Bumbacco, Executive Superintendent of Human Resources
 Patrick Murray, Superintendent, Human Resources
 Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated November 22, 2011 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated November 22, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL;	Review Date:	November 14, 2011
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT;	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION;	Approval Date:	November 14, 2011

November 22, 2011

**Windsor-Essex Catholic District School Board
Administrative Staff Report
Public**

	Employee Name	Position	Date
HIRING	Ferro, Peter	Mason	November 7, 2011
RETIREMENT:	Church, Charles	Secondary Teacher	January 31, 2012
	Lang, Zoel	Custodian	January 14, 2012
RESIGNATION:			



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education
 Mario latonna, Executive Superintendent of Business
SUBJECT: **SPECIAL EDUCATION REPORT FOR THE FISCAL YEAR ENDED AUGUST 31, 2011**

RECOMMENDATION:

That the Board receive the Special Education Budget Report for the fiscal year ended August 31, 2011 as information.

SYNOPSIS:

A financial report for the Special Education program is submitted to the Board each year after the Financial Statements are released.

BACKGROUND COMMENTS:

The Special Education allocation for 2010-11 was \$25,739,254. A breakdown of the allocation as determined by the Ministry is provided in the attached Appendix A.

2010-11 saw a number of changes to the Special Education funding model, including the introduction of the Measures of Variability (MOV) Special Education Statistical Prediction Model component, as well as the introduction of the SEA formula-based amount. In addition, the Behavioural Expertise amount, previously funded under Education Programs Other (EPO), was transitioned into the Special Education Grants for Student Needs (GSN) allocation.

FINANCIAL IMPACT:

The Year-End Report attached in Appendix B, details the expenditures for the program for 2010-11. While the year-end actual expenditures of \$26,962,247 were less than the board approved budget by \$539,468 or 2%, they exceeded the allocation as provided by the Ministry by \$1,222,993. The shortfall between the actual expenditures and Ministry allocation for Special Education was subsidized through other allocations provided to the Board by the Ministry in the General Grants for Student Needs (GSN).

TIMELINES:

N/A

APPENDICES:

Appendix A – 2010-11 Special Education Allocation

Appendix B – 2010-11 Special Education Year-End Report

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 14, 2011

Windsor-Essex Catholic District School Board
2010-11 Special Education Allocation

Appendix A

	Elementary	Secondary	Total
Total Special Education Per Pupil amount	\$ 9,668,145	\$ 3,441,003	\$ 13,109,148
Special Education Equipment (SEA) amount	408,033	201,339	609,372
Total High Needs amount	1,458,059	10,206,416	11,664,475
Approved Special Incidence Portion (SIP)	27,000	189,000	216,000
Behavioural Expertise amount	87,413	52,846	140,259
Total Special Education Allocation	<u>\$ 11,648,650</u>	<u>\$ 14,090,604</u>	<u>\$ 25,739,254</u>

Appendix B

Windsor-Essex Catholic District School Board
2010-11 Special Education
Year-End Report

	2010-11 Actual Allocation	2010-11 Budgeted Expenses	2010-11 Actual Expenses	2010-11 Surplus/ (Deficit)
	As calculated by the GSN funding formula.	As approved by the Board.		
ELEMENTARY				
Classroom Teachers	\$ 3,787,182	\$ 6,134,139	\$ 6,058,990	\$ 75,149
Supply Teachers	60,664	-	97,054	(97,054)
Teacher Assistants/ECEs	6,342,884	10,316,506	10,147,774	168,732
Textbooks/Supplies	241,521	477,447	386,401	91,046
Computers	-	5,000	-	5,000
Prof/Paraprof/Tech	994,128	1,364,659	1,590,473	(225,814)
Library/Guidance	-	-	-	-
Staff Development	341	38,005	545	37,460
Department Heads	-	-	-	-
Principals & VPs	-	-	-	-
School Office	-	-	-	-
Co-ord & Consultants	221,931	322,778	355,061	(32,283)
Total Elementary	\$ 11,648,650	\$ 18,658,534	\$ 18,636,298	\$ 22,236
SECONDARY				
Classroom Teachers	\$ 5,160,966	\$ 3,269,657	\$ 3,096,138	173,519
Supply Teachers	-	-	-	-
Teacher Assistants/ECEs	7,051,437	4,320,327	4,129,807	190,520
Textbooks/Supplies	357,040	386,954	209,107	177,847
Computers	-	-	-	-
Prof/Paraprof/Tech	1,069,546	571,538	626,400	(54,862)
Library/Guidance	-	-	-	-
Staff Development	27,927	15,848	16,356	(508)
Department Heads	-	55,776	-	55,776
Principals & VPs	-	-	-	-
School Office	-	-	-	-
Co-ord & Consultants	423,688	223,081	248,141	(25,060)
Total Secondary	\$ 14,090,604	\$ 8,843,181	\$ 8,325,949	\$ 517,232
GRAND TOTAL	\$ 25,739,254	\$ 27,501,715	\$ 26,962,247	\$ 539,468



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business

SUBJECT: **2010-11 SCHOOL BUDGET STATUS REPORT**

RECOMMENDATION:

That the Board receive the 2010-11 School Budget Status Report as information.

SYNOPSIS:

This report provides a status of individual school budgets as at the end of the 2010-11 fiscal year on August 31, 2011.

BACKGROUND COMMENTS:

The 2010-11 school budget data is provided in the attached table. Special grants such as Education Program Other (EPOs) have been removed from both the budget and actual results.

Recognizing that schools have operated in recent years with reduced budget allotments, the board increased the 2010-11 budget to schools by 34% over the amount provided in 2009-10. With the additional funds provided, the majority of schools were able to end the 2010-11 fiscal year in a surplus position.

FINANCIAL IMPACT:

Despite historical budget reductions and pressures, prudent fiscal management by the principals as a group has resulted in a \$164,118 surplus in total budgets for all Board schools at year-end August 31, 2011. This funding has been rolled over to 2011-12 for use by the schools in which the surpluses occurred. Similarly, deficits incurred in 2010-11 remain the responsibility of the respective schools moving into 2011-12. It is important to note that the 2010-11 year-end results for the schools include the roll-over of the 2009-10 surplus/deficits in addition to the in-year activity.

TIMELINES:

School budget status reports are provided periodically to the Board.

APPENDICES:

2010-11 In-Year School Budget Variance Report for the Period Ending August 31, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 14, 2011

Windsor-Essex Catholic District School Board
2010-11 In-Year School Variance Report
For the Period Ending August 31, 2011
100% of the Year Elapsed

Percent of the year elapsed at: Aug. 31, 2011 =		100%			
School	2010-11 Annual Expenditure Budget	2010-11 YTD Actual at Aug. 31 st	YTD % Expended (100%)	Year-End Surplus/ (Deficit)	Surplus/(Deficit) as a % of 2010-11 Expenditure Budget
ELEMENTARY SCHOOLS					
Christ the King	\$30,318	\$30,031	99%	\$287	0.9%
L.A. Desmarais	\$31,632	\$30,651	97%	\$981	3.1%
Holy Cross	\$59,741	\$91,243	153%	(\$31,502)	-52.7%
Holy Name	\$41,606	\$29,440	71%	\$12,166	29.2%
Immaculate Conception	\$24,962	\$25,788	103%	(\$826)	-3.3%
W. J. Langlois	\$19,245	\$14,448	75%	\$4,797	24.9%
H.J. Lassaline	\$32,494	\$30,572	94%	\$1,922	5.9%
Notre Dame	\$37,135	\$16,118	43%	\$21,017	56.6%
Our Lady of Mount Carmel	\$45,994	\$39,086	85%	\$6,909	15.0%
Our Lady of Lourdes	\$19,391	\$8,523	44%	\$10,868	56.0%
Our Lady of Perpetual Help	\$32,672	\$27,134	83%	\$5,538	17.0%
Our Lady of the Annunciation	\$13,994	\$13,058	93%	\$936	6.7%
Queen of Peace	\$30,438	\$30,006	99%	\$432	1.4%
Sacred Heart	\$42,592	\$30,362	71%	\$12,230	28.7%
Stella Maris	\$24,940	\$24,268	97%	\$672	2.7%
St. Alexander	\$22,668	\$15,931	70%	\$6,737	29.7%
St. Angela	\$25,092	\$25,765	103%	(\$673)	-2.7%
St. Anne French Immersion	\$35,883	\$45,436	127%	(\$9,553)	-26.6%
St. Anthony	\$20,262	\$20,288	100%	(\$26)	-0.1%
St. Bernard - Windsor	\$22,946	\$19,496	85%	\$3,450	15.0%
St. Bernard - Amherstburg	\$20,424	\$25,720	126%	(\$5,296)	-25.9%
St. Christopher	\$42,617	\$30,833	72%	\$11,784	27.7%
St. Gabriel	\$21,027	\$5,375	26%	\$15,652	74.4%
St. Gregory	\$32,929	\$30,067	91%	\$2,862	8.7%
St. James	\$26,148	\$28,763	110%	(\$2,615)	-10.0%
St. John	\$19,193	\$24,857	130%	(\$5,664)	-29.5%
St. John the Evangelist	\$17,455	\$26,371	151%	(\$8,916)	-51.1%
St. John de Brebeuf	\$35,770	\$21,547	60%	\$14,223	39.8%

Windsor-Essex Catholic District School Board
2010-11 In-Year School Variance Report
For the Period Ending August 31, 2011
100% of the Year Elapsed

Percent of the year elapsed at: Aug. 31, 2011 = 100%					
School	2010-11 Annual Expenditure Budget	2010-11 YTD Actual at Aug. 31 st	YTD % Expended (100%)	Year-End Surplus/ (Deficit)	Surplus/(Deficit) as a % of 2010-11 Expenditure Budget
St. John the Baptist	\$36,722	\$34,067	93%	\$2,655	7.2%
St. John Vianney	\$45,671	\$36,136	79%	\$9,535	20.9%
St. Joseph	\$33,674	\$30,391	90%	\$3,283	9.8%
St. Jules	\$26,262	\$19,678	75%	\$6,584	25.1%
St. Louis	\$30,964	\$21,069	68%	\$9,895	32.0%
St. Maria Goretti	\$24,359	\$19,319	79%	\$5,040	20.7%
St. Mary	\$19,346	\$21,937	113%	(\$2,591)	-13.4%
St. Peter	\$35,315	\$30,701	87%	\$4,614	13.1%
St. Pius X	\$46,469	\$43,547	94%	\$2,922	6.3%
St. Rose	\$25,133	\$18,663	74%	\$6,470	25.7%
St. Theresa	\$15,690	\$10,517	67%	\$5,173	33.0%
St. William	\$46,780	\$36,446	78%	\$10,334	22.1%
Total Elementary Schools	\$1,215,953	\$1,083,647	89%	\$132,306	10.9%
SECONDARY SCHOOLS					
Assumption	\$95,497	\$92,391	97%	\$3,106	3.3%
F. J. Brennan	\$101,101	\$77,430	77%	\$23,671	23.4%
Catholic Central	\$113,395	\$97,979	86%	\$15,416	13.6%
Cardinal Carter	\$110,117	\$86,945	79%	\$23,172	21.0%
Holy Names	\$165,517	\$178,102	108%	(\$12,585)	-7.6%
St. Joseph	\$140,126	\$138,083	99%	\$2,043	1.5%
St. Anne	\$181,227	\$168,251	93%	\$12,976	7.2%
St. Thomas of Villanova	\$161,600	\$190,511	118%	(\$28,911)	-17.9%
St. Michael's Alternate Campus	\$54,290	\$38,159	70%	\$16,131	29.7%
St. Michael's Adult Campus	\$0	\$23,206		(\$23,206)	
Total Secondary Schools	\$1,122,870	\$1,091,058	97%	\$31,812	2.8%
TOTAL ALL SCHOOLS	\$2,338,823	\$2,174,705	93%	\$164,118	7.0%



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 November 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Director of Education
 Cathy Geml, Associate Director of Education
 Emelda Byrne, Superintendent of Education

SUBJECT: **HOLY NAMES CATHOLIC HIGH SCHOOL -
 Concert Band, Jazz Band and Festival Choir Field Trip to
 Anaheim, California**

RECOMMENDATION:

That the Board approve the Holy Names Catholic High Schools' Field Trip to Anaheim, California from Thursday, May 17, 2012 to Monday, May 21, 2012.

SYNOPSIS In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 65 students in Grades 9 - 12 Concert Band, Jazz Band and Choir to perform in Anaheim, California. The students will be attending mass at St. Justin Martyr church.

BACKGROUND COMMENTS: This field trip is in relation to the students' choir and concert band classes from Grades 9 – 12.

FINANCIAL IMPACT: Approximately \$1000 per student

TIMELINES: Thursday, May 17, 2012 to Monday, May 21, 2012

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Letter to Superintendent of Education
- Itinerary/Schedule

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL;	Review Date:	November 14, 2011
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	November 14, 2011

Findoryat my **Celeste DiPonio**

Friday, November 04, 2011 1:36:40 PM

Title: **Field Trip/Excursion Approval Form : Windsor-Essex CDSB**

Page 1 of 1

**Windsor-Essex Catholic District School Board Field Trip Approval Form****SC:04 Form A** 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**To: **Beth Marshall**
 Emelda Byrne **Kevin Hamlin**
 Rose Jobin

Teacher: Rose Jobin

School: Holy Names High School #803633

Destination Name: Anaheim, California

Name of Carrier: Delta Airlines #1706

Mode of Transportation: Air-bus

Travel Company Involved: Self-directed - Vittorio Liburdi

Departure Date: Thu, May 17, 2012 Return Date: Mon, May 21, 2012

Time of Departure from School: 5:00am

Approximate Time of Return to School: 11:00pm

Number of Male Students: 30

Number of Female Students: 35

Total Cost Per Student: \$1000

Personal Cost Per Student: \$700

Grade of Students: 9-12

Number of Supervisors: Male: 5 Female: 17

Purpose of Trip/Excursion: Concert Band, Jazz Band, Festival Choir will perform in Disneyland, Cali.

Relationship to Students' Program/Course: *Maximum 200 characters.*

Some Concert Band, Jazz Band and Festival Choir members are enrolled in the music classes. The balance of the students are members of the Holy names Concert Band, Jazz Band or Festival Choir.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Concert Band, Jazz Band and Festival Choir members are rehearsing varied styles of challenging repertoire as extracurricular activities before and after school each week.

Follow-up Activities Planned: *Maximum 200 characters.*

Music Groups will view their performances by watching DVD recordings of their performances, discussions will follow regarding remarks made by Disney organizers, chaperones and students.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

We will be attending Holy mass at St. Justin Martyr Catholic Church, (Ball Rd and Empire, (714) 774- 2595)

Date Submitted: Thu, Nov 03, 2011

 Teacher: Rose Jobin

Approval Date: Thu, Nov 03, 2011

 Principal: KEVIN HAMLIN

Approval Date: Fri, Nov 04, 2011

 Superintendent: Emelda Byrne

Approval Date:

 Trustee (per SO):**For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.**

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

Ms. Emelda Byrne
Superintendent of Education, WECD SB
1325 California Ave.,
519 253 2481
N9B 2Z8

Nov. 4, 2011

Dear Ms. Byrne:

Would you kindly grant the Holy Names Concert Band , Jazz Band and Festival Choir permission to travel to Anaheim, California, May 17th-21st, 2012? The purpose of this trip is to give 14 to 18 year old Band and Choir members, cultural, educational and performance experiences that relate to band and choir involvement at Holy Names High School.

