

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

**SUPERVISED
 REGULAR BOARD MEETING
 Tuesday, September 25, 2012 at 2:00 p.m.
 Windsor Essex Catholic Education Centre
 St. Thomas of Aquinas Room**

A G E N D A

		Page #
I	Supervised In-Camera Meeting – 1:00 p.m.	
II	Supervised Regular Meeting of the Board - 2:00 p.m.	
1.	Call To Order	
2.	Opening Prayer	
3.	Recording of Attendance	
4.	Approval of Agenda	
5.	Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>	
6.	Presentations: <i>None</i>	
7.	Delegations: <i>None</i>	
8.	Action Items:	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, July 24, 2012	--
	ii) Minutes of Special Regular Board Meeting, July 24, 2012	1-4
	iii) Minutes of Supervised Special Regular Board Meeting, September 19, 2012	5-6
	b. Items from the Supervised In-camera meeting of September 25, 2012	--
9.	Communications:	
	a. External (Associations, OCSTA, Ministry): <i>None</i>	-
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (J. Bumbacco)	7-8
	ii) Report: Trustee Attendance January – July 2012 (P. Picard)	9-10
	iii) Report: 2011-12 School Condition Improvement Program Status as of June 30, 2012 (M. Iatonna)	11-14
10.	Unfinished Business: <i>None</i>	--

11. New Business:
 - a. Report: 2011-12 School Renewal Program Status and Revised Budget as of June 30, 2012 (M. Iatonna) 15-19
 - b. Report: Request for Quote (RFQ) – Dell Refurbished Computers (M. Iatonna) *Handout*
12. Committee Reports:
 - a. Report: Audit Committee Report – June 2012 (includes November 15, 2011 Minutes and Approval of the 2012-13 Annual Internal Audit Plan and the 2013-2017 Internal Audit Plan) (M. Iatonna) 20-40
13. Notice of Motion: *None* --
14. Remarks and Announcements:
15. Pending Items: *None*
16. Continuation of In-Camera, if required.
17. Closing Prayer
18. Adjournment

Norbert Hartmann
Supervisor of the Board

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



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

SPECIAL REGULAR BOARD MEETING
Tuesday, July 24, 2012 at 8:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees: F. Alexander B. Mastromattei
J. Courtney J. McMahon
M. DiMenna, Vice-Chair L. Soulliere
F. Favot
B. Holland, Chair
Rev. L. Brunet, Board Chaplain

Regrets: Trustee Macri

Administration: P. Picard (Resource) M. Iatonna
J. Bumbacco P. Littlejohns
C. Geml

Recorder: B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 8:07 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Macri sent regrets due to his vacation.
4. Approval of Agenda - Chair Holland noted that the handout for agenda item 12a) Tender Approval – St. Michael’s Catholic High School Adult Education - Parking Lot is at trustee places and was previously provided to trustees electronically.

Amendments:

DELETION:

Item 12b) Tender Approval – W.J. Langlois Catholic Elementary School – Window Replacement

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the July 24, 2012 Special Regular Board meeting agenda be approved as amended. *Carried*

5. Questions Pertaining to Agenda: *None*
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: *None*
7. Presentations: *None*
8. Delegations: *None*
 - a. Delegation Regarding Items Not on the Agenda
 - b. Delegations Regarding Items On the Agenda
9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of the In-Camera Meeting of June 25, 2012

Moved by Trustee DiMenna and seconded by Trustee McMahon that the minutes of the Committee of the Whole Board In-Camera meeting of June 25, 2012 be adopted as distributed. *Carried*

- ii) Minutes of Regular Board Meeting of June 25, 2012

Moved by Trustee Alexander and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of June 25, 2012 be adopted as distributed. *Carried*

- iii) Minutes of Special Regular Board Meeting of June 26, 2012

Moved by Trustee Alexander and seconded by Trustee DiMenna that the minutes of the Special Regular Board meeting of June 26, 2012 be adopted as distributed. *Carried*

- b. Items from the convened in-camera meeting of July 24, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on July 24, 2012 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.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the convened Committee of the Whole Board at its in-camera meeting of July 24, 2012 be approved. *Carried*

Vice Chair DiMenna made the following announcements:
From the July 24, 2012 Committee of the Whole Board in-camera meeting

- received the following Department Head appointments:
 - **Sabrina McLure** as Modern Languages Department Head at Catholic Central Secondary School, effective September 1, 2012;
 - **Jeffrey Tellier** as Guidance Department Head at Cardinal Carter Catholic Secondary School, effective September 1, 2012
 - **Felice Gualieri** as Supervised Alternative Learning Teacher, Centrally

Assigned at the Catholic Education Centre, effective September 1, 2012.

- received the following Elementary Principal and Vice Principal placements effective September 1, 2012:
 - **Bill Vaillancourt** Principal at St. Alexander School as Vice Principal at Holy Name Elementary School;
 - **Michael Pannunzio** Principal at St. Theresa School to Vice Principal at St. Joseph Elementary School, River Canard;
 - **Nancy Sarkis**, Principal at St. John de Brebeuf to Principal at St. Pius X School;
 - **Tania Sorge**, Vice Principal at St. John de Brebeuf to Vice Principal at St. Pius X School;
 - **Dean Favero**, Vice Principal at St. Pius X School to Vice Principal at W. J. Langlois School;
 - **John Mazloumian**, newly appointed Vice Principal to St. John de Brebeuf to Vice Principal St. Bernard School, Amherstburg;
 - **Jeff Chambers**, Vice Principal at Holy Name Elementary School to Principal at St. John de Brebeuf School;
 - **Diane McKeeve**, Teacher at L. A. Desmarais School to Vice Principal at St. John de Brebeuf School.
- received the following Centrally Employed position:
 - **Dr. Robert Clark**, Student/Community Support Supervisor.
- discussed personnel issues related to labour relations.

10. Communications: *None*

11. Unfinished Business: *None*

12. New Business:

- a. Report: Tender Approval – St. Michael’s Catholic High School Adult Education - Parking Lot

Executive Superintendent Iatonna will forward a copy of the design plan to Trustee Favot.

Moved by Trustee Alexander and seconded by Trustee Favot that the Board approve the award of tender and the issuance of a purchase order contract for the Parking Lot at St. Michael’s Catholic High School, Adult Education to Dalla Bona Construction Inc. at the submitted bid amount of \$379,400.00 plus applicable taxes to be funded from the 2011-12 School Renewal Program and from the 2011-12 School Condition Improvement Program in account 099-71-586810-6-000-0. Carried

- b. **DELETED Report:** Tender Approval – W.J. Langlois Catholic Elementary School – Window Replacement

13. Committee Reports: *None*

14. Notice of Motion - *None*

15. No Remarks or Announcements were made this evening.
16. Remarks/Questions by Trustees: *None*
17. Pending Items: *None*
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, August 28, 2012
 - Tuesday, September 11, 2012
 - Tuesday, September 25, 2012
 - Tuesday, October 9, 2012
 - Tuesday, October 23, 2012
 - Tuesday, November 13, 2012
 - Tuesday, November 27, 2012
 - Tuesday, December 4, 2012 (*Organizational Meeting – 7:30 pm*)
 - Tuesday, December 11, 2012
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of July 24, 2012 adjourned at 8:21 p.m.

