



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

**SUPERVISED  
 DELEGATION MEETING  
 Tuesday, April 30, 2013 at 7:00 p.m.  
 Windsor Essex Catholic Education Centre  
 John Paul II Board Room**

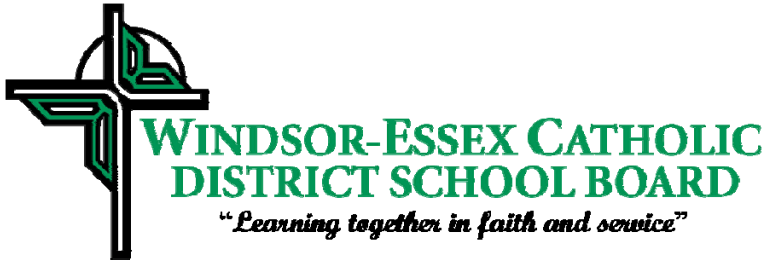
**A G E N D A**

I	Supervised In-Camera Meeting – 6:00 p.m.	Page #
II	Supervised Delegation Meeting – 7:00 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. Previous Meeting Minutes	
	i) Minutes of Supervised In-Camera Meeting of March 26, 2013	--
	ii) Minutes of Supervised Delegation Meeting of March 26, 2013	1-5
	b. Items from the Supervised In-Camera meeting of April 30, 2013	--
9.	Communications:	
	a. External (Associations, OCSTA, Ministry): <i>None</i>	--
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (J. Bumbacco)	6-8
	ii) Report: Appointment of Student Trustees for the 2013-14 School Year (C. Geml)	9-10
	iii) Report: Summary of Freedom of Information Statistical Report 2012 (J. Bumbacco)	11-12

- |     |  |                |
|-----|--|----------------|
| iv) | Report: 2012-13 School Renewal Program Status as of March 31, 2013<br>(M. Iatonna)   | 13-17          |
| v)  | Report: 2012-13 School Condition Improvement Program Status of March 31,<br>2013 (M. Iatonna)  | 18-21          |
| vi) | Report: Elimination of the Accumulated Budget Deficit (M. Iatonna)   | 22-26          |
| 10. | Unfinished Business: <i>None</i>   | --             |
| 11. | New Business:  |                |
| a.  | Report: Implementing Directions from the Supervisor Report on Ensuring Financial<br>Stability (P. Picard)  | 27-29          |
| b.  | Report: School Year Calendar 2013-14 (C. Geml)   | 30-37          |
| c.  | Report: Schools First Child Care Capital Retrofit Program (M. Iatonna)   | 38-40          |
| d.  | Report: Audit Committee Report - Internal Audit Planning (M. Iatonna)  | 41-57          |
| e.  | Report: Deferral of the Closure of St. Bernard (Windsor) and Our Lady of Lourdes<br>Catholic Elementary Schools (M. Iatonna)   | 58-59          |
| f.  | Report: Tender Approval – Playground Re-pavement & Drainage for Stella Maris<br>Catholic Elementary School (M. Iatonna)  | <i>Handout</i> |
| g.  | Report: Tender Approval – Playground Re-pavement & Drainage for St. Bernard<br>(Amerstburg) Catholic Elementary School (M. Iatonna)  | <i>Handout</i> |
| 12. | Committee Reports:   |                |
| a.  | Report: Special Education Advisory Committee (SEAC) Minutes of February 21,<br>2013 (C. Geml)  | 60-63          |
| 13. | Remarks and Announcements:   |                |
| 14. | Pending Items: <i>None</i>   |                |
| 15. | Continuation of In-Camera, if required.  |                |
| 16. | Future Delegation Meetings: <i>Unless stated otherwise, all meetings will be held at the<br/>Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the<br/>In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.</i> |                |
|     | <ul style="list-style-type: none"> <li>• Tuesday, May 28, 2013</li> <li>• <b>MONDAY, June 17, 2013</b> <i>Please note change of date.</i></li> </ul>   |                |
| 17. | Closing Prayer   |                |
| 18. | Adjournment  |                |

**Norbert Hartmann**  
Supervisor of the Board

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



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 CHAIRPERSON: Barbara Holland  
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**SUPERVISED  
 DELEGATION MEETING  
 Tuesday, March 26, 2013 at 7:00 p.m.  
 Windsor Essex Catholic Education Centre  
 John Paul II Board Room**

**MINUTES**

**PRESENT**

**Supervisor** N. Hartmann

**Administration:** P. Picard E. Byrne  
 C. Geml P. Murray  
 J. Bumbacco S. O'Hagan-Wong  
 M. Iatonna M. Seguin  
 P. Littlejohns

**Other:** Rev. L. Brunet, Board Chaplain

**Recorder:** B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:05 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All present
4. Approval of Agenda – Director Picard noted that the handout for agenda item 9b(iii) 2013-14 Budget Pressures and Challenges was received and provided electronically.

Amendments:

- **WITHDRAWN:** Agenda item 7a) Delegation Michael-John Knoblauch as per Mr. Knoblauch's request.

**That the March 26, 2013 Supervised Delegation meeting agenda be approved as amended.**

***Approved by Supervisor Hartmann***

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

7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

i) Minutes of Supervised In-Camera Meeting of February 26, 2013

**That the minutes of the Supervised In-Camera meeting of February 26, 2013 be approved as distributed.**

*Approved by Supervisor Hartmann*

ii) Minutes of Supervised Delegation Meeting of February 26, 2013

**That the minutes of the Supervised Delegation meeting of February 26, 2013 be approved as distributed.**

*Approved by Supervisor Hartmann*

b. Items from the Supervised In-Camera meeting of March 26, 2013

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened a closed in-camera meeting on March 26, 2013 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

**That the recommendations and directions of the Supervised in-camera meeting of March 26, 2013 be approved.**

*Approved by Supervisor Hartmann*

Supervisor Hartmann indicated that the following items were considered at the in-camera session:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement, and resignation of staff, dated March 26, 2013;
- approval granted to notify and obtain approval from the Ministry of Education to proceed with the sale of the Board's surplus properties.

9. Communications:

a. External (Associations, OCSTA, Ministry):

i) Memorandum from the Ontario Catholic School Trustees' Association (OCSTA) re: Resolutions to be Considered at the 2013 Annual General Meeting and Conference dated March 8, 2013

**That the Ontario Catholic School Trustees' Association 2013 Annual General Meeting and Conference Resolutions be received as information.**

*Received by Supervisor Hartmann*

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Issue:

To provide an overview of staff changes at Windsor-Essex Catholic District School Board.

Decision:

**That the Administrative Staff Report on hiring, retirement, and resignation of staff dated March 26, 2013 be received as information.**

Rationale:

All hiring, retirements and resignations followed board policies, procedure and legislative requirements and requires no further action or decision.

- ii) Report: Long Term Occasional Teacher Roster / Hiring Pool

Issue:

As per the Memorandum of Understanding (MoU) between the Ministry of Education and the Ontario English Catholic Teachers' Association and subsequently Regulation 274/12, a Long-Term Occasional Teacher Roster was to be established for both long term assignments and for future permanent teaching positions.

Decision:

**That the Long Term Occasional Teacher Roster / Hiring Pool – Appendix A be received for information.**

Rationale:

The hiring process is consistent with the Provincial regulations governing the establishment of the Long Term Occasional Teacher Roster and has been successful in identifying exemplary candidates.

- iii) Report: 2013-14 Budget Pressures and Challenges

Issue:

The report identifies the Provincial and local contexts in which the 2013-14 budget is being developed and outlines the pressures and challenges that must be considered in bringing a balanced budget to the Board.

Decision:

**That the report on 2013-14 Budget Challenges and Pressures be received as information.**

Rationale:

The report provides background information to the general public which is necessary for an effective consultation process and provides the Board with background information to develop alternative proposals to move the budget process forward.

10. Unfinished Business: *None*

11. New Business: *None*

12. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Minutes of November 22, 2012

**That the Minutes of the Thursday November 22, 2012 Special Education Advisory Committee meeting be received as information.**

*Received by Supervisor Hartmann*

- b. Report: Parent Involvement Committee (PIC) Minutes of November 29, 2012

**That the Minutes of the November 29, 2012 Parent Involvement Committee Meeting be received as information.**

*Received by Supervisor Hartmann*

- c. Report: French Immersion Advisory Committee (FIAC) Minutes of January 17, 2013

**That the Minutes of the January 17, 2013 French Immersion Advisory Committee meeting be received as information.**

*Received by Supervisor Hartmann*

13. Remarks and Announcements:

Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;

**Catholic Faith Formation:** Secondary students will be involved in a Social Justice Forum at the University of Windsor in May. The forum is co-planned with the Greater Essex County District School Board. This year's theme is "Democratic Rights in the Age of Austerity"; The Spring Mass for the Catholic Education Centre will be celebrated April 3<sup>rd</sup> at 11:00 am, all are welcome to attend; and Thank you to teachers and staff for their Lenten and Holy Week Activities leading to our Easter celebration.

**Employee Development And Student Achievement Initiatives:** Primary teachers from 15 sites participated in "Primary Reading" sessions last week with a focus on "Guided and Independent Reading"; Professional Learning Communities continue at our Schools in the Middle sites with a focus on observing students solve Mathematical problems using various strategies; and The Board have hosted several Professional Learning Community meetings in schools for Full Day Kindergarten teams who have been implementing the Full Day Kindergarten Program in their schools this year. These sessions have focused on effective assessment and evaluation practices and making learning visible in the classroom setting.

**Community Engagement and Partnerships:** The Board's Chief Psychologist, Dr. Erin Picard will be presenting April 13<sup>th</sup> at the Learning Disabilities Association of Windsor-Essex County's annual conference entitled "Let's Talk About Learning Disabilities"; The Ministry of Education, Student Achievement Division provided each Board with enough copies of the Parent Guides entitled, "Reading and Writing with Your Child, K-6" and "Doing Mathematics with Your Child, K-6" for each elementary school. These resources will be sent home with the youngest child in each family in April; Kindergarten Information Sessions for Parents have been hosted in several Ontario Early Years Centres throughout our community as we prepared for Kindergarten Registration. Evening Kindergarten information sessions will continue throughout the months of April and May in schools that will be introducing Full Day Kindergarten Programs in September 2013; The Board will be participating in our community's first Developmental Health and Wellness Fairs for two and three year olds to be held at Windsor Water World on Wednesday, April 17, 2013 and at the Essex Sports Complex on Thursday, April 18, 2013. These community screening events are a collaboration of several agencies that provide supports to young children and their families throughout Windsor and Essex County. Professionals will be on hand to provide developmental, dental, nutrition, and vision screens as well as speech and behavioural consultations to young children and their families; This year our schools have had the highest attendance at the Windsor Symphony. Ten elementary schools and 5 secondary schools attended concerts which was 54% of the Windsor Symphony audience for this season. In addition, three guest conductor concerts in our schools were scheduled

and 400 complimentary tickets were offered to schools; and Point Pelee National Park and the Board collaboration continues in its third year. This year Cardinal Carter, Holy Names and St. Thomas of Villanova Catholic Secondary schools were included in this project. Friends of Point Pelee will be selling cards displaying students' art work with the proceeds going to the park endangered species and restoration projects.

