



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

*"Learning together in faith and service"*

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

**REGULAR BOARD MEETING  
Monday, June 22, 2015 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Board Room**

**AGENDA**

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
6. Presentations:
  - a. Gil Barichello, Representative from Goodfellows --
  - b. Catholic Character Development Initiative Awards "Our Journey to Holiness" – Elementary and Secondary --
  - c. Outstanding Student Council Leadership Award --
  - d. Outstanding Catholic School Council Leadership Award --
  - e. Introduction and Commissioning of Incoming 2015-2016 Student Trustees --
  - f. Recognition of Outgoing 2014-2015 Student Trustees
7. Delegations:

*By-Law 3:09: Any person(s) wishing to appear before the BOARD and speak to an item appearing on the agenda of the BOARD meeting has until noon the day before the BOARD meeting to make a request to the SECRETARY. They shall explain briefly the matter on which the presentation is to be made, the organization or interested parties to be represented, the identity, and if applicable, the authority of the spokesperson. A Delegation Form, located on the BOARD's website, must be completed and forward to the SECRETARY.*
8. Action Items:
  - a. Previous Meeting Minutes
    - i) Minutes of the Committee of the Whole Board In-Camera Meeting of May 12, 2015 --
    - ii) Minutes of the Regular Board Meeting of May 26, 2015 1-6

iii) Minutes of the Special Regular Board Meeting of June 9, 2015	7-9
b. Items from the Committee of the Whole Board In-Camera meeting of June 9, 2015	--
9. Communications:	
a. External (Associations, OCSTA, Ministry): <i>None</i>	
b. Internal (Reports from Administration):	
i) Report: Summer Jobs and Focus on Youth Program 2015 (P. Picard)	10-14
ii) Report: Communications Coordinator's 2014-2015 Annual Report (P. Picard)	15-18
10. Committee Reports:	
a. Report: Special Education Advisory Committee (SEAC) Minutes of February 19, 2015 (C. Geml)	19-22
b. Report: French Immersion Advisory Committee (FIAC) Minutes March 31, 2015 (C. Geml)	23-26
c. Report: Parent Involvement Committee (PIC) Minutes of March 9, 2015 (P. Picard)	27-30
d. Report: Parent Involvement Committee (PIC) Annual Report on Activities 2014-2015 (C. Geml)	31-33
e. Report: Child Care Advisory Committee (CCAC) Annual Report (C. Geml)	34-44
f. Report: Joint Health And Safety Committee (JHSC) 2015 Annual Report (P. Picard)	45-46
11. Unfinished Business: <i>None</i>	
12. New Business:	
a. Report: Tender Approval – Roof Replacements – Queen of Peace, St. Joseph, and St. John Vianney Catholic Elementary Schools and St. Thomas of Villanova Catholic Secondary School (M. Iatonna)	47-50
b. Report: Tender Approval – Roof Replacements – St. John the Baptist Catholic Elementary School (M. Iatonna)	51-52
c. Report: Tender Approval Paving Projects – St. Mary, St. Christopher and St. John the Baptist Catholic Elementary Schools (M. Iatonna)	53-54
d. Report: New Policy T:07 Trustee Code of Conduct, <i>approval in principle</i> (P. Picard)	55-68
e. Report: Draft Amended Policy T:02 Trustee Expenses and Board Services, <i>approval in principle</i> (P. Picard)	69-73
f. Report: Amended Policy A:05 Pupil Accommodation Review, <i>approval in principle</i> (P. Picard)	74-79
g. Report: 2015-2016 Final Budget Approval (M. Iatonna)	80-129
13. Notice of Motion:	
14. Remarks and Announcements:	
a. Chairperson of the Board	
b. Director of Education	
c. Board Chaplain	

15. Remarks/Questions by Trustees
16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
  - Tuesday, September 22, 2015
  - Tuesday, October 27, 2015
  - Tuesday, November 24, 2015
  - Tuesday, December 1, 2015 (Organizational Meeting – 7:45 pm start)
  - Tuesday, December 15, 2015
  - Tuesday, January 26, 2016
  - Tuesday, February 23, 2016
  - Tuesday, March 29, 2016
  - Tuesday, April 26, 2016
  - Tuesday, May 24, 2016
  - **MONDAY**, June 27, 2016

*Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).*

18. Adjourn to In-Camera meeting, if required:
19. Closing Prayer
20. Adjournment

***Barbara Holland***  
*Chairperson of the Board*

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



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

**REGULAR BOARD MEETING  
Tuesday, May 26, 2015 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Board Room**

**MINUTES**

**PRESENT**

**Trustees:** F. Alexander B. Mastromattei  
F. Costante L. Soulliere  
M. DiMenna, Vice-Chair S. Tope  
F. DiTomasso F. Valentinis

K. Dumlao, Student Trustee  
V. Gaspard, Student Trustee  
Rev. L. Brunet, Board Chaplain

**Regrets:** Chair Holland

**Administration:** P. Picard (Resource) E. Byrne C. Norris  
C. Geml S. Fields S. O'Hagan-Wong  
M. Iatonna P. King M. Seguin  
R. Lo Faso J. Ulicny

**Recorder:** B. Marshall

1. Call To Order – In the absence of Chair Holland and in accordance with Board By-Law 7:01 Presiding Officer, Vice-Chair DiMenna called the meeting to order at 7:00 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Chair Holland sent her regrets due to her vacation.
4. Approval of Agenda – No amendments this evening.

**Moved by Trustee Alexander and seconded by Trustee Mastromattei that the May 26, 2015 Regular Board meeting agenda be approved as distributed. Carried**

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

## 6. Presentations:

## a. Fr. Michael O'Brien, Holy Family Retreat House

Priest in Residence, Fr. Michael O'Brien presented the Holy Family Retreat House promotional video to make available throughout our school system in order to bring a greater awareness and support of this "Holy Ground" and gift to our area.

7. Delegations: *None*

## 8. Action Items:

## a. Previous Meeting Minutes

## i) Minutes of the Committee of the Whole Board In-Camera Meeting of April 14, 2015

**Moved by Trustee Soulliere and seconded by Trustee Valentinis that the Minutes of the Committee of the Whole Board In-Camera meeting of April 14, 2015 be adopted as distributed. Carried**

## ii) Minutes of the Regular Board Meeting of April 28, 2015

**Moved by Trustee Soulliere and seconded by Trustee Tope that the Minutes of the Regular Board meeting of April 28, 2015 be adopted as distributed. Carried**

## b. Items from the Committee of the Whole Board In-Camera meeting of May 12, 2015

The Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on May 12, 2015 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

**Moved by Trustee Soulliere and seconded by Trustee Mastramattei that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of May 12, 2015 be approved. Carried**

From the May 12, 2015 Committee of the Whole Board in-camera meeting:

- Approval of Essex Civic Centre 2015 Building Operating Fund Budget;
- Approval to extend the External Audit Services Agreement with BDO Canada LLP for one year; and
- Approval to renew Absence Placement System Agreement for a three year term.

## 9. Communications:

- a. External (Associations, OCSTA, Ministry): *None*
- b. Internal (Reports from Administration): *None*

10. Committee Reports: *None*

11. Unfinished Business: *None*
12. New Business:
- a. Report: Boundary Adjustments for St. John de Brebuef and Queen of Peace/  
St. Louis Catholic Elementary Schools – final approval

**Moved by Trustee DiTomasso and seconded by Trustee Costante that the Board provide final approval for the boundary adjustments for future English students in the current St. John de Brebeuf, Queen of Peace/St. Louis Catholic Elementary School boundary; and**

**That the Board approve the Committee's recommendation to grandfather students who currently reside in the boundary adjustment area and attend Queen of Peace and St. Louis Catholic Elementary schools, and St. Louis families who can provide proof of purchase of property within the boundary adjustment area by August 31, 2015; and**

**That the Board, as per Board By-Law 4:03 upon delivery of the final committee report, dissolve the Ad Hoc Special St. John de Brebeuf and Queen of Peace/  
St. Louis Boundary Review Committee. *Carried***

13. Notice of Motion: *None*
14. Remarks and Announcements:
- a. Pro-Tem Chairperson of the Board DiMenna announced a Special Regular Board meeting scheduled for June 9<sup>th</sup> at 7:00 pm.

At this point in the meeting, Director Picard congratulated Fr. Larry Brunet with a presentation and gifts on the 50<sup>th</sup> Anniversary of his Ordination.

Director Picard read the following message from Barbara Holland, Chair of the Board:  
Dear Fr. Larry;

I wish I could be there and be part of tonight's celebration of fifty outstanding years of service to God's people. Instead, I send my thoughts and prayers from 15 Wing in Moosejaw, Saskatchewan hoping that you feel the love and gratitude sent from afar. As a young student at Brennan, you were a major influence during my formative years. For the past fourteen years, I have relied on your wise council as Trustee and Chair. You have been a blessing to me and to countless people in our Catholic school system. May those blessings be returned a thousand fold this very special year.

Director Picard also made the following announcement:

To assist students from financially vulnerable families who may have difficulty registering for our sports academies, a "Pucks for Bucks" fundraiser will be held on Saturday, June 20<sup>th</sup>. Four adult teams, mainly employees of the board will play in a friendly two game tournament at Central Park Athletics. At the same time, weather permitting, there will be a youth ball hockey tournament which will consist of a 4 on 4 tournament with 9 players per team. This event will be coordinated by the students in the Hockey Canada Skills Academy program and will be offered throughout our Board.

The Pucks for Bucks tournament will be an annual event. In honour of Fr. Larry's service to Catholic education, the tournament and its trophy will be named the Fr. Larry Cup.

- b. Director of Education Picard provided comments on recent activities supporting the Board's strategic priorities namely;

**Catholic Faith Formation:** The Catholic Education Centre school year-end Mass at 11:00 a.m. Thursday, June 25th at the Assumption High School chapel. All are welcome to attend.

**Employee Development and Student Achievement Initiatives:** EQAO testing occurring this and next week.

**Community Engagement and Partnerships:** Congratulations to Kristine Pedro of Cardinal Carter who won a King's University College \$5000 scholarship. The scholarship was granted to first year students enrolled in the Catholic Studies for Teachers program who demonstrated that they are Catholic leaders in their high schools as well as accomplished students.

**Celebrating Achievements:** On May 19th, the Annual Elementary Day of Champions was held for students in grades 6, 7 and 8 who will be entering the Life Skills programs in high school. This event promotes a sense of community among elementary students, staff members, and volunteers from our Life Skills programs in local Catholic high schools; Secondary Day of Champions is scheduled for Friday, June 5<sup>th</sup> at Cardinal Carter High School; The Board's Retirement Banquet will be held June 12th at the Ciociaro Club; and The All-Star Band Night took place to a packed house Wednesday, May 20th at St. Joseph's High School. The performers, who came from Catholic elementary schools across Windsor and Essex County, dazzled the audience with their outstanding performances. The evening concluded with the award presentation of the winners of the Phil Gignac Music Competition.

- c. Board Chaplain Fr. Brunet thanked God for the gift of vocation as a priest. He commented on the presentation and sincerely thanked administration, Trustees and Student Trustees for this evening's celebration.