Not Approved

Barbara Holland
Board Chairperson

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



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

**SUPERVISED
SPECIAL REGULAR BOARD MEETING
Wednesday, September 19, 2012 at 11:30 a.m.
Windsor Essex Catholic Education Centre
St. Thomas of Aquinas Room**

MINUTES

Supervisor: Norbert Hartmann

Administration: P. Picard M. Iatonna
C. Geml P. Littlejohns
J. Bumbacco

Recorder: B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 11:37 a.m.
2. Opening Prayer - Executive Superintendent Bumbacco opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda:
ADDITION:
 - Item 9a(i) Response from the Ministry of Education regarding a request for an Administrative Review of the Pupil Accommodation Review – Fontainebleau Area
5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*
8. Action Items:
 - a. Approval of Minutes – *Not Required*
 - b. Items from the convened in-camera meeting: *Not Required*
9. Communications:
 - a. External (Associations, OCSTA, Ministry):
 - (i) WALK-ON: Response from the Ministry of Education regarding a request for an Administrative Review of the Pupil Accommodation Review – Fontainebleau Area

- b. Internal (Reports from Administration): *None*
- 10. Unfinished Business: *None*
- 11. New Business:
 - a. Report: Tender Approval: W.J. Langlois Catholic Elementary School – Windows and Doors Replacement

That the Board approve the award of tender and the issuance of a purchase order contract for the Windows and Doors Replacement at W.J. Langlois Catholic Elementary School to Bay-View Glass & Mirror Ltd. at the submitted bid amount of \$208,329.00 plus applicable taxes to be funded from the 2011-12 School Condition Improvement Program in account 113-71-580822-6-000 and 108-71-580822-6-000.

Approved by Supervisor Hartmann.

- 12. Committee Reports: *None*
- 13. Notice of Motion: *None*
- 14. Remarks and Announcements: *None*
- 15. Pending Items: *None*
- 16. Continuation of In-Camera, if required.: *Not Required*
- 17. Closing Prayer – Senior Manager of Facilities and Support Services Paulette Littlejohns closed the meeting with a prayer.
- 18. Adjournment - There being no further business, the Supervised Special Regular Board meeting of September 19, 2012 adjourned at 11:44 a.m.

Not Approved

Norbert Hartmann
Supervisor of the Board

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



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

**Supervised
Meeting Date:
September 25, 2012**

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: 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 September 25, 2012 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated September 25, 2012

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	September 17, 2012
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	September 17, 2012
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	September 17, 2012

September 25, 2012

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

	Employee Name	Position	Date
HIRING	Clark, Dr. Robert	School/Community Support Supervisor	August 27, 2012
	Colella, Christine	Early Childhood Educator	September 4, 2012
	Cozzolino-Lesperance, Josie	Early Childhood Educator	September 4, 2012
	Ferrato, Caroline	Early Childhood Educator	September 4, 2012
	Iatridis, Liv	Early Childhood Educator	September 4, 2012
	Liedtke, Suzanne	Early Childhood Educator	September 4, 2012
	Marchand, Beverly	Early Childhood Educator	September 4, 2012
	Price, Sandra	Early Childhood Educator	September 4, 2012
	Sandre, Andrea	Early Childhood Educator	September 4, 2012
	Spadotto, Rachel	Early Childhood Educator	September 4, 2012
	Sylvester, Rose	Early Childhood Educator	September 4, 2012
	Webb, Susan	Early Childhood Educator	September 4, 2012
RETIREMENT:	Eremic, Maureen	Learning Commons Specialist	August 31, 2012
	Gauthier, Judith	Elementary Teacher	July 31, 2012
	Houston, Linda	System Elementary Secretary	August 31, 2012
	Rossi, Delia	Custodian	August 31, 2012
	St. Pierre, Louise	Principal	August 24, 2012
RESIGNATION:	Evans, Monique	Social Worker	September 10, 2012
	Gebrail, Kim	Social Worker	September 10, 2012



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**Supervised
Meeting Date:
September 25, 2012**

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director of Education

SUBJECT: **TRUSTEE ATTENDANCE – JANUARY TO JULY 2012**

RECOMMENDATION:

That the Board receive the report *Trustee Attendance – January to July 2012* as information.

SYNOPSIS: In accordance with the Board motion of December 16, 2003, this report provides a summary of trustee and student trustee attendance at regularly scheduled board meetings during the months of January to July 2012.

BACKGROUND COMMENTS: Eleven (11) regularly scheduled Board meetings and five (5) Special Regular Board meetings were held during the period of January to July 2012. Student Trustees were not expected to attend the Special meetings.

The chart provided below summarizes attendance during the reporting period.

Trustee	Meetings Attended
Fred Alexander	15
Joan Courtney	13
Mary DiMenna	16
Frank Favot	16
Barbara Holland	16
John Macri	12
Bernie Mastromattei	16
Jim McMahan	15
Lisa Soulliere	16

Student Trustee 2011-12	Meetings Attended
Joseph Najem	16
Nilo Tavares	13

FINANCIAL IMPACT: Not applicable.

TIMELINES: The report on trustee attendance for the period of January 2012 to July 2012 will be submitted to the Board at its August 28, 2012 meeting.

APPENDICES:

- None

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	August 20, 2012
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	- -
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 20, 2012



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

**Supervised
Meeting Date:
September 25, 2012**

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Mario latonna, Executive Superintendent of Business
SUBJECT: **2011-12 SCHOOL CONDITION IMPROVEMENT PROGRAM
 STATUS AS OF JUNE 30, 2012**

RECOMMENDATION:

That the Board receive the status report on the 2011-12 School Condition Improvement Program.

SYNOPSIS:

This report presents a summary of the status of the 2011-12 School Condition Improvement program as of June 30, 2012.

BACKGROUND COMMENTS:

At its meeting of June 25th, 2012 the Board approved a revised School Condition Improvement project list presented by Administration. The 2011-12 School Condition Improvement Status as of June 30, 2012 attached as Appendix A reflects this most recent project listing, along with actual spending on each project to the end of June 30th, 2012.

FINANCIAL IMPACT:

The School Condition Improvement board approved budget is \$1,620,615. This allocation can only be spent on expenditures that meet the requirement to be capitalized.

As can be seen from the table in Appendix A, \$1,134,857 of the allocation has been spent as of June 30th. While the majority of the work and associated costs are typically incurred in the summer, the costs follow no particular pattern as they are dependent on the nature of the planned projects and work to be completed. While the timing of these expenses is unpredictable, they are controllable.

It is important to note that the column titled, "Available to Spend" simply represents the difference between the project budget and the actual project costs as of June 30th. It does not include a forecast of further spending that is anticipated to occur for each project to the

end of the fiscal year. There are several projects which have incurred expenditures as of June 30th that exceed the project budget. As a result, other projects will either have to be removed entirely or underspent in order for Facility Services to remain within their total allocation.

TIMELINES:

The Board plans to produce a final School Condition Improvement Status report in mid-November based on an August 31st year-end close date. Any unspent amount of School Condition Improvement funds at year-end will be transferred to deferred revenue where it will be carried forward to the next fiscal year.