***Celebrating Achievements:*** Congratulations to Student trustee Madeline Ellepolla and her two friends Mandy Johnstone and Kristi Campbell for winning the Awesome Foundation of Windsor Essex \$1000 grant. They designed the Crazy Krutches for Kids.

***Miscellaneous:*** Our Catholic Elementary Schools have hosted exceptional Kindergarten Open Houses to compliment our Kindergarten Registration in February. Principals and Kindergarten Registration teams incorporated a number of very innovative strategies to engage those visiting their schools in very meaningful, memorable activities leaving a lasting impression. Congratulations to everyone involved, we certainly appreciate your efforts; and The Director took the opportunity, on behalf of Administration, to wish staff and their families a blessed and holy week of Easter celebrations.

Supervisor Hartmann also wished everyone a happy Easter.

14. Pending Items: *None*
15. Continuation of In-Camera, if required: - *Not required.*
16. Future Delegation 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, April 30, 2013** - Please note the change of date.
  - Tuesday, May 28, 2013
  - **MONDAY**, June 24, 2013
17. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
18. Adjournment - There being no further business, the Supervised Delegation meeting of March 26, 2013 adjourned at 8: 11p.m.

*Approved*

*Original signed by N. Hartmann and P. Picard*

***Norbert Hartmann***  
*Supervisor of the Board*

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



1325 California Avenue  
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CHAIRPERSON: Barbara Holland  
DIRECTOR OF EDUCATION: Paul A. Picard

<b>Supervised Meeting Date:</b> April 30, 2013
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## 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 *Administrative Staff Report* on hiring, retirement and resignation of staff dated April 30, 2013 be received as information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated April 30, 2013

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 22, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 22, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 22, 2013



April 30, 2013

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

	<b>Employee Name</b>	<b>Position</b>	<b>Date</b>
<b>HIRING</b>	Charles, Fred	Part-Time Custodian	April 12, 2013
	Giroux, Wayne	Part-Time Custodian	April 23, 2013
	Greene, John	Part-Time Custodian	April 12, 2013
	Laroche, Tina	Part-Time Custodian	April 12, 2013
	Marentette, Nathan	Part-Time Custodian	April 12, 2013
	Ruccolo, Luigi	Part-Time Custodian	April 12, 2013
	Santia, Amanda	Occasional Teacher	March 25, 2013
	Valmont, Victoria	Part-Time Custodian	April 23, 2013
<b>RETIREMENT:</b>	Amato, Mary	Elementary Teacher	June 30, 2013
	Browning, Laura	Administrative Assistant	August 30, 2013
	Cormier, Donna	Elementary Teacher	June 30, 2013
	DiPonio, Celeste	Executive Assistant	August 30, 2013
	Dickson, Grace	Elementary Teacher	May 31, 2013
	Fanella, Peggy	Elementary Teacher	June 30, 2013
	Lahoud, Sylvia	Elementary Teacher	June 30, 2013
	Littlejohns, Paulette	Senior Manager of Facilities and Support Services	August 30, 2013
	Malandrucolo, Patricia	Elementary Teacher	June 30, 2013
	Matteau, Denise	Elementary Teacher	June 30, 2013
	Pallisco, Rita	Elementary Principal	June 30, 2013
	Plazza, Mary	Elementary Teacher	April 30, 2013
	Quenneville, Diane	Executive Assistant	July 31, 2013
	Reive, Antonia	Elementary Teacher	June 30, 2013
	Schell, Joan	Elementary Principal	June 30, 2013

April 30, 2013

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

	<b>Employee Name</b>	<b>Position</b>	<b>Date</b>
<b>RESIGNATION:</b>	Johnstone, Megan	Occasional Teacher	April 4, 2013
	Savoni, John	Occasional Teacher	March 20, 2013



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**Supervised  
Meeting Date:  
April 30, 2013**

## 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 STUDENT TRUSTEES  
FOR THE 2013-14 SCHOOL YEAR**

### RECOMMENDATION:

**That the appointment of Madeline Ellepola of F. J. Brennan Catholic Secondary School and Francis Dellosa of Assumption College Catholic Secondary School as Student Trustees for the 2013 - 2014 school year be received as information.**

### SYNOPSIS:

In accordance with Bill 78, the Education Statute Law Amendment Act (Student Performance), 2006, Regulation 07/07 – Student Trustees and Board Policy T:01 Student Trustees, an election was held to select two Student Trustees for the 2013-2014 school year.

### BACKGROUND COMMENTS:

Students elected to the position of Student Senate Representative from their respective high schools, attended a retreat on Tuesday, March 19, 2013 facilitated by Betty Brush, Catholic Studies Consultant and Dan Moynihan, Youth Ministry Specialist, London Diocese. At the conclusion of the retreat, an election was held to select two Student Trustees for the coming school year. Elected as Student Trustees for the 2013-2014 school year were **Madeline Ellepola of F. J. Brennan Catholic Secondary School and Francis Dellosa of Assumption College Catholic Secondary School.**

The two current Student Trustees, Joseph Najem and Madeline Ellepola will serve as mentors for Francis Dellosa to assist in preparing him to assume his new role.

### FINANCIAL IMPACT:

Each Student Trustee receives an honorarium of \$2,500 annually. If a student has not served for a full year (from August 1 to July 31), the amount is prorated. A budget has been provided for student trustees in order to provide financial resources for attendance at

provincial conferences and professional development opportunities. Students will be reimbursed for travel and miscellaneous out of pocket expenses up to an amount of \$5,000.

**TIMELINES:**

The Student Trustees will serve a one-year term from August 1, 2013 to July 31, 2014.

**APPENDICES:**

None.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 26, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 26, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 26, 2013



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CHAIRPERSON: Barbara Holland  
DIRECTOR OF EDUCATION: Paul A. Picard

**Supervised  
Meeting Date:**  
April 30, 2013

## 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  
Colleen Norris, Manager of Human Resources and Policy  
Development (Freedom of Information Officer)

**SUBJECT:** **SUMMARY OF FREEDOM OF INFORMATION STATISTICAL  
REPORT 2012**

### RECOMMENDATION:

**That the report summarizing the Freedom of Information Statistical Report filed with the Information and Privacy Commission for the 2012 Reporting Year be received as information.**

### SYNOPSIS:

This report is provided as information to the Board and summarizes the annual statistical report filed with the Information and Privacy Commission for the 2012 reporting year.

### BACKGROUND COMMENTS:

Pursuant to the Municipal Freedom of Information and Protection of Privacy Act, the Board is required to annually report to the Information and Privacy Commission any inconsistent use of personal information, particulars on access requests and requests for correction of personal information it received during the previous calendar year.

The Board's 2012 Statistical Report was filed electronically on February 28, 2013 and is summarized as follows:

- The Board reported no inconsistent use or disclosure of personal information;
- There were eleven (11) requests for access to information received by the Freedom of Information Officer (eight (8) for personal information and three (3) for general records). All of the requests were completed within the reporting year. The majority of requests were received from individuals. Two (2) were received from media sources;
- The Board reported receiving no requests to correct personal information.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

N/A

**APPENDICES:**

N/A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 22, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 22, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 22, 2013



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

**Supervised  
Meeting Date:**  
April 30, 2013

## 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 of Facility and Support Services

**SUBJECT:** **2012-13 SCHOOL RENEWAL PROGRAM STATUS AS OF  
MARCH 31, 2013**

### RECOMMENDATION:

**That the status report on the 2012-13 School Renewal Program be received and that approval be given to the updated project list.**

### SYNOPSIS:

This report provides an updated listing of 2012-13 School Renewal projects for approval. It also presents a summary of the status of the 2012-13 School Renewal program as of March 31, 2013.

### BACKGROUND COMMENTS:

The 2012-13 School Renewal Program Status as of March 31, 2013 is attached as Appendix A for information. It reflects both the original budget approved by the Supervisor of the Board on December 18, 2012 and six additional projects to be funded from the previously unassigned allocation amount.

The 2012-13 School Renewal Allocation is \$3,209,935. At the December 18, 2012 Board meeting, the Supervisor of the Board approved a project list for this program in the amount of \$2,811,049. The total amount available to spend in the project list included \$965,259 of unspent allocation from 2011-12 which was carried forward to 2012-13 to be used for expenditures in that year. However, \$214,145 of the 2012-13 grant needed to be held aside for project costs committed in 2011-12 that would not be incurred until 2012-13. In addition, there was a \$1.15M provision for unsupported principal and interest debt payments, which further reduced the amount available to spend. In summary, the amount available for projects in 2012-13 was derived as follows:

2012-13 School Renewal Allocation	\$3,209,935
Add: Amount unspent and carried forward from 2011-12	<u>965,259</u>
TOTAL FUNDING	\$4,175,194
Less: Provision for project amounts committed in 2011-12	(214,145)
Provision for unsupported debt payments	<u>(1,150,000)</u>
2012-13 TOTAL AVAILABLE TO SPEND	<u>\$2,811,049</u>

**FINANCIAL IMPACT:**

The approved School Renewal project list, along with year-to-date spending to the end of March 31, 2013, is provided in Appendix A. As noted earlier, six new projects have been added and are identified at the end of the list.

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 of March 31, 2013, 7 months or 58% of the fiscal year has elapsed. As can be seen from Appendix A, only \$317,962 or 11% of the allocation has been spent as of March 31, 2013. The costs in this category however 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 while Administration included a provision for \$214,145 of 2011-12 projects that had been committed but would not be expensed until 2012-13, the actual costs incurred in 2012-13 for these projects as of March 31<sup>st</sup> is \$288,794, or \$74,649 higher than planned. This pressure is shown on the last line in Appendix A. As a result, other projects on the list will need to be removed, come in under budget, or a portion of the unassigned amount will have to be reserved to accommodate this overage.