In order to be invited to perform at the Disneyland sight, the Concert Band, Jazz Band and Festival Choir as well as the director and chaperones must agree to comply with the Disneyland rules of performance. Each group must prepare and perform one half hour of contrasting music selections at a specific performance level for adjudication and entertainment purposes. Performances must be in good taste and of the highest quality and performing members must portray a professional attitude by displaying respect, a positive attitude and courtesy at all times. Disney also requests a video recording of the most recent performance from each group, a photo of each group wearing their performance outfit and a list of the songs that will be performed.

Performances by the Concert Band, Jazz Band and Festival Choir will take place on Friday, May 18th, and Saturday, May 19th, 2012. After performing the Concert Band/ Festival Choir and Jazz Band will attend workshops hosted by Disneyland

The band/choir from Holy Names High School travel annually and have performed nationally at Music Fest Canada in such cities as Vancouver, Halifax, Calgary, Toronto, Markham and Ottawa. The highlights of their travels occurred during the European Tour in 2001 when they performed for a Mass at the Vatican in Rome and at a memorial service at the foot of Vimy Ridge, Paris, France. In April of 2009, the Holy Names Festival Choir had the privilege of performing at Carnegie Hall, New York City. In 2010, the band and choir performed on the newly renovated Downtown Market Square stage, Disneyland, Florida and later attended workshops where they sight read, prepared polished performances and recorded selections of special Disney repertoire. Last year, they performed with Heritage Festivals at the Riverside Church of New York City.

Travel has become a very important component of the music program at Holy Names High School because it provides a motivational factor in promoting band/choir membership, promotes rehearsal attendance and encourages individual practice which greatly improves the performance level of each member.

The Music Parent's Support Group together with the music students are planning various fundraising events to help defray the costs of the trip to Anaheim, California. Such fundraisers include: a Silent Auction/Dinner, Ciociaro Club, November 25, 2011; a Chicken/Steak Dinner, Ciociaro Club, March 3rd, 2012; a Talent Show and a Battle of the Bands at Holy Names High. Most students take advantage of these great fundraising opportunities.

Thank you for your continuous support. Please refer to the attached tentative trip agenda which includes a Mass at St. Justin Martyr Catholic Church, (Ball Rd and Empire, (714)774 - 2595) on Sunday, May 20th, 2012. If you have any questions, please feel free to call. (Hm: 519 735-2206) or (School:519 966-2504).

Sincerely,

Rose Jobin (Music Director)

Mr. Kevin Hamlin (Principal)

Mr. Sean Radigan (Arts Chairperson)

**Holy Names Concert Band, Jazz Band and Festival Choir
Performance Trip
Anaheim, California, May 17-21, 2012**

Thursday, May 21, 2012

5:00am Depart from Holy Names High School (First Student Bus Lines)
 5:30am Customs Inspection
 6:30am Arrive at Detroit International Airport
 8:40am Depart Detroit International Airport Delta Airlines Flight # 1706
 4:30pm Arrive LAX Airport (3 Hour difference)
 5:30pm Transportation by bus to "Paradise Pier Hotel" (Disneyland)
 6:15pm Check into hotel
 7:00pm Use Dinner Ticket at Hotel
 8:00pm Enjoy sights in Disneyland.
 10:00pm Report to Hotel for group meeting re. Friday agenda.
 11:00pm Lights out.

Friday, May 18, 2012

7:00am Breakfast on site
 9:00am **Disney Concert Band Workshop/Choir** will enjoy Park
 11:00am Lunch break
 1:00pm **Performance by Festival Choir/Band** watches Choir
 2:00pm Students enjoy park
 5:00pm **Jazz Band performs in park/Choir and Concert Band** watch performance
 6:30pm Dinner on site.
 8:00pm Students enjoy park
 10:00pm Group meeting at hotel (Paradise Pier) re. Saturday agenda.
 11:00pm Lights out.

Saturday May 19, 2012

7:00am Breakfast on site
 9:00am **Festival Choir Attends Workshop/Band Members** enjoy park
 11:00am Lunch break
 1:00pm **Performance by Concert Band/Choir** watches performance
 2:00pm Students enjoy park
 5:00pm Dinner on Site
 6:00pm **Workshop for Jazz Band.** Concert Band/Festival Choir enjoy park.
 9:00pm Jazz Band enjoys Park
 10:00pm Group meeting at hotel (Paradise Pier) regarding Monday agenda.
 11:00pm Lights out.

Sunday, May 20th, 2012

7:00am Breakfast on Site
 11:00am Mass at **St. Justin Martyr** (2050 W. Ball Rd. & Empire), (714 774 2595)
 12:15pm Return to hotel for group lunch.
 1:00pm Enjoy an afternoon in the park
 5:00pm Dinner together.
 7:00pm Enjoy an evening at the park
 10:00pm Group meeting in hotel. (Pack luggage for next day)
 11:00pm Lights out

Monday, May 21, 2012

7:00am Breakfast on site.
9:00am Final packing of suitcases.
10:00am Pack suitcases on Bus. Check out of hotel.
11:00am Depart for LAX International Airport
1:30pm Check in at LAX Airport.
4:30pm Departure from LAX Airport to Det. Metro Airport.(Delta Airlines #1906)
11:53pm Arrival at Detroit Airport (3 hour difference).
12:15am Board First Student Buses – destination Detroit Customs.
1:45am Arrive at Holy Names High School.

Dear Emelda;

When all times and activities have been finalized, an updated agenda will be forwarded.

Rose Jobin



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: Fred Alexander
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
 November 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education
 Mike Seguin, Superintendent of Education

SUBJECT: CATHOLIC CENTRAL HIGH SCHOOL
 Field Trip to Lansing, Michigan for UN Debate
 – Thursday, December 1, 2011 to Saturday, December 3, 2011.

RECOMMENDATION:
That the Board approve the Catholic Central High School Field Trip to Lansing, Michigan for the UN Debate from Thursday, December 1, 2011 to Saturday, December 3, 2011.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 6 students in Grades 9 - 12 to compete in a major Model UN Debate competition for the Model UN Debate Team. Students will be competing with other high school students from the world.

BACKGROUND COMMENTS: This field trip is in relation to the students' Grade 9 to 12 courses of study.

FINANCIAL IMPACT: Approximately \$50 per student.

TIMELINES: Thursday, December 1, 2011 – Saturday, December 3, 2011.

- APPENDICES:**
- Request for Approval of Field Trip – SC:04 Form A
 - Relationship to Course of Study
 - Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 14, 2011

Hayes <adminBeth Marshall
 Title: **Field Trip/Excursion Approval Form : Windsor-Essex CDSB**

Monday, November 14, 2011 10:14:43 AM
 Page 1 of 2



Windsor-Essex Catholic District School Board Field Trip Approval Form

Monday, November 14, 2011 9:39:21 AM

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Beth Marshall
 Mike Seguin

Amy Lofaso
 Paul Sobol

Teacher: Paul Sobol

School: Catholic Central Secondary

Destination Name: Radisson Hotel , Lansing Michigan Name of Carrier: none

Mode of Transportation: Greyhound Bus Travel Company Involved: Greyhound

Departure Date: Thu, Dec 01, 2011

Return Date: Sat, Dec 03, 2011

Time of Departure from School: 3pm

Approximate Time of Return to School: 11pm

Number of Male Students: 3

Number of Female Students: 3

Total Cost Per Student: \$150

Personal Cost Per Student: \$50

Grade of Students: 9-12

Number of Supervisors: Male: 1 Female: 1

Purpose of Trip/Excursion: UN Debate -discuss propose action on global issues in a simulated setting.

Relationship to Students' Program/Course: *Maximum 200 characters.*

Students explore multidisciplinary topics that help prepare them for future studies and entrance to the work world. They gain skills endorsed by the ministry by the Conference Board of Canada.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Students attend weekly lunch meetings to research, discuss, and prepare resolutions for the United Nations conferences.

Follow-up Activities Planned: *Maximum 200 characters.*

Meeting to discuss results of student involvement in United Nation groups. Group will share their experience with the school.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Students will return Saturday night to attend mass on Sunday.

Date Submitted: Thu, Nov 03, 2011

Teacher: P. Sobol

Approval Date: Fri, Nov 11, 2011

Principal: A. LoFaso

Approval Date: Mon, Nov 14, 2011

Superintendent: Mike Seguin

Approval Date:

Trustee (per SO):

For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Board approval 8 weeks prior to trip/excursion.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

Relationship to Students' Program Course

Each of the religion courses in the Catholic Studies Department share in common the social justice strand. Students are expected to relate the gospel values to their daily lives and to become cognizant of the way their lives can touch and change the lives of others. Responsible citizenship on a local, national, federal and international level is emphasized.

Grade 9 Be With Me: Program Goals

Students are expected to develop their skills as collaborative contributors who find meaning, dignity, and vocation in work which respects the rights of all and contributes to the common good.

Students are expected to become reflective, creative, and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good. Their intent is to be focused on participating in the transformation of society.

Grade 10 Christ and Culture: Program Goals

Students are called to identify justice as an essential ingredient in the liberation of human person and a key expression of Christian love.

Students are called to be caring family members and responsible citizens who respect and understand the history, cultural heritage and pluralism of today's contemporary society.

Grade 11 World Religion: Program Goals

Students will become responsible citizen who gives witness to Catholic Social Teaching by promoting peace, justice, and the sacredness of human life.

Students will be reflective, creative thinkers who listen actively, think critically and understand and relate to others in our world today.

Students will act morally and witness Catholic Social Teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society.

Students will affirm diversity and interdependence of the world's people and cultures.

Grade 12 Church and Culture: Program Goals

Students will be able to explain the Christian responsibility to respond effectively to social, political, and economic injustice based on gospel values and Church's social teaching.

Students will acknowledge that the love of God for all people demand justice and recognize the responsibility of Christians to work for justice an peace.

Students will critique social, political, and economic structures in light of the Church's social teachings.

December 2nd and 3rd, 2011, Lansing, Michigan.

The CASC Summits will be held in Lansing, Michigan at the scenic [Radisson Hotel](#). Attached is the Lansing Center this location gives CASC the ability to be flexible and more creative. There are dozens of food options and the Michigan Capitol is only a few feet away.

Up to fifteen councils run simultaneously and separately discuss the most pressing issues in today's world. Three special councils will convene in order to provide a more diverse educational experience. There will be a special session of the [African Union, the European Union](#) and of the [Arab League](#). Make sure you include these requests on the registration page. Only \$42 per delegate!

Hotel reservations can be made by calling (517) 482-0188 . Please make sure you tell the reservation person that you are part of the Mid-American Global Education Council. Hotel Room Costs are \$91 per night. Make sure you mention that you are with the CASC Summits! You can email <mailto:markpontoni@mamunonline.com> for more information

Register

CASC 2011 Bodies, Agenda Items and Rules of Procedure

- [Security Council](#)
- [European Union](#)
- [Arab League](#)
- [African Union](#)

CASC Summits Schedule**Thursday, December 1, 2011**

5:00pm – 5:30 pm: Meet at Windsor bus station downtown to board bus to Detroit bus terminal

5:35 pm - Board bus to Detroit arrive 6:00pm

6:00pm - Board connecting bus to Lansing Michigan

6:00pm- 9:30 pm: travel to Lansing and arrive at 9:30pm

9:30 pm - Bus terminal in Lansing Michigan and await hotel shuttle for pick up to hotel.

9:40 pm - Arrive to hotel, check in, assign rooms to students, students take luggage to rooms and meet back in lobby at 10:00pm for dinner as a group.

11:00 pm – Finish dinner and return to room for the night to unpack and prepare for debates next day.

Friday, December 2, 2011

8:30 am to 9:30 am: Registration

9:30 - 8pm: Councils Meet

12:00 pm: Lunch

5:30 pm Dinner

8:30: Social Event

Saturday December 3, 2011

9:00 am to 3:00 pm Councils Meet

12:00 pm - Lunch

3:00 pm to 3:15 pm Closing Session and Awards.

3:30pm – move luggage to Bell Hop area

4:00 pm – 5:30 pm – Dinner as a group.

5:30 pm – return to hotel to gather luggage and leave for bus station.

6:00pm – 6:30 pm Arrive bus station to check and tag luggage, board bus for Detroit

9:30 pm - Bus arrives in Detroit.

1:00 am – Bus leaves for Windsor and arrives at 1:30 am.



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director of Education
Emelda Byrne, Superintendent of Education
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW - AMENDED POLICY**
- DRAFT AMENDED POLICY SC: 04 Field Trips/Excursions

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy SC: 04 Field Trips/Excursions;

and, that the Board receive Administrative Procedure Pr SC: 04 Field Trips/Excursions.

SYNOPSIS: Final approval is requested of Draft Amended Policy SC: 04 Field Trips/Excursions, as previously approved in principle by the Board of Trustees on October 25, 2011.

BACKGROUND COMMENTS: Policy SC: 04 was last reviewed in October 2007. On February 8, 2011, the Board approved the striking of a committee to provide input towards the revision of the policy. As mandated by the Board, the Committee, composed of trustee, principal/vice-principal, parent, and administration representatives, conducted a comprehensive review of the nature of field trips and excursions in the context of access, risk and cost. Out of that review, a draft amended policy was prepared and circulated to stakeholders on June 22, 2011 and again on September 28, 2011 inviting feedback. The draft was also posted for public input on June 22, 2011 and remains posted to the Board's public web site under "Current Draft Policies".

The draft amended policy was received by the Board of Trustees and approved in principle on October 25, 2011. There have been no proposed amendments to the draft policy as approved in principle, and the draft policy is recommended for final approval.

The attached amended supporting administrative procedure is presented as information and will be implemented upon final approval of the policy. The procedure was also forwarded for public consultation. Feedback was considered and incorporated where appropriate. Amendments to existing procedure are underlined for highlighting purposes.

FINANCIAL IMPACT: N/A.

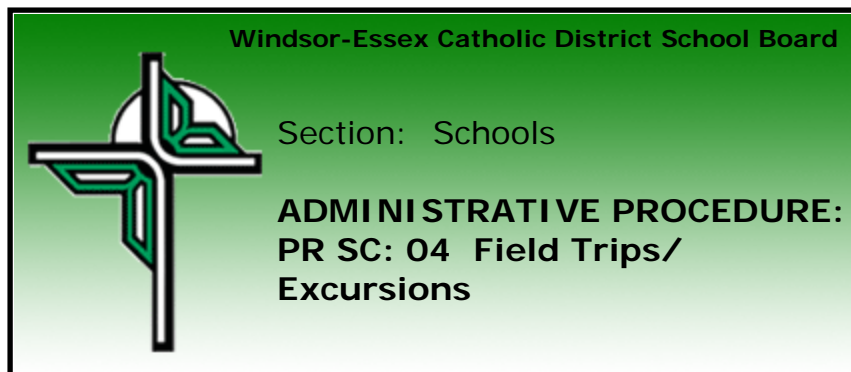
TIMELINES: The policy will become effective immediately upon final Board approval.