APPENDICES:

Appendix A: 2011-12 School Condition Improvement Status Report as of June 30th, 2012

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	August 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 22, 2012

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2011-12 SCHOOL CONDITION IMPROVEMENT STATUS REPORT**

Appendix A

Actuals as of June 30, 2012

SCHOOL	PROJECT DESCRIPTION	BOARD APPROVED REVISED BUDGET (June 25, 2012)	YEAR TO DATE ACTUALS (June 30, 2012)	AVAILABLE TO SPEND	COMMENTS
<u>PAVING</u>					
St. Joseph Elem.	Resurface parking lot	\$ 159,253	\$ 245,402	\$ (86,149)	
St. Michael Adult HS	Install new parking lot	100,000	15,538	84,462	
Sub-Total Paving		\$ 259,253	\$ 260,940	\$ (1,687)	
<u>DOORS</u>					
W.J. Langlois	Replace all exterior doors	\$ 30,000	\$ -	\$ 30,000	
Sub-Total Doors		\$ 30,000	\$ -	\$ 30,000	
<u>WINDOWS</u>					
W.J. Langlois	Replace all windows	\$ 150,000	\$ -	\$ 150,000	
Sub-Total Windows		\$ 150,000	\$ -	\$ 150,000	
<u>ROOFING</u>					
Stella Maris	Upgrade roof (phase 1) south end	\$ 132,112	\$ 149,286	\$ (17,174)	
Notre Dame	Upgrade roof (phase 1)	69,200	78,196	(8,996)	
ICS	Upgrade roof (phase 1)	-	-	-	Project removed.
St. Louis	Upgrade roof (phase 1)	98,750	111,588	(12,838)	
St. Pius X	Upgrade roof (phase 2)	351,300	396,969	(45,669)	
Sub-Total Roofing		\$ 651,362	\$ 736,039	\$ (84,677)	
<u>MECHANICAL-PLUMBING</u>					
St. Anne Fr. Immersion	Installation of staff washroom on main floor - convert storage room to washroom	\$ 80,000	\$ -	\$ 80,000	
Sub-Total Mechanical-Plumbing		\$ 80,000	\$ -	\$ 80,000	
<u>MECHANICAL-HVAC</u>					
St. Louis	Upgrade controls	\$ 100,000	\$ -	\$ 100,000	
Sub-Total Mechanical-HVAC		\$ 100,000	\$ -	\$ 100,000	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2011-12 SCHOOL CONDITION IMPROVEMENT STATUS REPORT**

Appendix A

Actuals as of June 30, 2012

SCHOOL	PROJECT DESCRIPTION	BOARD APPROVED REVISED BUDGET (June 25, 2012)	YEAR TO DATE ACTUALS (June 30, 2012)	AVAILABLE TO SPEND	COMMENTS
<u>SEPTIC / SEWER / WATERMAIN</u>					
Queen of Peace	Replace septic tanks	\$ 150,000	\$ 128,302	\$ 21,698	Project estimate increased.
Sub-Total Septic / Sewer / Watermain		\$ 150,000	\$ 128,302	\$ 21,698	
<u>OTHER</u>					
Holy Cross; W.J. Langlois; St. John Vianney; Queen of Peace OLPH	} Water-proofing of buildings (may include brick replacement)	\$ -	\$ 9,576	\$ (9,576)	
		-	-	-	
		200,000	-	200,000	
		-	-	-	
		-	-	-	
Sub Total Other		\$ 200,000	\$ 9,576	\$ 190,424	
Unallocated	To be determined	\$ -	\$ -	\$ -	
GRAND TOTAL		\$ 1,620,615	\$ 1,134,857	\$ 485,759	



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

**Supervised
Meeting Date:
September 25, 2012**

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: **2011-12 SCHOOL RENEWAL PROGRAM STATUS AND
REVISED BUDGET AS OF JUNE 30, 2012**

RECOMMENDATION:

That the Board receive the status report on the 2011-12 School Renewal Program; and

That the Board approve the updated 2011-12 School Renewal project list.

SYNOPSIS:

This report provides an updated listing of the 2011-12 School Renewal projects for the Board's approval. It also presents a summary of the status of the 2011-12 School Renewal program as of June 30, 2012.

BACKGROUND COMMENTS:

The 2011-12 School Renewal Program Status as of June 30, 2012 is attached as Appendix A for information. It reflects the revised budget approved by the Board on June 25, 2012 and also the adjustments to projects that have subsequently occurred. The proposed revised budget is then compared to the actual spending to June 30th to determine the remaining balance available to spend.

FINANCIAL IMPACT:

The School Renewal board approved budget is \$1,865,205. The updated project list presented in this report identifies certain projects as being removed, and others as being added. The net result of the additions and deletions is \$172,926 which has been added to the "Unallocated" section of the report.

School Renewal project expenses normally cost more than \$10,000. The School Renewal allocation can fund both tangible capital assets as well as expenses, and both are represented in the table attached in Appendix A.

As can be seen from the table, only \$229,547 of the allocation has been spent as of June 30th. While the majority of the work and associated costs are typically incurred in the summer, the costs follow no particular pattern as they are dependent on the nature of the planned projects and work to be completed. While the timing of these expenses is unpredictable, they are controllable. No variance is projected in School Renewal expense at year-end as actual expenses for the year are expected to approximate the revised budget.

TIMELINES:

The Board plans to produce a final School Renewal Status report in mid-November based on an August 31st year-end close date. Any unspent amount of School Renewal funds at year-end will be transferred to deferred revenue where it will be carried forward to the next fiscal year.

APPENDICES:

Appendix A: 2011-12 School Renewal Program Status Report as of June 30th, 2012

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	August 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 22, 2012

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2011-12 SCHOOL RENEWAL STATUS REPORT**

Appendix A

AS OF JUNE 30, 2012

SCHOOL	PROJECT DESCRIPTION	BOARD APPROVED REVISED BUDGET (June 25, 2012)	ADJUSTMENTS	PROPOSED REVISED BUDGET	YEAR TO DATE ACUTALS (June 30, 2012)	AVAILABLE TO SPEND	COMMENTS
<u>SITE IMPROVEMENTS</u>							
L.A. Desmarais	Installation of partitions for foyer	\$ 10,000	\$ (10,000)	\$ -	\$ -	\$ -	Project removed since last report.
H. J. Lassaline	Build office space	10,000	(10,000)	-	-	-	Project removed since last report.
St. John the Evangelist	Replace ceiling tiles in main hallway	20,000	(20,000)	-	-	-	Project removed since last report.
St. John Vianney	Insulation of building (old section)	25,000	(25,000)	-	-	-	Project removed since last report.
Holy Names H.S.	Repairs to the perimeter of the entire school	10,000		10,000	9,932	68	
St. Anne High School	Repairs to damaged bleachers	11,000		11,000	10,927	73	
Catholic Central	To restore the east and west stairwells	10,000		10,000	12,753	(2,753)	
Holy Names H.S.	To upgrade fire alarm system	-	14,000	14,000	-	14,000	Project added since last report.
St. Gregory	To install new ceilings	-	15,500	15,500	-	15,500	Project added since last report.
Sub-Total Site Improvements		\$ 96,000	\$ (35,500)	\$ 60,500	\$ 33,612	\$ 26,888	
<u>ROOFING</u>							
H. J. Lassaline	Upgrade roof	\$ -	\$ -	\$ -	\$ -	\$ -	Project removed previously.
St. Peter	To replace section C1 of roof	-	90,000	90,000	-	(90,000)	Project added since last report.
Sub-Total Roofing		\$ -	\$ 90,000	\$ 90,000	\$ -	\$ (90,000)	
<u>PAVING</u>							
OLOA	Repave bus zone driveway	\$ -	\$ -	\$ -	\$ -	\$ -	Project removed previously.
St. Gregory	New pavement along side of school	-		-	-	-	Project removed previously.
Stella Maris	Replace paving in courtyard	-		-	-	-	Project removed previously.
St. James	Replace bus bay asphalt	85,447		85,447	32,580	52,867	
Notre Dame	Install new bus bay	65,600		65,600	9,691	55,909	City of Windsor contribution = \$32,862
St. Gabriel	Replace asphalt at the rear of playground	-		-	-	-	
Villanova	Pavement repairs	15,000		15,000	14,831	169	
St. Michael's Adult	Parking Lot	-	279,400	279,400	-	279,400	Project added since last report.
Sub-Total Paving		\$ 166,047	\$ 279,400	\$ 445,447	\$ 57,102	\$ 388,345	
<u>WINDOWS</u>							
St. Gabriel	Repair windows	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	
Sub-Total Windows		\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2011-12 SCHOOL RENEWAL STATUS REPORT**