**TIMELINES:**

School Renewal Status Reports are provided periodically to the Board. Any unspent amount of grant at year-end will be transferred to deferred revenue where it will be carried forward to the next fiscal year.

**APPENDICES:**

Appendix A: 2012-13 School Renewal Program Status Report as of March 31, 2013

**REPORT REVIEWED BY:**

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 23, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 23, 2013



Windsor-Essex Catholic District School Board  
2012-13 School Renewal Status Report  
at March 31, 2013

APPENDIX A

SCHOOL		PROJECT DESCRIPTION	BOARD APPROVED BUDGET (Dec. 18, 2012)	YEAR-TO-DATE ACTUAL (at Mar. 31, 2013)	AVAILABLE BALANCE	COMMENT
<b>SITE IMPROVEMENTS</b>						
1	Sacred Heart	Ceilings in classrooms need to be redone/lighting	\$ 30,000	\$ -	\$ 30,000	
2	St. Gregory	Ceiling tiles in main hallway	\$ 60,000	\$ -	\$ 60,000	
3	St. Christopher	Asphalt two locations due to removal of portables (account # 183-42-430034-1-000-840)	\$ 22,000	\$ 19,819	\$ 2,181	
4	St. Gabriel	Study - Standpipe systems	\$ 10,000	\$ -	\$ 10,000	
5	St. Gregory	Study - Standpipe systems	\$ 8,400	\$ -	\$ 8,400	
6	Holy Names Secondary	Replace lighting in auditorium	\$ 75,000	\$ -	\$ 75,000	
7	St. Louis	Replace lockers	\$ 20,000	\$ -	\$ 20,000	
8	Cardinal Carter Secondary	Repair ceiling in auditorium; refinish stage & repair face of stage/flooring	\$ 34,000	\$ -	\$ 34,000	
9	Immaculate Conception	Remove play surface	\$ 55,000	\$ -	\$ 55,000	
<b>Sub-Total Site Improvements</b>			<b>\$ 314,400</b>	<b>\$ 19,819</b>	<b>\$ 294,581</b>	
<b>ROOFING</b>						
10	St. Michael Adult (Detroit St.)	Replace roof section E	\$ 55,000	\$ -	\$ 55,000	
<b>Sub-Total Roofing</b>			<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	
<b>PAVING</b>						
11	St. Bernard Amherstburg	Playground reasphalted (account #187-72-586839-6-000-0)	\$ 150,000	\$ -	\$ 150,000	
12	Our Lady of Mount Carmel	Cahill drain/bus bay (in connection with City of Windsor) (account #184-72-586828-6-000-0)	\$ 160,000	\$ 5,496	\$ 154,504	
<b>Sub-Total Paving</b>			<b>\$ 310,000</b>	<b>\$ 5,496</b>	<b>\$ 304,504</b>	
<b>FLOORING</b>						
13	St. Angela	Replace library carpet with tile (account #179-42-430005-1-000-835)	\$ 10,000	\$ -	\$ 10,000	
14	W.J. Langlois	Replace classroom carpet (account #173-72-580822-6-000-0)	\$ 34,000	\$ 39,089	\$ (5,089)	
15	Holy Names Secondary	Replace gym floor	\$ 200,000	\$ -	\$ 200,000	
<b>Sub-Total Flooring</b>			<b>\$ 244,000</b>	<b>\$ 39,089</b>	<b>\$ 204,911</b>	
<b>MECHANICAL-HVAC</b>						
16	Cardinal Carter Secondary	Replace heat pumps	\$ 20,000	\$ -	\$ 20,000	
17	Villanova Secondary	Replace heat pumps	\$ 20,000	\$ -	\$ 20,000	
18	Our Lady of Mount Carmel	Replace main switch gears (account #164-72-580828-6-000-0)	\$ 10,000	\$ -	\$ 10,000	

Windsor-Essex Catholic District School Board  
2012-13 School Renewal Status Report  
at March 31, 2013

APPENDIX A

SCHOOL		PROJECT DESCRIPTION	BOARD APPROVED BUDGET (Dec. 18, 2012)	YEAR-TO-DATE ACTUAL (at Mar. 31, 2013)	AVAILABLE BALANCE	COMMENT
19	St. Gregory	Replace main switch gears (account #164-72-580844-6-000-0)	\$ 10,000	\$ -	\$ 10,000	
20	Sacred Heart	Heating/Chilling water distribution system replacement & study	\$ 125,000	\$ -	\$ 125,000	Project will not be completed, will proceed with study only, estimated cost to be \$10K.
21	Holy Names Secondary	Repair hot water boilers (account #180-72-580804-6-000-0)	\$ 120,000	\$ 60,286	\$ 59,714	
22	Holy Names Secondary	Study - Heating/Chilling water distribution systems	\$ 10,000	\$ -	\$ 10,000	
23	St. John the Baptist	Study and servicing main switchgears (account #164-72-580848-6-000-0)	\$ 10,000	\$ -	\$ 10,000	
24	St. Joseph Elementary	Study and servicing main switchgears (account #164-72-580851-6-000-0)	\$ 10,000	\$ -	\$ 10,000	
25	St. Louis	Study and servicing main switchgears (account #164-72-580853-6-000-0)	\$ 10,000	\$ -	\$ 10,000	
26	Immaculate Conception	Study and servicing main switchgears (account #164-72-580821-6-000-0)	\$ 10,000	\$ -	\$ 10,000	
27	St. Peter	Study heating/chilling water distribution systems	\$ 10,000	\$ -	\$ 10,000	
28	Cardinal Carter Secondary	Replace HVAC pumps	\$ 26,250	\$ -	\$ 26,250	
29	Villanova Secondary	Major repair hot water boilers (account #174-72-580809-6-000-0)	\$ 50,000	\$ 6,979	\$ 43,021	
30	Holy Names Secondary	Study air distribution, heating & cooling	\$ 10,000	\$ -	\$ 10,000	
31	Cardinal Carter Secondary	Investigate cooling issues and complete repairs	\$ 10,000	\$ -	\$ 10,000	
32	Cardinal Carter Secondary	Study - Heating/Chilling water distribution systems	\$ 10,000	\$ -	\$ 10,000	
33	St. John Vianney	Condenser repairs due to vandalism	\$ 10,000	\$ -	\$ 10,000	
<b>Sub-Total Mechanical-HVAC</b>			<b>\$ 481,250</b>	<b>\$ 67,265</b>	<b>\$ 413,985</b>	
<b>TECHNOLOGY RENEWAL</b>						
34	Various Schools	Wireless network in school sites (account #185-42-403000-6-000-0)	\$ 190,000	\$ 4,597	\$ 185,403	
35	Various Schools	MITEL phone system upgrades (account #189-42-406000-6-000-0)	\$ 85,000	\$ -	\$ 85,000	
36	Various Schools	P.A. system upgrades	\$ 75,000	\$ -	\$ 75,000	
<b>Sub-Total Technology Renewal</b>			<b>\$ 350,000</b>	<b>\$ 4,597</b>	<b>\$ 345,403</b>	
<b>OTHER</b>						
37	Various Schools	Play structures/spaces-repair & removal (account # 175-42-430036-1-000-0)	\$ 300,000	\$ 9,727	\$ 290,273	
38	Secondary schools	Install evacuation chairs (account #186-42-430092-6-000-0)	\$ 65,000	\$ 55,935	\$ 9,065	
39	St. Anthony	Fire panel replacement (account # 181-42-430041-1-000-837)	\$ 10,000	\$ -	\$ 10,000	
40	Catholic Central Secondary	Fire panel replacement (account # 181-42-430041-1-000-803)	\$ 16,000	\$ -	\$ 16,000	

Windsor-Essex Catholic District School Board  
2012-13 School Renewal Status Report  
at March 31, 2013

APPENDIX A

SCHOOL		PROJECT DESCRIPTION	BOARD APPROVED BUDGET (Dec. 18, 2012)	YEAR-TO-DATE ACTUAL (at Mar. 31, 2013)	AVAILABLE BALANCE	COMMENT
41	Holy Name Elementary	Fire panel replacement (account # 181-42-430041-1-000-820)	\$ 10,000	\$ -	\$ 10,000	
42	Sacred Heart	Upgrade/rewire all classrooms	\$ 50,000	\$ -	\$ 50,000	
43	St. John the Baptist	Replace fire alarm system (account # 181-42-430041-1-000-848)	\$ 5,000	\$ -	\$ 5,000	
<b>Sub Total Other</b>			<b>\$ 456,000</b>	<b>\$ 65,662</b>	<b>\$ 390,338</b>	
<b>Unassigned</b>			<b>\$ 422,399</b>	<b>\$ -</b>	<b>\$ 422,399</b>	
<b>NEW</b>	Holy Names Secondary	Exhaust Fan Repairs (from Unassigned) (account # 182-72-580804-6-000-0)	\$ 13,000	\$ 13,279	\$ (279)	<b>New project requiring approval.</b>
<b>NEW</b>	W.J. Langlois	School move (from Unassigned) (account # 176-42-430048-1-000-822)	\$ 35,000	\$ 28,105	\$ 6,895	<b>New project requiring approval.</b>
<b>NEW</b>	St. Pius	Repair drainage in field	\$ 60,000	\$ -	\$ 60,000	<b>New project requiring approval.</b>
<b>NEW</b>	St. John the Baptist	Renovate senior washrooms	\$ 50,000	\$ -	\$ 50,000	<b>New project requiring approval.</b>
<b>NEW</b>	Catholic Central Secondary	Fume cabinet system	\$ 10,000	\$ -	\$ 10,000	<b>New project requiring approval.</b>
<b>NEW</b>	Assumption Secondary	Fume cabinet system	\$ 10,000	\$ -	\$ 10,000	<b>New project requiring approval.</b>
<b>NEW</b>	Various Schools	Actual costs related to encumbered projects carried over from 2011-12 in excess of provision.	\$ -	\$ 74,649	\$ (74,649)	
<b>Total Projects</b>			<b>\$ 2,811,049</b>	<b>\$ 317,962</b>	<b>\$ 2,493,087</b>	



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

**Supervised  
Meeting Date:**  
April 30, 2013

## 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 of Facility and Support Services

**SUBJECT:** **2012-13 SCHOOL CONDITION IMPROVEMENT PROGRAM  
STATUS AS OF MARCH 31, 2013**

### RECOMMENDATION:

**That the 2012-13 School Condition Improvement Program Status as of  
March 31, 2013 be received as information.**

### SYNOPSIS:

This report provides a summary of the status of the 2012-13 School Condition Improvement Program as of March 31, 2013.