APPENDICES:

- Administrative Procedure Pr SC: 04 Field Trips/Excursions.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 15, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 15, 2011



NUMBER:	PR SC: 04
EFFECTIVE:	Oct. 23, 2007
AMENDED:	April 1, 2008, Oct.26/09 (Volunteer Driver Form)
RELATED POLICIES:	See References
REPEALS:	
REVIEW DATE:	

1.0 OBJECTIVE:

- 1.1 To establish approval requirements and guidelines to govern field trips and excursions.

2.0 DEFINITIONS:

- 2.1 Field trips are out-of-school studies that are directly linked to specific subject curriculum expectations designed to enhance student knowledge, and to provide students with a quality Catholic education, enabling all to grow to their potential.
- 2.2 An excursion is an out-of-school activity that is not directly linked to specific subject curriculum expectations, but that is provided to enrich ~~a student's overall Catholic education~~ and promote students' social growth, or to benefit and enhance the faith-based school culture.
- 2.3 Field trips and excursions are trips, approved by the Windsor-Essex Catholic District School Board or its appropriate representative, where students travel to a location beyond the school property. This could include, but not be limited to, neighbourhood studies, visits to buildings and sites of historical interest, to museums, galleries, factories, sports events, community rinks, pools and arenas, zoos, farms, Provincial Parks, day and overnight visits, travel beyond the province and to other countries.
- 2.4 An unapproved trip is one, which has not followed the process established by Board administration to receive official approval or is one, which has followed the process, but has been denied. Neither the school nor the School Board shall sponsor, promote, or participate in the planning of any unapproved trip. Any Board employee involved in an unapproved trip may face disciplinary procedures and would surrender their legal claim to the Board's liability insurance coverage and to Worker's Compensation.

3.0 CONSIDERATIONS WHEN PLANNING FOR FIELD TRIPS/EXCURSIONS:

- 3.1 Teachers should consider the following when planning for field trips/excursions:
- are required to consider the learning outcomes and age appropriateness when planning for Field Trips/excursions.
 - the guiding principles set out within the Board's Field Trip/Excursion Policy including making all efforts to ensure that all field trips/excursions are available and accessible to students with special needs

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- the health and safety of students and staff
 - the gathering of data from primary sources
 - the reception of direct experiences of a phenomenon, process, operation or enterprise
 - the observation of practical applications of themes, topics, units of study, lessons
 - the provision of spiritual, aesthetic, cultural, intellectual, athletic, or social experiences.
- 3.2 When addressing field trips/excursions on an annual basis the Principal and teacher shall consider the frequency of field trips/excursions per student/staff member.
- 3.3 As part of the field trip/excursion planning process, the Principal and teacher shall consider the financing of all field trips/excursions including:
- a) consideration of all costs of the field trip/excursion and the ability of families to pay such costs;
 - b) ensuring that funds are used to the best advantage for the greatest number of students;
 - c) developing ~~The development of~~ an appropriate and cost effective plan for the coverage of any teacher and support staff absence. The Board shall not be responsible for any costs related to the field trip/excursion. All costs incurred for a field trip/excursion shall be the responsibility of the school (including the cost of occasional teachers – secondary schools are not permitted to rely on “on calls” to cover staff absences related to field trips/excursions). The school shall ensure that costs are covered through school funds, fundraising activities and/or participant contributions;
 - d) ensuring the costs of transportation (including costs of any specialized transportation required by students with special needs) are covered as set out in 3.3 (c) above;
 - e) ensuring compliance with Board Policies SC: 02 Fundraising and SC: 05 Fees for Learning Materials and Activities.
- 3.4 Use of the local community and region when planning field trips/excursions is encouraged. Consideration of field trip/excursion destinations in Canada, if possible, should be a priority.

4.0 TYPES OF TRIPS AND APPROVAL PROCESS:

- 4.1 For all field trips/excursions, teachers shall obtain the Principal’s approval in advance (Form A) and the Principals shall inform the parents in writing.
- a) Same Day Local/Regional Field Trip/Excursion

For a field trip/excursion within the City of Windsor, the County of Essex, the Province of Ontario and the State of Michigan which takes place during a school day:

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The teacher is required to obtain the approval of the Principal at least two (2) weeks in advance (Form A). For day field trips/excursions outside of the County of Essex, especially trips to Michigan, the Principal is required to provide the Superintendent with a copy of Form A for information, immediately upon the Principal approving the field trip/excursion.

b) Multiple Days Local/Regional Field Trip/Excursion

For a field trip/excursion within of the City of Windsor, the County of Essex, the Province of Ontario and the State of Michigan of more than one day's duration:

The Principal is required to secure the Superintendent's written approval at least four (4) weeks in advance (Form A). Parents should be informed two (2) weeks in advance and shall provide written consent (Form B) as well as their child's specific needs (i.e. medication, allergies).

NOTE: Only students in the intermediate and senior grade levels (7-12) may participate in a Multiple Days Local/Regional Field Trip/Excursion.

c) Special Field Trip/Excursion

Shall be defined for the purpose of this procedure, as a field trip/excursion within Canada, but outside of Ontario, travel within the United States, other than the state of Michigan, any other international travel, and the State of Michigan, or a field trip/excursion where students will miss more than five days of school, or a field trip/excursion deemed special by the school Superintendent.

For all special field trips/excursions, especially those involving potential risks, the Principal shall secure the Superintendent's approval at least eight (8) weeks in advance (Form A) of the field trip/excursion. The Superintendent shall present the request to the ~~Board~~ Director of Education for approval at least six (6) weeks in advance of the field trip/excursion.

Parents shall be informed at least four (4) weeks in advance and shall provide written consent for their child's participation in said trips/excursions (Form B), as well as relevant student information as requested, i.e. medical problems, special consideration.

- 4.2 Although field trips/excursions that span a holiday period may be considered for approval, "Student holiday travel" shall not be considered or approved. For the purpose of this procedure "student holiday travel" is defined as a commercially organized and sponsored travel opportunity for students that is scheduled outside the normal school attendance days (i.e. Christmas and summer holidays) and is not considered either a school authorized field trip or excursion as defined within this procedure.
- 4.3 Where a field trip or excursion involves an inherent ~~danger~~ risk of injury to the participant such as, but not limited to, swimming, camping, canoeing, climbing, boating, survival ice skating, various physical activities, special care must be taken to ensure the parent/guardian,

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or the student if over 18, is made aware and fully informed of such risk. These inherent risks must be fully disclosed on the “informed consent” (Form B – Part 3). The Windsor-Essex Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expense insurance on behalf of students or parent/guardian/volunteer/supervisors participating in field trips/excursions and the Board will not cover the costs related to accidental injuries. ~~All students must have health insurance and if necessary out of province travel insurance coverage.~~ The Student Accident Insurance plan that is offered to every student at the beginning of each school year provides coverage for accidents that may occur on school field trips/excursions. It is strongly recommended that parents consider purchasing Student Accident Insurance.

- 4.4 The Principal shall consult the Superintendent of Education before granting approval for a field trip/excursion, if in doubt about a specific activity.
- 4.5 Principals, Superintendents, and the ~~Board~~ Director shall assess requests for approval of field trips/excursions based on the criteria set out within Policy SC: 04 Section 4.1.
- 4.6 The Director shall report to the Board as information any special field trip/excursions that the Director has approved. The report shall include a summary of the activities the students were involved while participating in the field trip/excursion. Individuals who have organized and/or participated in these types of field trips/excursions may be invited to present their experiences at a meeting of the Board.
- 4.7 Any field trip/excursion may be cancelled at any time by a Principal and/or Superintendent, if required.

5.0 SUPERVISION AND AUTHORIZED TRANSPORTATION MODE:

- 5.1 All field trips/excursions require the supervision of at least one qualified teacher. When returning from a field trip/excursion after school hours, a teacher shall remain with the students until all have been picked up by their parents or legal guardians.
- 5.2 Teachers and chaperones must not schedule any unsupervised time for students, and must supervise students at all times during the field trip/excursion.
- 5.3 An adequate supervisor/student ratio shall be maintained at all times. The number of supervisors shall reflect the risk involved in the outing. Principals and teachers shall assess risk as a prudent and reasonable person would, given the circumstances. The following are strongly recommended minimum supervision requirements.

a) <u>Same Day Local/Regional Trip / Excursion</u>	<u>Grade Level</u>
4-6 adults per class	JK/SK
3-5 adults per class	Primary (1-3)
2-4 adults per class	Junior (4-6)
1-4 adults per class	Intermediate & Senior (7-12)

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- | | |
|---|---|
| b) <u>Multiple Days Local/Regional Trip/Excursion</u>
1-4 adults per class | <u>Grade Level</u>
Intermediate & Senior (7-12) |
| c) <u>Special Trip/Excursion</u>
4-6 adults per class or
Appropriate to risk factor | <u>Grade Level</u>
All Grade Levels |

- 5.4 When determining the supervision ratios and the need for support of Educational Assistants, Principals will give special consideration to the physical, emotional, medical, and behavioural needs of any students with special needs participating in the trip.
- 5.5 In the case of field trips/excursions of more than a day's duration including students of both genders, adults of both genders shall accompany the students as official supervisors.
- 5.6 It is recommended that one of the supervisors accompanying students hold a valid First Aid Certificate.
- 5.7 Following approval of a field trip/excursion, it is the obligation of the Principal to ensure that:
- a) teachers and dependable supervisors are appointed;
 - b) the teachers fully understand the responsibilities and liabilities to which they may be subjected;
 - c) the students, parents, appointed supervisors and teachers have been thoroughly informed;
 - d) provision is made for a full instructional program for students left without their regular teachers as a result of an approved field trip for appropriate alternative activities for students left without their regular teachers as a result of an approved field trip;
 - e) the teacher in charge supervising teacher is informed of the names of students who require special medication (such as Epi-pen®) for the duration of the field trip/excursion, and the teacher shall confirm that these students have brought their medication and administration of the medication shall be according to Board policy;
 - f) all efforts are made to include students with special education and health support needs and that advanced planning is undertaken, including consultation with parents. Health support plans shall be reviewed and implemented;
 - g) for students with life threatening allergies, the following is in place before the student is permitted to participate in the field trip/excursion:
 - i. That a parent/guardian, or an adult designated by the parent/guardian or staff, who is acquainted with the student's Individual Anaphylactic Plan (With

ADMINISTRATIVE PROCEDURE PR SC:04 Field Trips / Excursions

Emergency Treatment Plan) (Pr ST11A Form A) and who has been trained in the administration of Epi-pen®, accompany the student on the field trip/excursion.

- ii. That a copy of the Individual Anaphylactic Plan (With Emergency Treatment Plan) and the Epi-pen® accompany the student on the field trip/excursion.

- 5.8 The ~~teacher in charge~~ supervising teacher shall maintain accurate and updated lists of students and supervisors who are aboard each bus and/or personal automobile, prior to departure. A copy of the lists, containing the bus identification number and/or vehicle license plate numbers, shall be left at the school.
- 5.9 For all field trips/excursions involving potential risks, teachers, supervisors and Principals shall acquaint themselves with all aspects and requirements of such trips/excursions, parents shall be fully informed, and pupils shall be adequately prepared. Parents will be required to complete the informed consent (Form B – Part 3).
- 5.10 A parent meeting shall be conducted prior to any overnight trip.
- 5.11 In order to minimize the inherent element of risk involved in certain physical activities, field trip/excursion participants shall abide by The Ontario Physical Education Safety Guidelines issued by the Ontario Physical and Health Education Association.
- 5.12 Volunteers may accompany students on field trips/excursions as supervisors and Principals shall ensure that the school has an Application for School Volunteer (SC: 09 School Volunteers Appendix “A”) on file for each volunteer participating in a field trip/excursion. Principals must ensure that volunteers receive guidelines on their responsibilities prior to the field trip/excursion.
- 5.13 Principals will use their discretion when requesting a police record check from a volunteer for a field trip/excursion in accordance with the Board’s volunteer policy. The Principal will assess the risk involved based on the extent of interaction with, and responsibility for students, as well as the degree of direct supervision of the volunteer. A police record check, obtained within the last year is required for all volunteers attending overnight trips. The Board/school will not assume any cost involved in obtaining a police record check.
- 5.14 Any adult accompanying students on a field trip/excursion is expected to act in an appropriate manner consistent with Board policy/procedures, standards and values.
- 5.15 Principals shall inform parents of the Field Trips/Excursions Policy and Procedure.
- 5.16 The teacher initiating the field trip/excursion is responsible for arranging transportation including the method of payment. Regular and approved school or public transportation is strongly recommended. The transportation costs associated with the inclusion of students with special needs must be considered as a cost of the trip/excursion. The school shall ensure that costs are covered through school funds, fundraising activities and/or participant contributions.

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5.17 Private automobiles are allowed, however, drivers who are volunteers, teachers, or employees shall receive and complete Part A and B of the attached Volunteer Driver – Authorization to Transport Students Form (Appendix A) and must abide by the requirements contained therein. The car’s owner remains the primary responsible party and, if an accident occurs, his/her own insurance coverage is expected to be used, without reimbursement by the Board, before the Board’s insurance.