Appendix A

AS OF JUNE 30, 2012

SCHOOL	PROJECT DESCRIPTION	BOARD APPROVED REVISED BUDGET (June 25, 2012)	ADJUSTMENTS	PROPOSED REVISED BUDGET	YEAR TO DATE ACUTALS (June 30, 2012)	AVAILABLE TO SPEND	COMMENTS
FLOORING							
Queen of Peace	Replace gym floor	\$ 23,000	\$ -	\$ 23,000	\$ -	\$ 23,000	
Cardinal Carter	Replace flooring in main/Guidance office, music room & auditorium	30,000		30,000	-	30,000	
St. Pius X	Replace floor in rooms 3,5,6,8,9,27 - asbestos included	20,000		20,000	-	20,000	
Villanova	Replace flooring in main & Guidance areas	15,000		15,000	-	15,000	
St. John Vianney	Replace flooring rooms A-10, 5, 3, 1 and asbestos	7,921		7,921	9,689	(1,768)	
Sub-Total Flooring		\$ 95,921	\$ -	\$ 95,921	\$ 9,689	\$ 86,232	
MECHANICAL-PLUMBING							
St. Alexander	Replace mill work & sinks in staff room	\$ -	\$ -	\$ -	\$ -	\$ -	Project removed previously.
St. John the Baptist	Renovate senior washrooms	-	50,000	50,000	-	50,000	Project added since last report.
F. J. Brennan	Renovate washrooms	-		-	-	-	Project removed previously.
St. Peter	New septic	25,000		25,000	-	25,000	
Sub-Total Mechanical-Plumbing		\$ 25,000	\$ 50,000	\$ 75,000	\$ -	\$ 75,000	
MECHANICAL-HVAC							
Cardinal Carter	Install replacement heat pumps	\$ 100,000	\$ -	\$ 100,000	\$ 17,689	\$ 82,311	Deferred from 2010-11 School Renewal
Villanova	Install replacement heat pumps	75,000		75,000	12,936	62,064	
Various Schools	Installation of new ventilation fans in science labs	12,000	(12,000)	-	-	-	Project removed since last report.
Sacred Heart	Heating/Cooling water distribution system replacement & study	122,000	(122,000)	-	-	-	Project removed since last report.
F. J. Brennan	New unit ventilators north side	175,000	(175,000)	-	-	-	Project removed since last report.
Villanova	Install new dust extractor in woodshop	12,000	(12,000)	-	-	-	Project removed since last report.
Villanova	Boiler inspection and repairs	10,000		10,000	9,500	500	
Holy Names H.S.	Duct Cleaning	10,000		10,000	9,645	355	Carried over from 2010-11 School Renewal
St. Michael's Adult	HVAC Upgrade	-	45,000	45,000	-	45,000	Project added since last report.
Sub-Total Mechanical-HVAC		\$ 516,000	\$ (276,000)	\$ 240,000	\$ 49,770	\$ 190,230	
ELECTRICAL							
St. Joseph H.S.	Accessibility to cafeteria doors both sets	\$ 10,000	\$ (10,000)	\$ -	\$ -	\$ -	Project removed since last report.
Sacred Heart	Upgrade / rewire all classrooms	30,000	(30,000)	-	-	-	Project removed since last report.
St. John the Baptist	Install new gym lighting	10,000	(10,000)	-	-	-	Project removed since last report.
OLMC	Replace main switch gears	57,250	(57,250)	-	-	-	Project removed since last report.
St. Jules	Replace main switch gears	83,013	(83,013)	-	-	-	Project removed since last report.
St. Gregory	Replace main switch gears	71,563	(71,563)	-	-	-	Project removed since last report.
Sub-Total Electrical		\$ 261,826	\$ (261,826)	\$ -	\$ -	\$ -	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2011-12 SCHOOL RENEWAL STATUS REPORT**

Appendix A

AS OF JUNE 30, 2012

SCHOOL	PROJECT DESCRIPTION	BOARD APPROVED REVISED BUDGET (June 25, 2012)	ADJUSTMENTS	PROPOSED REVISED BUDGET	YEAR TO DATE ACUTALS (June 30, 2012)	AVAILABLE TO SPEND	COMMENTS
OTHER							
Catholic Central	Replace exterior steps (east entrance way)	\$ 30,000	\$ (30,000)	\$ -	\$ -	\$ -	Project removed since last report.
St. Anne Fr. Immersion	Raising of fence to 10 ft.	12,000		12,000	11,871	129	
Various Schools	Improvements to libraries	200,000		200,000	0	200,000	
Immaculate Conception	Relocation of ICS to St. Michael's Victoria	110,000		110,000	274	109,726	
St. Michael's Alternate	Temporary Relocation of St. Michael's Victoria to ICS	25,000		25,000	4,210	20,790	
Holy Cross	Investigate and repair compressor, contactor, alarm	-	11,000	11,000		11,000	Project added since last report.
Sub Total Other		\$ 377,000	\$ (19,000)	\$ 358,000	\$ 16,355	\$ 341,645	
Unallocated							
To be determined	To be determined	\$ 302,411	\$ 172,926	\$ 475,337	\$ -	\$ 475,337	Unallocated balance updated since last report.
				-	-	-	
				-	-	-	
St. Pius	Parking lot & catch basin			-	(6,269)	6,269	
Holy Names H.S.	Cooling tower replacement			-	46,156	(46,156)	
W.J. Langlois	Replace play area and drainage			-	9,873	(9,873)	
St. Bernard	Washroom			-	396	(396)	
L.A. Desmarais	Catch Basin			-	7,910	(7,910)	
ICS	Installation of window support system			-	4,953	(4,953)	
Sub Total Unallocated		\$ 302,411	\$ 172,926	\$ 475,337	\$ 63,019	\$ 412,318	
GRAND TOTAL		\$ 1,865,205	\$ -	\$ 1,865,205	\$ 229,547	\$ 1,455,658	



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

**Supervised
Meeting Date:**
September 25, 2012

**HANDOUT
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
Cathy Geml, Associate Director of Education

SUBJECT: REQUEST FOR QUOTATION (RFQ) APPROVAL – DELL REFURBISHED COMPUTERS

RECOMMENDATION:

That the Board approve the issuance of a purchase order contract for the purchase of 500 Dell Refurbished Computers to CNB Computers Inc. at the submitted bid amount of \$136,000 (\$272 per unit) plus applicable taxes to be funded from Computer Central Purchases account 10-502002-6-000.

SYNOPSIS:

A request for quotation for the purchase of approximately 500 refurbished Dell computers for the Board's schools was completed on August 3, 2012. The Board issued this RFQ to obtain a qualified organization for the purchase of 500 refurbished Dell computers who could meet or exceed the specifications as required.

This report is submitted to the Board with the results of the RFQ and a recommendation for the issuance of a purchase order contract.

BACKGROUND COMMENTS:

A total of six (6) responses were received. An Evaluation Committee involving John Ulicny, Sam Papaefthimiou and Shannon Ficon evaluated the proposals.