### BACKGROUND COMMENTS:

The Ministry of Education announced a new grant in 2011-12 to address school renewal needs in each of the next three years. This funding, referred to as the School Condition Improvement grant, was allocated to boards based primarily on the number of schools, excluding schools built since 2007 and schools for which boards have received Ministry funding to substantially renovate and/or replace. This grant can only be spent on expenditures that meet the requirement to be capitalized.

The 2012-13 School Condition Improvement Allocation is \$1,627,947. At the December 18, 2012 Board meeting, the Supervisor of the Board approved a project list for this program in the amount of \$2,001,039. The total amount available to spend in the project list was greater than the allocation provided since \$920,877 of unspent allocation from 2011-12 was carried forward to 2012-13 to be used for expenditures in that year. However, \$547,785 of the 2012-13 allocation needed to be held aside for project costs committed in 2011-12 that would not be incurred until 2012-13. In summary, the amount available for projects in 2012-13 was derived as follows:

2012-13 School Condition Improvement Allocation	\$1,627,947
Add: Amount unspent and carried forward from 2011-12	<u>920,877</u>
TOTAL FUNDING	\$2,548,824
Less: Provision for project amounts committed in 2011-12	<u>(547,785)</u>
2012-13 TOTAL AVAILABLE TO SPEND	<u>\$2,001,039</u>

**FINANCIAL IMPACT:**

The approved School Condition Improvement project list, along with year-to-date spending to the end of March 31, 2013, is provided in Appendix A. No new projects have been added to the Board approved list.

As of March 31, 2013, 7 months or 58% of the fiscal year has elapsed. As can be seen from Appendix A, only \$201,818 or 10% of the allocation has been spent as of March 31, 2013. The costs in this category however 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 while Administration included a provision for \$547,785 of 2011-12 projects that had been committed but would not be expensed until 2012-13, the actual costs incurred in 2012-13 for these projects as of March 31<sup>st</sup> is \$710,931, or \$163,146 higher than planned. This pressure is shown on the last line in Appendix A. As a result, other projects on the list will need to be removed or come in under budget in order to accommodate this overage.

**TIMELINES:**

School Condition Improvement Status Reports are provided periodically to the Board. Any unspent amount of grant at year-end will be transferred to deferred revenue where it will be carried forward to the next fiscal year.

**APPENDICES:**

Appendix A: 2012-13 School Condition Improvement Status Report as of March 31, 2013

**REPORT REVIEWED BY:**

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 23, 2013
<input type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 23, 2013

Windsor-Essex Catholic District School Board  
2012-13 School Condition Improvement Status Report  
at March 31, 2013

APPENDIX A

SCHOOL		PROJECT DESCRIPTION	BOARD APPROVED BUDGET (Dec. 18, 2012)	YEAR-TO-DATE ACTUAL (at Mar. 31, 2013)	AVAILABLE BALANCE	COMMENTS
<b>ROOFING</b>						
1	St. Pius	Replace roof sections A1 and A2	\$ 130,000	\$ -	\$ 130,000	
2	St. Louis	Replace roof sections C1,C2,C3,C4,C5	\$ 610,000	\$ -	\$ 610,000	
3	Holy Names Secondary	Replace roof section B	\$ 180,000	\$ -	\$ 180,000	
4	Stella Maris	Replace roof sections B2 and C-Phase 2	\$ 70,000	\$ -	\$ 70,000	
<b>Sub-Total Roofing</b>			<b>\$ 990,000</b>	<b>\$ -</b>	<b>\$ 990,000</b>	
<b>WINDOWS</b>						
5	Stella Maris	New windows in staff room & original building	\$ 100,000	\$ -	\$ 100,000	
6	W.J. Langlois	Replace windows	\$ 210,000	\$ -	\$ 210,000	
7	OLMC	Replace windows in old wing 11, 12, 13, 14, 15	\$ 75,000	\$ -	\$ 75,000	
8	St. Gabriel	Replace windows (west side)	\$ 200,000	\$ -	\$ 200,000	
<b>Sub-Total Windows</b>			<b>\$ 585,000</b>	<b>\$ -</b>	<b>\$ 585,000</b>	
<b>SECURITY</b>						
9	Villanova	Replace camera system (digital system) throughout school	\$ 30,000	\$ -	\$ 30,000	
10	Cardinal Carter	Replace camera system (digital system) throughout school	\$ 30,000	\$ -	\$ 30,000	
<b>Sub-Total Security</b>			<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>	
<b>MECHANICAL-HVAC</b>						
11	Cardinal Carter	Major repair hot water boilers (account #172-71-580807-6-000)	\$ 85,000	\$ 32,771	\$ 52,229	
<b>Sub-Total Mechanical HVAC</b>			<b>\$ 85,000</b>	<b>\$ 32,771</b>	<b>\$ 52,229</b>	
<b>PAVING</b>						
12	Stella Maris	Replace paving in courtyard (account #188-71-586865-0-000)	\$ 156,000	\$ -	\$ 156,000	
<b>Sub-Total Paving</b>			<b>\$ 156,000</b>	<b>\$ -</b>	<b>\$ 156,000</b>	
<b>OTHER</b>						
13	St. Joseph Secondary	Fire systems replacement	\$ 20,000	\$ -	\$ 20,000	
14	Villanova	Sewage treatment plant upgrades (account #178-71-580809-6-000)	\$ 100,000	\$ 5,901	\$ 94,099	
<b>Sub-Total Other</b>			<b>\$ 120,000</b>	<b>\$ 5,901</b>	<b>\$ 114,099</b>	

Windsor-Essex Catholic District School Board  
2012-13 School Condition Improvement Status Report  
at March 31, 2013

APPENDIX A

SCHOOL	PROJECT DESCRIPTION	BOARD APPROVED BUDGET (Dec. 18, 2012)	YEAR-TO-DATE ACTUAL (at Mar. 31, 2013)	AVAILABLE BALANCE	COMMENTS
<b>Unassigned</b>		\$ 5,039	\$ -	\$ 5,039	
<b>NEW</b>	Various Schools	\$ -	\$ 163,146	\$ (163,146)	Actual costs in excess of provision related to encumbered projects carried over from 2011-12.
<b>Total Projects</b>		<b>\$ 2,001,039</b>	<b>\$ 201,818</b>	<b>\$ 1,799,221</b>	



1325 California Avenue  
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CHAIRPERSON: Barbara Holland  
DIRECTOR OF EDUCATION: Paul A. Picard

**Supervised  
Meeting Date:**  
April 30, 2013

## 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: ELIMINATION OF THE ACCUMULATED BUDGET DEFICIT**

**RECOMMENDATION:**

**That the Director of Education’s report on the Elimination of the Accumulated Budget Deficit be received.**

**SYNOPSIS:**

The recently issued report entitled “Ensuring Financial Stability” by Norbert Hartmann, Ministry of Education Supervisor to the Board instructs the Director of Education to outline additional measures which could be implemented to eliminate the Board’s accumulated year-over-year budget deficit. That outline is provided in this report.

**BACKGROUND COMMENTS:**

The recently issued report entitled “Ensuring Financial Stability” by Norbert Hartmann, Ministry of Education Supervisor to the Board, provided financial projections pursuant to Public Sector Accounting Board (PSAB) changes with respect to the elimination of benefits for employees and retirees after age 65. These projections are provided in the attached Appendix A.

For the current 2012-13 year, this report indicates that the elimination of benefits after age 65, with all else being equal, would result in an in-year surplus of \$1,498,201. This will result in a reduction in the Board’s accumulated deficit, which was \$2,289,848 at the end of the prior year on August 31, 2012. The accumulated deficit would decrease to \$791,647 for the end of 2012-13. This is summarized as follows:

Total Accumulated Deficit at August 31, 2012	=	\$ (2,289,848)
Projected 2012-13 In-year Surplus	=	<u>1,498,201</u>
Projected Total Accumulated Deficit at August 31, 2013	=	<u>\$ ( 791,647)</u>



In his report, Mr. Hartmann addressed this remaining accumulated deficit by noting:

*"I have also asked the Director to provide a report by April 30, 2013 outlining additional measures that would need to be taken to completely eliminate the accumulated deficit that is projected to remain at the end of 2012-13 and be carried forward to 2013-14."*

The Director has now identified these additional measures and they are listed below.

- Support for the Safe Schools portfolio is to be transferred from an existing Manager to an existing Superintendent.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$121,694**

- Support for the Special Education portfolio is to be transferred from an existing Manager to an existing Superintendent.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$131,239**

- There is to be a reduction of 1 non-union staff position in the Student Achievement area due to the retirement of a current employee at August 31, 2013.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$ 97,388**

- A scheduled 1 year temporary leave in the Student Achievement area is not to be replaced during the period of the leave.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$112,147 (temporary for 1 year)**

- A position in the Student Achievement area is to be funded through an Educational Program – Other (EPO) grant in 2013-14.

**Projected Staffing Reduction = 0 FTE**  
**Projected Cost Savings = \$120,000**

- There is to be a reduction of 1 non-union staff position in the Human Resources Department due to the retirement of a current employee at August 31, 2013.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$ 84,002**

- There is to be a reduction of 1 non-union staff position in the Facilities Services Department due to the retirement of a current employee at August 31, 2013.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$174,700**

- There is to be a reduction of 1 union position in the Business Department due to the anticipated retirement of a current employee at August 31, 2013.

**Projected Staffing Reduction = 1 FTE at the Catholic Education Centre**  
**Projected Cost Savings = \$ 63,922**

- There is to be a reduction of 1 FTE Principal (resultant from the proposed twinning of St. John the Evangelist School with St. John the Baptist School) and 1 FTE Vice-Principal due to retirements and declining enrolment.

**Projected Staffing Reduction = 2 FTE in Principals/Vice-Principals**  
**Projected Cost Savings = \$ 233,987**

The non-union reductions identified are being implemented through attrition of staff, mainly as a result of retirements. Notification has already been received from all of the retiring non-union staff as noted in the reductions above. The union position reduction is contingent upon a retirement and is to be reviewed with the union prior to implementation.

Beyond the specific measures provided above and to ensure that this year's targets are met, the following constraints have been put in place until August 31, 2013:

- The Board is to remain in a general freeze situation with respect to discretionary spending for the remainder of 2012-13, with such spending to be undertaken only upon approval of the Director.
- The Facilities Services Department is to limit its response for service requests to urgent items only.
- Discretionary travel is to be generally suspended. Essential travel may be considered upon submission of a business case to the Director for approval.