5.18 For transport by other than regular and approved school or public transportation:

a) Everyone riding in an automobile:

- i. shall be wearing seat belts and/or the appropriate restraint systems and students under 12 years of age shall be seated in the back only.
- ii. under 40 lbs. shall be in a forward facing car seat that must be tethered to the vehicle by a strap that hooks into an anchor bolted to the vehicle’s frame.
- iii. Booster seats with the lap and shoulder belt combination are to be used for children weighing between 40 to 80 lbs, less than 4 feet, 9 inches tall, and up to 8 years old.
- iv. When a child meets any one of the following criteria, a seatbelt alone may be used:
 - Eight years of age and older;
 - 80 pounds or more;
 - 4 feet 9 inches or taller.

b) The licensing and vehicle requirements under the Highway Traffic Act must be strictly followed. The following is a summary of those requirements:

- i. For vehicles owned by the Board, rented or leased in the name of the Board, or operated under contract with the Board (i.e. where there is any form of compensation or reimbursement):

<u>Passenger Capacity</u>	<u>Driver’s License Requirement</u>	<u>School Purpose Requirements (Highway Traffic Act (HTA))</u>
1 to 5	G	- None
6 to 9	G	- Safety Inspection Stickers - Logbook - Requirements Reg. (483)
* 10 to 24	E	- HTA Regs. for School Purposes - Bus

- ii. For vehicles owned, leased, or rented by a volunteer, parent or staff member:

ADMINISTRATIVE PROCEDURE PR SC:04 Field Trips / Excursions

<u>Passenger Capacity</u>	<u>Driver's License Requirement</u>	<u>School Purpose Requirements (Highway Traffic Act (HTA))</u>
1 to 5	G	- None
6 to 11 (NO CONTRACT)	G	- None
* 12 to 14 (NO CONTRACT)	F	- As per HTA for this type of vehicle

*** 15 passenger commuter vans shall not be used for any type of travel for students, staff and parents.**

6.0 PLANNING OF ALL FIELD TRIPS/EXCURSIONS:

- 6.1 Teachers shall complete and submit Form A to the Principal, in order to obtain approval for all field trips/excursions.
- 6.2 Pre-inspection of site:
- a) In order to ensure a worthwhile, safe and accessible field trip/excursion for all students, pre-planning is essential. Upon agreement by the teacher and Principal, the teacher should visit the selected site in advance. If this is not feasible, the teacher should obtain as much information as possible about the area to be visited.
 - b) Whether pre-inspection occurs or not, the teacher shall determine potential hazards and share this information with other supervisors.
- 6.3 Teachers will determine supervision strategies that will be used during any proposed field trip/excursion such as the buddy system, audio and visual contacts, groups, curfews, etc. Student identification should be by school or group only with no personal names. Roll call shall be taken before each stop and departure. These strategies should include a clear method of informing Principals and parents of emergencies or arrival delays at any hour of the day or night.
- 6.4 Teachers are required to review bus safety procedures and revisit requirements with students prior to departure.
- 6.5 It is imperative that the teacher(s) in charge of a field trip or excursion have access to health information and emergency contact information about each participating student, should an emergency arise. For a field trip/excursion, any part of which is outside of normal school hours, the teacher(s) in charge shall have the information on hand. For activities that are taking place within school hours, the information may be retained at the school where it can be accessed by telephone (with the exception of the Individual Plan (With Emergency Treatment Plan) for any student with life threatening allergies, which must accompany the student on the field trip/excursion).
- 6.6 Itinerary:
- a) Prior to final approval, and prior to departure on any field trip or excursion, the

ADMINISTRATIVE PROCEDURE PR SC:04 Field Trips / Excursions

teacher in charge shall have prepared a detailed itinerary, copies of which are to be distributed to parents, Principal, other appointed supervisors and the bus driver.

- b) This itinerary is to include the following details:
- All departure and arrival times for each site to be visited;
 - Name and telephone number of the transportation company;
 - All planned stops along the route, as accurately as possible;
 - Accommodations (name, address, telephone number);
 - List of supervisors;
 - Mass time for trips/excursions that include a Sunday;
 - Visit to religious historical site of monument, if applicable.
- c) The ~~supervising~~ teacher in charge has the right to change the itinerary of the field trip/excursion, at his/her discretion, if an emergency or dangerous situation arises, or as the situation warrants.

7.0 STUDENT PREPARATION, CONSENT FORMS AND ONTARIO HEALTH CARD:

- 7.1 Signed parental or guardian consent forms shall be received from each student prior to her/his participation in any field trip or excursion (Form B Field Trip/Excursion Information and Consent Form).
- 7.2 For recurring outings to the same destination i.e. a walking trip to the local park, it is sufficient for a student to provide a single consent form (Form B) that will apply to all recurring trips. The form must be completed prior to the first trip and should include information as to the proposed frequency of the trips/excursions, mode of transportation, description and purpose of activity(s). Parents/Guardians should also be advised that they are being asked to give permission for all of the outings and that a separate form will not be sent home each time.
- 7.3 It shall be sufficient for a student to provide a single consent form (Form B) to attend all “away” games while participating on a school team. The form must be completed prior to the first “away” game and should include information as to the proposed mode of transportation. The months in which the season begins and ends should also be included. It is recommended that a team schedule accompany the form. Parents/Guardians should be advised that they are being asked to give permission to attend all “away” games and that a separate form will not be sent home each time.
- 7.4 Students are to be advised of the trip’s objectives and made aware of the teachers’ expectations as to behaviour, etc. before leaving school. It is understood that the Principal may refuse participation in a field trip/excursion because of prior or anticipated general lack of discipline on the part of a student. In such a case, the student’s parents shall be notified of the decision by the Principal.
- 7.5 Students and chaperones participating in a field trip/excursion that takes them out of the country/province (including same day trips, i.e.: to Michigan or Ohio) must have a valid proof of out-of-country/province health insurance. Those travelling out of the country must

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have a Birth Certificate or equivalent proof of Canadian Citizenship. Students and chaperones who do not have the required proof of citizenship and/or valid proof of out of country/province health insurance will not be permitted to participate in the field trip/excursion. The Board shall not be responsible for the cost of securing out of country/province health insurance. Should the teacher/principal plan an out of province/country trip, he/she shall ensure that the costs of securing health insurance are covered through school funds, fundraising activities and/or participant contributions.

8.0 CONSEQUENCE OF MISCONDUCT:

- 8.1 In the case of serious student misconduct during a field trip/excursion, the ~~teacher in charge~~ supervising teacher shall have the authority to dismiss the student and so inform the student's parents who will be responsible to meet their son/daughter wherever the situation occurred.
- 8.2 The Principal shall be consulted before the dismissal, where feasible, and a written report shall be prepared for submission to the Superintendent immediately upon return from the field trip/excursion.

9.0 EQUIPMENT:

- 9.1 Teachers are required to ensure that equipment that is required for the proposed field trip/excursion is adequate and in good condition.
- 9.2 A standard First Aid Kit must be available throughout the field trip/excursion.
- 9.3 When transporting students by watercraft, the school shall obtain a letter from the owner/operator verifying sufficient, approved lifejackets and/or PFD (personal floatation devices) for the group and indicating the date of their most recent successful Ministry of Transportation inspection.

10.0 POST FIELD TRIP/EXCURSION REPORTING:

- 10.1 For Special Field Trips/Excursions as defined in section 4.1 (c), following each field trip/excursion, the Principal is to be presented with an oral or written report outlining the success of the event from an educational and organizational point of view. Such reports should also highlight the shortcoming and problems encountered during the field trip/excursion and should include specific recommendations in view of eliminating similar problems in the future.
- 10.2 Written reports shall be mandatory for reporting incidents of a significant or serious nature. The Principal shall make his/her school staff aware of the appropriate reporting procedures as they relate to incidents of a significant or serious nature. All said incidents shall be reported to the Superintendent of Schools and the Superintendent of Business.

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11.0 APPENDICES:

Appendix A - Volunteer Driver Authorization to Transport Students (Part A and Part B)
 Form A - Field Trip / Excursion Approval Form
 Form B - Field Trip / Excursion Information and Consent Form

12.0 RELATED POLICIES AND PROCEDURES:

SC: 04 Field Trips / Excursions
A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
 SC: 02 Fundraising
 F: 05 Fees for Learning Materials and Activities
Pr F: 05 Fees for Learning Materials and Activities
~~SC:07 Safe Schools (Violence Free)~~
 SC: 09 School Volunteers
 SC: 15 Code of Conduct
SC: 18 Bullying Prevention and Intervention
Pr SC:18 Strategies for Bullying Prevention and Intervention
SC: 19 Environmental Education
Pr SC: 19 Environmental Education
ST: 05 Student Discipline Policy
Pr ST:05 Student Discipline Procedure
~~ST: 11 Medication Administration at School (Including Epi-pen)~~ Student Health Support
(Including Medication Administration at School)
Pr ST: 11 Student Health Support (Including Medication Administration at School)
 ST: 11A Anaphylaxis Policy
 Pr ST: 11A Anaphylaxis Procedure (Including Administration of Emergency Medication)
ST: 15 Accidents/Students

VOLUNTEER DRIVER - AUTHORIZATION TO TRANSPORT STUDENTS

Part A

APPENDIX A

This will authorize _____
(Name of teacher or other volunteer driver)

- 1. To transport students participating in the events listed on the attached school schedule,
- OR
- 2. To transport students participating in the following school activity:

3. Vehicle Information: MAKE: _____ YEAR: _____ LICENCE #: _____

<i>Date</i>	<i>School Name</i>	<i>Principal's Signature</i>
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NOTE: ALL "TRIP DRIVERS", INCLUDING VOLUNTEER DRIVERS ARE ADVISED THAT, IN ORDER TO BRING INTO EFFECT THE BOARD'S EXCESS LIABILITY INSURANCE, THEY MUST:

- (A) Use a licensed automobile which carries valid automobile Third Party Liability insurance as required under Ontario legislation;
- (B) Provide the school board with prompt written notice, with particulars, of any accident arising out of the use of a licensed automobile during a trip on board-related business;
- (C) Be aware that the school board's Excess Automobile Liability insurance comes into effect only after the vehicle owner's primary Third Party Liability insurance limit has been exhausted;
- (D) Be aware that any damage to the volunteer's vehicle, the cost of any insurance deductible or premium adjustment as the result of an accident while the vehicle is being used on board-related business is NOT covered by the school board's Excess Automobile Liability insurance.
- (E) Be aware that if the vehicle is equipped with passenger-side airbags, children under 12 years should not be permitted to ride in the front seat. (See vehicle manufacturer's recommendation.)

N.B. A "trip driver" is defined as any person authorized by the board who has agreed to be a driver for a certain trip while they are driving their own or another licensed automobile. This includes, but is not limited to: Trustees, employees, teachers, parents, volunteers, officials of the school board.

DECLARATION TO BE SIGNED BY DRIVER

- I declare that I hold an unrestricted driver's license and am authorized to drive in Ontario, and my vehicle is insured by a valid automobile liability insurance policy as required by Ontario law.
- I declare that the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

DECLARATION TO BE SIGNED BY OWNER (IF DRIVER DOES NOT OWN THE VEHICLE)

- I declare that I have authorized _____ to drive my vehicle to transport students participating in the school event(s) listed on this form.
- I declare that he/she holds an unrestricted driver's license, is authorized to drive and is insured as an operator under the vehicle's liability insurance.
- I declare the vehicle described above is mechanically fit and that there are seat belts in working condition for all passengers.

Signature

Date

See Part B (next page)

Volunteer Driver - Authorization to transport students Contd.

Part B

SUMMARY OF INSURANCE

(1) Volunteer Supervisors on School Premises

The school board's Liability insurance policy protects both staff and volunteers who are working within the scope of their duties for the board. This coverage responds to law suits that are brought against staff or volunteers who are supervising school events and provides protection up to \$20 million for each occurrence.

(2) Volunteer Drivers for School Activities

Ontario legislation makes automobile insurance compulsory in the Province of Ontario. The same legislation makes the owner's insurance primary coverage in the event of an accident - in other words, the insurance carried on the vehicle responds first.

If a vehicle which is not owned by the school board is being operated by a volunteer or any other board employee for approved school activities, the board's Non-owned Automobile Insurance endorsement will respond to Third Party Liability claims in excess of the owner's insurance limit up to a total combined limit as stated in the Non- owned Auto policy.

There is no coverage provided by the school board's insurance for damage to volunteer's or employee's vehicles while they are being operated for board activities.

According to Provincial legislation, passengers who are injured would recover Accident Benefits coverage from their own or a parent's automobile policy. In the absence of a personal or family automobile policy, the passenger would then be eligible to recover benefits from the insurance policy covering the vehicle in which they were riding.

(3) Personal Automobile Insurance Coverage

For the personal protection of volunteer drivers, it is recommended that drivers carry a minimum of \$1 million of Third Party Automobile Liability insurance. Volunteers and board employees who use their personal vehicles for transporting students to school activities should advise their insurance carrier.

Policy SC:04 Field Trip/Excursion Approval Form

FORM A

Teacher:	<input type="text"/>	School:	<input type="text"/>
Destination Name:	<input type="text"/>	Name of Carrier:	<input type="text"/>
Mode of Transportation:	<input type="text"/>	Travel Company Involved:	<input type="text"/>
Departure Date:	<input type="text"/>	Return Date:	<input type="text"/>
Time of Departure from School:	<input type="text"/>	Approximate Time of Return to School:	<input type="text"/>
Number of Male Students:	<input type="text"/>	Number of Female Students:	<input type="text"/>
Total Cost Per Student:	<input type="text"/>	Personal Cost Per Student:	<input type="text"/>
Grade of Students:	<input type="text"/>	Number of Supervisors: Male:	<input type="text"/>
		Female:	<input type="text"/>
Purpose of Trip/Excursion: <input type="text"/>			
Relationship to Students' Program/Course: <i>Maximum 200 characters.</i>			
<input type="text"/>			
Has this identified as a High Risk Field Trip/Excursion? <input type="text"/>			
If Yes, Describe the risks and precautions implemented: <i>Maximum 200 characters.</i>			
<input type="text"/>			
Pre-Trip/Excursion Preparation(s) by Students: <i>Maximum 200 characters.</i>			
<input type="text"/>			
Follow-up Activities Planned: <i>Maximum 200 characters.</i>			
<input type="text"/>			
If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:			
<input type="text"/>			
Date Submitted:	<input type="text"/>	Teacher:	<input type="text"/>
Approval Date:	<input type="text"/>	Principal:	<input type="text"/>
Approval Date:	<input type="text"/>	Superintendent:	<input type="text"/>
Approval Date:	<input type="text"/>	Director:	<input type="text"/>
<p><i>For Same Day Local/Regional Trips/Excursions, submit request to Principal 2 weeks prior to trip/excursion. For Multiple Days Local/Regional Trips/Excursions, submit request to Superintendent 4 weeks prior to trips/excursions. For Special Trips/Excursions, submit request to Superintendent for Director approval 8 weeks prior to trip/excursion.</i></p>			



Windsor-Essex Catholic District School Board

"Learning together in faith and service"

FORM B

Field Trip/Excursion Information and Consent Form

Part 1 - Field Trip/Excursion Information to be retained by Parent/Guardian

To the Parent/Guardian,
Permission has been granted by the Principal (and Superintendent or Board, if applicable) for the students to participate in the Field Trip/Excursion described below. To have your son/daughter participate in the trip/excursion, please complete **Part 2** below and return it to the school as soon as possible. If this field trip is considered HIGH RISK, you must fill out **Part 3**.

Is this field trip considered HIGH RISK? If Yes, please complete Part 3

School	<input type="text"/>	Mode of Transportation	<input type="text"/>
Departure Date	<input type="text"/>	Time of Departure from School (ex. 9:00 AM)	<input type="text"/>
Return Date	<input type="text"/>	Approximate Time of Return to School (ex. 3:00 PM)	<input type="text"/>
Destination Name	<input type="text"/>		
Destination Phone	<input type="text"/>	Cost per student	<input type="text"/>
Number of Students	<input type="text"/>	Number of Supervisors	<input type="text"/>
Purpose/Relationship to Program	<input type="text"/>		
Students should come prepared with	<input type="text"/>		

Parent/Guardian to cut-off from here and Retain Part 1. Part 2 (below) must be returned to the school.