Evaluation of the responses was based on the following weighted criteria as outlined in the RFQ document:

1. Qualifications of the Firm (20%)
2. Warranty and Service (10%)
3. Capability to deliver within the time frame indicated (10%)
4. Pricing Proposal (60%)

A summary of the weighted average scores and per unit cost for each of the six (6) organizations is below:

Organization	Weighted Average Score (maximum score of 100)	Per Unit Cost (excluding taxes)
CNB Computers Inc. 180 Traders Blvd Mississauga, ON L4Z 1W7	79.23	\$272.00
ARCO Business Solutions Division of Ederick Associates Inc. 3221 Derry Road W. Unit 10 Mississauga, ON L5N 7L7	81.33	\$199.00
CDI Computer Dealers Inc. 130 South Town Centre Blvd. Markham, ON L6G 1B8	69.59	\$355.44
VIG Solutions Inc. 100 Sheldon Drive Cambridge, ON N1R 7S7	64.87	\$297.00
Dell Canada Inc. 155 Gordon Baker Road Suite 501 North York, ON M2H 3N5	63.82	\$339.63
Metafore Technologies Inc. 72 Victoria Street S. Kitchener, ON N2G 4Y9	62.05	\$365.00

While ARCO Business Solutions submitted the lowest per unit price, the Evaluation Committee had several concerns with this company. ARCO Business Solutions did not provide any relevant references from school boards within Ontario specifically dealing in the Dell refurbished area. Also, ARCO is not a certified Microsoft Authorized Refurbisher (MAR), where the other organizations hold this certification.

After reviewing the proposals the Evaluation Committee recommends awarding the purchase order to CNB Computers Inc. CNB Computers Inc. meets or exceeds the required specifications, delivery expectations and warranty and service requirements for this one-time purchase for the Board.

FINANCIAL IMPLICATIONS:

The cost to purchase 500 Dell refurbished computers from CNB Computers Inc. is \$136,000.00 plus applicable taxes. This amount will be funded from the 2012-13 computer central purchases account number 10-502002-6-000. The account has sufficient budget funds available to cover the costs of this purchase.

TIMELINES:

Delivery of the units is expected to ship to each of the determined school locations within four (4) weeks of order.

APPENDICES:

Not Applicable.

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: --
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: September 24, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: September 24, 2012



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

**Supervised
Meeting Date:**
September 25, 2012

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
SUBJECT: **AUDIT COMMITTEE REPORT – JUNE 2012**

RECOMMENDATION:

That the Board receive the Audit Committee Minutes of November 15, 2011 as information; and,

That the Board approve the 2012–13 Annual Internal Audit Plan and the 2013 – 2017 Internal Audit Plan.

SYNOPSIS:

This report presents the Audit Committee's Minutes from its meeting of November 15, 2011 as information, and the 2012–13 Annual Internal Audit Plan and 2013-17 Internal Audit Plan for approval by the Board of Trustees.

BACKGROUND COMMENTS:

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. The Windsor-Essex Catholic District School Board Audit Committee Minutes of its meeting of November 15, 2011 are attached for information.

At its meeting of June 4, 2012, the Audit Committee reviewed the following items:

- 2011-12 Risk Assessment Report
- 2011-12 Termination and Retirement Operational Audit Update
- 2012-13 Annual Internal Audit Plan and 2013 – 2017 Internal Audit Plan
- Audit Committee 2012-13 Work Plan; Meeting Schedule and Tentative Agenda for the 2012–13 Fiscal Year

- 2012–13 External Audit – Identification of potential problem areas or accounting issues that may arise during 2012-13 fiscal year
- Request for Proposal for External Audit Services

Ontario Regulation 361/10 *Audit Committees* requires the regional internal auditor to submit annual and multi-year audit plans to the Audit Committee, in order for the Committee to make recommendations to the Board on the content of the plans and on all proposed major amendments to the plans. The Committee reviewed the proposed 2012-13 Annual Internal Audit Plan and the 2013–17 Internal Audit Plan with Johan Nicolle, Regional Internal Audit Manager at its June 4, 2012 meeting. The audit priorities were identified through the 2011-12 Risk Assessment process and the Committee is satisfied the plans respond to the findings and recommendations of the assessment. Therefore, at this time, the Committee recommends formal approval by the Board.

FINANCIAL IMPACT:

None

TIMELINES:

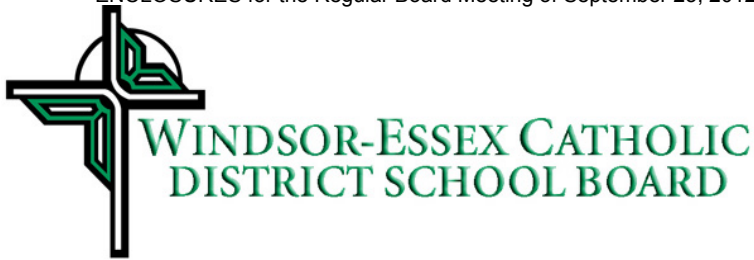
The Minutes of the June 4, 2012 Audit Committee meeting will be presented following review and approval at the Committee's next meeting scheduled on September 17, 2012.

APPENDICES:

- Appendix A: Audit Committee Meeting Minutes – November 15, 2011
- Appendix B: 2012-13 Annual Internal Audit Plan & 2013-17 Internal Audit Plan (as amended)
- Appendix C: 2012-13 Audit Committee Meeting Schedule & Proposed Work Plan

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	August 21, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	August 22, 2012



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

AUDIT COMMITTEE MINUTES

Tuesday, November 15, 2011 at 6:00 p.m.
Windsor Essex Catholic Education Centre
Video Conference Room

PRESENT:

Audit Committee Members:

L. DiMaio (Community member)	J. Milicia (Community member)
M. DiMenna (Board member)	L. Soulliere (Board member)
B. Holland (Board member)	

Administrative Resource Personnel:

P. Picard, Director of Education	S. Swiatoschik, Manager of Accounting
M. Iatonna, Executive Superintendent of Business	G. Flood, Supervisor of Finance
P. King, Senior Manager of Finance	J. Pratt, Regional Internal Audit Manager

Guests:

H. MacPherson from Graham Settington McIntosh Driedger & Hicks Chartered Accountants

Recording Secretary: D. Steffens

1. Call To Order and Opening Prayer – Executive Superintendent Iatonna called the meeting to order at 6:08 p.m. and led the group in prayer.
2. Recording of Attendance - All committee members present.
3. Election of the Chair

Executive Superintendent Iatonna opened the floor to nominations for chairperson for the term of the 2011-12 fiscal year. It was noted that, in accordance with Ontario Regulation 361/10 *Audit Committees*, the committee chair must be elected from among the board members appointed to the committee.

Moved by: B. Holland Seconded by: L. Soulliere
THAT Trustee DiMenna be nominated as Chair for the 2011-12 fiscal year term. *Carried.*
Trustee DiMenna declined the nomination.

Moved by: M. DiMenna Seconded by: B. Holland
THAT Trustee Soulliere be nominated as Chair for the 2011-12 fiscal year term. *Carried.*
Trustee Soulliere declined the nomination.

Moved by: M. DiMenna Seconded by: L. Soulliere
 THAT Trustee Holland be nominated as Chair for the 2011-12 fiscal year term. *Carried.*

Following three additional calls for nominations, Executive Superintendent Iatonna requested a motion that nominations be closed.

Moved by: L. Soulliere Seconded by: J. Milicia
THAT nominations for the position of Chair be closed. *Carried.*

Trustee Holland accepted the nomination to sit as Chair of the Audit Committee with the caveat the term end **following the first Board meeting in January 2012.** Trustee Holland indicated she would like to review the legislative requirements for the position of chair prior to committing to the fiscal-year term.

Moved by: M. DiMenna Seconded by: L. Soulliere
THAT Trustee Holland be elected as Chair effective November 16, 2011 until mid-January. *Carried.*

At this point, Trustee Holland assumed the Chair and proceeded with the business of the agenda.