15. Remarks/Questions by Trustees

Trustee Alexander congratulated Fr. Brunet on his 50<sup>th</sup> Anniversary.

Trustee Tope thanked Fr. Brunet for his service to Catholic education. Trustee Tope commented on the Open House at St. André French Immersion Catholic Elementary School and St. Pius X Catholic Elementary school outdoor education presentation.

Trustee Mastromattei congratulated Fr. Brunet on his 50<sup>th</sup> Anniversary.

Trustee Costante also congratulated Fr. Brunet on his anniversary.

Trustee Valentinis commented on Fr. Brunet's ability to make people feel welcome, comfortable and special at any venue or situation and congratulated Fr. Brunet.

Trustee Soulliere congratulated Fr. Brunet.

Trustee DiTomasso also congratulated Fr. Brunet on his 50<sup>th</sup> Anniversary. Trustee DiTomasso commented on the events that occurred during Catholic Education Week at St. Joseph Elementary School.

Student Trustee Dumlao congratulated Fr. Brunet on his anniversary and thanked Fr. Brunet for inspiring students.  
Student Trustee Dumlao commented on her attendance at the Ontario Student Trustee Association Annual General Meeting.

Student Trustee Gaspard also congratulated and thanked Fr. Brunet and commented on Fr. Brunet's impact on schools.

Student Trustees Dumlao and Gaspard provided the following high school report:

**Assumption:** Developing a new Student Council bulletin board outside of the office; Car wash to assist Parent Council with a school wide BBQ; beginning Senior Day preparations as well as an IB Grade 8 Day.

**St. Joseph's:** Mind, Body and Spirit week at the end of April; Diversity Week first week of May; Lip Dub will be shown at the last pep rally June 2<sup>nd</sup>; Lip Sync contest; and elections for new AC members.

**F.J. Brennan:** Planning the end of the year prep rally; Prom was May 22; Grad Week June 1 to 5; and SAC elections in June.

**Holy Names:** Dress Down day with proceeds towards running final events; Tug-of-war competition; Prime Minister/Deputy Prime Minister elections, executive interviews, grade representative interviews; and Spring semi-formal.

**St. Anne's:** Student Council elections; Art in the courtyard; and Spirit Week.

**Cardinal Carter:** Spirit Week; Student Council campaign; Prep Rally; and a Dress Down to support local OPP.

**St. Thomas of Villanova:** Social Justice conference; Road Hockey tournament May 29<sup>th</sup> with the proceeds towards Students Helping Students.

**Catholic Central:** Comic Con event and Easter Raffles; Sold flowers for Mother's Day; Elections for Student Councils; and to thank staff members, students made breakfast for all the staff.

Vice Chair DiMenna thanked and congratulated Fr. Brunet. Vice Chair DiMenna commented on St. Louis elementary school's math carnival held on May 7<sup>th</sup> and thanked administration and staff for their tireless efforts for the students.

16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
  - Tuesday, June 9, 2015 – Special Regular Board meeting
  - **MONDAY**, June 22, 2015
  - Tuesday, September 22, 2015
  - Tuesday, October 27, 2015
  - Tuesday, November 24, 2015



- Tuesday, December 1, 2015 (Organizational Meeting – 7:45 pm start)
- Tuesday, December 15, 2015
- Tuesday, January 26, 2016
- Tuesday, February 23, 2016
- Tuesday, March 29, 2016
- Tuesday, April 26, 2016
- Tuesday, May 24, 2016
- **MONDAY**, June 27, 2016

*Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).*

18. Adjourn to In-Camera meeting, if required – Not required.
19. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
20. Adjournment - There being no further business, the Regular Board meeting of May 26, 2015 adjourned at 7:52 p.m.

*Not Approved*

**Mary DiMenna**  
*Vice Chairperson of the Board  
(Chair Pro-Tem)*

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



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

**SPECIAL REGULAR BOARD MEETING  
Tuesday, June 9, 2015 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Board Room**

**MINUTES**

**PRESENT**

- Trustees:** F. Alexander B. Mastromattei  
F. Costante L. Soulliere  
M. DiMenna, Vice-Chair S. Tope  
F. DiTomasso F. Valentinis  
B. Holland, Chair
- V. Gaspard, Student Trustee  
Rev. L. Brunet, Board Chaplain
- Regrets:** Student Trustee Dumlao
- Administration:** P. Picard (Resource) E. Byrne R. Lo Faso  
C. Geml S. Fields S. O'Hagan-Wong  
M. Iatonna P. King J. Ulicny
- Recorder:** B. Marshall

1. Call To Order – Chair Holland called the meeting to order at 7:29 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Student Trustee Dumlao sent her requests due to a prior commitment.
4. Approval of Agenda – No amendments this evening.

**AMENDMENT**

**WITHDRAWN:** Item 7a) Delegation Bobbi Nichol withdrew her request to speak to the Board.

**Moved by Trustee DiMenna and seconded by Trustee Valentinis that the June 9, 2015 Special Regular Board meeting agenda be approved as amended. Carried**

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
6. Presentations: *None*
7. Delegations: *None*
  - a. **WITHREW:** Bobbi Nichol, parent at St. John the Baptist Catholic Elementary school to present concerns regarding the proposed budget cut to the Transition Room at St. John the Baptist.
8. Action Items: *None*
9. Communications: *None*
  - a. External (Associations, OCSTA, Ministry):
  - b. Internal (Reports from Administration):
10. Committee Reports: *None*
11. Unfinished Business: *None*
12. New Business:
  - a. Report: Tender Approval – Schools-First Child Care Capital Retrofit at St. John the Baptist Catholic Elementary School  
  

**Moved by Trustee Soulliere and seconded by Trustee Mastromattei that the action of Administration in approving the award of tender and issuing a purchase order to Vince Ferro Construction Ltd. for general contractor services at St. John the Baptist Catholic Elementary School in the amount of \$418,215 plus HST as a charge to the approved Schools-First Child Care Capital Retrofit Account No. 000-73-580848-6-331 be confirmed and ratified. *Carried***
  - b. Report: 2015-2016 Final Draft Budget  
  

**Moved by Trustee Costante and seconded by Trustee DiTomasso that the 2015-16 Final Draft Budget Estimates be received and that the documents be tabled for a 2 week period to permit further stakeholder and community input, with the final budget, as may be amended, to be brought forward for approval by the Board at its meeting scheduled for June 22, 2015. *Carried***
13. Notice of Motion: *None*
14. Remarks and Announcements:
  - a. Chairperson of the Board - No comments this evening.
  - b. Director of Education - As this is a special board meeting, no comments provided this evening.
  - c. Board Chaplain – No comments this evening.
15. Remarks/Questions by Trustees - No comments this evening.

16. Pending Items: *None*
17. Future Regular Board Meetings: *Unless stated otherwise, all meetings will be held on the fourth Tuesday of the month at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor beginning at 7:00 p.m.*
- **MONDAY**, June 22, 2015
  - Tuesday, September 22, 2015
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  - Tuesday, November 24, 2015
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  - Tuesday, March 29, 2016
  - Tuesday, April 26, 2016
  - Tuesday, May 24, 2016
  - **MONDAY**, June 27, 2016

*Committee of the Whole Board In-Camera Meetings will be held on the second Tuesday of the month at 6:00 pm (closed sessions).*

18. Adjourn to In-Camera meeting, if required: *Not necessary*
19. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
20. Adjournment - There being no further business, the Special Regular Board meeting of June 9, 2015, adjourned at 8:44 p.m.

*Not Approved*

**Barbara Holland**  
*Chairperson of the Board*

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



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

**Meeting Date:**  
June 22, 2015

## 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 Corporate Services

**SUBJECT:** **SUMMER JOBS AND FOCUS ON YOUTH PROGRAM 2015**

**RECOMMENDATION:**

**That the Board receive as information, the listing of Summer Jobs and Focus on Youth Program for students, 2015.**

**SYNOPSIS:**

Students are hired each summer for landscaping and other projects. For the seventh year, the Board received a Focus on Youth Grant to provide day camp experiences for the youth of our communities and leadership/employment opportunities for our secondary school students.

**BACKGROUND COMMENTS:**

Each year the Board applies for various grants to provide summer employment for youth. Traditionally these grants have been used to hire Grounds Crew students to enhance the curb appeal of our facilities and to employ various other students for project work. For this summer, the Board has hired 10 students for this purpose (Appendix A attached).

The Focus on Youth grant has allowed the Board, in consultation and partnership with various not-for-profit groups to hire 83 students (Appendix B attached). Secondary school principals were requested to encourage students to apply for these summer employment opportunities, especially those students who would greatly benefit from the leadership training and the summer camp environment. Students applied to the summer camps of their choice and the successful applicants were chosen by the respective community partner. Student applications were also available on the Board's website. Students will be employed as Student Program Counsellors/Leaders for community organizations.

**FINANCIAL IMPACT:**

As can be seen from the Appendix A, the approximate hourly cost subsidy payable to the Board for the grounds crew and Facilities Services student assistant is \$2.00 per hour. The Ministry of Education has allocated the Board \$2,875 towards the cost of the Summer School Student Assistant position. The Focus on Youth summer program is fully funded through the Focus on Youth Grant. The net cost to the Board is projected to be \$32,241. The Board has \$38,295 allocated in the 2014-15 budget for student help, and as such, sufficient funds exist for the program.

**TIMELINES:**

Student Summer Jobs will commence in June and July for 7-12 weeks.

**APPENDICES:**

- Appendix A: Summer Student Grant Approvals and Projected Costs for 2015
- Appendix B: Focus on Youth Program Summer 2015

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 9, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 9, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 9, 2015

Appendix A

**Summer Student Grant Approvals & Projected Costs 2015**

Position Title	# of positions	<u>Costs to be incurred</u>					Total
		# weeks	Hrs/wk	Pay Rate	Wages	Benefits @ 10%	
Grounds Crew Leader	1	8	35	\$12.00	\$3,360	\$ 336.00	\$3,696.00
Grounds Crew	8	8	35	\$11.00	\$24,640	\$ 2,464.00	\$27,104.00
Facility Services Student Assistant	1	12	35	\$12.00	\$5,040	\$ 504.00	\$5,544.00
Summer School Student Assistant	1	7	30	\$12.00	\$2,520	\$ 252.00	\$2,772.00
<b>Total Costs</b>							<b>\$39,116.00</b>
<u>Funding to be received</u>							
Ministry of Training, Colleges and Universities (\$2.00per hr. wage subsidy for ten students)							\$4,000.00
Minsitry of Education							\$2,875.00
<b>Total Funding</b>							<b>\$6,875.00</b>
<b>Net Cost to the Board</b>							<b>\$32,241.00</b>

Note: 1 other position is being considered pending funding approval from New Beginnings. This position would be 100% funded; therefore no cost to the Board.