#### **FINANCIAL IMPACT:**

The cost savings resulting from the items identified and specifically costed in this report amount to \$1,139,079. This amount exceeds the projected accumulated deficit of \$791,647. Therefore, the elimination of the Board's accumulated deficit as contemplated in Mr. Hartmann's report would be achieved in 2013-14. The remaining measures identified, but not costed, will further enhance the Board's financial position beyond the elimination of the accumulated deficit.

The proposed measures will also have an impact on the Board Administration budget category. The 2012-13 Revised Estimates budget reflects spending of \$120,111 below the Ministry grant allocation for this category. In considering reductions noted in this report that are accounted for in the Administration category, a further \$245,312 under-spending is indicated.

#### **TIMELINES:**

The reduction measures specifically costed in this report will have varying timelines for implementation, with all anticipated to be in effect by August 31, 2013.

**APPENDICES:**

- Appendix A: Elimination of Benefits Post Age 65
- Supervisor Hartmann’s Engaging Our Future – Part 5 – Ensuring Financial Stability Report can be found on the Board’s website at [www.wecdsb.on.ca](http://www.wecdsb.on.ca).

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 22, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 24, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 24, 2013

## Windsor-Essex Catholic District School Board

Financial ProjectionsPursuant to PSAB Compliance Changes - Elimination of Benefits Post Age 65

<u>SURPLUS/(DEFICIT) DETERMINATION<sup>1</sup>:</u>	2012-13 Revised Estimates <sup>2</sup>	2012-13 Elimination of Post 65 Benefits	2013-14 Elimination of Post 65 Benefits	2014-15 Elimination of Post 65 Benefits	2015-16 Elimination of Post 65 Benefits	2016-17 Elimination of Post 65 Benefits
In-year revenues	\$ 253,236,212	\$ 253,236,212	\$ 253,236,212	\$ 253,236,212	\$ 253,236,212	\$ 253,236,212
Less: In-year revenues for land - New St. Bernard Elementary School	(450,000)	(450,000)	(450,000)	(450,000)	(450,000)	(450,000)
Less: In-year expenses for compliance purposes	(255,129,071)	(255,129,071)	(255,129,071)	(255,129,071)	(255,129,071)	(255,129,071)
PSAB Adjustment to Expense		3,841,060	4,160,624	5,339,504	5,362,332	5,380,026
<b>In-year surplus/(deficit) for compliance purposes</b>	<b>\$ (2,342,859)</b>	<b>\$ 1,498,201</b>	<b>\$ 1,817,765</b>	<b>\$ 2,996,645</b>	<b>\$ 3,019,473</b>	<b>\$ 3,037,167</b>
Total Accumulated Surplus/(Deficit) Available for Compliance - Opening	(2,289,848)	(2,289,848)	(791,647)	1,026,118	4,022,763	7,042,236
In-year surplus/(deficit) for compliance purposes (above)	(2,342,859)	1,498,201	1,817,765	2,996,645	3,019,473	3,037,167
<b>Total Accumulated Surplus/(Deficit) Available for Compliance - Closing</b>	<b>\$ (4,632,707)</b>	<b>\$ (791,647)</b>	<b>\$ 1,026,118</b>	<b>\$ 4,022,763</b>	<b>\$ 7,042,236</b>	<b>\$ 10,079,403</b>

Notes: 1. Surplus/(Deficit) determination reflects financial position assuming nothing else changes except for annual PSAB related expenses.  
2. 2012-13 Revised Estimates are as prepared by Board administration.



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

**Supervised  
Meeting Date:**  
April 30, 2013

## BOARD REPORT

Public  In-Camera

PRESENTED FOR: Information  Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education

SUBJECT: **IMPLEMENTING DIRECTIVES FROM THE SUPERVISOR'S  
REPORT ON ENSURING FINANCIAL STABILITY**

**RECOMMENDATIONS:**

**That the following recommendations be approved:**

1. The Director of Education take all steps necessary to implement the provincially mandated elimination of post 65 health, dental and life insurance benefits including, but not limited to:
  - a) informing all employees by registered mail that these benefits will no longer be funded by the Board as of August 31, 2014;
  - b) working with unions and associations representing affected employees to explore the possibility of establishing self funded plans for these groups; and
  - c) cooperating with the Greater Essex County District School Board to determine whether there is an interest in and possibility of establishing a joint pool for self funded insurance.
  
2. That the following changes to the Board By-Laws be approved and incorporated into the revised By-Laws currently being developed:
  - a) Establish an annual budget process, commencing no later than February 1<sup>st</sup> of each year that:
    - i. ensures all community partners have opportunities for meaningful participation; and
    - ii. requires a balanced budget be approved no later than June 30<sup>th</sup> of each year.
  - b) Provide for a “money bill” requiring trustees and staff wishing to implement new programs or services, or alter existing ones, to identify the source of funding for the specific proposal. Four funding sources will be specified in the By-law: additional grants that are being provided by the Province; new revenues raised by the Board; savings generated through reductions in other areas; and budget surpluses once the accumulated operating and capital deficit have been eliminated.

- c) **Require the Director of Education to present a plan for a balanced budget as part of the annual budget process.**
  - d) **Require the budget plan to include an annual contingency amount to be set at no less than 0.5% of operating revenues for the budget year being approved.**
  - e) **Include a provision for the quarterly reporting of budget variances.**
  - f) **Require the Director of Education to present the Board with an in-year expenditure constraint plan when quarterly budget forecasts project a year-end operating deficit.**
  - g) **Establish the requirement for an annual system review and strategic planning process.**
  - h) **Require the development of approved criteria for the prioritization of capital programs in consultation with the Ministry of Education.**
- 3. That the Director of Education establish a process to develop strategies for the restoration of public trust and confidence in the Windsor-Essex Catholic DSB and that this report be brought forward for consideration and public consultation no later than November 2013.**
- 4. That the Director of Education develop reports exploring the potential for:**
- a) **additional efficiencies that could be implemented in Board operations;**
  - b) **administrative restructuring at both the school and central office level;**
  - c) **differentiated models of school organization including, but not limited to, JK-12 facilities and specialized schools;**
  - d) **alternative models for program delivery at the secondary level;**
  - e) **possible areas for school consolidation;**
  - f) **strategies for attracting new enrolment to better utilize excess system capacity; and**
- that these reports be presented to the Board beginning no later than October 2013 and completed no later than December 2013.**
- 5. The Director of Education also develop a proposal for public consultation on the future directions detailed in the foregoing aforementioned reports and that this consultation process be completed no later than January 2014.**
- 6. That the Director of Education produce a plan for the application of Board surpluses, sale of surplus property, and annual payments from the school renewal fund to eliminate the accumulated capital deficit no later than 2017.**
- 7. That the Director of Education provide a progress report by January 30, 2014 on recommendations to improve management capacity, systems, and controls being implemented.**
- 8. That the Director of Education provide an annual status report on the structural deficit until such time as it is fully eliminated.**
- 9. That the Director of Education forward a letter of thanks to all constituent groups and stakeholders for the suggestions and concerns for improving the operation of the Board.**

**10. That the Director of Education forward a letter to staff of the Board and the Ministry of Education commending them for their diligence, cooperation, and assistance in the production of the Ensuring Financial Stability report.**

**SYNOPSIS:**

The Report on Ensuring Financial Stability approved a strategy for the elimination of the accumulated deficit by 2014, the capital deficit by 2017, and ongoing financial success. The strategies included the elimination of funding for Post 65 health, dental, and life insurance benefits; outlined changes required in the Board By-Laws to ensure continued financial stability; and detailed the challenges faced by the Board in its contractual obligations and evolving demographic profile. Supervisor Hartmann requested a series of reports outlining options the Board could consider to manage these pressures.

The report also mandated a public consultation process on the above issues, as well as on strategies for the restoration of public trust and confidence.

**BACKGROUND COMMENTS:**

Supervisor Hartmann's Report on Ensuring Financial Stability, while outlining a strategy towards addressing the capital, accumulated and structural deficits facing the Board, stressed the importance of dealing with these items through an open and transparent process.

The Report directs Administration to follow a prescribed series of steps which include budgetary directives, By-law amendments, strategic priority recommendations, and consultative reports as a vehicle towards which the stated goals of ongoing financial stability and renewed public confidence can be achieved.

A critical first step in this process is to seek Board approval to begin the process towards implementation of the 10 key recommendations outlined in Supervisor Hartmann's Report.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

April 30, 2013 to January 2014

**APPENDICES:**

Supervisor Hartmann's report Ensuring Financial Stability is located on the Board's website at [www.wecdsb.on.ca](http://www.wecdsb.on.ca).

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 22, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 22, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 22, 2013



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

**Supervised  
Meeting Date:**  
April 30, 2013

## 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:** **SCHOOL YEAR CALENDAR – 2013-2014**

### RECOMMENDATION:

**That the School Year Calendar – 2013-2014 for the Windsor-Essex Catholic District School Board be approved.**

### SYNOPSIS:

Ontario Regulation 304, "School Year Calendar, Professional Activity (PA) Days" as set out under the Education Act, was amended in January, 2013. The amendments outlined in Ontario Regulation 13/13 require school boards to designate five (5) mandatory PA days and allow for one (1) discretionary PA day for a total of six (6) PA days.

### BACKGROUND COMMENTS:

For 2013-2014, there are 195 possible school days between September 3, 2013 and June 27, 2014. The school year shall include a minimum of 194 school days.

Both the elementary and secondary panels have three unpaid leave days scheduled on PA days and one common discretionary PA day for faith formation. The other two elementary PA days are designated for assessment and completion of report cards. Secondary has two additional PA days designated for curriculum review, development and implementation. These dates are identified in the respective School Year Calendar Outline 2013-2014.

### FINANCIAL IMPACT:

The professional development days were chosen in collaboration with our coterminous boards to minimize additional transportation costs.