Part 2 - Parent/Guardian Consent to be returned to the school at least 3 days prior to the trip

To the Windsor-Essex Catholic District School Board and the Principal of _____

As the Parent(s) Guardian(s) of (print name in full) _____

We hereby request that the above-named student be permitted to participate in the trip/excursion to (note destination) _____

I/We are aware that the Mode of Transportation noted in Part 1 above, indicates that students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above named student to be transported in a vehicle driven by another student/parent.

Signature(s): _____ Student Health Card # (optional): _____

Medical Condition (if any) or Prescribed Medication _____

Date: _____ Signature of Parent(s) or Guardian(s): _____

The Windsor-Essex Catholic District School Board does not provide coverage for accidental injury or death. Coverage is available for purchase through a carrier. For more information please contact your school Principal.

Student Home Phone: _____

Emergency Contact Name: _____ Emergency Phone: _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

In the case of serious student misconduct during a Field Trip/Excursion, the teacher in charge shall have the authority to dismiss the student and so inform the student's parents who will be responsible to meet their son/daughter wherever the situation occurred.

The risk of injury exists in every field trip activity. However due to the vary nature of some activities, the risk of injury increase. Injuries may range from minor sprains to more serious injuries. The safety and well being of students is a prime concern and attempts are made to manage as effectively as possible, the foreseeable risks inherent in field trip activity.

Original: Teacher Responsible

Copy: School

Colleen Norris
Manager of Human Resources and Policy Development



Windsor-Essex Catholic District School Board

"Learning together in faith and service"

Field Trip/Excursion Information and Consent Form

Part 3 - Consent for "High Risk Activity(s)"

of Elementary/Secondary School.
(Print Student Name)

The above-noted student has expressed an interest in participating in the following High Risk activity(s)

This activity(s) has inherent risks that are, in some instances, low in frequency, but when injuries do occur, may be severe, therefore it is necessary for the parent or guardian to understand the risks involved. If you require more information as to the inherent risks of this activity(s), please contact the school.

It is important to note that accidents can result without any fault on either the part of the student, The Windsor-Essex Catholic District School Board or its employees, agents, or the facility/service provider.

Participation in the activity(s) means that you take responsibility for any accident that may occur. The Windsor-Essex Catholic District School Board does not provide any direct accidental death, disability, dismemberment, or medical expense insurance on behalf of students participating in the student activity(s).

Acknowledgement:

As parent/guardian of , I/We have read the above information and understand that with participation of my/our child in the above-noted activity(s), I/We are assuming the risks associated with doing so. By signing I/We also authorize our son/daughter to participate in this activity(s).

Signature of Parent(s) or Guardian(s): _____ Date: _____

Student Name (Please Print): _____ Class: _____



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business
SUBJECT: 2011-12 HONORARIA FOR BOARD MEMBERS

RECOMMENDATION:

That the Board approve the honoraria for Board Members for the period from December 1, 2011 to November 30, 2012 in the amounts of \$10,294.59 for Trustees, \$13,359.61 for Vice-Chair and \$16,424.63 for Chair.

SYNOPSIS:

In accordance with the *Education Act* and Ontario Regulation 357/06 *Honoraria for Board Members*, it is required to establish honoraria for Trustees in each year of the Board's term to take effect on December 1st.

BACKGROUND COMMENTS:

Pursuant to the legislation and regulation, Board Policy T:06 Honoraria for Trustees sets out the method for establishing Trustee honoraria. Calculations for the one-year term commencing December 1, 2011 are as follows:

Component	Trustee	Vice-Chair	Chair
Base Amount	\$5,900.00	\$5,900.00	\$5,900.00
Base Amount Additions	0.00	2,500.00	5,000.00
Enrolment Amount	4,394.59	4,394.59	4,394.59
Enrolment Amount Additions	0.00	565.02	1,130.04
Totals	\$10,294.59	\$13,359.61	\$16,424.63

Per Ontario Regulation 357/06, the specific components are defined as follows:

Base Amount: An annual amount of \$5,900 for each year of the term of office from December 1, 2006 to November 30, 2010 for all trustees. For each year of a term of office beginning on or after December 1, 2010, the amount calculated for the previous term of office, increased by an adjustment calculation reflecting the increase in the Ontario Consumer Price Index (CPI). However, no CPI increase is provided for 2011-12, since such an increase is prohibited until November 30, 2012 under the *Public Sector Compensation Restraint to Protect Public Services Act, 2010*.

Base Amount Additions: An additional annual amount of \$2,500 for the Vice-Chair and \$5,000 for the Chair for each year of the term of office.

Enrolment Amount: An annual amount for all trustees calculated for each year of the term of office by taking the Average Daily Enrolment (ADE) for the just completed school year, multiplying it by \$1.75, and dividing by the number of trustees. The 2010-11 budgeted ADE was 22,600.74 students. When multiplied by \$1.75 and divided by 9 trustees, this yields an amount of \$ 4,394.59 for all trustees.

Enrolment Amount Additions: An additional annual amount for the Vice-Chair calculated for each year of the term of office by taking the ADE and multiplying it by \$0.025. The 2010-11 budgeted ADE was 22,600.74 students. When multiplied by \$0.025, this yields an amount of \$565.02 for the Vice-Chair. An additional annual amount for the Chair calculated for each year of the term of office by taking the ADE and multiplying it by \$0.05. The 2010-11 budgeted ADE was 22,600.74 students. When multiplied by \$0.05, this yields an amount of \$ 1,130.04 for the Chair.

For Student Trustees, it is noted that the honoraria is set at \$2,500.00 per term, which current term extends from August 1, 2011 to July 31, 2012, in accordance with Ontario Regulation 7/07 *Student Trustees* and Board Policy T:01 Student Trustees.

FINANCIAL IMPACT:

A comparison of the 2011-12 honoraria with the honoraria from 2010-11, shows reductions as follows:

Honoraria Comparison 2010-11 versus 2011-12 (From December 1st to November 30th)

Position	2010-11 Honoraria	2011-12 Honoraria	Dollar Change	Percent Change
Trustee	\$10,402.61	\$10,294.59	-\$108.02	-1.0%
Vice-Chair	\$13,481.52	\$13,359.61	-\$121.91	-0.9%
Chair	\$16,560.42	\$16,424.63	-\$135.79	-0.8%

It is noted that honoraria are calculated based on the second year of the Board's four year term from December 1, 2011 to November 30, 2012. However, the Board's budget covers the period from September 1, 2011 to August 31, 2012. Therefore, the budgeted and projected honoraria are a blend of the 2010-11 and 2011-12 honoraria calculated for three months and nine months, respectively, as follows:

**Total Honoraria
In 2011-12 Budget Year
(From September 1, 2011 to August 31, 2012)**

Board Members	2010-11 Honoraria from Sept. 1/11 to Nov. 30/11	2011-12 Honoraria from Dec. 1/11 to Aug. 31/12	Total Honoraria in 2011-12 Budget Year Sept. 1/11 to Aug. 31/12
7 Trustees	\$18,204.57	\$54,046.60	\$72,251.17
1 Vice-Chair	\$3,370.38	\$10,019.71	\$13,390.09
1 Chair	\$4,140.11	\$12,318.47	\$16,458.58
Totals	\$25,715.06	\$76,384.78	\$102,099.84

The Board approved an amount of \$109,233 for Trustee Honorarium in account # 000-31-101000-6-000-0 in the 2011-12 Estimates. The honoraria for the 2011-12 budget year calculated in this report equals \$102,099.84. As such, an adjustment will be made in the 2011-12 Revised Estimates to reflect the new total in this account.

TIMELINES:

The revised honoraria apply for the December 1, 2011 to November 30, 2012 term.

APPENDICES:

- None.

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 16, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 16, 2011



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business
Paulette Littlejohns, Senior Manager, Facilities and Support Services

SUBJECT: JANITORIAL SUPPLIES EXTENSION 2011-12

RECOMMENDATION:

That the Board approve an extension to June 30, 2012 of the purchase order contracts for Janitorial Supplies to International Supply Systems Inc., Champion Products, Holland Cleaning Solutions Ltd., Merchants Paper Company Ltd., and Swish Maintenance Ltd. as a charge to Plant Operation Supplies accounts 000-40-340000-1-000, 000-40-340000-4-000, 000-40-340000-5-000 and 000-44-340000-6-000.

SYNOPSIS:

A tender was called for the purchase of Janitorial Supplies for 2010-11 and multiple purchase order contracts were issued after Board approval on December 14, 2010.

At the time of award, it was noted that the tender award extended over portions of two budget years, 2010-11 and 2011-12. In order to bring the tender award period in line with the Board's fiscal reporting period, suppliers were contacted to extend their pricing from October 1, 2011 until June 30, 2012. This report is submitted to the Board to obtain approval for this extension.

BACKGROUND COMMENTS:

Suppliers were contacted in September 2011 with a request to extend their tender pricing until June 30, 2012. The suppliers agreed to extend their tender pricing for the majority of the products at the same price. A tender will be issued in June 2012 with pricing effective September 1, 2012 for the 2012-13 budget year.

FINANCIAL IMPACT:

The costs for the Janitorial Supplies will be funded from the School Operations & Maintenance accounts as well as the Board Administration – Plant Operations Supplies account. The account numbers and 2011-12 budget estimates are noted below:

Expenditure Category	Account	2011-12 Original Budget Estimate
Plant Operation Supplies	000-40-340000-1-000	\$220,000
Plant Operation Supplies	000-40-340000-4-000	\$154,000
Plant Operation Supplies	000-44-340000-6-000	\$ 6,000
Total		\$380,000

TIMELINES:

The extension of this tender award period will be until June 30, 2012.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 16, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 16, 2011



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario Iatonna, Executive Superintendent of Business
SUBJECT: **2010-11 FISCAL YEAR-END FINANCIAL STATEMENTS**
RECOMMENDATION:

That the Board approve the audited 2010-11 Fiscal Year-End Financial Statements.

SYNOPSIS:

The 2010-11 fiscal year-end financial statements have been completed, including review by the external auditors, and the auditors' report has been issued.

BACKGROUND COMMENTS:

Section 253 of the Education Act requires that all boards undertake an annual audit of their accounts and that the auditor express an opinion on the financial statements based on the audit. The Board's external auditor is the firm of Graham, Settington, McIntosh, Driedger & Hicks LLP, and their report is attached hereto.

The work by the Board's external auditor for the audit of the Consolidated Financial Statements for the fiscal year ended August 31, 2011 has revealed no material concerns with the statements as prepared by Board administration. These statements were reviewed by the Board's Audit Committee at its meeting held on November 15, 2011 and are recommended by the committee for approval by the Board and submission to the Ministry of Education.

FINANCIAL IMPACT:

Accounting and Legislative Changes in 2010-11:

The 2010-11 fiscal year continued to see significant accounting and legislative changes which are highlighted below.

- Revised “Government Transfers” standard – DCC (PS 3410).
 - This standard requires government transfers for capital to be recorded as a liability, referred to as deferred capital contributions (DCC). The liability is then recognized in revenue over the useful life of the asset.
- Revised “Government Transfers” standard – Revenues Recognized for Land (PS 3410).
 - The standard also requires capital transfers related to non-depreciable assets such as land to be recognized in revenue once the asset is acquired. Prior to this, boards were required to include land revenues in DCC.
- Sinking Fund Interest (PS 3100.13)
 - The Ministry reviewed the previous approach on sinking funds and determined that interest on sinking funds should be recognized in revenue when earned. Previously, sinking fund interest was included in DCC.
- Proceeds of Disposition
 - In 2010-11, the Ministry changed the treatment of proceeds of disposition so that both the gain on sale and prior capital contributions are transferred to deferred revenue on disposal of real property. In 2009-10, only the gain on sale was transferred to deferred revenue.
- Assets Held for Sale (PS 1200.051)
 - In the 2010-11 financial statements, assets held for sale that meet certain criteria are required to be recognized as a financial asset, as opposed to tangible capital assets.

The Ministry required school boards to adopt these new standards and accounting changes retroactively in the 2010-11 financial statements in order to have a resulting set of financial statements that are relevant, understandable to the user and comparable over periods and amongst school boards in Ontario. As a result of the retroactive implementation, prior periods of comparative financial statements and budgets have been restated.

Aside from the accounting changes, significant legislative changes were also in effect September 1, 2010. Ontario Regulation 488/10, *Determination of Board Surpluses and Deficits* was introduced, along with Ontario Regulation 193/10, *Restricted Purpose Revenues* which replaced the previous reserves regulation. In addition, Section 231 of the Education Act was amended to include a new division C.1 called *Financial Recovery Plans*. This section gives the Minister the power to trigger a financial recovery plan at any point when a board's expenses exceed its revenues for the fiscal year by an amount greater than the lesser of (a) 1% of its operating revenue for the fiscal year, or (b) its accumulated surplus for the immediately preceding fiscal year.

Results of Operations:

District school boards are required to adopt Public Sector Accounting Board (PSAB) standards for local governments as their financial standards and publish financial statements that accord with this standard. The Ministry of Education also requires boards to submit annual financial forms that both accord with PSAB standards, and provide reconciliations that comply with the funding requirements of the Education Act. When determining a board's compliance with the balanced budget provision contained in the Education Act, the Ministry considers the closing accumulated surplus or deficit

“available for compliance” with the Education Act. For WECD SB, that value was a reported surplus of \$556,353 at 2009-10 year-end. Given the retroactive accounting changes noted above, the opening accumulated surplus was restated as follows:

Balance at August 31, 2010 (per 2009-10 financial statements)	556,353
Ministry adjustments to audited 2009-10 financial statements	69,610
Committed sinking fund interest earned	<u>428,085</u>
Restated Accumulated Surplus balance at September 1, 2010	<u>1,054,048</u>

When determining the in-year surplus or deficit as calculated for compliance with the funding requirements of the Education Act, the Ministry excludes certain revenue and expenditure items contained in the financial statements. For 2010-11, the in-year surplus/(deficit) for compliance purposes was determined as follows:

In-year revenues for compliance purposes	250,431,465
In-year expenses for compliance purposes	<u>253,911,415</u>
In-year deficit for compliance purposes	<u>(3,479,950)</u>

Therefore, the 2010-11 closing accumulated deficit available for compliance is calculated as follows:

Restated Accumulated Surplus at September 1, 2010	1,054,048
In-year deficit	<u>(3,479,950)</u>
Closing Accumulated Deficit at August 31, 2011	<u>(2,425,902)</u>

This closing accumulated deficit for the 2010-11 fiscal year of (\$2,425,902) is \$625,902 greater than the \$1.8M closing accumulated deficit originally projected and accounted for in the development of the 2011-12 budget estimates.

Administration and Governance Compliance:

In any fiscal year, the school board administration and governance expenditures cannot exceed the grant allocation. In 2010-11, WECD SB’s net expenditures in this category after considering third-party revenues was \$7,930,911, while the grant allocation was \$8,023,326. Therefore, the board under spent its allocation in this category and was compliant with this particular enveloping provision.

TIMELINES:

As noted earlier, school boards must complete both audited financial statements and Ministry of Education financial forms. These latter financial forms are required to be submitted electronically to the Ministry of Education by November 15, 2011. WECD SB met this requirement and submitted the forms on that date.