**Focus on Youth Program  
Summer 2015**

## Appendix B

Organization	Name of Program	School site preferred	Participant age range	# of Student Placements	Program date/days
Access County Community Support Services	Harrow Summer Fun Camp	St. Anthony	Gr 1 - 8	4	Monday - Friday July 6 - August 14, 2015 8:30 AM - 5:00 PM
	Leamington Summer Fun Camp	Queen of Peace	Gr 1 - 8	4	Monday - Friday July 6 - August 14, 2015 8:30 AM - 5:00 PM
Autism Services Inc.	Bruce Awad Summer Programs	Our Lady of Perpetual Help	Gr 1 - 12	5	Monday - Friday July 6 - August 14, 2015 8:00 AM - 4:00 PM
	Bruce Awad Summer Programs	Holy Name Essex	Gr 1 - 12	2	Monday - Friday July 6 - August 14, 2015 8:00 AM - 4:00 PM
Core City Hoops	Core City Hoops Summer Camp	Catholic Central HS	Gr 1 - 12	10	Monday - Friday July 6 - August 14, 2015 10:30 AM - 5:30 PM
Head Start Sports Youth Club	Head Start Sports Summer Camps	Holy Names HS	JK - Gr 8	2	Monday - Friday July 6 - August 14, 2015 7:30 AM - 5:30 PM
Learning Disabilities Association of Windsor-Essex County (LDAO)	Summer Enrichment Program	Our Lady of Mount Carmel	Gr 1-8	3	Monday - Wednesday July 7 - August 13, 2015 8:30 AM - 4:30 PM
	Summer Enrichment Program	Holy Name Essex	Gr 1-5	3	Monday - Thursday July 7 - August 13, 2015 8:30 AM - 4:30 PM
Riverside Community Programs	Riverside Fun Camps	St. John Vianney	JK - Gr 5	9	Monday - Friday July 6 - August 14, 2015 8:00 AM - 5:00 PM
Tecumseh Saints Basketball	Tecumseh Saints - St. Anne Summer Camps	St. Anne's HS	Gr 1 - 8	6	Monday - Friday July 6 - August 14, 2015 8:00 AM - 5:00 PM
The Corporation of the Town of Tecumseh	Tecumseh Summer Day Camp	St. Pius	JK - Gr 8	4	Monday - Friday June 26 - Sept 4, 2015 7:15 AM - 5:45 PM
Town of LaSalle	Focus on Youth - Leader in Training Program	Volmer Center	JK - Gr 8	6	Monday - Friday July 6 - August 14, 2015 8:30 AM - 4:30 PM



**Focus on Youth Program  
Summer 2015**

<b>Organization</b>	<b>Name of Program</b>	<b>School site preferred</b>	<b>Participant age range</b>	<b># of Student Placements</b>	<b>Program date/days</b>
<b>University of Windsor</b>	Turtle Island Summer Arts Camp	Catholic Central HS	Gr 1 - 8	3	Monday - Friday July 6 - July 24, 2015 9:00 AM - 3:00 PM
<b>WECD SB</b>	Yellow School Bus Summer Day Camp	Assumption HS	Gr 1 - 5	18	Monday - Thursday July 6 - August 13, 2015 9:00 AM - 3:00 PM
<b>WECD SB Lit Camp</b>	Summer Literacy Camp	H.J. Lassaline	Gr 1-5	4	Monday - Friday July 6 - July 31, 2015 9:00 AM - 3:00 PM

Totals

83



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education

**SUBJECT: COMMUNICATIONS COORDINATOR'S 2014-15 ANNUAL REPORT**

**RECOMMENDATION:**

**That the Communications Coordinator's 2014-15 Annual Report be accepted as information.**

**SYNOPSIS:**

This report has been prepared to provide Trustees with information on some of the progress that has been made by the Communications Coordinator over the last year.

**BACKGROUND COMMENTS:**

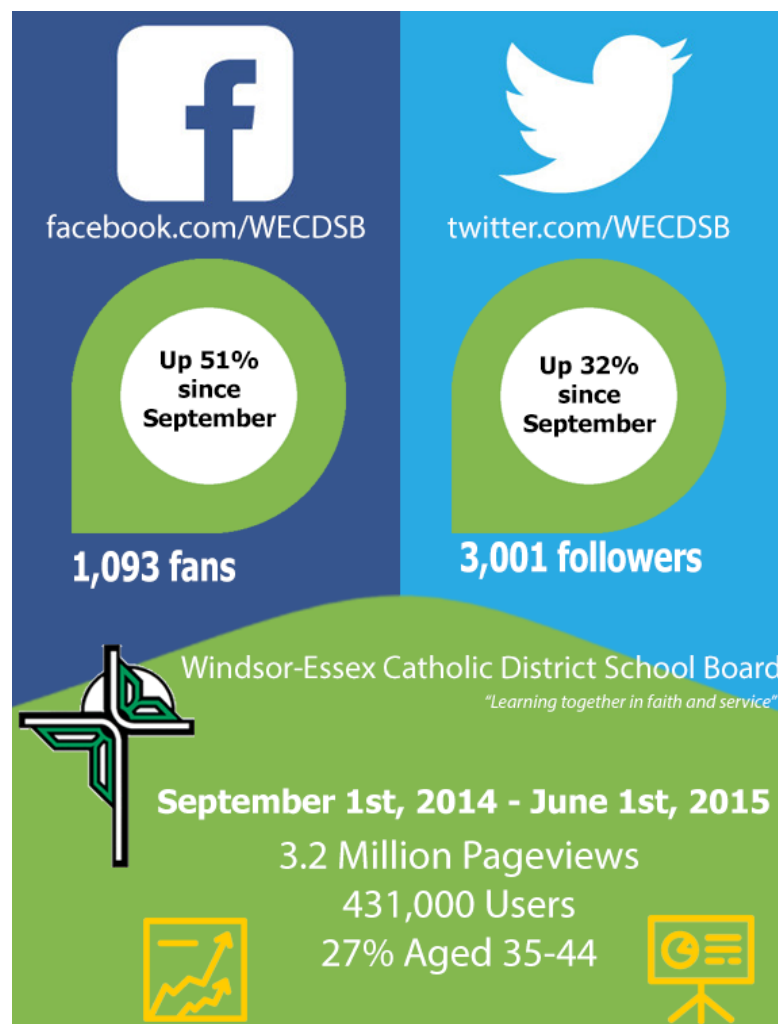
Given the importance of such files as marketing, media relations, social media and general communications with both our internal and external audiences, it is important for the Communications Coordinator to provide Trustees with a sense of the Board's promotional activities and initiatives. Moving forward, Trustees can expect these reports to be filed on an annual basis.

**Highlights of 2014/15:**

Some of highlights of the year include:

- Development and implementation of the Board's new communications strategy, which was presented to Trustees in February, to all families of schools and the Parent Involvement Committee.
- Hiring of the Digital Media Coordinator, which has resulted in greater focus on web site improvements, increased social media audience and better analytics.
- Launch of the web site redesign committee.
- Compliance with Canada's Anti-Spam Legislation (CASL).
- Development of the new Multi-Year Strategic Plan.
- Oversight of the kindergarten registration marketing plan, with plans in the works to refresh it for next year.

- Active involvement in the marketing of new French Immersion programs, and the marketing of the F.J. Brennan Centre of Excellence & Innovation sports academies.
- Social media – dramatically increased the number of Facebook Likes and Twitter followers.
- Continuous involvement in information sharing with Senior Administration and Trustees.
- Meetings with local MPPs to discuss issues of common concern.
- Improved media relations.
- Oversaw the production of three new board promotional videos (City of Windsor video, Director's report video, and technical education video).
- Participated in International Education recruitment initiatives.
- Developed numerous communications plans for administration to deal with a variety of issues.
- Played an active role in developing the annual Director's Report and the annual State of the Board report.
- Oversaw the implementation of the sponsorship agreement with The Windsor Spitfires.
- Purchase of new board promotional materials.





**FINANCIAL IMPACT:**

The Communications Coordinator had a budget of \$35,000 for the 2014/15 year, which will be increased to \$50,000 for the 2015/16 year, pending Trustee approval of the Board's budget. The majority of those funds were spent in the last year on print and broadcast advertising for such initiatives as the launch of new French Immersion programs, the creation of several new promotional videos, the production of the Director's Annual Report, the purchase of new board promotional gift items, and a variety of other marketing initiatives. Looking ahead, a budget increase will allow the Board to continue with marketing initiatives and take a more targeted approach through the increased use of web and social media advertising.

**TIMELINES:**

June 1, 2014 to June 1, 2015

**APPENDICES:**

N/A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date: June 9, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date: June 9, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 9, 2015



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

**Meeting Date:**  
 June 22, 2015

## 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 19, 2015**

**RECOMMENDATION:**

**That the Board receive the Minutes of the Thursday, February 19, 2015  
 Special Education Advisory Committee meeting 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 23, 2015 at the Catholic Education Centre.

**APPENDICES:**

- Special Education Advisory Committee Minutes of Thursday February 19, 2015.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: May 26, 2015
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: May 26, 2015
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: May 26, 2015



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

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING  
Thursday February 19, 2015 – 6:00 P.M.  
Windsor Essex Catholic Education Centre  
1325 California Avenue, Windsor**

**MINUTES**

Present:

Shelley Lavoie	Learning Disabilities Association
Rose Lamug	Autism Ontario Windsor-Essex
John Riberdy	Principal
Lisa Soulliere	Trustee (Chair)
Mary DiMenna	Trustee
Cathy Geml	Associate Director of Education
Terri Maitre	Recorder

1. Call to Order – Rose Lamug
2. Opening Prayer – SEAC members
3. Welcome – Rose Lamug welcomed SEAC to the meeting. Introductions were made by Cathy Geml, welcoming Heather Best, Curriculum Consultant and Trustee Frank DiTomasso.
4. Recording of Attendance – Regrets: Melanie Allen, John McMahon, Joanna Zeiter, Tina Greco
5. Approval of Agenda - Revisions to the date of the SEAC Provincial Conference being held May 2, 2015

**Motion by Mary DiMenna and seconded by Lisa Soulliere that the Agenda be approved as revised and circulated. *Carried***

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

**Motion by Lisa Soulliere and seconded by John Riberdy that the Minutes be approved as revised and circulated. *Carried***

9. Business Arising - None

10. Information Items – The following items were reviewed by the committee.
- (a) Heather Best, Curriculum Consultant presented a brief overview, highlighting the nuances of the EQAO testing and the benefits to educators in tracking students progression over the course of their education. EQAO statistics are posted on the Board website. EQAO is heading towards electronic testing, presently pilot tests are being conducted. An EQAO website is available with a section geared specifically to parents. [www.eqao.com/](http://www.eqao.com/)
  - (b) Letter from the Honourable Liz Sandals to SEAC Chairs and Committee members thanking them for their commitment and contribution to improving services and programs for students with special needs.
  - (c) Provincial Parent Associations Advisory Committee (PAaC) letter regarding the results from the 2014 SEAC Survey.
  - (d) Letter from the Upper Grand District School Board's SEAC to the Honourable Liz Sandals seeking clarification from the Ministry of Education regarding its expectations vis a vis the Special Education Report and the Special Education Plan.
  - (e) Letter from the Upper Grand School Board's SEAC supporting mandatory Special Education qualifications needed to obtain an Ontario teaching certificate. Discussion ensued regarding the positive
  - (f) Invitation to SEAC Chairs and Committees from Barry Finlay, Ministry of Education, Special Education Policy and Programs Branch – May 2<sup>nd</sup> 2015 Conference University of Toronto.