### TIMELINES:

September 3, 2013 to June 27, 2014



**APPENDICES:**

- Elementary School Year Calendar 2013-2014
- Secondary School Year Calendar 2013-2014
- School Year Calendar Outline 2013-2014

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	March 26, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	March 26, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	March 26, 2013



Ministry of Education  
Ministère de l'Éducation

<b>Board Name</b> Windsor-Essex CDSB (B67024)			
<b>Calendar Title</b> [2013-148038] Windsor-Essex Catholic District School Board	<b>Panel</b> Elementary	<b>Calendar Type</b> Regular	<b>Date Created</b> Jan 30, 2013
<b>Start of School Year</b> Sep 02, 2013	<b>End of School Year</b> Jun 27, 2014	<b>First Day Students</b> Sep 03, 2013	<b>Last Day Students</b> Jun 27, 2014
<b>Status</b> Draft		<b>Description</b> Regular Elementary Calendar 2013-2014	

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
September	2 H	3	4	5	6	9	10	11	12	13	16	17	18	19	20 P	23	24	25	26	27	30					1	19	0
October		1	2	3	4	7	8	9	10	11 P	14	15	16	17	18 H	21	22	23	24	25	28	29	30	31		1	21	0
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	21	0
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20 P	23	24	25	26	27 B	30	31 B				1	14	0
January			1 H	2 B	3 B	6	7	8	9	10	13	14	15	16	17 P	20	21	22	23	24	27	28	29	30	31	1	19	0
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21 H	24	25	26	27	28						0	19	0
March	3	4	5	6	7	10	11	12	13	14 P	17	18	19	20	21 B	24	25	26	27	28 B	31					1	15	0
April		1	2	3	4	7	8	9	10	11	14	15	16	17	18 H	21	22	23	24	25 H	28	29	30			0	20	0
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20 H	21	22	23	26	27	28	29	30	0	21	0
June	2	3	4	5	6 P	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	19	0
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
<b>Total</b>															6	188	0											

**Legend**

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;  
P\* -Professional Activity Day Devoted to Provincial Education Priorities;



Ministry of Education  
Ministère de l'Éducation

[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)

[Outline for PA Days](#)

Friday, September 20, 2013 (Faith Day)

Friday, October 11, 2013

Friday, December 20, 2013

Friday, January 17, 2014 (A & E)

Friday, March 7, 2014

Monday, June 6, 2014 (A & E)

School	Town or City	School	Town or City
Christ the King Separate School	Windsor	H J Lassaline Catholic School	Windsor
Holy Cross Catholic Elementary School	LaSalle	Holy Name Catholic School	Essex
Immaculate Conception Catholic School	Windsor	L A Desmarais Catholic School	Windsor
Notre Dame Catholic School	Windsor	Our Lady of Lourdes Catholic School	Windsor
Our Lady of Mount Carmel Catholic School	Windsor	Our Lady of Perpetual Help Catholic School	Windsor
Our Lady of the Annunciation Catholic School	Stoney Point	Queen of Peace Catholic School	Leamington
Sacred Heart Catholic Elementary School	LaSalle	St Angela Catholic School	Windsor
St Anne French Immersion Catholic School	Windsor	St Anthony Catholic School	Harrow
St Bernard Catholic School	Windsor	St Bernard Catholic School	Amherstburg
St Christopher Catholic School	WINDSOR	St Gabriel Catholic School	Windsor
St Gregory Catholic School	Tecumseh	St James Catholic School	Windsor
St John Catholic School	Windsor	St John de Brebeuf Catholic School	Kingsville
St John the Baptist Catholic School	Belle River	St John the Evangelist Catholic	Woodslee
St John Vianney Catholic School	Windsor	St Joseph Catholic School	River Canard
St Jules Catholic School	Windsor	St Louis Catholic School	Leamington
St Maria Goretti Catholic School	Windsor	St Mary Catholic	Maidstone
St Peter Catholic School	Tecumseh	St Pius X Catholic School	Tecumseh
St Rose Catholic School	Windsor	St William Catholic School	Emeryville
Stella Maris Catholic School	Amherstburg	W J Langlois Catholic School	Windsor



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<b>Board Name</b> Windsor-Essex CDSB (B67024)			
<b>Calendar Title</b> [2013-148109] Windsor-Essex Catholic District School Board	<b>Panel</b> Secondary	<b>Calendar Type</b> Regular	<b>Date Created</b> Jan 30, 2013
<b>Start of School Year</b> Sep 02, 2013	<b>End of School Year</b> Jun 27, 2014	<b>First Day Students</b> Sep 03, 2013	<b>Last Day Students</b> Jun 26, 2014
<b>Status</b> Draft		<b>Description</b> Regular Secondary Calendar 2013-2014	

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week					PA days	Instr days	Exam days
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F			
August				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	0	0
September	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	19	0
October		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		1	21	0
November					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	0	21	0
December	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				1	14	0
January			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	0	15	5
February	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						0	19	0
March	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					1	15	0
April		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			1	19	0
May				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	0	21	0
June	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30					1	14	5
July		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		0	0	0
<b>Total</b>															6	178	10											

**Legend**

P -Professional Activity Day; E -Scheduled Exam Day; B -Board Designated Day; H -Statutory Day; / -Half Day;  
P\* -Professional Activity Day Devoted to Provincial Education Priorities;



Ministry of Education  
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[Outline for Professional Activity Days Devoted to Provincial Education Priorities](#)

[Outline for PA Days](#)

Friday, September 20, 2013 (Faith Day)  
 Friday, October 11, 2013  
 Friday, December 20, 2013  
 Friday, March 7, 2014  
 Friday, April 4, 2014 (A & E)  
 Friday, June 27, 2014 (A & E)

School	Town or City	School	Town or City
Assumption College School	Windsor	Cardinal Carter Catholic	Leamington
Catholic Central	Windsor	F J Brennan Catholic High School	Windsor
Holy Names Catholic High School	Windsor	St Anne Secondary School	Belle River
St Joseph's	Windsor	St Michael's Alternate High School	Windsor
St Thomas of Villanova Secondary School	LaSalle	St. Michael's Adult High School	Windsor

**Windsor-Essex Catholic District School Board**  
**School Year Calendar 2013-2014**  
**Proposed Outline**

Holidays		
Labour Day	Monday, September 2, 2013	
Thanksgiving Day	Monday, October 14, 2013	
Christmas Break	Monday, December 23 – Friday, January 3, 2014	
Family Day	Monday, February 17, 2014	
March Break	Monday, March 10 – Friday, March 14, 2014	
Easter	Good Friday, April 18, 2014	
	Easter Monday, April 21, 2014	
Victoria Day	Monday, May 19, 2014	
Elementary Schools		
Classes Commence	Tuesday, September 3, 2013	
P.A. Day	Friday, September 20, 2013	Faith Development (CDIR)
P.A. Day	Friday, October 11, 2013	Unpaid Leave
P.A. Day	Friday, December 20, 2013	Unpaid Leave
P.A. Day	Friday, January 17, 2014	Assessment & Evaluation
P.A. Day	Friday, March 7, 2014	Unpaid Leave
EQAO Assessment: Primary and Junior Division	Monday, May 26 – Friday, June 6, 2014	
P.A. Day	Friday, June 6, 2014	Assessment & Evaluation
Last Day of Classes	Friday, June 27, 2014	

**Windsor-Essex Catholic District School Board**  
**School Year Calendar 2013-2014**  
**Proposed Outline**

Secondary Schools		
Classes Commence	Tuesday, September 3, 2013	
P. A. Day	Friday, September 20, 2013	Faith Development (CDIR)
P.A. Day	Friday, October 11, 2013	Unpaid Leave
P.A. Day	Friday, December 20, 2013	Unpaid Leave
EQAO Gr 9 Mathematics Assessment	Thursday, January 9 - Friday, January 24, 2014	
Semester One Examinations	Friday, January 24 - Thursday, January 30, 2014	
Semester 2 begins	Friday, January 31, 2014	
P.A. Day	Friday, March 7, 2014	Unpaid Leave
Ontario Secondary School Literacy Test	Thursday, March 27, 2014	
P.A. Day	Friday, April 4, 2014	CDIR
EQAO Gr 9 Mathematics Assessment	Thursday, May 29 – Friday, June 13, 2014	
Last Day of Regular Classes	Thursday, June 19, 2014	
Semester Two Examinations	Friday, June 20 – Thursday, June 26, 2014	
P.A. Day	Friday, June 27, 2014	CDIR



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

**Supervised  
Meeting Date:**  
April 30, 2013

## 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:** **2012 -13 SCHOOLS-FIRST CHILD CARE CAPITAL RETROFIT PLAN**

### RECOMMENDATION:

**That approval be given to the 2012-13 Schools-First Child Care Capital Retrofit Plan to include proposed capital retrofit projects totalling \$1,057,063 for the creation of 98 additional child care spaces at St. Louis, St. John Vianney and St. Angela Catholic Elementary Schools;**

**and, that the 2012-13 Schools-First Child Care Capital Retrofit Plan be submitted to the Ministry of Education for approval.**

### SYNOPSIS:

The Ministry of Education has provided capital funding to each school board as part of its Schools-First Child Care Capital Retrofit Policy to support the conversion of existing four and five year old child care spaces for children under the age of 3.8 years. The Ministry requires school boards to submit, jointly with its corresponding Consolidated Municipal Service Managers (CMSMs), a child care retrofit plan identifying schools eligible for this funding. The 2012-13 Schools-First Child Care Capital Retrofit Plan seeks Ministry approval for funding proposed retrofits at St. Louis, St. John Vianney and St. Angela Catholic Elementary Schools. The Plan complies with Ministry funding criteria and is recommended for approval.

### BACKGROUND COMMENTS:

In July 2012, the Ministry of Education released Memorandum EL3 introducing the Schools-First Child Care Capital Retrofit Policy and inviting Boards to consider relocating community Child Care Programs to empty school space. The policy is intended to stabilize community child care which has been directly impacted by the Ministry's implementation of Full Day Kindergarten.



In November 2012, Memorandum EL4 was released detailing the process that school boards could undertake to secure capital funding for retrofit expenditures incurred in the re-profiling of existing empty space to accommodate a younger cohort of children. Space requirements are outlined in the *Day Nursery Act* which governs the licensing of child care space. The Schools-First Child Care Capital Retrofit Policy outlines criteria that a Child Care Program must meet in order for a board to be eligible for funding. The Ministry requires school boards to dialogue with its coterminous board and its local Consolidated Municipal Service Manager (CMSM) to develop a collaborative plan and to identify Child Care Providers who may be interested in relocating their Child Care Program to a school that has empty space or to allow an existing on-site Child Care to re-profile in order to provide child care to a younger cohort.

Accordingly, on December 5, 2012, WECD SB administration met with representatives from the Greater Essex County District School Board (GECDSB) and the local CMSM – City of Windsor Children’s Services, to develop a survey procedure to determine Child Care providers’ interest. An environmental scan was conducted to identify possible school locations that could accommodate the expansion or creation of a new Child Care Program, as well as identify interested Child Care Providers who met the criteria and who could provide the Child Care Program. The initial environmental scan determined that there is potential for space to be provided in the following WECD SB school communities:

- St. Louis in Leamington
- St. John the Baptist in Belle River
- St. John Vianney in Windsor
- St. Bernard in Amherstburg
- St. Anthony in Harrow
- St. John in Windsor

Following a complete review of existing child care spaces and the Board’s Full-Day Kindergarten program sites, St. Louis, St. John Vianney and St. Angela schools, all eligible under the criteria outlined in Ministry Memorandum EL4, were identified for funding during the first year of the three-year program.