The audited financial statements, notes to the financial statements and auditor’s report attached hereto are required to be filed with the Ministry of Education by December 6, 2011.

APPENDICES:

Draft Consolidated Financial Statements - August 31, 2011 and Auditors’ Report.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	November 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 14, 2011

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of the Windsor-Essex Catholic District School Board

We have audited the accompanying consolidated financial statements of the Windsor-Essex Catholic District School Board which are comprised of the consolidated statement of financial position as at August 31, 2011 and the consolidated statements of operations, change in net debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information. These consolidated financial statements have been prepared by management based on the financial reporting provisions described in note 1 to the consolidated financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with the basis of accounting described in note 1 to the consolidated financial statements, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements of Windsor-Essex Catholic District School Board for the year ended August 31, 2011 present fairly, in all material respects, the consolidated financial position of Windsor-Essex Catholic District School Board as at August 31, 2011, and consolidated results of operations, consolidated change in net debt, and consolidated cash flow for the year then ended in accordance with the basis of accounting described in note 1 to the consolidated financial statements.

Basis of Accounting

Without modifying our opinion, we draw attention to note 1 to the consolidated financial statements which describes the basis of accounting. The consolidated financial statements are prepared to assist Windsor-Essex Catholic District School Board to meet the requirements of the Ontario Ministry of Education. As a result, the consolidated financial statements may not be suitable for another purpose.

**GRAHAM, SETTERINGTON, McINTOSH,
DRIEDGER & HICKS LLP**

Leamington, Ontario
November 22, 2011

Chartered Accountants
Licensed Public Accountants.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Consolidated Statement of Financial Position****As at August 31**

	2011	(restated) 2010
FINANCIAL ASSETS		
Cash and cash equivalents (note 4)	\$ 2,296,275	\$ 1,953,822
Accounts receivable	12,101,064	16,758,234
Accounts receivable - Government of Ontario (note 5)	166,000,939	168,261,349
TOTAL FINANCIAL ASSETS	180,398,278	186,973,405
LIABILITIES		
Temporary borrowing (note 10)	27,950,093	28,066,051
Accounts payable and accrued liabilities	12,238,196	10,360,072
Other	192,303	331,687
Net debenture debt and capital loans (note 9)	160,175,620	166,301,684
Deferred revenue (note 6)	2,055,570	2,657,779
Employee benefits payable (note 8)	105,797,157	98,593,193
Deferred capital contributions (note 7)	200,682,229	202,970,390
TOTAL LIABILITIES	509,091,168	509,280,856
NET DEBT	(328,692,890)	(322,307,451)
NON-FINANCIAL ASSETS		
Tangible capital assets (note 21)	227,486,340	230,496,549
Prepaid expenses	675,164	1,637,048
TOTAL NON-FINANCIAL ASSETS	228,161,504	232,133,597
ACCUMULATED DEFICIT (note 13)	\$ (100,531,386)	\$ (90,173,854)

Signed on Behalf of the Board

Director of Education_____
Chair of the Board

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Consolidated Statement of Operations****For the years ended August 31**

	(restated & unaudited)		(restated)
	2011	2011	2010
	Budget	Actual	Actual
REVENUES			
Local taxation	\$ 48,180,018	\$ 48,494,695	\$ 50,993,939
Provincial grants - Grants for Student Needs	185,651,743	187,019,964	142,894,670
Provincial grants - other	3,915,271	4,188,262	6,121,814
Other revenues - School boards	-	-	238,146
Other fees and revenues	1,282,418	2,704,389	2,191,653
Investment income	1,500	167,928	228,972
School generated funds	7,099,000	8,266,746	7,829,055
Amortization of deferred capital contributions including disposals (note 7)	8,177,434	7,856,223	9,398,594
TOTAL REVENUES	254,307,384	258,698,207	219,896,843
EXPENSES (note 12)			
Instruction	196,758,563	199,166,978	193,394,997
Administration	9,551,219	9,990,898	9,648,297
Transportation	8,255,696	7,720,148	8,485,053
Pupil Accommodation	42,837,731	42,587,402	41,827,402
Other	1,612,745	1,618,418	1,865,518
School generated funds	6,974,000	7,971,895	7,872,677
TOTAL EXPENSES	265,989,954	269,055,739	263,093,944
ANNUAL DEFICIT	(11,682,570)	(10,357,532)	(43,197,101)
Accumulated Deficit, beginning of year	(83,587,951)	(90,173,854)	(46,976,753)
Accumulated Deficit, end of year	\$ (95,270,521)	\$ (100,531,386)	\$ (90,173,854)

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Consolidated Statement of Change in Net Debt
For the years ended August 31

	2011 Actual	(restated) 2010 Actual
Annual Deficit	\$ (10,357,532)	\$ (43,197,101)
TANGIBLE CAPITAL ASSET ACTIVITY		
Acquisition of tangible capital assets	(5,568,062)	(5,579,328)
Amortization of tangible capital assets	8,475,336	9,440,571
Gain/(Loss) on sale of tangible capital assets - Net	(89)	-
Proceeds on sale of tangible capital assets	103,023	-
TOTAL TANGIBLE CAPITAL ASSET ACTIVITY	3,010,208	3,861,243
OTHER NON-FINANCIAL ASSET ACTIVITY		
Acquisition of prepaid expenses	(675,164)	(1,966,307)
Use of prepaid expenses	1,637,049	1,056,549
TOTAL OTHER NON-FINANCIAL ASSET ACTIVITY	961,885	(909,758)
INCREASE IN NET DEBT	(6,385,439)	(40,245,616)
Net debt, beginning of year	(322,307,451)	(282,061,835)
Net debt, end of year	\$ (328,692,890)	\$ (322,307,451)

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Consolidated Statement of Cash Flow****For the years ended August 31**

	2011 Actual	(restated) 2010 Actual
OPERATING TRANSACTIONS		
Annual Surplus/(Deficit)	\$ (10,357,532)	\$ (43,197,101)
Sources and (Uses):		
Non-cash items including amortization, write downs and gain/loss on disposal	8,475,247	9,440,571
(Increase) decrease in accounts receivable	6,917,580	(170,357,752)
(Increase) in externally appropriated accumulated deficit (note 3)	-	(15,148,091)
Increase (decrease) in accounts payable and accrued liabilities	1,878,124	704,807
Increase (decrease) in other liabilities	(139,384)	207,986
Increase (decrease) in deferred revenues	(602,209)	(803,094)
Increase (decrease) in employee benefits payable	7,203,964	22,431,274
Increase (decrease) in deferred capital contributions	(2,288,161)	202,970,390
(Increase) decrease in prepaid expenses	961,883	(909,758)
CASH PROVIDED BY (APPLIED TO) OPERATING TRANSACTIONS	12,049,512	5,339,232
CAPITAL TRANSACTIONS		
Proceeds on sale of tangible capital assets	103,023	-
Cash used to acquire tangible capital assets	(5,568,062)	(5,579,328)
CASH APPLIED TO CAPITAL TRANSACTIONS	(5,465,039)	(5,579,328)
FINANCING TRANSACTIONS		
Long term liabilities issued	-	32,052,872
(Decrease) in temporary borrowing	(115,958)	(26,375,136)
Debt repaid and sinking fund contributions	(6,126,062)	(5,481,268)
CASH PROVIDED BY (APPLIED TO) FINANCING TRANSACTIONS	(6,242,020)	196,468
CHANGE IN CASH AND CASH EQUIVALENTS	342,453	(43,628)
Opening cash and cash equivalents	1,953,822	1,997,450
Closing cash and cash equivalents	\$ 2,296,275	\$ 1,953,822

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2011

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are prepared by management in accordance with the basis of accounting described below.

(a) Basis of Accounting

These consolidated financial statements have been prepared in accordance with Ontario Regulation 196/10 which requires school boards to comply with all regulations, policies, guidelines, directives and similar instruments. In 2004, directive was provided by the Ontario Ministry of Education within memorandum 2004:B2 requiring school boards to adopt Public Sector Accounting Standards established by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA).

In March 2011, PSAB released a new Public Sector Accounting Standard PS 3410 "Government Transfers". The Ontario Ministry of Education provided direction on the adoption of this new standard in memorandum 2011:B08. The Ontario Ministry of Education required the implementation of this Government Transfers standard on a retroactive basis as described in Note 2 to the financial statements.

The Ministry direction requires school boards to record a liability (deferred capital contribution) equal to the amount of the net book value of the depreciable assets at September 1, 2010 that have been Ministry approved. This direction, therefore, results in property tax revenue which was used to acquire or construct depreciable capital assets prior to 1998 when school boards ceased to have taxing authority, being afforded the same treatment as government capital grants, which is to recognize related revenue over the remaining useful life of the asset as disclosed in Note 2. Under the Public Sector Accounting Standards property tax revenue should be recorded as revenue when received or receivable in accordance with Public Sector Accounting Standard PS 3510 "Tax Revenue".

These consolidated financial statements have been prepared in accordance with the financial reporting framework described above.

(b) Reporting Entity:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financial affairs and resources to the Board and which are controlled by the Board.

School generated funds, which include the assets, liabilities, revenues and expenses of various organizations that exist at the school level and which are controlled by the Board are reflected in the consolidated financial statements.

Interdepartmental and inter-organizational transactions and balances between these organizations are eliminated.

(c) Trust Funds:

Trust funds and their related operations administered by the Board are not included in the consolidated financial statements as they are not controlled by the Board.

(d) Cash and Cash Equivalents:

Cash and cash equivalents are comprised of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short term maturity term of less than 90 days.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011**

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**(e) Deferred Revenue:**

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed.

(f) Retirement and other employee future benefits:

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance and health care benefits, dental benefits, retirement gratuities, worker's compensation and long term disability benefits. The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self-insured retirement and other employee future benefit plans are actuarially determined using management's best estimates of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as retirement gratuities and life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability, and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pension, are the employer's contributions due to the plan in the period.
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

(g) Tangible Capital Assets:

Tangible capital assets are recorded at historical cost less accumulated amortization. Historical cost includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset, as well as interest related to financing during construction. When historical cost records were not available, other methods were used to estimate the costs and accumulated amortization.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

(g) Tangible Capital Assets (cont'd):

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Tangible capital assets, except land, are amortized on a straight line basis over their estimated useful lives as follows:

Asset	Estimated Useful Life in Years
Land improvements with finite lives	15
Buildings and building improvements	40
Portable structures	20
Other Buildings	20
First-time equipping of schools	10
Furniture	10
Equipment	5-15
Computer hardware	5
Computer software	5
Vehicles	5-10

Assets under construction and assets that relate to pre-acquisition and pre-construction costs are not amortized until the asset is available for productive use.

Land permanently removed from service and held for resale is recorded at the lower of cost and estimated net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing. Buildings permanently removed from service and held for resale cease to be amortized and are recorded at the lower of carrying value and estimated net realizable value. Tangible capital assets which meet the criteria for financial assets are reclassified as "assets held for sale" on the Consolidated Statement of Financial Position.

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

(h) Government Transfers:

Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

(i) Investment Income:

Investment income is reported as revenue in the period earned.

When required by the funding government or related Act, investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education forms part of the respective deferred revenue balances.

(j) Long-term Debt:

Long-term debt is recorded net of related sinking fund asset balances.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

(k) Budget Figures:

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and the basis of accounting used by the school board in the preparation of the financial statements, the budget figures presented have been adjusted to conform with this basis of accounting as it is used to prepare the consolidated financial statements. The budget figures are unaudited.

(l) Use of Estimates:

The preparation of consolidated financial statements in conformity with the basis of accounting described in note 1a requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the year. Accounts subject to estimates include employee future benefits. In addition, estimates have been made of the historical cost and useful lives of certain tangible capital assets as a result of the implementation of Section 3150 of the Public Sector Accounting Handbook. Actual results could differ from these estimates.

2. CHANGE IN ACCOUNTING POLICIES

In fiscal 2011, the Board early adopted Public Sector Accounting Handbook section 3410 Government Transfers as described in Note 1a. This change has been applied retroactively and prior periods have been restated. Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset.

At the direction of the Ministry, the Board has calculated the opening DCC balance as at September 1, 2010 as the value of the depreciable tangible capital assets less the unsupported capital debt, both at August 31, 2010. The unsupported capital debt is the portion of the board's outstanding debt that is not supported by Ministry funding. This calculation provides a cost effective solution to determine the opening balance, allowing for the standard to be implemented retroactively. Retroactive implementation results in a set of financial statements that is relevant, understandable to the user, and comparable over periods and amongst school boards in Ontario.

This change in accounting policy has changed amounts reported in the prior period as follows:

Accumulated deficit at August 31, 2010:	
Accumulated surplus, as previously reported	\$ 127,949,672
Employee future benefits - non-vesting sick days	(15,148,092)
Transfer to deferred revenue	(5,044)
Transfer to deferred capital contributions	(202,970,390)
Accumulated deficit, as restated	\$ (90,173,854)
Annual deficit for the year ended August 31, 2010:	
Annual surplus, as previously reported	\$ 159,778,333
Less: Amounts transferred to deferred revenue	(5,044)
Less: In-year Provincial capital contributions	(212,368,984)
Plus: Amounts recognized in revenue	9,398,594
Annual deficit, as restated	\$ (43,197,101)

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****2. CHANGE IN ACCOUNTING POLICIES (CONT'D)**

The impact for the year ended August 31, 2011 is as follows:

Annual deficit for the year ended August 31, 2011:

Annual surplus, as per prior year policy		\$	190,221,763
Less: In-year Provincial capital contributions	\$	(208,435,518)	
Plus: Amounts recognized in revenue		7,856,223	
<u>Subtotal</u>			<u>(200,579,295)</u>
<u>Annual deficit, as currently reported</u>		\$	<u>(10,357,532)</u>

Provincial grants have decreased by the subtotal above.

3. PRIOR YEAR ADJUSTMENT

During the year management became aware that certain non-vested accumulated sick days should be reflected as a PSAB obligation.

This change has been applied retroactively with restatement and has resulted in a decrease in opening accumulated surplus and an increase in employee benefits payable of \$15,148,091 at September 1, 2009.

4. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include the following:

	<u>2011</u>	<u>2010</u>
School funds	\$ 2,267,300	\$ 1,924,847
Petty cash	28,975	28,975
	<u>\$ 2,296,275</u>	<u>\$ 1,953,822</u>

5. ACCOUNTS RECEIVABLE - GOVERNMENT OF ONTARIO

The Province of Ontario (Province) replaced variable capital funding with a one-time debt support grant in 2009-10. The Board received a one-time grant that recognizes capital debt as of August 31, 2010 that is supported by the existing capital programs. The Board receives this grant in cash over the remaining term of the existing capital debt instruments. The Board may also receive yearly capital grants to support capital programs which would be reflected in this account receivable.

The Board has an account receivable from the Province of Ontario of \$166,000,939 as at August 31, 2011 (2010 - \$168,261,349) with respect to capital grants.