4. Approval of Agenda/Questions Pertaining to Agenda

Moved by: L. Soulliere Seconded by: J. Milicia
THAT the November 15, 2011 Audit Committee meeting agenda be approved as distributed. *Carried.*

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

6. Motion to Move In-Camera

Moved by: M. DiMenna Seconded by: L. DiMaio
THAT the Audit Committee move In-Camera at 6:11 p.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. Discussion ensued on the items of business

8. Motion to Move Back into Public Session

Moved by: M. DiMenna Seconded by: L. DiMaio
THAT the Audit Committee move into public session at 8:14 p.m. *Carried.*

Action Items Arising from the In-Camera Session:

Draft 2010-11 Fiscal Year-End Financial Statements – By consensus, the Audit Committee recommended that the *draft 2010-11 Fiscal Year-End Financial Statements* be presented to the Board of Trustees for approval.

2011-12 Internal Audit Program – By consensus, the Audit Committee approved the 2011-12 fiscal year Internal Audit will focus on **Termination & Retirement.**

2011-12 Annual Report – By consensus, the 2010-11 Audit Committee Annual Report was finalized and recommended to be presented to the Board of Trustees for information.

Terms of Reference – It was determined that the Audit Committee would forgo the development of specific terms of reference and rely on Ontario Regulation 361/10 Audit Committees as a governance document respecting the operational procedures of the Committee.

9. Future Scheduled Meeting Dates (*Unless stated otherwise, all meetings will be held in the Video Conference Room located at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor*) - Regional Internal Audit Manager Pratt advised that legislation requires meeting a minimum of three times per year and outlined the timelines for actions required by the Committee. By consensus, it was agreed to schedule annual meetings early June, mid-September and mid-November. The committee may schedule additional meeting dates as required.
10. Closing Prayer and Adjournment - The meeting adjourned at 8:22 p.m. at the call of the Chair.

Barbara Holland
Chair

**South Region Internal Audit
2012-2013 Audit Plan
For
Windsor Essex Catholic District School
Board**

To: Audit Committee

Date: June 4th, 2012

Subject: 2012-2013 Audit Plan for Windsor Essex Catholic District School Board

In accordance with Ontario Regulation 361/10 s. 9 (3) and the Internal Audit Mandate, attached is the South Region Internal Audit 2012-2013 Audit Plan for the **Windsor Essex Catholic District School Board**. The regulation requires the internal auditor to submit the annual and multi-year audit plans to the audit committee, in order for the committee to make recommendations to the board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.

The purpose of the audit plan is to identify particular processes Regional Internal Audit has scheduled for auditing in the following fiscal year and planned over a five year horizon. Our annual audit plan facilitates an efficient allocation of limited audit resources on a risk-basis; provides a flexible mechanism for managing competing audit needs and eliminates the potential overlapping of audits with other audit organizations.

South Region Internal Audit is committed to maintaining a collaborative partnership with the trustees, audit committee and management of the **Windsor Essex Catholic District School Board**. As such, we welcome any requests regarding possible audits or audit services not listed in the 2012-2013 plan with the caveat that, per the International Standards for the Professional Practice of Internal Auditing, Performance Standard 2010 - Planning, those internal audit priorities must be risk based.

If you have any questions, please call Johan Nicolle, Regional Internal Audit Manager at 519-452-2000 ext. 21094 or j.nicolle@tvdsb.on.ca.

Sincerely;



Johan Nicolle, CGA CIA
Regional Internal Audit Manager

CC: P. Picard, Director of Education
M. Iatonna, Executive Superintendent of Business

Table of Contents

I. Introduction	4
II. Overview of Annual Audit Plan	5
III. Principles for Audit Plan Development	5
IV. Preparing the Annual Audit Plan	6
V. Description of 2012-2013 Audit Plan	8
Attachment A – Resource Allocation Data	9
Attachment B – Listing of Planned Audits 2012-2013	10
Attachment C – Listing of Planned Audits 2013-2017	12

I. Introduction

In order to meet the responsibilities of internal auditors and the internal audit activity, South Region Internal Audit conducts its work in order to conform to the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing. The Internal Audit Mandate was developed to conform to the standards and establishes the duties and responsibilities of regional internal audit.

The Internal Audit Mandate establishes clear definitions and requirements related to the independence of the audit function as well as authorize the regional internal audit team to:

- Have unrestricted access to all functions, records, property, and personnel.
- Have full and free access to each audit committee in the region.
- Allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel in units of the district school boards where they perform audits, as well as other specialized services or expertise from within or outside the district school boards.

The Internal Audit Mandate also requires that the head(s) of the audited activity(ies) or department(s) formally respond to audit findings and recommendations. Responses must specify either agreement with findings and recommendations or reasons for disagreement with findings and recommendations, plans for implementing solutions to issues identified and a timetable to complete such activity.

Finally, the Internal Audit Mandate requires that the Regional Internal Audit Manager submit to the director of education, senior business official and audit committee of each district school board a summary of the audit plan (current year work schedule and multi-year plan), staffing plan, and budget for the following fiscal year.

The audit committee in each district school board shall recommend formal approval of the audit plan to their board of trustees. Any significant deviation from or major change to the formally approved audit plan shall be communicated to the director of education, senior business official and audit committee of each district school board through periodic activity reports. The audit committee shall make recommendations to the board of trustees for approval of any major amendments to the audit plan.

The Regional Internal Audit Manager or any of her team may initiate and conduct any other audit or review deemed necessary for potential illegal acts, fraud, abuse, or misuse of funds. Reasonable notice shall be given to appropriate personnel of intent of audit in their areas except when conditions warrant an unannounced audit.

In the fulfillment of this Internal Audit Mandate responsibility, the Regional Internal Audit Manager has developed the enclosed annual audit plan for the 2012-2013 fiscal year.

II. Overview of Annual Audit Plan

Regional Internal Audit adheres to an overall audit strategy that a high quality and clear annual audit plan is critical for meeting the goals, objectives, and mission of Regional Internal Audit. Regional Internal Audit utilizes professional standards and guidelines developed by the Institute of Internal Auditors (IIA) in the development of the annual audit plan. These guidelines recognize that an annual audit plan and work schedule benefits the organization by:

- Establishing which areas will be prioritized for audits on an annual basis.
- Permitting an efficient allocation of limited audit resources.
- Providing a flexible basis for managing audit personnel.
- Projecting an estimated timetable for initiating and completing audits for the year.
- Eliminating the potential for overlapping audits within Regional Internal Audit and with other audit organizations.
- Providing an identifiable basis for the role of the Regional Internal Audit and justification for obtaining Ministry of Education funds.

III. Principles for Audit Plan Development

In order to provide practical guidance and an authoritative framework for the development of the annual audit plan, the following basic principles are recognized and observed:

- Audit resources are limited, thus prohibiting one hundred percent audit coverage each year. This significant limiting factor is inherent in the concept of utilizing risk assessment to help prioritize audits.
- The plan is viewed as a flexible and dynamic tool that can be amended throughout the year to reflect changing District School Board, regional and provincial risks and priorities.
- The audit plan gives consideration to work performed by other auditors.
- The audit plan is developed with the understanding that there are inherent risks and limitations associated with any method or system of prioritizing audits. As a result, the risk factors are periodically evaluated and modified, if necessary, in order to improve the audit plan.
- Risk assessment factors used in selecting annual audits are designed in conjunction with the objectives of auditing functions within the District School Board. In general, audits of District School Board functions entail the evaluation of internal controls; assessments of performance related to operational efficiency and effectiveness, evaluation of value for money, as well as a determination of compliance with legislation, policies, procedures, etc.

IV. Preparing the Annual Audit Plan

The South Region Internal Audit plan is risk based and is primarily driven by the audit universe. The goal is to identify and prioritize various operational and other issues posing the greatest potential risk and liability to the District School Board for audit covering a five year period.