**Motion by Lisa Soulliere and seconded by Shelley Lavoie that the Information Items be accepted as information. *Carried***

11. Report from Vice Chair – Information items above.
12. Report from Trustees – Trustee DiMenna

The Board at a special board meeting scheduled for January 19, 2015, gave final board approval to the expansion of French Immersion at the two new locations.

1. Former St. Gregory site-phase-in single track French Immersion school beginning September 2015.
2. St. Joseph's – dual track English & French Immersion beginning September 2015.

There are presently four (4) sites offering French Immersion:

- St. Anne's – Windsor
- Christ the King – Windsor
- St. Mary's – Maidstone
- Queen of Peace – Leamington

Regular Board meeting of January 27, 2015

The trustees received the following items for information:

1. Windsor-Essex-Student Transportation Services (WESTS) annual



- report for the year ended August 31, 2014.
2. 2013/2014 Employee purchase card use.
  3. 2013/2014 Annual report on Trustee expenses.
  4. 2014/2015 First interim financial variance report.
  5. 2014/2015 School budget status report.
  6. Trustee attendance report – July – December 2014.
  7. Second annual state of the board report to the Windsor-Essex Catholic community.

Trustees received the following items for approval:

1. New Draft Policy ST:26 Concussions, final approval
2. WALK ON Report-naming of the new Elementary French Immersion School in Tecumseh/Lakeshore – St. Andre Elementary Catholic School.
3. Budget survey is available on the board website for stakeholder input.

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

13. Report from Associate Director of Education – JK special education registrations are higher than originally projected. Registration requests for students with special needs in other grade levels are also higher than anticipated.

**Motion by Shelley Lavoie and seconded by John Riberdy that the report from the Associate Director be accepted as information. *Carried***

14. New Business - None

15. **Association Reports -**

Rose Lamug informed SEAC of the upcoming annual Autism Gala scheduled for February 28, 2015. The Association is pleased that the gala has been sold out.

March break program in collaboration with WETPA runs from March 16-March 20<sup>th</sup> for ages 7 – 21. More information can be found on the Autism website also located on the board website.

Autism Ontario Windsor Essex is offering a Sensory Integration information session to be held March 11, 2015 from 6:30-8:30pm. Further information is posted in the board staff room.

**Motion by Lisa Soulliere and seconded by Mary DiMenna that the reports from the associations be accepted as information. *Carried***

16. Closing Prayer – SEAC members  
Meeting adjourned: 7:20  
Next meeting: Thursday, April 16, 2015 at 6:00 p.m.



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **FRENCH IMMERSION ADVISORY COMMITTEE (FIAC)  
 - MEETING OF March 31, 2015**

**RECOMMENDATION:**

**That the Board receive the Minutes of the March 31, 2015 French Immersion Advisory Committee meeting as information.**

**SYNOPSIS:**

In accordance with Board By-Laws, *Section 5:00 Committee Reports*, the French Immersion Advisory Committee (FIAC) is submitting to the Board for information, the Minutes of its March 31, 2015 meeting.

**BACKGROUND COMMENTS:**

The French Immersion Advisory Committee came into existence as a result of a recommendation made at a Special Board meeting on February 3, 2009. The role of the French Immersion Advisory Committee is to promote and support the system-wide French Immersion program, exchange information and points of view about the French Immersion program and provide advice, recommendations and feedback to the Board on French Immersion.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

The next French Immersion Advisory Committee meeting occurred on Thursday, May 21, 2015 at the Catholic Education Centre. Minutes will be provided to the Board following approval by the French Immersion Advisory Committee.

**APPENDICES:**

- French Immersion Advisory Committee Minutes of March 31, 2015

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 26, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 26, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 26, 2015



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

## FRENCH IMMERSION ADVISORY COMMITTEE

**Tuesday, March 31st, 2015 at 6:00 p.m.**

CEC – Video Conference Room

### **PRESENT:**

Susan Tope – Trustee  
Bernie Mastromattei - Trustee  
Emelda Byrne – Superintendent of Education  
Elisa Houston – Consultant – **RECORDING**  
Geneviève Cano – Principal – St. Mary  
Patti Moulard –Principal- Cardinal Carter  
Michael Cusinato – Principal – Queen of Peace  
Lisa Boudreau – Principal – St. Anne F/I  
Shannon Porcellini-Parent Rep-St.Anne F/I  
Jackie O'Bright – Vice-Principal – Christ the King  
Jeremy Schiller – Vice- Principal – St. Thomas of Villanova  
Kim Koekstat – Dept. Head, Mod. Lang. – St. Anne Sec.  
Francine Mastronardi – Parent Rep. – Queen of Peace  
Tish Hedderson-Principal-St.Joseph's  
MaryJo Policella – Teacher – Queen of Peace  
Stephanie McEachern- Teacher-Christ the King  
Kim Ondricko-Parent Rep- St.Anne Secondary  
Claudette Daoud-Parent Rep.-Cardinal Carter  
Michael Bohn – Parent Rep. – St. Joseph's Secondary

### **REGRETS:**

Michael Jraiche- Dept.Head, Mod.Lang.- Cardinal Carter  
Maggie Bénéteau – Dept. Head, Mod. Lang. – St. T. Villanova  
Renee Saad Dept. Head, Mod. Lang. – St. Joseph's Secondary  
Delphine McKay-Parent Rep –Christ the King  
Rony Samia – Teacher – St. Anne F/I  
Robert DePape-Teacher-St.Mary  
Marc Larocque – Parent Rep. – St. Anne F/I  
Amy LoFaso – Principal – St. Anne Secondary  
Sue Hewitt- Parent Rep –St.T.Villanova

## **NOTES**

1. **Call to Order**  
Chairman Mastromattei called the meeting to order at 6:11 p.m.
2. **Opening Prayer** – Elisa Houston
3. **Approval of Agenda**  
Motion by and seconded by that the Agenda be approved. *Carried*
4. **Approval of Minutes for May 15<sup>th</sup> meeting**  
Motion by Genevieve Cano and seconded by Maggie Bénéteau that the Minutes be approved.  
*Carried*
5. **Report from Emelda Byrne**
  - Superintendent Byrne spoke of the OLE reporting template and the teleconference with the Ministry. We are on track with our activities and our expenditures.
  - Through OLE grant funding, we were able to provide additional literacy resources for our new FI classes this year. Elisa has been working with the Principals for the May 3<sup>rd</sup> *Spring into Action* day for St. André and St. Joseph.
6. **Report from Elisa Houston**
  - A Professional Development session for FSL Secondary teachers will be held in May. The day will consist of a continuation of the implementation of the new curriculum as well as action-oriented tasks. Elisa spoke of the work being done with the Principal lead team for FSL; a presentation to Principals will take place in the spring. A group of department heads travelled with Elisa to London for Ministry training on the 9-12 curriculum document released in the fall.
  - Elisa gave an update on promotional materials for the two new French Immersion sites as well as met with existing sites to order resources through the extra funding grants.

-2-

7. **New Business**

**Round Table Discussion-School Communication and Events**

**Cardinal Carter** – Principal Mouland spoke of the actions being taken to reduce split classes in the French immersion program. A conscious effort is being made to promote the language such as the bilingual school sign. Parent Claudette Daoud spoke of her child's experiences with homework help programs.

- **St. Anne French Immersion-** Principal Boudreau spoke of the registration, 46 confirmed. The focus for the school this year is math problem solving. She is very happy with the student work in math and the use of manipulatives. The school worked on speeches in both English and French. Stations of the cross event and Muskoka woods trip planned for May. *Bricks for Kids* was hosted with 45 participants. Guest speakers on student mental health and nutrition came to the school in March.
- **St. Anne High School** – The French immersion department organized a celebrated for Mardi Gras at the school. Many students volunteered their time for the JK/SK open house St. André. Registration numbers are at 17. Parent council is preparing for scholarship awards.
- **St. Joseph's** –Principal Hedderson reported on the wonderful work of the French immersion students who put on a French play for the Sears Festival Drama competition. The school-wide crêpe sale will begin this week, which will generate funds for the French Immersion department. A group of students will be travelling to Europe in May. 31 students are currently enrolled for September.
- **St. Mary** – Principal Cano spoke of French week activities such skating, hot chocolate, croissants, and interactive displays on *le festival du voyageur* as well as raffle prizes. A grade 7 French Immersion student competed in the speech contest and won as well as grade 6 science fair project winner who will be competing in New Brunswick. Registrations numbers total 29.
- **St. Thomas of Villanova** –Mme Bénétiau spoke of the Québec trip. She highlighted a video from the trip demonstrating a cultural experience for students. Registrations are at 25 for grade 9. Vice Principal Schiller inquired about support staff to meet the needs of our bilingual students.
- **Queen of Peace** – Principal Cusinato has 16 registrations confirmed. The school also invited *Bricks for Kids*, teaching the students about real world numeracy and problem solving concepts. The session was presented in French. Through the *Parents Reaching Out* grant, the school hosted a French immersion parent night. Mme Policella talked about Carnaval and French week activities such as French concert by Beebo, Crêpes day and outdoor winter activities.
- **Christ the King** –Vice Principal O'Bright announced 26 registrations for September. The school is working on building their classroom libraries with rich literacy resources in French. Mme McEachern spoke of the *Carnaval* day and the wonderful Café planned for the school and parents.
- **Shannon Porcellini-Canadian Parents for French** –will host their first event on Thursday, May 7<sup>th</sup>. Work is being done for a fall session of introductory French classes for parents.
- **Trustee Mastromattei-** is pleased with the amazing commitment and hard-work of this committee. He will follow up with senior administration on inquiries for the next meeting.

9. **The next meeting is scheduled for May 21st, 2015 at 6:00p.m.**

10. **Closing prayer and adjournment at 8:05 p.m.**



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

**Meeting Date:**  
 June 22, 2015

**BOARD REPORT**

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul Picard, Director of Education  
**SUBJECT:** **PARENT INVOLVEMENT COMMITTEE (PIC)  
 MINUTES OF MEETING HELD MARCH 9, 2015**

**RECOMMENDATION:**

**That the Board receive the Minutes of the March 9, 2015, Parent Involvement Committee (PIC) Meeting as information.**

**SYNOPSIS:**

This report is intended to provide an update to the Windsor-Essex Catholic District School Board of Trustees on the activities of the Parent Involvement Committee (PIC) members that was established pursuant to *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*. The Parent Involvement Committee is submitting the Minutes of its March 9, 2015 Meeting as information.

**BACKGROUND COMMENTS:**

The revised Terms of Reference (Bylaws) governing the conduct of the PIC’s affairs, were approved by the Board of Trustees at their meeting of December 17, 2013. As per Article 15.1 of said Terms of Reference, PIC shall formally submit a copy of all approved meeting minutes to the Board through a report that is to be placed on a public board meeting.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

The Parent Involvement Committee (PIC) held a meeting May 4, 2015 and received the Minutes from their meeting of March 9, 2015.