It should be noted that, although ample space exists at St. John Catholic Elementary in Windsor, it was decided not to entertain the relocation of a Child Care to this site at this time due to the Board’s plan for potential relocation of the school.

#### **FINANCIAL IMPACT:**

The Schools-First Child Care Capital Retrofit Policy is a three-year Ministry of Education capital funding program spanning to the end of the 2014-15 school year. The WECD SB’s total funding allocation is \$2,028,600 with a target of providing 336 additional child care spaces. The proposed capital retrofit projects for 2012-13 total \$1,057,063 and provide an additional 98 child care spaces.

1. **St. Louis Catholic Elementary School, Leamington (\$961,000):** This proposal entails the relocation of Audrey’s Playground Child Care Program in Leamington to St. Louis school. The proposal will require three classrooms to be re-profiled to accommodate infants, toddlers and preschoolers and will require relocation of some of the Kindergarten classroom assignments. In so doing, the space provided will be adequate to effectively deliver the Full Day Kindergarten Program. Several meetings have been held at this site to determine the scope of the project. Regional Children’s

Centre was also included in the dialogue in order to ensure the continuation of a community support program they provide for children and youth in Leamington. The initial cost of the project was anticipated to be \$1,161,243.00. However, after further dialogue, some renovations initially identified as part of the retrofit have been eliminated and an adjusted budget of \$961,000.00 is proposed. This re-profile will add 41 additional child care spaces.

2. **St. Angela Catholic Elementary School, Windsor (\$54,063):** In the summer of 2012, "A Place to Grow" Day Care was relocated from Immaculate Conception Catholic Elementary School (ICS) to St. Angela, since the new site would not accommodate the relocation of the existing Child Care Program. The relocation of the Child Care to St. Angela was made to expand the program at St. Angela and to off-set the impact caused by the closure of the on-site child care at ICS. A substantial re-profile took place at St. Angela allowing "A Place to Grow" Day Care to provide child care to infants, toddlers and preschoolers. The child care provider covered the expenses of \$54,063 personally. This project is included in the Board's 2012-13 submission to allow for the reimbursement of these capital retrofit expenses. This re-profile provided 41 additional child care spaces.
3. **St. John Vianney Catholic Elementary School (\$42,000):** Sundowners Child Care Program presently located at St. John Vianney expressed an interest in re-profiling space currently used to provide child care to school age four and five year olds enrolled in Kindergarten. In September 2013, this school will offer Full Day Kindergarten eliminating the need for this service. With renovations to a classroom currently dedicated to Kindergarten, Sundowners can provide 16 new spaces for preschoolers in the school community at a cost of \$42,000.

#### **TIMELINES:**

The 2012-13 Child Care Capital Retrofit Plan was submitted to the Ministry of Education for initial review by the deadline of January 14, 2013. Funding will be provided upon Ministry approval of the Plan. Once approved, the projects are expected to be completed for occupancy by September 1, 2013.

The proposed 2013-14 Plan is due to the Ministry for review and approval by January 14, 2014, and the 2014-15 Plan is due to be submitted by January 2015. These capital funds must be spent by August 2015.

#### **APPENDICES:**

Not applicable

#### **REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	April 22, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date:	April 24, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 24, 2013



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

**Supervised  
Meeting Date:**  
April 30, 2013

## 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:** **AUDIT COMMITTEE REPORT  
–INTERNAL AUDIT PLANNING**

### RECOMMENDATION:

**That approval be given for the 2012–13 Annual Internal Audit Plan and the 2013 – 2017 Internal Audit Plan.**

### SYNOPSIS:

This report presents the 2012–13 Annual Internal Audit Plan and 2013-17 Internal Audit Plan for approval.

### 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. 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; and
- Request for Proposal for External Audit Services.

In addition, 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 Audit 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 indicated at the time that it was satisfied the plans responded to the findings and recommendations of the assessment. Therefore, based on the Committee's previous recommendation, approval is recommended.

It is noted that the submission of these Audit Plans has been deferred, since the Board was placed under Ministry of Education supervision in August 2012. With the recent release of the Ministry Supervisor's discussion paper entitled "Ensuring Financial Stability," it is now in order to proceed with these Audit Plans.

**FINANCIAL IMPACT:**

Not applicable.

**TIMELINES:**

As identified in the attached Internal Audit Plans.

**APPENDICES:**

- Appendix A: 2012-13 Annual Internal Audit Plan & 2013-17 Internal Audit Plan (as amended)

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 23, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 23, 2013

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

**To: Audit Committee**

**Date: June 4<sup>th</sup>, 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](mailto: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**

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## **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**

<b>District School Board</b>	<b>Size</b>	<b>Units</b>	<b>Revenue Proportion (%)</b>	<b>Inherent Risk (%)</b>	<b>Risk Proportion (%)</b>
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		
<b>Windsor Essex Catholic District School Board</b>	<b>Small - Medium</b>	<b>1.5</b>	<b>10.34</b>	<b>43.75</b>	<b>9.04</b>
<b>Totals</b>		<b>14.5</b>	<b>100</b>	<b>484.1</b>	<b>100</b>

**Attachment B – Listing of Planned Audits 2012-2013**

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

<b>Audit Title</b>	<b>Department</b>	<b>Preliminary Audit Schedule</b>	<b>Estimated Hours</b>	<b>Audit Objective</b>
<b>Planned Audits</b>				
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
<b>Total Planned Audit Hours</b>			<b>450</b>	

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
<b>Other Audit Plan Components</b>				
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.
<b>Total Audit Plan Hours</b>			<b>562</b>	

**Attachment C – Listing of Planned Audits 2013-2017**

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

<b>Audit Title</b>	<b>Department</b>	<b>Preliminary Audit Schedule</b>	<b>Estimated Hours</b>	<b>Audit Objective</b>
<b>Planned Audits</b>				
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"> <li>• Policies and Procedures - To obtain assurance that the controls around the review and communication of the</li> </ul>



Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
<b>Planned Audits</b>				
Enrolment (Cont'd)				<ul style="list-style-type: none"> <li>• enrolment related policies and administrative procedures are adequately designed and operating effectively</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>

Audit Title	Department	Preliminary Audit Schedule	Estimated Hours	Audit Objective
<b>Planned Audits</b>				
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
<b>Planned Audits</b>				
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



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

<p><b>Supervised Meeting Date:</b> April 30, 2013</p>
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## 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:** **DEFERRAL OF THE CLOSURE OF ST. BERNARD (WINDSOR)  
AND OUR LADY OF LOURDES CATHOLIC ELEMENTARY  
SCHOOLS**

### RECOMMENDATION:

That approval be given to the following:

- **Deferral of the closure of St. Bernard (Windsor) Catholic Elementary School from June 30, 2013 to June 30, 2014;**
- **Deferral of the closure of Our Lady of Lourdes Catholic Elementary School from June 30, 2013 to June 30, 2014; and**
- **That, upon confirmation of the new school's opening date, a Joint Integration Committee be established to facilitate the transition of the students into one consolidated Elementary School community by September 2014.**

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### SYNOPSIS:

It is being recommended that the closure of St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary Schools be deferred to allow time for the Board to complete the negotiation process with the City of Windsor for the acquisition of property adjacent to the current St. Bernard (Windsor) site on which to construct a new consolidated school and accommodate the revised timelines for the construction of the new building.

### BACKGROUND COMMENTS:

On November 10, 2009, as a result of the East Windsor Accommodation Review process, the Board approved the closure and consolidation of St. Bernard (Windsor) and Our Lady of Lourdes Catholic Elementary Schools subject to Ministry approval to fund a consolidated new school building to be constructed on city-owned property adjacent to the current St. Bernard school site.

On July, 7, 2011, the Board received notice of approval of Ministry funding for a new consolidated school in the amount of \$8,295,040, inclusive of \$489,244 supported through the ministry's Full-Day Kindergarten (FDK) program. Subsequently, the Board approved closure of both schools effective June 30, 2013, and both existing school buildings were declared surplus to the Board's needs and were put up for sale. The original projected opening of the new consolidated school was September 1, 2013.

Since then, Board administration entered into negotiations with the City to acquire part of Long Park for the construction of a new school to accommodate the combined student populations of St. Bernard and Our Lady of Lourdes. Concurrently, the City was looking to servicing a large area of land in order to create properties to be made available for residential development.

As part of the sale of the properties, the Ontario Regulation 444/98 Disposition of Surplus Real Property requires the properties to first be offered for sale to other school boards and to other public bodies. As a result of this offer for sale, a formal expression of interest was received from the City of Windsor to explore the potential for exchanging the adjacent Long Park property for the existing St. Bernard property. Discussions subsequently took place between the Board and the City, which led to a concept plan for redevelopment of both the park and school properties. This plan was presented to stakeholders and to the general public at an open house jointly hosted by the Board and the City in November 2012. Pursuant to the meeting, the Board and the City have proceeded with a joint application to rezone both properties.

On April 8, 2013, the City of Windsor approved the Board's rezoning application to allow the construction of a new elementary school on the current City owned property known as Long Park. This approval will allow negotiations with the City of Windsor to proceed. It is anticipated that a formal recommendation for the land acquisition will be presented for approval in June 2013.

Given the extended timelines for activities required prior to beginning construction of the new school building, it is recommended a formal resolution be approved extending the closure date of both St. Bernard (Windsor) and Our Lady of Lourdes to June 30, 2014, with the projected opening of a new consolidated school on September 1, 2014.

**FINANCIAL IMPACT:**

Expenditures will be within the funding allotments as approved by the Ministry on July 7, 2011.

**TIMELINES:**

As detailed above.