The audits included in the horizon are based on audit hours available each year to ensure that realistic expectations are established and stated goals are met. It is understood, however, that the audit universe may not be comprehensive and the approach also builds ample hours into the plan for specially requested audits not originally captured on the plan, and for urgent audit issues that arise throughout the year. This provides Regional Internal Audit with a great deal of flexibility to address emerging issues in a timely manner and for providing high quality and responsive customer service to the District School Board.

Audits included in the annual audit plan and five year audit horizon are selected and prioritized using a risk-based approach. Risk assessment is a process used to identify and prioritize audits based upon specific risk factors related to the quality of internal controls and the estimated liability and level of exposure to the District School Board related to various school board processes. Regional Internal Audit utilizes several techniques to identify and prioritize audits in the annual plan. These techniques include:

- Utilization of risk assessment criteria;
- Analysis of operations and internal controls derived from previous internal audits, including trend analyses to identify recurring audit findings and control deficiencies as well as conducting formal audit follow-up and outstanding recommendation tracking activities;
- Assessment of operations and controls derived from previous external audits including information in the District School Board Annual Financial Reports and External Auditor Management Letters;
- Input from audit committee members, operational management, external auditors and the Ministry of Education;

The development of an annual risk-based audit plan is a dynamic and continuous process. Throughout the year, Regional Internal Audit obtains and maintains current information about the District School Board for use in the risk assessment process. Additionally, Regional Internal Audit obtains input from the District School Board management, audit committee members, the Ministry of Education and peer audit groups throughout the year to identify key risks related to various operational areas. The risk factors are annually reviewed and refined as needed.

Regional Internal Audit is currently implementing MK Insight, audit project management software that includes an audit plan development and management module. This system will be fully implemented and in use for the development of the 2013-2014 annual audit plan. This tool will enable Regional Internal Audit to enhance the manner in which potential audits are identified, prioritized, tracked and reported.

The final step to complete the annual audit plan is to estimate the number of available staff hours in the year and apply these to the estimated hours needed to complete selected audits and projects. These hours include hours allocated for special requests, follow-up on findings/recommendations and a contingency component.

Determination of the Resources Available

Based on a full staff compliment in the South Region Internal Audit office of one internal audit manager, two senior auditors and two auditors, the available hours are **5,572** for the South Region.

The calculation assumes a starting amount of **1,820** hours for each senior auditor and auditor. This amount is then adjusted for vacation, statutory holidays, training/professional development, estimated sick leave, administration, etc. The hours available for audit related activities are **1,393** for each senior auditor and auditor.

Oversight, file review and quality assessment of the audit related activities performed by the senior auditors and auditors is accounted for outside of the available hours. The time required for these tasks to be performed by the internal audit manager has been estimated at **20%** of the available hours of **5,572** or **1,114** hours.

Determination of the Distribution of Resources by Board

An allocation model has been used to ensure a fair distribution of resources based on the school board size and the risk score of school boards within the region.

The Regional Internal Audit Manager has prepared, based on the model below, the multi-annual audit plan.

Allocation Model

The allocation of the audit hours for a given year is the greater of:

- The minimum guaranteed amount of **\$28,000** (the minimum amount for performing a small to medium audit at any school board)
- The amount corresponding to the audit hours allocated to the respective school board.

In this model, the allocation of the audit hours is based on both:

- The risk score of the school board, as a percentage of the total risk of the region; and
- The size of the school board (see chart below).

Enrolment size	Size	"Units"
Board Size One (enrolment under 22K)	small	1.00
Board Size Two (between 22K and 38K)	s-m	1.50
Board Size Three (between 38K and 64K)	medium	2.00
Board Size Four (between 64K and 95K)	large	3.00
Board Size Five (over 95K)	xl	4.00

The proportion of the audit hours dedicated to one school board will be calculated factoring the school board size and the risk score, in a **60-40** proportion. Regional resource allocation data is included for information purposes (*see Attachment A*).

Proportion of the Hours Available to be allocated to the Windsor Essex District School Board

Revenue Proportion X 60% + Risk Proportion X 40%

10.34 X 60% + 9.04 X 40%

= **10.08%**

Total Resource Hours Available X District School Board Score

5,572 X 10.08%

= **562 hours**

V. Description of 2012-2013 Audit Plan

South Region Internal Audit's 2012-2013 audit listing (*see Attachment B*) identifies the audits, functional areas, estimated audit hours and audit timing planned for the next fiscal year. A high level audit objective is also provided that will be further refined during the audit planning stage. While the listing represents the planned audit schedule for 2012-2013, as noted previously, the plan is a flexible document that is subject to change.

The estimated audit hours at plan creation may also change during the actual planning stage of an audit, as objectives and scope are refined and more information is gathered from the auditee. Experience with similar audits in other district school boards will also be taken into consideration and may affect the hours allocated.

The identified audits that cover the remainder of the five year horizon from 2013 - 2017 (*see Attachment C*) also have the functional areas, estimated audit hours, audit fiscal year and high level audit objective noted.

Where possible auditable processes will be combined into single audits in order to reduce the audit hours required, prevent audit fatigue in the functional areas and provide a more end to end review of an entire cycle (processes that are closely related).

Attachment A – Resource Allocation Data

**South Region Internal Audit
2012-2013 Regional Resource Allocation Data**

District School Board	Size	Units	Revenue Proportion (%)	Inherent Risk (%)	Risk Proportion (%)
Avon Maitland District School Board	Small	1	6.90		
Brant Haldimand Norfolk District School Board	Small	1	6.90		
Grand Erie District School Board	Small - Medium	1.5	10.34		
Greater Essex County District School Board	Medium	2	13.79		
Huron Perth Catholic District School Board	Small	1	6.90		
Lambton Kent District School Board	Small - Medium	1.5	10.34		
London District Catholic School Board	Small	1	6.90		
St. Clair Catholic District School Board	Small	1	6.90		
Thames Valley District School Board	Large	3	20.69		
Windsor Essex Catholic District School Board	Small - Medium	1.5	10.34	43.75	9.04
Totals		14.5	100	484.1	100

Attachment B – Listing of Planned Audits 2012-2013

**South Region Internal Audit
2012-2013 Annual Internal Audit Plan
Listing of Planned Audits**

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
Planned Audits				
Facility Requirement Forecasting/Capital Planning	Facilities	Q2 2012/2013	150	To obtain assurance that the controls around the review and communication of facility requirement forecasting and capital plans policies and administrative procedures / guidelines / etc., including consideration of long term objectives, pupil accommodation and environmental issues are adequately designed and operating effectively.
Manage Facility Operations/ Construction Monitoring & Management	Facilities	Q3 2012/2013	300	To obtain assurance that the controls around the review and communication of facility operations and construction monitoring & management policies and administrative procedures / guidelines / etc.; controls over the execution of procedures related to the environment, security and energy management; controls over the assessment and decisions made related to the age and condition of assets as well as replacement plans; project coordination (ensuring reporting is timely and timelines are monitored) are adequately designed and operating effectively and value for money is being attained.
ODA Compliance	Facilities	N/A	N/A	Objectives and testing related to ODA Compliance will be embedded in the Facilities audits as they relate to the facilities processes
Total Planned Audit Hours			450	