**APPENDICES:**

- Parent Involvement Committee Minutes – March 9, 2015

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL: Review Date: June 2, 2015  
 EXECUTIVE SUPERINTENDENT: Approval Date: June 2, 2015  
 DIRECTOR OF EDUCATION: Approval Date: June 2, 2015

**WECD SB Parent Involvement Committee Meeting Minutes**

Monday, March 9, 2015

**In Attendance**

- Mike Seguin
- Barb Holland
- Stephen Fields
- Cathy Geml
- Betty Brush
- Fabio Costante
- Jason Lazarus
- Dana Tonus
- Shelley Bolger
- Heather McCauley
- Julie St. John
- Morgan Jas
- Colleen Switzer
- Mike Houston
- Gizella Orosz Ellepola
- Anita Carlini
- Kim Bouchard
- Claudette Daoud
- Louise Thachuk
- Derek Thachuk

**\*Call to Order**

**\*Opening prayer**

**\*Approval of Agenda**

1. Gizella Ellepola
2. Kim Bouchard

**\*Disclosure of Interest- none**

**\*Approval of February Meeting Minutes**

- 1.
- 2.

**\*Presetations/Delegations**

1. Cathy Geml, Betty Brush, Mike Seguin- Recent Changes to the Health and Phys. Ed. Curriculum- Evolutionism/Creationism in the Classroom

The presentation discussed the proposed curriculum by the Ministry and the Fully Alive program which is used by our board to teach the curriculum. Our Board will continue to use this program which has minimal changes over the years and is in keeping with our Catholic values and teachings. Betty Brush provided a detailed breakdown of the Ministry of Education's Curriculum Guidelines and how they are matched up with the Fully Alive program. Every word in the Fully Alive program is approved by the Bishops.

Teacher Prompts and Student Prompts listed in the Ministry guidelines are not mandatory parts of the curriculum, they are suggestions.

The Ministry of Education is allowing Catholic Schools to use our existing Fully Alive Program as the delivery model for the sex education portion of the curriculum.

The Fully Alive program currently covers the majority of the sex education curriculum and will not be updated because of the revised curriculum but remain basically the same.

Three areas have been identified where our existing Fully Alive needs to be updated - consent, sexting and dating violence.

The Institute for Catholic Education (ICE) will be developing supplemental resource information for teachers addressing these three areas over the coming months ([www.iceont.ca](http://www.iceont.ca)) The documents must first receive the approval of the Ontario Bishops before distributing to the Catholic school boards in Ontario.

Father Pat Fuerth from Leamington also attended this portion of the meeting to answer any questions parents had.

## 2. Stephen Fields - Communications Strategy

Provisions of supervision were to have a Communications Coordinator

Specific strategies tailored to specific issues, communicate goals and key messages

Internal Communications involve sharing good news – key communicators at each school

External Communications – improved web presence, earned media, social media and direct marketing

Paul DiMarco will become the visual Media Coordinator

### **\*Director's Report** – Mike Seguin

1. Synervoice- reluctant to use it on a regular basis, feedback is they are not getting listened to always, people hanging up when they hear it- desensitized Use it more for Emergency situations

2. Online Payment Option for Schools - Senior Admin Executive Council exploring this – currently not compatible with system but trying to move away from cash in schools

3. Replacing Textbooks- Still being done because that is what is being published for the Curriculum – sometimes they are the only resource there is- moving in the direction of CD's and online but not always available There is a sharing pool, move textbooks around- Studies show hard copy, book still best way to absorb material vs reading from a computer screen- comprehension and critical thinking less if on a screen than paper



**\*Trustee Report- Fabio Costante**

**1 Public meeting since last meeting**

**Report for grants for community uses within schools**

**Sub Committee Reports**

**Heather McAuley - Parent Engagement**

**Attended Uniform Committee meeting- very informative**

**Shelley Bolger- PRO grant 2014**

- Paul Davis booked for May 12- need a school to host him and gift the student portion to
- Michael Reist rescheduled for June 10
- Alyson Schafer April 23
- Adding Childcare as option for two events at Ciociaro- Colleen looking into it
- Met with Video company Liquid Wild- quote came back well within budget will be creating the video to show parents how to set controls monitor internet use and set safety parameters on social media their children are using. Will produce DVD's and post it to youtube.

**\*Action Items**

**Advertising For PIC Events- Newspaper – AM 800 – Heather and Jason looking into options and cost**

**Competition in Athletics-** Discussion surrounding lack of competition and keeping score in school team sports- idea to give more opportunity for skill development, team building and to allow more people to take part- Concern there is no teaching of how to win and lose graciously, develop personal bests etc. Dan Laporte head of Committee - there is a policy for each sport, scores don't count during the regular season

**\*Next Meeting Date:**

**Monday, May 4, 2015 6:30 CEC**

**( Changed to Monday, May 11, 2015 and Budget Presentation held on May 4, 2015)**

**\*Closing Prayer and Adjournment - Motion 1- Morgan Jas 2 –Anita Carlini**



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education

**SUBJECT:** **PARENT INVOLVEMENT COMMITTEE  
 - ANNUAL REPORT ON ACTIVITIES 2014-2015**

**RECOMMENDATION:**

**That the Board receive the annual report on the activities of the Parent Involvement Committee.**

**SYNOPSIS:**

This report is intended to provide an update to the Windsor-Essex Catholic District School Board of Trustees on the activities of the Parent Involvement Committee (PIC) for 2014-2015 as per Article 15.2 of the Terms of Reference.

**BACKGROUND COMMENTS:**

As per Article 15.2 and 15.3 of the Terms of Reference, PIC shall annually, following its May meeting, submit a written summary of the committee’s activities to the Chair of the Board and to the Director of Education. The Director of Education shall provide the summary of activities to School Councils and post the summary of activities on the Board’s website.

**FINANCIAL IMPACT:**

An audited analysis to be made available at year end.

**TIMELINES:**

- N/A

**APPENDICES:**

- Appendix A: Annual Report on Activities for 2014-2015

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	June 9, 2015
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	June 9, 2015
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 9, 2015

## APPENDIX A



### PARENT INVOLVEMENT COMMITTEE (PIC) ANNUAL REPORT ON ACTIVITIES FOR 2014-2015



As in previous years, our major success was the post-secondary nights held for our parents and students. Heather McAuley was responsible for coordinating these evenings. Two were held, with one relating to post-secondary options with speakers from St. Clair College, University of Windsor and the Ontario Youth Apprenticeship Program, and the second night was exclusively devoted to helping parents plan the funding for their child's post-secondary education. Both events were well attended and parents and students are better situated for planning for the future.

Following usual procedure, PIC wrote an excellent PRO (Parents Reaching Out) Grant and was approved by the Ministry of Education. Once again, Shelley Bolger wrote and submitted the grant, which was devoted to bringing in speakers related to the theme, **Parents, We Need to Talk**. Three separate nights were organized, with Paul Davis, Alyson Schaeffer and Michael Reist. Our first event was scheduled by Colleen Switzer for March with Michael Reist, but was rescheduled to June due to inclement weather. This event hasn't occurred yet, but the advanced booking of attendees through our new Constant Contact.com presence indicates that it should be well attended.

Alyson Schaeffer was extremely informative, giving great insights into the different temperament of children and what they require in terms of parenting approaches. Shelley Bolger was the point-person in organizing this event. Although sparsely attended, we were able to gather some information from the attendees and gain valuable data about advertising these events for the future.

The event with Paul Davis was organized to assist a Catholic School Council that may not necessarily have the means to host him. St. Bernard Catholic Elementary School in Windsor was chosen by me, in coordination with the Principal, Elise Daragon. Dana Tonus was the key contact for Mr. Davis. This was by far our poorest attended event, and a disappointment to both Ms. Daragon, and I, along with the Catholic School Council members who did attend. Despite the poor turnout, I think the process of using PIC funds to facilitate an event at a disadvantaged school should most likely continue in the future to ensure PIC remains connected to the schools we find have poorer representation and available funds.

With respect to an application for PRO (Parents Reaching Out) Grants, it was decided to sponsor Work Force Windsor Essex in its attempt to achieve funding from the Ministry of Education for a program in the winter of 2016, rather than write another grant for the coming 2015/2016 school year. This will provide some relief for our membership in the later stages of this year and allow us to regroup, using our allocated funds from Parent Involvement funds going forward. We will reserve the option of writing future grants until next year.

Our attempts at Parent Networking were not successful this year, having only been able to coordinate one event that was poorly attended at the new Central Park Athletics facility. Even though the attendance was disappointing, our introduction to the facility was impressive and welcoming. We may plan some events there in the future due to its central location and atmosphere.

In the coming year, we will again be challenged with filling our ranks with new members, as we will have some key people leaving to pursue other endeavours. This effort may be coordinated prior to the end of this year in order to facilitate a smoother transition. A budget will be prepared and presented to the Board in September and again our largest expense will be the Catholic School Council Commissioning Ceremony. We will, however, be expending a greater amount of our Ministry allocated funds than in prior years, having not applied for our traditional grants.

In summary, many lessons were learned this school year, mostly around marketing our events, early planning for success, and division of labour for years to come. A complete restructure of the workload is in the offing for next year. We, as always will be diligent in fulfilling our mandate of advising the Board on important issues to parents, supporting Catholic School Councils and helping parents navigate their children's educational journey.

Jason Lazarus, Chair  
WECDSB Parent Involvement Committee



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **CHILD CARE ADVISORY COMMITTEE ANNUAL REPORT**

**RECOMMENDATION:**

**That the Child Care Advisory Committee Annual Report be received as information.**

**SYNOPSIS:**

This report is being presented on behalf of the members of the Child Care Advisory Committee detailing the activities of the Child Care Committee during the 2014-2015 school year. This report provides a brief summary of the 2014-2015 committee activities.

**BACKGROUND:**

In March 2007, the Child Care Advisory Committee was established in accordance with Article 7.1 of Policy A:21 Child Care. The Child Care Advisory Committee includes:

- Frank DiTomaso, Trustee
- Kelly Rilley, Principal
- Carl Bull, Principal
- Jackie O’Bright, Vice-Principal
- Fran Hall, Vice-Principal
- Maggie Dorion, Vice-Principal
- Kelly Vandenburghe, Parent
- Monica Corazza, Parent
- Meagan Adams, Liason to Facility Services
- Sharon O’Hagan-Wong, Superintendent of Education

The Child Care Advisory Committee reconvened during the 2014-2015 school year to discuss issues surrounding the provision of childcare in the Board’s facilities; formulating recommendations informed by our Board’s Child Care policy and procedures, which govern these sites.

The Child Care Committee met on the following dates:

- March 5, 2015
- April 9, 2015
- May 19, 2015
- June 11, 2015

**BACKGROUND COMMENTS:**

Throughout the course of the year the Child Care Advisory Committee has reflected upon components of the Ontario Early Years Policy Framework and formulated recommendations to the Board regarding the provision of Child Care Programs in Catholic schools throughout Windsor and Essex County. Many Child Care Programs have submitted proposals for the revitalization of their outdoor play spaces. The CCAC has developed a procedure to support this process. The CCAC is responsible for ensuring quality learning opportunities for children enrolled in Child Care Programs and Before and After School Programs in Catholic elementary schools throughout our Board. The CCAC has provided recommendations to a network of local school boards that is currently creating a quality assurance measure for Before and After School Programs in elementary schools entitled “Extended-Day Program Review Guideline and Tool”. The CCAC also recommended the establishment of a Before and After School Child Care program at St. André French Immersion Catholic Elementary School.