6. DEFERRED REVENUE

Revenues received and that have been set aside for specific purposes by legislation, regulation or agreement are included in deferred revenue and reported on the Consolidated Statement of Financial Position.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****6. DEFERRED REVENUE (CONT'D)**

Deferred revenue set aside for specific purposes by legislation, regulation or agreement as at August 31, 2011 is comprised of:

	Balance as at August 31, 2010 (restated)	Externally restricted revenue received	Revenue recognized in the period	Transfers (to) deferred capital contributions in the period	Balance as at August 31, 2011
Restricted operating grants	\$ 885,953	\$ 26,415,618	\$ (26,758,687)	\$ -	\$ 542,884
Third party operating grants	69,704	9,594	(69,704)	-	9,594
Restricted capital grants	70,122	17,860,140	(16,109,061)	(1,730,109)	91,092
Proceeds of disposition	1,632,000	47,601	(220,000)	(47,601)	1,412,000
Total Deferred Revenue	\$ 2,657,779	\$ 44,332,953	\$ (43,157,452)	\$ (1,777,710)	\$ 2,055,570

7. DEFERRED CAPITAL CONTRIBUTIONS

Government transfers for capital that meet the definition of a liability are referred to as deferred capital contributions (DCC). Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. The Ministry provided direction to the school boards in the establishment of the opening balance of the deferred capital contributions as disclosed in Note 2.

	2011	2010 (restated)
Balance as at August 31, 2010	\$ 202,970,390	\$ 206,835,288
Additions to deferred capital contributions	5,568,062	5,533,696
Revenue recognized in the period - amortization	(7,753,289)	(8,720,826)
Revenue recognized in the period - disposals	(102,934)	(677,768)
Balance as at August 31, 2011	\$ 200,682,229	\$ 202,970,390

8. EMPLOYEE BENEFITS PAYABLE

Retirement and Other Employee Future Benefit Liabilities				
	2011			2010 (restated)
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Accrued employee future benefit obligations	\$ 117,311,977	\$ 18,655,871	\$ 135,967,848	\$ 116,907,275
Unamortized actuarial losses	29,013,336	1,157,355	30,170,691	18,314,082
Employee future benefits liability	\$ 88,298,641	\$ 17,498,516	\$ 105,797,157	\$ 98,593,193

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****8. EMPLOYEE BENEFITS PAYABLE (CONT'D)**

Retirement and Other Employee Future Benefit Expenses					
	2011			2010	
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits	
Current year benefit accrual	\$ 3,713,683	\$ 1,310,496	\$ 5,024,179	\$	4,287,442
Recognition of Past Service Cost	-	58,787	58,787	-	-
Interest on accrued benefit obligation	4,802,997	762,499	5,565,496		4,479,996
Net amortization of estimation adjustment loss	2,209,650	19,645	2,229,295		2,051,035
Employee future benefit expenses	\$ 10,726,330	\$ 2,151,427	\$ 12,877,757	\$	10,818,473

Retirement Benefits**(i) Ontario Teacher's Pension Plan:**

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's consolidated financial statements.

(ii) Ontario Municipal Employees Retirement System:

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rate of pay. Employee contribution rates are at levels of up to 10.7% of earnings. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2011, the Board contributed \$2,532,407 (2010 - \$2,197,407) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's consolidated financial statements.

(iii) Retirement Gratuities:

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The amount of the gratuities paid to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at retirement. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****8. EMPLOYEE BENEFITS PAYABLE (CONT'D)**

(iv) Retirement Life Insurance and Health Care Benefits:

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's consolidated financial statements.

Other Employee Future Benefits

(i) Workplace Safety and Insurance Board Obligations:

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit cost and liabilities related to this plan are included in the Board's consolidated financial statements.

(ii) Long-term Disability - Life Insurance, Dental and Health Care Benefits:

The Board provides life insurance, dental and health care benefits to employees on long-term disability leave. The Board is responsible for the partial payment of life insurance premiums and the partial costs of health care benefits under this plan. The Board provides these benefits through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan.

(iii) Sick Leave Benefits:

The Board provides compensated absences from sick leave accumulations through an unfunded defined benefit plan. The benefit costs expensed in the financial statements are \$1,443,866. A prior period adjustment in the amount of \$15,148,091 with respect to the initial set up of these benefits was made to the open accumulated surplus and Accrued Employee Future Benefit Obligations. (see Note 2).

Actuarial Assumptions

The accrued benefit obligations for employee future benefit plans as at August 31, 2011 are based on actuarial valuations for accounting purposes as at August 31, 2009, with the exception of the valuation of the non-vesting sick leave accumulations benefits which was newly performed as at August 31, 2011. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Board's best estimates of expected rates which implicitly include an inflation rate adjustment.

	2011	2010
	%	%
Wage and salary escalation	3	3
Insurance and health care cost escalation	4.5 -10.0	4.5 -10.0
Discount on accrued benefit obligations	4	4.75

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****9. NET DEBENTURE DEBT AND CAPITAL LOANS**

Net long-term debt reported on the Consolidated Statement of Financial Position is comprised of the following:

	2011	2010
Debenture #90-55; 12.160%; matured December 2010	\$ -	\$ 145,000
Debenture #93-64; 8.590%; maturing September 2011	1,024,000	1,966,000
Debenture #94-67; 10.000%; maturing November 2012	2,322,000	3,328,000
Debenture #02-01; 5.900%; maturing October 2027	25,903,228	26,811,969
Debenture #03-04 (Sinking Fund); 5.300%; principal repayable November 2013	24,012,700	24,012,700
Debenture #03-05; 5.800%; maturing November 2028	25,763,376	26,595,854
Debenture #06-01; 5.070%; maturing April 2031	39,872,058	41,002,826
Debenture #06-03; 4.560%; maturing November 2031	7,221,803	7,431,251
Debenture #09-01; 5.062%; maturing March 2034	5,234,242	5,354,084
Debenture #09-10; 4.947%; maturing May 2035	29,145,246	29,460,559
Debenture #10-01; 5.232%; maturing April 2035	2,539,877	2,592,313
Debenture Debt	163,038,530	168,700,556
Less: Sinking Fund Asset Balance as at August 31	(2,862,910)	(2,398,872)
Net Debenture Debt	\$ 160,175,620	\$ 166,301,684

Principal and interest payments relating to net long-term liabilities of \$160,175,620 outstanding as at August 31, 2011 are due as follows:

	Debenture Principal and Sinking Fund Contributions	Debenture Interest Payments	Total
2011-12	6,546,421	8,652,379	15,198,800
2012-13	5,855,242	8,269,477	14,124,719
2013-14	25,038,692	7,337,288	32,375,980
2014-15	4,793,791	6,452,992	11,246,783
2015-16	5,055,371	6,191,411	11,246,782
Thereafter	112,886,103	51,693,340	164,579,443
	\$ 160,175,620	\$ 88,596,887	\$ 248,772,507

Included in net debenture debt are outstanding sinking fund debentures of \$ 24,012,700 (2010 - \$24,012,700) secured by sinking fund assets with a carrying and market value of \$2,862,910 (2010 - \$2,398,872). The market value is \$263,301 less than the planned value for the fund as at August 31, 2011. Sinking fund assets are comprised of short-term notes and deposits.

Interest on long-term debt amounted to \$8,861,623 (2010 - \$8,072,072).

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****10. TEMPORARY BORROWING**

Temporary borrowing consists of the following:

	2011	2010
Demand capital expenditure credit bearing loan interest at the lower of prime (2010: prime plus 0.60%) or bankers acceptance plus 1.00% (2010: 1.50%) stamping fee.	\$ 13,889,441	\$ 15,039,441
Demand operating credit bearing loan interest at the lower of prime (2010: prime plus 0.60%) or bankers acceptance plus 1.00% (2010: 1.50%) stamping fee. Repayable in blended monthly payments of \$70,000 beginning June 1, 2011.	14,060,652	13,026,610
	<u>\$ 27,950,093</u>	<u>\$ 28,066,051</u>

The Board has lines of credit available to the maximum of \$28 million (2010: \$20 million) to address operating requirements and \$14 million (2010: \$45 million) for long term capital projects.

All loans are unsecured, due on demand and are in the form of bankers' acceptance notes and bank overdrafts.

11. DEBT CHARGES, CAPITAL LOANS AND LEASE INTEREST

The expenditure for debt charges and capital loans includes principal, sinking fund contributions and interest payment as follows:

	2011	2010
Principal payments on long-term liabilities including contributions to sinking funds	\$ 5,990,488	\$ 5,273,845
Interest payments on long-term liabilities	8,877,170	7,832,350
	<u>\$ 14,867,658</u>	<u>\$ 13,106,195</u>

Included in debt repayment and sinking fund contributions on the Consolidated Statement of Cash Flow in total of \$6,126,062 (2010 - \$5,481,268) are principal payments on long-term debt of \$5,662,024 (2010 - \$4,945,381) and sinking fund interest revenue of \$135,574 (2010 - \$207,423).

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****12. EXPENSES BY OBJECT**

The following is a summary of the expenses reported on the Consolidated Statement of Operations by object:

	(unaudited)		
	2011 Budget	2011 Actual	2010 Actual
Expenses			
Salary and wages	\$ 175,462,293	\$ 179,292,325	\$ 173,141,040
Employee benefits	34,791,735	34,061,772	33,226,877
Staff development	527,605	567,478	421,503
Supplies and services	23,735,424	24,308,931	23,231,976
Interest charges on capital	9,201,924	9,346,676	8,968,173
Rental expenditures	660,323	647,985	613,348
Fees and contract services	9,719,094	9,988,018	11,393,922
Other	3,039,225	2,362,184	2,656,534
Amortization of tangible capital assets	8,852,331	8,475,336	9,440,571
Loss on Disposal	-	5,034	-
	\$ 265,989,954	\$ 269,055,739	\$ 263,093,944

13. ACCUMULATED DEFICIT

Accumulated deficit consists of the following:

	2011	2010 (restated)
Deficit:		
Operating	\$ (2,516,783)	\$ 377,648
Benefit plan	(581,041)	76,536
School Renewal	171,786	171,786
Employee future benefits	(105,735,693)	(98,593,196)
Interest and vacation accruals	(4,318,857)	(4,288,925)
School generated funds	2,219,698	1,924,847
Committed sinking fund interest earned	500,139	428,085
Revenues recognized for land	9,729,365	9,729,365
	\$ (100,531,386)	\$ (90,173,854)

14. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. Liability insurance is available to a maximum of \$24,000,000 (2010: \$20,000,000) per occurrence.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011**

14. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE) (CONT'D)

The ultimate premiums over a five year period are based on the reciprocal's and the Board's actual claims experience. Periodically, the Board may receive a refund or be asked to pay an additional premium based on its pro rata share of claims experience. The current five year term expires December 31, 2011 and will be extended to December 31, 2016.

15. CONTRACTUAL OBLIGATIONS AND CONTINGENT LIABILITIES**(a) Contractual Obligations:**

The Board has ongoing commitments over the next five years as follows:

2011-12	\$	1,409,563
2012-13		1,323,075
2013-14		1,179,075
2014-15		954,075
2015-16		589,519
Thereafter		<u>2,014,848</u>
	\$	<u>7,470,156</u>

As at August 31, 2011, the Board is committed to capital expenditures in the amount of \$159,881 (2010 - \$1,509,234).

(b) Contingent Liabilities:

In the normal course of operations, the Board becomes involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at August 31, 2011 cannot be predicted with certainty, it is the opinion of the Board that their resolution will not have a material adverse effect on the Board's financial position or results of operation.

16. BUDGET DATA

The unaudited budget data presented in these consolidated financial statements is based upon the 2011 budgets approved by the Board on August 31, 2010. The budget was prepared in June 2010, prior to the release of the Government Transfers standard, which was released in March 2011. As a result, there are some changes in how the DCC taken in to income is calculated for the Financial Statements, versus for the budget. This includes the treatment of sinking fund interest and other components. The chart below reconciles the approved budget to the budget figures reported in the Consolidated Statement of Operations. Where amounts were not budgeted for, the actual amounts for 2011 were used in order to adjust the budget numbers to reflect the same basis of accounting as that used to report the actual results.

As boards only budget the Statement of Operations, the budget figures in the Consolidated Statement of Change in Net Debt have not been provided.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****16. BUDGET DATA (CONT'D)**

Consolidated Statement of Operations (Unaudited)
For the year ended August 31

	2010-11 Budget	Change	Restated 2010-11 Budget
REVENUES			
Total Revenues as in the 2010-11 Budget	\$ 259,727,484	\$ -	\$ 259,727,484
Deduct: Adjustment due to adoption of government transfer standard (see Note 2)	-	(5,420,100)	(5,420,100)
Total Revenue	259,727,484	(5,420,100)	254,307,384
Total Expenses	265,989,954	-	265,989,954
Annual Deficit	(6,262,470)	(5,420,100)	(11,682,570)
Accumulated Surplus, beginning	139,749,757	-	139,749,757
Change in Accounting Policy - DCC	(223,337,708)	-	(223,337,708)
Accumulated Deficit, restated	(83,587,951)	-	(83,587,951)
Accumulated Deficit, end	\$ (89,850,421)	\$ (5,420,100)	\$ (95,270,521)

17. TRANSPORTATION CONSORTIUM

On January 20, 2003, the Board entered into an agreement with the Greater Essex County District School Board and Conseil scolaire de district des écoles catholiques du Sud-Ouest in order to provide common administration of student transportation within the district. On September 10, 2009, a new agreement was entered into and included the Conseil scolaire de district du Centre-Sud-Ouest. The consortium agreement was executed in an effort to increase delivery efficiency and cost effectiveness of student transportation for each of the school boards. Under the formal agreement, decisions related to the financial and operating activities are shared. No partner is in a position to exercise unilateral control. Operations have been included in these financial statements based on the Board's portion of costs incurred which have been calculated based on student ridership.

The Board's consolidated statement of operations and accumulated surplus (deficit) reflect the Board's pro-rata share of expenses. Total expenses of the consortium at August 31, 2011 were \$20,828,911 (2010 - \$22,743,273). The Board's pro-rata share of expenses at August 31, 2011 was \$7,720,148 (2010 - \$8,485,053).

18. FINANCIAL INSTRUMENTS**(a) Interest Rate Risk:**

Interest rate risk represents the risk to the Board's operations that arises from fluctuations in interest rates and the degree of volatility of these rates. The Board is exposed to interest rate risk since the interest on the bank short-term borrowings is at variable rates.

(b) Fair Value:

Fair values approximate amounts at which financial assets and liabilities would be exchanged between willing parties based on current markets for instruments of the same risk and materiality. The fair value of financial assets and liabilities approximate their carrying values.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011**

19. COMPARATIVE FIGURES

Certain of the prior year figures, provided for the purpose of comparison, have been restated and/or reclassified to conform with the current year presentation.