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
Other Audit Plan Components				
Special Requests	N/A	N/A	56	This category would include requests from the Audit Committee, Ministry of Education, etc. This may include planned requests or contingency for unplanned requests (such as fraud investigations). Requests should be within the internal audit mandate and may include consulting engagements, as long as such engagements have the potential to improve management of risks, add value and improve operations and are consistent with the overall values and goals of the district school board.
Contingency	N/A	N/A	28	Part of the audit plan set aside for other and unforeseen items such as: assistance for external auditors and quality assurance reviews, employee turnover, overruns, etc.
Audit Follow-up	N/A	N/A	28	Dedication of hours to follow up on outstanding audit findings and recommendations.
Total Audit Plan Hours			562	

Attachment C – Listing of Planned Audits 2013-2017

**South Region Internal Audit
2013-2017 Internal Audit Plan
Listing of Planned Audits**

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
Planned Audits				
Risk Management	Business Services	2013/2014	150	To obtain assurance that the controls around the review and communication of risk management policies and administrative procedures / guidelines / etc.; controls over the execution of procedures related to insurance, security alert systems and disaster recovery/business continuity plans are adequately designed and operating effectively and realization of risk events are minimized
Manage IT Security/Network and Application Access Management	Information Technology & Communications	2013/2014	300	To obtain assurance that the controls around the review and communication of IT security and network/application access management policies and administrative procedures / guidelines / etc.; controls over the execution of procedures related to access to systems, applications and data (addition, deletion & change of access) ensuring the “least access” principle is in place; the protection of physical IT equipment and data from theft or damage are adequately designed and operating effectively
Enrolment	Instruction & Schools	2014/2015	450	The scope of this review includes an assessment of the enrolment policies and procedures; monitoring, reconciliation, and general controls around the enrolment recording activities; at both the board and school level. The objectives of this review are: <ul style="list-style-type: none"> • Policies and Procedures - To obtain assurance that the controls around the review and communication of the

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
Planned Audits				
Enrolment (Cont'd)				<ul style="list-style-type: none"> • enrolment related policies and administrative procedures are adequately designed and operating effectively • Monitoring - To provide assurance that adequate and operationally effective controls have been implemented by the school board to monitor the admission/enrolment activity at schools. • OnSIS Reconciliation - To ensure adequately designed and appropriate controls are in place to ensure enrolment values in the enrolment register tie into the Section C OnSIS submissions. • Determine if adequately designed and appropriate controls are in place to ensure the accuracy of fee paying pupils as specified in Subsection 4(3) of Ont. Reg. 85/08. • Pupil FTE - To determine if adequately designed and appropriate controls are in place to ensure the accuracy of the 1) FTE calculation in the software and 2) FTE calculation for elementary and secondary students in accordance with the minutes of instruction followed. • Recording Accuracy- Determine whether adequately designed and appropriate controls are in place to obtain assurance that pupil retirements and external transfers, prolonged absences, external admissions, internal admissions/internal transfers, alternative programs, continuing education, ESL and French Immersion information are recorded in accordance with Ministry's guidelines, correctly and in a timely manner.

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
Planned Audits				
Repairs & Maintenance	Facilities	2015/2016	150	To obtain assurance that the controls around the review and communication of repairs & maintenance policies and administrative procedures / guidelines / etc.; controls over the execution of procedures related to emergency repairs and routine maintenance schedule are adequately designed and operating effectively and value for money is being attained.
Data Management/Back-up	Information Technology & Communications	2015/2016	300	To obtain assurance that the controls around the review and communication of data management and back-up policies and administrative procedures / guidelines / etc.; controls over the execution of procedures related to the security, correctness and storage of data; data restoration and business continuity planning are adequately designed and operating effectively; users are assured that data is available and correct for decision making purposes; and continuation of board functions that rely on electronic data is maintained
Facility Procurement	Business Services	2016/2017	150	To obtain assurance that the controls around the review and communication of the policy and administrative procedures / guidelines / etc. relating to facility procurement are adequately designed and operating effectively. To determine whether adequately designed and operationally effective controls are in place to ensure: (1) That the district school board is in compliance with the Broader Public Sector Procurement Directive. Compliance with this directive helps to ensure that: - Publicly funded goods and services are acquired by the school board through a process that is open, fair & transparent.- The school board is held accountable for the results of its procurement decisions and the appropriateness of the process.-

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
Planned Audits				
Facility Procurement (Cont'd)				The school board uses a value for money approach that aims to deliver goods and services at the optimum total lifecycle cost. - The right product is delivered at the right time in the right place.- A standardized procurement process is in place to remove inefficiencies and create a level playing field. (2) Contracts and payments are signed by the appropriate individuals.
Manage communication system	Information Technology & Communications and Director's Office	2016/2017	300	To obtain assurance that the controls around the review and communication of communication system policies and administrative procedures / guidelines / etc.; controls over the execution of procedures related to corporate communication strategy, the management of the flow of information (including online communication) and the design of internal and external communication directives are adequately designed and operating effectively, the correct information is getting to the right people ,in a timely manner, using the most suitable delivery method and that personal and confidential information is appropriately safe guarded

PROPOSED Audit Committee Meeting Schedule & Work Plan**1. Monday, September 17, 2012****Audit Committee**

- Perform self-assessment of audit committees performance for the 2011-12 fiscal year
- Elect chair for the 2012-13 fiscal year

Internal Audit

- Review the annual report of the internal auditor for the 2011-12 fiscal year
- Review management's corrective actions plans for the organization (if available)

External Audit

- Review and comment on the audit plan and audit scope for the external auditors for the 2011-12 fiscal year
- Discuss the fraud risks with the external auditor
- Discuss with external auditors potential problem areas or accounting issues that may arise during the 2012-13 fiscal year audit and identify areas for specific and detailed discussion

2. Wednesday, November 14, 2012**Audit Committee**

- Prepare an annual report of the audit committee's effectiveness for the 2011-12 fiscal year.

Internal Audit

- Present a report summarizing the audit results and findings and make recommendations to address the concerns arising from the 2011-12 fiscal year's audits
- Evaluate the performance of the Internal Audit Team for the 2011-12 fiscal year
- Discuss any significant deficiencies in internal control for the 2011-12 fiscal year and management's plan to address them

External Audit

- Debrief with the external auditor regarding the accounting issues that arose, and other relevant topics
- Review the 2011-12 year's financial statements, the external auditor's report, the director's report and the management letter **and recommend approval to the Board**

3. June 2013 Meeting Date to be Determined**Planning Meeting for the Fiscal Year September 2013 to August 2014****Audit Committee**

- Develop a work plan, meeting schedule, and tentative agenda for the 2013-14 fiscal year

Internal Audit

- Review **and recommend approval to the Board** of the annual internal audit plan for the 2013-14 fiscal year
- Review the 2012-13 Risk Assessment Report detailing major financial and non-financial risks
- Review the 2012-13 Operational Audit Report (if available)

External Audit

- Identify potential problem areas or accounting issues that may arise during the 2013-14 fiscal year and identify areas for specific and detailed discussion

Additional Meetings as Required (December - May)

- Discuss other matters as required, including results of External Audit Services RFP
- Depending on nature and scope of the external auditor's comments and recommendations regarding the previous year's external audit, schedule a subsequent meeting to follow-up and review management's actions.

Pertaining to All Meetings

- Maintain minutes, review and approve the minutes of prior meetings
- Declaration of conflicts of interest by committee members (if any)
- Review any internal audit findings that have been completed since the previous meeting
- Follow up on actions taken by management to address audit findings
- Discuss any knowledge of instances of fraud
- Review legal matters with counsel (if any)
- Meet privately with external auditors, internal auditors and senior staff as required
- Approve changes to audit plan when required (applicable to all meetings except inaugural meeting)
- Review the interim audit plan/procedures with the external auditors for the current fiscal year as required
- Review board compliance audits (i.e. enrolment, school generated funds etc...) as required

As at: June 5, 2012 (ds)