**FINANCIAL IMPACT:**

Not applicable

**TIMELINES:**

The Child Care Advisory Committee will reconvene during the 2015-2016 school year.

**APPENDICES:**

- Minutes - CCAC Minutes – March 2015
- Minutes - CCAC Minutes – April 2015
- Minutes - CCAC Minutes – May 2015
- Minutes - CCAC Minutes – June 2015

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015

## MEETING NOTES

Child Care Advisory Committee Meeting  
Thursday, March 5, 2015 at 7:00pm  
Sr. Marie Durocher Conference Room  
Catholic Education Centre

Present: Kelly Vandenberghe, Carl Bull, Maggie Dorion, Jackie O'Bright, Fran Hall, Monica Corazza, Frank DiTomassa, Sharon O'Hagan-Wong

The meeting was opened with a prayer for direction and guidance. Sharon welcomed everyone and introduced our new committee members. The following updates were shared with the committee:

### Full Day Learning

Full Day Learning is now offered in all Kindergarten classrooms throughout our Board. We are currently offering Kindergarten programming in 78 Classrooms, 7 SK/1, and we have 6 classrooms with 15 or fewer kindergarten students. A Ministry presentation was hosted for Principals, Program Consultants, Central Staff who support the implementation of child care and kindergarten and Representatives from Child Care Programs on February 25, 2015. Karen Callaghan and Rod Peturson, Early Years Division of the Ministry of Education shared the vision around Early Learning and next steps in the implementation of the policy framework. Sharon also provided an overview of additional resources that have been purchased to support inquiry and purposeful play in the kindergarten classroom.

### Early Development Inventory

The implementation of the early development inventory is now the responsibility of the Ministry of Education and will take place in every school throughout Ontario this year in February/March 2015. Currently all teachers of Senior Kindergarten students are involved in training on the web based assessment and will receive occasional teacher coverage - time allocation is determined by the number of SK students they have in their classroom. Sharon is on a provincial focus group who is addressing knowledge mobilization in order to ensure we are leveraging the data secured through the implementation of the EDI.

### Schools First Policy

We are in the final year of the Schools First Child Care Retrofit Program. We currently have one project this year which involves the relocation of Sonshine Child Care Program to St. John the Baptist School. The program will include an

infant, toddler and preschool program. Latch Key will continue to provide the Before and After School Program at SJB. It is hoped that the program will open at the beginning of September. We are working with the project lead and architect to design the space at this time.

### Child Care Program

We currently have Child Care and Before and After School programs in 80% of our school communities. Each year we are responsible for surveying families to identify their desire to establish before and after school programs at their schools. An electronic survey is posted on the Board website where families can go to register their interest at any time. We also circulate post cards to new families in the Kindergarten Registration package as well as to families in school communities that currently do not have programs.

A Resource Binder for Principals and Before and After School Child Care Program Staff has been developed in order to provide information and attempt to develop a uniform approach for programs in schools. These binders were circulated at the PD session which Principal and Child Care staff attended in February.

### Play Space Revisioning

CMSM has recently afforded Child Care Providers in schools the opportunity to apply for funding to enhance outdoor play space. Capital Retrofit funding has been established as per the "Ontario Child Care Service Management Guideline – Capitol Retrofit funding" to help to transition and modernize the child care sector as it adapts to the implementation of Full Day Kindergarten. As a result, five Child Care Programs have applied and received funding in order to establish "outdoor classrooms" in the play space dedicated to infant, toddler and preschoolers in schools throughout our system. Those schools are: St. John Brebeuf, St. Pius, St. Rose, St. Angela and St. John the Baptist.

As part of the proposal Child Care Providers submitted a proposal to the City of Windsor prior to approval of funding. We have received the proposals and have established a protocol to address concerns and determine next steps.

### Extended-Day Program Review Guideline and Tool

In collaboration with the GECD SB and the French Catholic Board in our community, we are currently working on a quality assurance tool that we could use in conversation with Before and After School Child Care in order to ensure that there is compliance to the Full Day Kindergarten Program for Extended Day.



**Discussion:**

The committee expressed concern regarding the establishment of a Before and After School Program at the new elementary school. Sharon shared that when a school is closed the Child Care will travel in to the new school community with the children if a Child Care Program does not exist in the new school. In this instance, Latch Key was currently already operating a Before and After School program at St. Pius. The committee suggested that they would prefer that we offer Latch Key the opportunity to establish a Before and After School Program at St. Andre as a first right of refusal before circulating an RFP.

Kelly Vandenburghe asked for an update on the new school St. Bernard and questioned the impact on the existing Before and After School Child Care Program recently established at St. Jules, as well as expressing concern that a mid-year move would be disruptive to the school communities. Sharon will investigate these concerns and report back to the committee at the next meeting.

Adjournment: 8:45pm

Next Meeting: Thursday, April 9, 2015 at 6:30pm



## Windsor-Essex Catholic District School Board

### MEETING NOTES

**Child Care Advisory Committee**  
**Thursday, April 9, 2015 - 6:30 pm**  
**Sr. Marie Durocher Conference Room, CEC**

Present: Kelly Vandenberghe, Carl Bull, Maggie Dorion, Jackie O’Bright, Fran Hall, Monica Corazza, Frank DiTomasso, Sharon O’Hagan-Wong  
Regrets: Kelly Rilley

The meeting was opened with a “Prayer for Young Children”. Sharon welcomed everyone.

A review of the notes from the meeting held on Thursday, March 5, 2015 took place. No amendments were noted. Sharon provided information regarding the inquiries made at the last meeting.

- 1) St. Bernard/St. Jules consolidation. Sharon shared the concerns members of our committee expressed at the previous meeting regarding ensuring that the Child Care Program currently in existence at St. Jules to St. Bernard and noted that the committee was anxious about the disruption of a mid-year transition to a new school would cause. Mr. Iatonna, Executive Superintendent of Business, agreed that a mid-year move would present challenges for families and that precedent has been set which allows for the transition of the current Child Care provider to St. Bernard. He assured us that he will take the committee concerns in to account as we plan forward for the transition.
- 2) Update – St. Andre Before and After School Program. We have been in touch with Latch Key Day Care regarding providing Before and After School Program at St. Andre in September. Latch Key has expressed an interest however is concerned about the limited number families who would be requiring the program. Latch Key has requested that we consider a concession on lease fees while the program transitions in to the school community.

A review of the Play Space Retrofit projects currently taking place in Child Care Centres in school communities was provided. The schools involved in the retrofits are: St. John Brebeuf, St. Pius, St. Rose, St. Angela, St. John the Baptist, St. Gabriel. Sharon and representatives of our Facility Services Department have developed procedures which include a review by a third party inspector as well as a representative from MCYS who provides licensing to Day Care Providers.

An update of our Before and After School Programs was offered. We currently have programs in 82% of our elementary schools. We are currently working on an Extended-

Day Program Review Guideline and Tool in collaboration with the GECDSD and the French Catholic Board. This quality assurance tool will ensure that Before and After School Programs are in compliance with the Full Day Kindergarten Program for Extended Day.

Sharon shared that the WE Children and Youth Planning Committee has asked us to host a Focus Group for parents of children throughout Windsor-Essex. The Focus Group will take place at Notre Dame school on April 28, 2015 at 5:30pm. Those present were asked to invite parents from their school communities to attend the session.

The committee was informed that the existing lease agreement will be reviewed and revised this year. This review provides the opportunity to consider an increase to the fee schedule. Discussion regarding an increase ensued and members of the committee asked to defer this subject until our next meeting. The committee members were also provided copies of the existing Lease Agreement. Recommended amendments will be discussed at the next meeting.

The meeting was adjourned at 7:50pm.



## Windsor-Essex Catholic District School Board

### MEETING NOTES

Child Care Advisory Committee

Tuesday, May 19, 2015

Sr. Marie Durocher Conference Room, CEC

Present: Kelly Vandenberghe, Jackie O'Bright, Fran Hall, Frank DiTomasso, Kelly Rilley , Sharon O'Hagan-Wong

Regrets: Maggie Dorian, Carl Bull, Monica Corazza

The meeting was opened with a "Blessing for the Youngest and Littlest of Learners". Sharon welcomed everyone.

Notes from the meeting of April 9, 2015 were reviewed. No amendments were noted.

1. An update on the status of the Before and After School Program at St. Andre was provided. Currently 13 children have expressed an interest in Before and After School care in the 2015-2016 school year. Latch Key has been contacted to determine interest in establishing a program as they were the provider in this location in the 2014-2015 school year. Latch Key has inquired as to a waiver of the lease fee due to the limited student population (currently 55 students) and the "staggered" approach planned for the establishment of a French Immersion school. It has been determined that we could provide a waiver of the fee for 6 months (September 2015-February 2016) while the provider establishes the program. Kelly inquired as to the feasibility of offering infant, toddler and preschool program at St. Andre. Sharon provided information on the current status of the Schools-First Child Care Retrofit Plan which is in its last year of implementation.
2. An update on the Windsor Essex Children and Youth Planning Committee was provided. Sharon facilitated a Focus Group of parents at Notre Dame Catholic School on Tuesday, April 28, 2015. Parents provided input on the information provided and terminology used on a website that is currently being designed by the committee. Eleven parents representing rural, urban and suburban school communities were represented.
3. An update on the Child Care Play Space Revitalization Projects was provided.

The proposals have been submitted to a third party – Playchek – who has given opinions about the proposals, identifying areas of concern. The Licensing Department of MCYS has also taken a look at the proposals and has identified no concerns. We have met with representatives from the Child Care providers as well as representatives from Halford Playgrounds, the company who will work on the space, to discuss the parameters of the projects and next steps. The projects will proceed once final approval of our FS Department has been received.

4. The Committee has discussed the possibility of increasing lease fees for Child Care providers. After much discussion the Committee is recommending that fees are not increased at this time to allow Child Care Providers time to re-stabilize in response to the implementation of Full Day Kindergarten. Kelly pointed out that as a result of this implementation, Child Care Providers are now re-profiling to provide support to a population where such services are more costly and less lucrative. Jackie also shared the need to continue to offset child care expense to allow providers the ability to pay their educators a professional wage. Sharon shared that the GECD SB has expressed an interest in increasing lease fees in unison in the future. We also discussed revisions to the existing lease agreements. The following suggestions were made:
  - Include a point indicating that the provider is responsible for securing the building after hours.
  - Providers are required to use cleaning products provided through the custodian of the school therefore ensuring WHYMIS standards are met.
  - Providers are responsible for ensuring that there is in existence a consent that will allow communication between the school and the Child Care around student information – medical conditions such as allergies etc.
5. The Committee reviewed the Extended-Day Program Review Guideline and Tool and suggested revisions.