20. REPAYMENT OF "55 SCHOOL BOARD TRUST" FUNDING

On June 1, 2003, the Board received \$21,647,375 from the 55 School Board Trust for its capital related debt eligible for provincial funding support as at May 14, 1998 pursuant to a 30 year agreement entered into with the trust. The 55 School Board Trust was created to refinance the outstanding not permanently financed (NPF) debt of participating boards who are beneficiaries of the trust. Under the terms of the agreement, the 55 School Board Trust repaid the Board's debt in consideration for the assignment by the Board to the trust of future provincial grants payable in respect of the NPF debt. The amount funded by the province of \$1,612,745 in respect of the agreement for the year ended August 31, 2011 is recorded on the Consolidated Statement of Financial Activities. As a result of this agreement, the liability in respect of the NPF debt ceased to be recognized in the Board's Consolidated Statement of Financial Position as of August 31, 2003.

21. TANGIBLE CAPITAL ASSETS

Continued on next page.

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WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2011****21. TANGIBLE CAPITAL ASSETS**

	COST				ACCUMULATED AMORTIZATION				NET BOOK VALUE	
	Balance at August 31, 2010	Additions and transfers	Disposals and transfers from (to) CIP	Balance at August 31, 2011	Balance at August 31, 2010	Amortization	Disposals / write downs	Balance at August 31, 2011	Net Book Value August 31, 2011	Net Book Value August 31, 2010
Land	\$ 10,774,667	\$ -	\$ -	10,774,667	\$ -	\$ -	\$ -	\$ -	\$ 10,774,667	\$ 10,774,667
Land Improvements	1,787,418	546,752	-	2,334,170	335,241	144,717	-	479,958	1,854,212	1,452,179
Buildings	278,956,175	4,233,855	862,887	284,052,917	69,038,270	7,592,077	-	76,630,347	207,422,570	209,917,905
Portable Structures	5,600,136	481,723	(1,199,000)	4,882,859	3,768,325	216,066	(1,199,000)	2,785,391	2,097,468	1,831,811
Construction in Progress	862,887	-	(862,887)	-	-	-	-	-	-	862,887
First time Equipping	8,481,612	106,878	-	8,588,490	3,734,078	505,084	-	4,239,162	4,349,328	4,747,534
Equipment	331,761	173,710	(18,332)	487,139	70,643	48,921	(18,332)	101,232	385,907	261,118
Computer Hardware	2,451,437	25,144	(1,036,025)	1,440,556	2,054,308	(84,388)	(945,798)	1,024,122	416,434	397,129
Computer Software	228,081	-	(185,104)	42,977	226,980	(6,860)	(185,104)	35,016	7,961	1,101
Vehicles	496,630	-	(33,809)	462,821	246,411	59,719	(21,102)	285,028	177,793	250,219
TOTAL	\$ 309,970,805	\$ 5,568,062	\$ (2,472,270)	\$ 313,066,596	\$ 79,474,256	\$ 8,475,336	\$ (2,369,336)	\$ 85,580,256	\$ 227,486,340	\$ 230,496,549



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting:
November 22, 2011

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education
SUBJECT: **APPOINTMENT OF TRUDY RICHARDS, REPRESENTATIVE
 AUTISM ONTARIO, WINDSOR ESSEX TO THE SPECIAL
 EDUCATION ADVISORY COMMITTEE (SEAC)**

RECOMMENDATION:

That the Board approve the appointment of Trudy Richards, representative, Autism Ontario, Windsor Essex to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014:

SYNOPSIS: The Autism Ontario organization has notified the Board that they have nominated Trudy Richards to serve as the Autism Ontario, Windsor Essex representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Trustees approves appointments to the committee.

BACKGROUND COMMENTS: Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that Board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the Board that employs them.

Trudy Richards meets the required conditions for this appointment.

FINANCIAL IMPACT: No financial implications.

TIMELINES: SEAC members are appointed by the school board for the same term of office as the elected members of the Board. Therefore, Ms. Richards appointment will be effective immediately upon Board approval for the balance of the current four-year term which ends November 30, 2014.

APPENDICES:

- Appendix A: Letter from Autism Ontario Windsor Essex dated November 3, 2011
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: November 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: November 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: November 14, 2011



AutismONTARIO
Windsor Essex

1168 Drouillard Road
Windsor, Ont N8Y 2R1
Phone: (519) 250-1893
Fax : (519) 250-4957
autismwindsor@gmail.com

November 3, 2011

Windsor-Essex Catholic District School Board
1325 California Avenue
Windsor, Ontario
N9B 3Y6

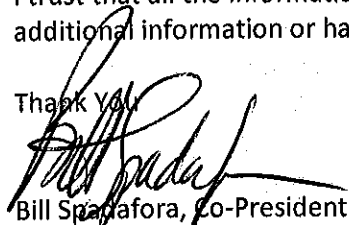
Attention : Ms. Terri Maitre

This letter is to inform you that we would like to appoint Trudy Richards as our new S.E.A.C Representative for the Windsor Essex Catholic District School Board. Unfortunately due to personal reasons, our current S.E.A.C Rep- Cass Graham-Stuart has resigned her position, effective immediately. Trudy has recently received some training from our Provincial Office and is ready to begin her position as S.E.A.C Rep.

Mrs Richards is qualified to vote for members of the WECDSB and is a resident of the Board's jurisdiction. She will take on the position of SEAC Rep and Rose Lamug will continue to be our alternate SEAC Rep.

I trust that all the information contained in this letter is sufficient to begin the process, but if you require additional information or have any questions, I can be reached at 519-819-5712

Thank You



Bill Spadafora, Co-President
Autism Ontario Windsor Essex Chapter



[Français](#)

Education Act

ONTARIO REGULATION 464/97

SPECIAL EDUCATION ADVISORY COMMITTEES

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,
(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.

[Français](#)



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting:
November 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Cathy Geml, Associate Director of Education

SUBJECT: **APPOINTMENT OF ERIN EARLS, ALTERNATE REPRESENTATIVE, WINDSOR-ESSEX DOWN SYNDROME ASSOCIATION TO THE SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

RECOMMENDATION:

That the Board approve the appointment of Erin Earls, alternate representative, Windsor-Essex Down Syndrome Association to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014:

SYNOPSIS: The Windsor-Essex Down Syndrome Association has notified the Board that they have nominated Erin Earls to serve as the Windsor-Essex Down Syndrome Association's alternate representative on the Board's Special Education Advisory Committee (Appendix "A"). The Board of Trustees approves appointments to the committee.

BACKGROUND COMMENTS: Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix "B").

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that Board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the Board that employs them.

Erin Earls meets the required conditions for this appointment.

FINANCIAL IMPACT: No financial implications.

TIMELINES: SEAC members are appointed by the school board for the same term of office as the elected members of the Board. Therefore, Ms. Earls appointment will be effective immediately upon Board approval for the balance of the current four-year term which ends November 30, 2014.

APPENDICES:

- Appendix A: Letter from Windsor-Essex Down Syndrome Association dated November 10, 2011
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	November 14, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 14, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 14, 2011



The Windsor-Essex Down Syndrome
Parent Association

November 10, 2011

Attention: Ms. Cathy Geml
Associate Director of Education

Windsor-Essex Catholic District School Board
1325 California Ave.
Windsor, On N9B 3Y6

RE: SEAC Alternate Representative

Dear Ms. Geml,

Up About Down, The Windsor-Essex Down Syndrome Association is supporting Erin Earls as the new alternate to represent our group on S.E.A.C. She does meet the criteria.

Sincerely,

Suzanne Cyr
President
Up About Down



[Français](#)

Education Act

ONTARIO REGULATION 464/97

SPECIAL EDUCATION ADVISORY COMMITTEES

Consolidation Period: From January 1, 1998 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

1. In this Regulation,

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) such number of members from among the board’s own members as is determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,
(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.

[Français](#)



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date:
November 22, 2011

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Audit Committee Chair – Trustee Holland

SUBMITTED BY: Paul A. Picard, Director of Education
Mario Iatonna, Executive Superintendent of Business
Penny King, Senior Manager of Finance

SUBJECT: **AUDIT COMMITTEE REPORT – NOVEMBER 2011**

RECOMMENDATION:

That the Board receive the Audit Committee Minutes of September 26, 2011 as information; and,

That the Board receive the 2010-11 Annual Audit Committee Report as information.

SYNOPSIS:

The audit committee regulation (O. Reg. 361/10 *Audit Committees*) requires that audit committees report to the Board of Trustees either verbally or in writing after each meeting and on an annual basis.

BACKGROUND COMMENTS:

The Windsor-Essex Catholic District School Board Audit Committee Minutes of its meeting of September 26, 2011 are attached for information.

At its meeting of November 15, 2011, the Committee reviewed its annual report to the Board of Trustees. The attached **2010-11 Annual Audit Committee Report** provides a summary of the work performed by the Committee for the 2010-11 year; attendance record of members of the audit committee; and, other matters that the Committee considers relevant. As noted in the Annual Report, the Audit Committee was established in February 2011. Therefore, the 2010-11 Annual Committee Report provides an account of activities related to an incomplete financial cycle.

FINANCIAL IMPACT:

None

TIMELINES:

Minutes of the November 15, 2011 Audit Committee meeting will be presented following approval at the Committee's next meeting.

APPENDICES:

- Audit Committee Meeting Minutes - September 26, 2011
- 2010-11 Annual Audit Committee Report

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	November 16, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	November 16, 2011



1325 California Avenue
Windsor, ON N9B 3Y6
BOARD CHAIRPERSON: Fred Alexander
DIRECTOR OF EDUCATION: Paul A. Picard

MINUTES AUDIT COMMITTEE MEETING

**Monday, September 26, 2011 at 8:30 a.m.
Windsor Essex Catholic Education Centre
Video Conference Room**

PRESENT:

Audit Committee Members:

- L. DiMaio, Community Member
- B. Holland, Trustee Member (*participated by Teleconference*)
- L. Soulliere, Trustee Member

Administrative Resource:

- M. Iatonna - Executive Superintendent of Business

Guests:

- Tyler Hicks, from Graham Settington McIntosh Driedger & Hicks
- Heather MacPherson, from Graham Settington McIntosh Driedger & Hicks

Recording Secretary: D. Steffens

1. Call To Order and Opening Prayer - Executive Superintendent of Business M. Iatonna called the meeting to order at 8:58 a.m. and led the group in prayer.
2. Recording of Attendance - Trustee M. DiMenna and Community Member J. Milicia sent regrets. Trustee Holland participated by teleconference.
3. Election of Chair (Chair pro tempore)

Moved by: B. Holland Seconded by: L. DiMaio

THAT Lisa Soulliere be elected as *Chair Pro Tem* for the meeting of September 26, 2011. Carried.

4. Approval of Agenda/Questions Pertaining to Agenda

Election of Chair was deferred to the next meeting.

Moved by: B. Holland Seconded by: L. DiMaio

THAT the agenda be approved as amended. Carried.

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act - None.

6. Motion to Move In-Camera:

Moved by: B. Holland Seconded by: L. DiMaio

THAT the Audit Committee move In-Camera at 9:00 a.m. pursuant to the *Education Act* - Section 207(2)(a), to consider specific matters involving the security of the property of the board, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Carried.

7. Receipt of Minutes - Monday, March 21, 2011

Moved by: L. DiMaio Seconded by: B. Holland

THAT the Confidential Note to File concerning the Audit Committee Meeting of March 21, 2011 be approved as distributed. Carried.

Executive Superintendent of Business M. Iatonna left the meeting at 9:02 a.m.

8. Business Items:

- a) 2010-11 External Audit Discussion with External Auditors (Graham, Settingington, McIntosh, Driedger & Hicks)

Discussion ensued on the item of business.

Moved by: L. DiMaio Seconded by: B. Holland

THAT the Audit Committee accept the information provided by Graham, Settingington, McIntosh, Driedger & Hicks. Carried.

- b) Other Business / Questions – None.

9. Motion to Move to Public Session:

Moved by: B. Holland Seconded by: L. DiMaio

THAT the Audit Committee move into public session at 9:35 a.m. Carried.

10. Future Scheduled Meeting Date(s) - Tuesday, November 15, 2011 - 6:00 to 8:00 p.m.

11. Closing Prayer and Adjournment - The meeting adjourned at 9:40 a.m. at the call of the Chair Pro Tem.

Lisa Soulliere
Chair Pro Tem

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Audit Committee Annual Report to the Board of Trustees for the year ended August 31, 2011

This report summarizes the audit committee's actions for the year ending August 31, 2011.

Audit Committee Members

Following the recruitment and selection process indicated in Regulation 361/10, the following audit committee members were (re)appointed to serve during the next term as follows:

- Barb Holland – Chair pro tempore
- Mary DiMenna – Trustee Representative
- Lisa Soulliere – Trustee Representative
- Joe Milicia – External Member
- Lisa DiMaio – External Member

Assessment

At the beginning of the year and in accordance with recommended good practice various administrative tasks were completed. These included:

- developing a meeting schedule and agenda for the year.

One meeting was held throughout the year on March 21, 2011.

The members in attendance at that meeting were as follows:

MEMBER	March 21, 2011
Mary DiMenna	Regrets
Lisa Soulliere	Regrets
Barb Holland	Present
Joe Milicia	Present
Lisa DiMaio	Present

Governance

The audit committee was established effective February 1, 2011. All of the members were independent in accordance with provision 3.(1) and 3.(2) of the regulation.

Internal / External Audit

Due to the late timing of the recruitment of the Regional Internal Audit Manager, no meetings were held with the internal auditors in 2010-11. Relationships with the external auditors have been satisfactory and private meetings have been held with them.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

External Auditors

The external auditors, Graham, Settington, McIntosh, Driedger and Hicks presented the scope and extent of their work to the committee for approval and the committee has reviewed them on the meeting held on November 15, 2011. The external auditors have confirmed their independence in the letter dated September 20, 2011. The audit committee recommended the Board proceed with an RFP for External Audit Services for the next fiscal year during the meeting held on November 15, 2011.

Internal Auditors

The Regional Internal Audit Manager was not in place until the week of June 6, 2011. The remainder of the internal audit team for the Southern Region was not staffed until October 31, 2011. As such, no meetings were held with the internal auditors in 2010-11. The internal audit risk assessment, as well as the risk-based internal audit plan will be prepared by the Regional Internal Audit Manager and his team in 2011-12.

Audit Committee training

A professional development training opportunity, covering the structure of the school boards, the audit committee's roles and responsibilities and the audit committee effectiveness was held on February 3rd & 4th, 2011 and attended by most audit committee members. The audit committee member that could not attend the training session was provided a hard copy of the training material.

Summary of the work performed

The following is a summary of work undertaken by the audit committee in the last 12 months:

- reviewed the 2009-10 financial statements and received a report from the external auditors on the statements;
- reviewed the basis for preparing the school board accounts on a going concern basis, and reviewed management's going concern assumption and disclosures in the financial statements;
- received assurances from the auditors regarding their independence; and
- recommended the reappointment of the external auditors for 2010-11.

By the signature noted below, we attest that we have discharged our duties and responsibilities respecting Ontario Regulation # 361/10.

On behalf of the Audit Committee


Audit Committee Chairperson