**APPENDICES:**

N/A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 16, 2013
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 16, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 16, 2013



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

**Supervised  
Meeting Date:**  
April 30, 2013

**HANDOUT  
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:** **TENDER APPROVAL – PLAYGROUND RE-PAVEMENT AND DRAINAGE FOR STELLA MARIS CATHOLIC ELEMENTARY SCHOOL.**

**RECOMMENDATION:**

**That approval be given to the award of tender and the issuance of a purchase order contract for the Playground Area Re-pavement and Drainage at Stella Maris Catholic Elementary School to Fuller Construction (1986) Inc. at the submitted bid amount of \$113,000.00 plus applicable taxes to be funded from the 2012-13 School Condition Improvement account 188-71-586865-6-000-0.**

**SYNOPSIS:**

At its meeting of December 18, 2012, the Board approved a budget of \$156,000 to replace the paving and drainage in the playground area at Stella Maris Catholic Elementary School. The project was approved to be funded from the 2012-13 School Condition Improvement Budget. A tender was called accordingly for the re-pavement and drainage in the playground area at Stella Maris Catholic Elementary School.

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

**BACKGROUND COMMENTS:**

A tender opening was held at the Catholic Education Centre on April 26, 2013 with Mario latonna, Shannon Ficon, Debbie Maurice and a representative from one (1) of the bidding companies in attendance. No other individuals attended the opening.

A total of four (4) bids were received. These bids are summarized as follows:

NO.	TENDERER	BID AMOUNT (excl. taxes)
1.	Fuller Construction (1986) Inc. 5487 Rhodes Drive Windsor, ON N8N 2M1	<b>\$113,000.00</b>
2.	Trillium Contracting Inc. 2488 McDougall Avenue, Unit 4 Windsor, ON N8X 3N7	\$126,960.00
3.	Dalla Bona Construction Inc. 4-5590 Outer Drive RR#1 Windsor, ON N9A 6J3	\$127,300.00
4.	Coco Paving Inc. 485 Little Baseline Road Tecumseh, ON N8N 2L9	\$148,216.00

The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Fuller Construction (1986) Inc. with a bid amount of \$113,000.00 excluding taxes.

**FINANCIAL IMPACT:**

A total budget of \$156,000 was approved by the Board on December 18, 2012 for this project. The costs for Stella Maris Catholic Elementary School will be funded from the 2012-13 School Condition Improvement Budget allocation in account 188-71-586865-6-000-0.

**TIMELINES:**

As stated on the form of tender, Fuller Construction (1986) Inc. agrees to complete the work in four (4) weeks, with a commencement date of July 2, 2013.

**APPENDICES:**

N/A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT	Approval Date: April 30, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 30, 2013



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

<b>Supervised Meeting Date:</b> April 30, 2013
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## HANDOUT 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:** **TENDER APPROVAL – PLAYGROUND RE-PAVEMENT AND DRAINAGE FOR ST. BERNARD CATHOLIC ELEMENTARY SCHOOL.**

**RECOMMENDATION:**

**That approval be given to the award of tender and the issuance of a purchase order contract for the Playground Area Re-pavement and Drainage at St. Bernard Catholic Elementary School to Dalla Bona Construction Inc. at the submitted bid amount of \$131,700.00 plus applicable taxes to be funded from the 2012-13 School Renewal account 187-72-586839-6-000-0.**

**SYNOPSIS:**

At its meeting of December 18, 2012, the Board approved a budget of \$150,000 to replace the paving and drainage in the playground area at St. Bernard Catholic Elementary School. The project was approved to be funded from the 2012-13 School Renewal Budget. A tender was called accordingly for the re-pavement and drainage in the playground area at St. Bernard Catholic Elementary School.

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

**BACKGROUND COMMENTS:**

A tender opening was held at the Catholic Education Centre on April 26, 2013 with Mario latonna, Shannon Ficon, Debbie Maurice and a representative from one (1) of the bidding companies in attendance. No other individuals attended the opening.

A total of four (4) bids were received. These bids are summarized as follows:



NO.	TENDERER	BID AMOUNT (excl. taxes)
1.	Dalla Bona Construction Inc. 4-5590 Outer Drive RR#1 Windsor, ON N9A 6J3	<b>\$131,700.00</b>
2.	Trillium Contracting Inc. 2488 McDougall Avenue, Unit 4 Windsor, ON N8X 3N7	\$140,135.00
3.	Fuller Construction (1986) Inc. 5487 Rhodes Drive Windsor, ON N8N 2M1	\$141,700.00
4.	Coco Paving Inc. 485 Little Baseline Road Tecumseh, ON N8N 2L9	\$165,068.00

The bid submissions were reviewed and were found to be in order. The low bidder meeting specifications is Dalla Bona Construction Inc. with a bid amount of \$131,700.00 excluding taxes.

**FINANCIAL IMPACT:**

A total budget of \$150,000 was approved by the Board on December 18, 2012 for this project. The costs for St. Bernard Catholic Elementary School will be funded from the 2012-13 School Renewal Budget allocation in account 187-72-586839-6-000-0.

**TIMELINES:**

As stated on the form of tender, Dalla Bona Construction Inc. agrees to complete the work in eight (8) weeks, with a commencement date of July 1, 2013.

**APPENDICES:**

N/A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: --
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: April 30, 2013
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: April 30, 2013



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

**Supervised Meeting Date:**  
 April 30, 2013

## BOARD REPORT

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** SEAC Committee – Trustee Members

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Cathy Geml, Associate Director of Education Student Achievement K-12

**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**  
**Meeting of Thursday, February 21, 2013**

**RECOMMENDATION:**

**That the Minutes of the Thursday February 21, 2013 Special Education Advisory Committee meeting be received as information.**

**SYNOPSIS:**

The Special Education Advisory Committee (SEAC) is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the Special Education Advisory Committee are to be received by the Board.

**BACKGROUND COMMENTS:**

The Special Education Advisory Committee reports to the school board and makes recommendations to the board regarding special education programs and services. Regulation 464/97 sets out requirements for school boards with respect to Special Education Advisory Committees and outlines their role, membership, and scope of activities. The regulation requires SEACs to meet at least ten times in each school year.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

The next SEAC meeting will occur on Thursday April 18, 2013 at the Catholic Education Centre.

**APPENDICES:**

- Special Education Advisory Committee Minutes of Thursday February 21, 2013.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: April 22, 2013
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: April 22, 2013
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: April 22, 2013



**1325 California Ave., Windsor, ON N9B 3Y6  
Phone: (519) 253-2481 Fax: (519) 253-0620**

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING  
Thursday February 21, 2013 – 6:00 P.M.  
Windsor Essex Catholic Education Centre  
1325 California Avenue, Windsor**

**MINUTES**

Present:

Lisa Soulliere	Trustee (Chair)
Melanie Allen	IEWS (SEAC Vice-Chair)
Joseph Colella	Learning Disabilities Association
John Riberdy	Principal Representative
Mary Dimenna	Trustee
Rose Lamug	Autism Ontario Windsor-Essex
John McMahon	Community Living
Cathy Geml	Associate Director of Education (ex-officio)
Terri Maitre	Recorder

1. Call to Order – Lisa Soulliere
2. Opening Prayer – Lisa Soulliere
3. Welcome – Cathy Geml welcomed John Riberdy to SEAC, John will be the principal representative sitting on the committee.
4. Recording of Attendance: Regrets: Paula Nantais, Trudy Richards
5. Approval of Agenda - February 21, 2013

**Motion by John McMahon and seconded by Mary DiMenna that the Agenda be approved as printed and circulated. *Carried***

6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes – November 22, 2012

**Motion by Melanie Allen and seconded by Rose Lamug that the Minutes be approved as printed and circulated. *Carried***

9. Business Arising - None

## 10. Information Items

- (a) Diane Tope-Ryan and Kevin Bellaire presented information on the use of technology in the Board. In particular the use of Ipad programs in structured learning. Ipads/Ipods are now funded through Ministry SEA grants. Independence with this type of technology has been very successful in the classroom.
- (b) Letter to the Honourable Laurel Broten from Upper Canada DSB's SEAC regarding the education of students on Fetal Alcohol Syndrome Disorder at an earlier age and supporting the Wellington Catholic District School Board regarding mandatory Special Education courses for all Teachers Colleges in Ontario.
- (c) Letter to the Honourable Laurel Broten from the District School Board Ontario North East, supporting the Near North District School Board's SEAC regarding cuts to Special Services at Home.
- (d) Letter to J. Dawson from the Niagara CDSB regarding the "Electronic Portal" requesting more information.
- (e) Geneva Centre - training dates.
- (f) Letter to the Honourable John Milloy/Laurel Broten from the Durham District School Board regarding issues surrounding the newly established Developmental Services of Ontario (DSO) and funding for people with developmental disabilities.
- (g) Letter to the Honourable Laurel Broten from the Wellington Catholic District School Board Special Education funding model.
- (h) Letter to the Honourable John Milloy from the Wellington Catholic District School Board regarding the cuts to Special Services at Home funding (SSAH) to individuals who have an intellectual disability.
- (i) Family Camp Program CNIB Lake Joseph Centre 2013 Pre-Registration.
- (j) Refresh on Board Website (Mental Health) informed SEAC of changes.

**Motion by Melanie Allen and seconded by Mary DiMenna that the Information Items be accepted as information. *Carried***

- 11. Report from Chair – N/A
- 12. Report from Trustees – Delegation meeting February 26, 2013

**Motion by Mary DiMenna and seconded by John McMahon that the report from Trustees be accepted as information. *Carried***

## 13. Report from Associate Director of Education:

- (a) Accessibility Standard- can be accessed on the Board website at <http://www.wecdsb.on.ca/pdf/policies/A31.pdf>  
<http://www.wecdsb.on.ca/pdf/policies/PrA31.pdf>  
a brief description of the standard was presented.
- (b) Refresh on Board Website (Mental Health) - informed SEAC of changes.
- (c) Engaging Our Future – A copy of the report was given to SEAC. Associate Director Cathy Geml gave a brief overview of the document.

**Motion by Mary DiMenna and seconded by Joseph Colella that the reports from the Associate Director be accepted as information. *Carried***

14. New Business – 2013 Elections

Associate Director, Geml chaired the election of officers for SEAC. Nominations were called for the position of SEAC Chair for the 2013 calendar year. Melanie Allen was acclaimed SEAC Chair for the 2013 calendar year. Nominations were called for the position of SEAC Vice-Chair for the 2013 calendar year. Rose Lamug was acclaimed SEAC Vice-Chair for the 2013 calendar year.

15. Association Reports – Rose Lamug to forward Autism World Awareness information.

Joseph Colella informed SEAC of a conference in the planning stages “Dyslexia the big picture” to be held at the Caboto Club.

**Motion by Melanie Allen and seconded by Rose Lamug that the reports from the Associations be accepted as information. *Carried***

16. Closing Prayer – Cathy Geml

Meeting adjourned: 7:15 p.m.

Next meeting: Thursday April 18, 2013 6:00 p.m.