Next meeting: Thursday, June 11, 2015



## Windsor-Essex Catholic District School Board

### MEETING NOTES

Child Care Advisory Committee Meeting  
Thursday, June 11, 2015 @ 6:00 pm  
Sr. Marie Durocher Conference Room  
Catholic Education Centre

Present: Kelly Vandenberghe, Carl Bull, Maggie Dorion, Jackie O'Bright,  
Kelly Rilley, Frank DiTomasso, Sharon O'Hagan-Wong

Regrets: Fran Hall, Monica Corazza

Notes from the meeting of May 19, 2015 were presented and amendments were noted. Kelly Vandenberghe inquired about the WE Children and Youth Planning Committee Focus Group that was held at Notre Dame Catholic Elementary School in April. Parents from Kelly's school – St. Jules – attended the focus group. Sharon provided a brief overview of the focus group as well as the work of the Children and Youth Planning Committee. It was decided that an update on the work of this committee be provided to the CCAC at each meeting.

1. Sharon presented an update on the status of establishing a Before and After School Child Care Program at St. Andre. Latch Key will offer this program in September 2015.
2. A draft Child Care Program Service Agreement was presented to the Committee for input. This agreement is the result of consultation with the French Catholic and English Public School Boards and is intended to be a addendum to the Lease Agreement ensuring that Child Care Providers embed the principles of the Extended Day Program in to the Before and After School Program they offer in our elementary schools.
3. The Child Care Advisory Committee Annual Board Report which will be presented at the meeting of June 22, 2015 was shared with the committee members.

Sharon thanked those in attendance for their commitment to the Child Care Advisory Committee. Those in attendance confirmed that they would like to be involved with this committee in the new school year 2015-2016. The committee traditionally convenes in February/March each year. The meeting was closed with the Prayer of St. Theresa.



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul Picard, Director of Education  
**SUBJECT:** **JOINT HEALTH AND SAFETY COMMITTEE (JHSC)  
 2015 ANNUAL REPORT**

**RECOMMENDATION:**

**That the Board receive the Joint Health and Safety Committee (JHSC)  
 2015 Annual Report as information.**

**SYNOPSIS:**

This annual report is being presented to the Board of Trustees in accordance with Board Policy H:06 Health and Safety of Employees.

**BACKGROUND COMMENTS:**

The Board has one central Joint Health and Safety Committee (JHSC) which operates under a “Minister’s Order”. This order is generated by the Ontario Ministry of Labour, which is the authority having jurisdiction for workplace health and safety. This order sets out specific guidelines as to how the committee operates.

**Organizational Structure of JHSC:**

This committee is comprised of seven “worker” representatives and seven “management” representatives. The meetings are “co-chaired”; the worker and management co-chair alternate meetings.

Worker members of the committee are comprised of the following:

- two representatives from CUPE
- two representatives from UNIFOR
- one representative from OECTA Secondary
- one representative from OECTA Elementary
- one representative from OECTA Occasional



Management members of the committee are comprised of the following:

- one representative from Human Resources
- three representatives from the Principal Association
- one representative from the Administrative Assistants Group
- two representatives from Facilities Services Dept

A secretary is assigned to the committee to take minutes.

The Joint Health and Safety Committee meets monthly from September to June. The committee reviews accident reports, workplace inspection issues and programs and forwards recommendations to management on various ways to improve health and safety in the workplace.

During the 2014/2015 school year, the Board and the committee worked to improve health and safety in the following areas:

- providing annual training of workplace site safety representatives;
- reviewed and set a plan for enhancements to the Board's WHMIS program with the new Global Harmonized System;
- participated in training for Level 1 and 2 JHSC Certification;
- worked in establishing a site safety inspection protocol for the Central Park Athletics facility that captures the uniqueness of the program;
- worked in maintaining and enhancing a staff First Class folder that hosts various documents related to staff health and safety;
- assisted in the application of the Board's Key Plan, which is now standard on all elementary schools and secondary schools;
- assisted in the training of Tech Teachers for state of the classroom safety equipment; and
- assisted in development of a mandatory health and safety program for all staff that sets out the legislated health and safety duties and responsibilities of all workplace parties.

**FINANCIAL IMPACT:**

N/A

**TIMELINES:**

The next Annual Report will be submitted in June 2016.

**APPENDICES:**

- None.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 9, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 9, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 9, 2015



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

**Meeting Date:**  
 June 22, 2015

## 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 Corporate Services

**SUBJECT:** **TENDER APPROVAL – ROOF REPLACEMENTS –  
 QUEEN OF PEACE, ST. JOSEPH, AND ST. JOHN VIANNEY  
 CATHOLIC ELEMENTARY SCHOOLS AND ST. THOMAS OF  
 VILLANOVA CATHOLIC SECONDARY SCHOOL**

**RECOMMENDATION:**

**That the action of administration in approving the award of tender and the issuance of multiple purchase order contracts for roof replacements at Queen of Peace Catholic Elementary School in the amount of \$125,348 plus HST to Gillett Roofing, at St. Joseph Catholic Elementary School and St. John Vianney Catholic Elementary School in the amount of \$449,700 plus HST to Horizon Roofing, at St. Thomas of Villanova Catholic Secondary School in the amount of \$46,970 plus HST to Kingsville Roofing all to be funded from the approved 2014-15 School Condition Improvement Budget be confirmed and ratified.**

**SYNOPSIS:**

This report provides a summary of the proposed roof replacement projects at Queen of Peace, St. Joseph and St. John Vianney Catholic Elementary Schools and St. Thomas of Villanova Catholic Secondary School.

**BACKGROUND COMMENTS:**

At its meeting of June 23, 2014, the Board approved a budget of \$2,839,902 for the School Condition Improvement program for the 2014-15 fiscal year of which \$1,200,000 was allocated to roofing projects. The School Condition Improvement budget has, in recent years, been the funding source for roof replacements, among other capital projects.

In accordance with the Board's Purchasing Policy, Tender #613 was issued for roof replacements at the above mentioned schools.

A formal tender opening was held on May 29, 2015 at the Catholic Education Centre with Shannon Ficon (Manager of Purchasing and Payroll), Mario Iatonna (Executive Superintendent of Corporate Services), Gary McKenzie (Senior Manager of Facilities Services), and Debbie Maurice (Purchasing Clerk). No other individuals attended the opening.

**FINANCIAL IMPACT:**

A total of five (5) bidders submitted for these projects. The bid results are summarized in Appendix 1 – Tender Results. All submissions were reviewed and Rauth Roofing did not submit the Form of Tender which was issued in Addendum #1, however they did acknowledge the receipt of the addendum. Rauth Roofing was not the lowest bidder for any of the projects, so this did not impact the award of the projects. All other bids were in compliance.

A summary of the low bidders meeting specifications for each of the projects is provided below:

<b>Bidder</b>	<b>Project</b>	<b>Bid Amount (excluding taxes)</b>
Gillett Roofing 1916 Settrington Dr RR2 Kingsville, ON N9Y 2E5	Queen of Peace Catholic Elementary School	\$125,348
Horizon Roofing 3735 County Rd 42 Windsor, ON N9A 6J3	St. Joseph Catholic Elementary School and St. John Vianney Catholic Elementary School	\$156,000 (St. Joseph) \$293,700 (St. John Vianney)
Kingsville Roofing 12 County Road 27 W Cottam, ON N0R 1B0	St. Thomas of Villanova Catholic Secondary School	\$46,970
<b>Total</b>		<b>\$622,018</b>

As the Board approved School Condition Improvement budget for roof replacements for the 2014-15 fiscal year is \$1,200,000 and the total estimated cost of the roofing replacements is \$622,018, there are sufficient funds available for the projects noted above. Given the availability of approved budget funds and given the time constraints to get this work completed before school begins in September, administration approved proceeding with the work, subject to confirmation and ratification of this action by the Board.

The Queen of Peace project noted in the table above, is for the roofing replacement of Section B only. The project relating to the replacement of section C3 at Queen of Peace Elementary School was not awarded, as the remaining budget funds were committed to the roofing project at St. John the Baptist Elementary School. The particulars relating to the St. John the Baptist roofing project are detailed in a standalone report.

**TIMELINES:**

The contractors (Gillett Roofing, Horizon Roofing, and Kingsville Roofing) are scheduled to commence work at Queen of Peace, St. Joseph and St. John Vianney Catholic Elementary Schools and St. Thomas of Villanova Catholic Secondary School on July 2, 2015. All sites are scheduled to be completed by Friday, August 28, 2015.

**APPENDICES:**

- Appendix 1 – Tender Results.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 9, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 9, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 9, 2015

## WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

## Appendix 1

**PUBLIC TENDER RESULTS****Tender #613 - Roof Replacements 2015**

Total Stipulated Sum (Includes \$5,000 Contingency Allowance &amp; excludes HST)

<b>BIDDER</b>	Roofing Project	Separate Price	Roofing Project	Separate Price	Roofing Project	Roofing Project
	Queen of Peace Catholic Elementary School (Section B) (excluding HST)	Queen of Peace Catholic Elementary School (Section C3) (excluding HST) (1)	St. Joseph Catholic Elementary School (Section B1) (excluding HST)	St. Joseph Catholic Elementary School (Section B2) (excluding HST)	St. John Vianney Catholic Elementary School (Sections F1 & F2) (excluding HST)	St. Thomas of Villanova Catholic Secondary School (Sections L2, L3A, L3B) (excluding HST)
<b>Gillett Roofing</b>	\$ 125,348.00	\$ 215,890.00	\$ 127,640.00	\$ 76,588.00	No Bid	\$ 61,550.00
<b>Horizon Roofing</b>	\$ 133,700.00	\$ 219,300.00	\$ 103,500.00	\$ 52,500.00	\$ 293,700.00	\$ 51,700.00
<b>Kingsville Roofing</b>	\$ 138,480.00	\$ 224,700.00	\$ 109,750.00	\$ 56,430.00	\$ 301,320.00	\$ 46,970.00
<b>Rauth Roofing</b>	\$ 143,500.00	\$ 243,000.00	\$ 110,650.00	No Bid	\$ 311,900.00	\$ 63,750.00
<b>Semple Gooder</b>	\$ 151,200.00	\$ 238,460.00	\$ 113,615.00	\$ 61,020.00	\$ 326,110.00	\$ 59,870.00

**Note 1:** This project was not awarded as necessary budget funds were not available.



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

**Meeting Date:**  
 June 22, 2015

## 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 Corporate Services  
**SUBJECT:** **TENDER APPROVAL – ROOF REPLACEMENT –  
 ST. JOHN THE BAPTIST CATHOLIC ELEMENTARY SCHOOL**

**RECOMMENDATION:**

**That the action of administration in approving the award of tender and the issuance of purchase order to Horizon Roofing for roof replacement at St. John the Baptist Catholic Elementary School in the amount of \$463,800 plus HST to be funded from the approved 2014-15 School Condition Improvement Budget be confirmed and ratified.**

**SYNOPSIS:**

This report provides a summary of the roof replacement project at St. John the Baptist Catholic Elementary School.

**BACKGROUND COMMENTS:**

At its meeting of June 23, 2014, the Board approved a budget of \$2,839,902 for the School Condition Improvement program for the 2014-15 fiscal year of which \$1,200,000 was allocated to roofing projects. The School Condition Improvement budget has, in recent years, been the funding source for roof replacements, among other capital projects.

St. John the Baptist Catholic Elementary School required emergency roofing repairs and as a result, Tender #611 was issued for roofing replacement. The intention of this tender was to complete the roofing during the school year to prevent further damage to the roof and the interior of the school. It is noted that the Board also issued a second subsequent roofing Tender, Tender #613, for other non-emergency roof replacement projects to occur during the summer months, approval of which is being recommended to the Board under a separate report.

A formal opening of Tender #611 for St. John the Baptist was held on April 10, 2015 at the Catholic Education Centre with Shannon Ficon (Manager of Purchasing and Payroll), Chris

Strong (Maintenance Supervisor – Facilities Services), and Debbie Maurice (Purchasing Clerk). No other individuals attended the opening.

**FINANCIAL IMPACT:**

A total of three (3) bidders submitted for these projects. The bid results are summarized in the table below. All submissions were reviewed and Horizon Roofing was the lowest bidder meeting specifications. All other bids were in compliance.

A summary of the bidders meeting specifications for the project is provided below:

<b>Bidder</b>	<b>Bid Amount (Includes \$5,000 Contingency Allowance &amp; Excludes H.S.T.)</b>
Horizon Roofing 3735 County Rd 42 Windsor, ON N9A 6J3	\$463,800
Gillett Roofing 1916 Settingington Dr RR2 Kingsville, ON N9Y 2E5	\$473,150
Kingsville Roofing 12 County Road 27 W Cottam, ON N0R 1B0	\$478,740

Of the \$1,200,000 approved School Condition Improvement budget for roof replacements for the 2014-15 fiscal year, \$622,018 has been allocated for other projects (as recommended to the Board by separate report per Tender #613, Roof Replacements Board Report – June 22, 2015), leaving \$577,982 of budget remaining. The total estimated cost of the roofing replacement per Tender #611 at St. John the Baptist is \$473,150, and therefore sufficient budget remains to undertake this work. Given the availability of approved budget funds and critical time to prevent further damage from a leaking roof, administration approved proceeding with the work, subject to confirmation and ratification of this action by the Board.

**TIMELINES:**

The contractor (Horizon Roofing) commenced work at St. John the Baptist Catholic Elementary School on April 17, 2015 and is scheduled to complete the project by June 26, 2015.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015



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

**Meeting Date:**  
June 22, 2015

## 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 Corporate Services

**SUBJECT:** **TENDER APPROVAL PAVING PROJECTS –  
ST. MARY, ST. CHRISTOPHER AND ST. JOHN THE BAPTIST  
CATHOLIC ELEMENTARY SCHOOLS**

### RECOMMENDATION:

**That approval be given to the award of tender and the issuance of a purchase order for paving projects at St. Mary, St. Christopher and St. John the Baptist Catholic Elementary Schools to Trillium Contracting Inc. in the amount of \$211,659 plus HST to be funded from the approved 2014-15 School Condition Improvement Budget.**

### SYNOPSIS:

This report provides a summary of the proposed pavement improvements projects at St. Mary, St. Christopher and St. John the Baptist Catholic Elementary Schools.

### BACKGROUND COMMENTS:

At its meeting of June 23, 2014, the Board approved a budget of \$2,839,902 for the School Condition Improvement program for the 2014-15 fiscal year of which \$500,000 was allocated to pavement projects. The School Condition Improvement budget has, in recent years, been the funding source for paving projects, among other capital projects.

In accordance with the Board's Purchasing Policy, Tender #614 was issued for paving projects at the above mentioned schools.

A formal tender opening was held on June 2, 2015 at the Catholic Education Centre with Shannon Ficon (Manager of Purchasing and Payroll), Julie Di Domenico (Technical Supervisor – Facilities Services), Maxine Chretien (Purchasing Clerk), Jeff Boivin (EXP Services Inc. Engineering Consultant), and representatives from Amico Infrastructures Inc. and Trillium Contracting Inc. No other individuals attended the opening.



**FINANCIAL IMPACT:**

A total of three (3) bidders submitted for these projects. The bid results are summarized in the table below. All submissions were reviewed and it was determined that Trillium Contracting Inc. (Trillium) did not acknowledge the receipt of Addendum #2. Per Board policy, Trillium was contacted and confirmed their acknowledgement of Addendum #2. All other bids were in compliance.

A summary of the submitted paving projects tender bids are provided below:

<b>Bidder</b>	<b>Total Stipulated Sum (excluding HST)</b>
Trillium Contracting Inc. 2488 McDougall St., Unit #4 Windsor, ON N8X 3N7	\$211,659
Fuller Construction (1986) Inc. 5487 Rhodes Drive Windsor, ON N8N 2M1	\$222,000
Amico Infrastructures Inc. 2199 Blackacre Drive RR #1 Oldcastle, ON N0R 1L0	\$325,600

As the Board Approved School Condition Improvement paving budget for the 2014-15 fiscal year is \$500,000 and the total estimated cost of paving projects is \$211,659, there are sufficient funds available for the projects noted above. Given the availability of budget funds, it is recommended that the low bidder, Trillium, be issued a purchase order to complete the paving projects noted above.

**TIMELINES:**

The contractor, Trillium, is scheduled to commence work at St. Mary's and St. Christopher on July 6, 2015 and St. John the Baptist on August 1, 2015. All paving projects are scheduled to be completed by Tuesday, August 25, 2015.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul A. Picard, Director of Education  
**SUBJECT:** **NEW DRAFT POLICY T: 07 TRUSTEE CODE OF CONDUCT**

**RECOMMENDATION:**

**That Draft Policy T: 07 Trustee Code of Conduct be approved in principle.**

**SYNOPSIS:**

Draft Policy T: 07 Trustee Code of Conduct is recommended for approval in principle, to be returned for final approval in September 2015, subject to amendment arising out of the public consultation process.

**BACKGROUND COMMENTS:**

Proposed Changes to Existing Policy/Procedure:

Effective September 1, 2013, following a comprehensive review of the Board's By-Laws conducted in consultation with the Board's solicitor, the following provisions were approved:

6:02

**ADOPTION OF CODE OF CONDUCT**

*The BOARD shall adopt a code of conduct that applies to TRUSTEES and STUDENT TRUSTEES.*

6:03

**CONTENT OF CODE OF CONDUCT**

*The Code of Conduct shall include the enforcement procedure and sanctions for any breach of the code of conduct. The code of conduct, enforcement procedures and sanctions shall at a minimum comply with the ACT.*

6:04

**ANNUAL REVIEW**

*All TRUSTEES and STUDENT TRUSTEES shall annually review the code of conduct and sign a copy of it confirming that they have received a copy of the code of conduct, read it and agree to abide by it.*

In compliance with the above noted operational procedures, Administration has worked with the Board’s Solicitor in drafting Policy T: 07 Trustee Code of Conduct and the attached schedule “A” *Windsor-Essex Catholic District School Board Trustee Code of Conduct*.

Source and Rationale for the Proposals:

The objective of the policy proposal is to establish norms of acceptable behaviour for Board Trustees as they work to support the Board’s mission, vision, and goals.

Results of Public Consultation Process:

The draft amended policy has been posted to the public website. Stakeholders, including principals/vice-principals, association/union representatives, school councils, and members of the Parent Involvement Committee have been invited to provide feedback. The Policy Review Subcommittee will report on the results of the consultation process when the policy is returned for final approval in September.

Impact On Other Policies and Procedures: The draft policy proposal is consistent with existing board policy and procedure.

Timetable For Implementing Policy and Procedure: The policy and Code of Conduct will be implemented upon final approval.

Benefits of the Policy Proposals: The draft policy is recommended as contributing to confidence in public education and respect for the integrity of Board Trustees.

Risks of Policy Direction and Mitigation Strategies: N/A

Impact on Stakeholders and Plan For Communicating the Policies: The amended policy will be communicated to all stakeholders and shall be posted to the Board’s public web site.

**FINANCIAL IMPACT:** N/A

**TIMELINES:**

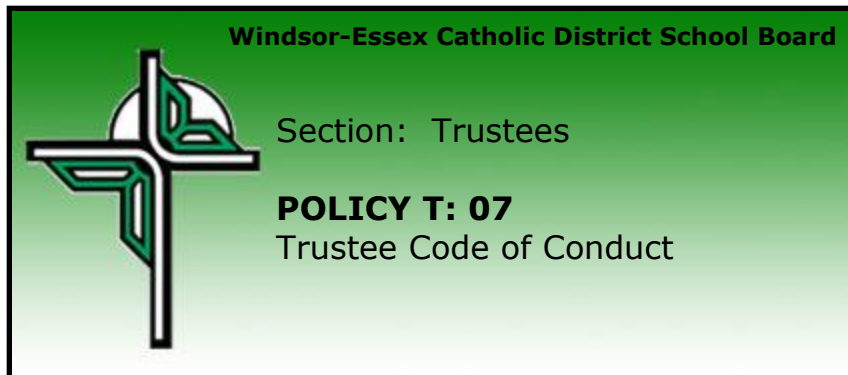
A report recommending final approval of the new policy proposal, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting in September.

**APPENDICES:**

- Draft Policy T: 07 Trustee Code of Conduct

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015



<b>NUMBER:</b>	T: 07
<b>EFFECTIVE:</b>	Draft
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2018-2019

DRAFT

## 1.0 OBJECTIVE:

- 1.1 To determine and enforce norms of acceptable behaviour for Board Trustees as they work to support the Board's mission, vision, and goals.

## 2.0 GUIDING PRINCIPLES:

- 2.1 A Trustee position is an elected position which carries with it the understanding that the electorate will decide at election time its support for the effectiveness of a Trustee. At the same time, it is important to recognize the public trust and responsibility the collective body carries and that this trust and responsibility is honoured through determining and enforcing norms of acceptable behaviour.
- 2.2 A code of conduct policy contributes to confidence in public education and respect for the integrity of Trustees in the community. It deals with acceptable and respectful behaviours.

## 3.0 SPECIFIC DIRECTIVES:

- 3.1 The attached Code of Conduct (schedule "A") shall apply to all Trustees of the board, including the Chair and Vice-Chair.

## 4.0 RESPONSIBILITY:

- 4.1 Board Trustees shall execute an acknowledgment and undertaking to read, understand, and abide by the Board's Code of Conduct and the enforcement procedures.
- 4.2 The Director of Education shall ensure that all Board Trustees execute the acknowledgment and undertaking detailed within the Code of Conduct.

## 5.0 REVIEW AND EVALUATION:

- 5.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.

**POLICY T: 07 Trustee Code of Conduct**

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- 5.2 The attached Code of Conduct shall be reviewed annually in accordance with the Board's Operational Procedures.
- 5.3 This policy will be reviewed in the 2018 – 2019 policy review cycle.

**REFERENCES:**

Board By-laws Respecting the Operational Procedures of the Board.

Other related policies of the Board which support this policy are:

A: 12 Code of Ethics/Conflict of Interest

SC: 15 Code of Conduct

T: 01 Student Trustee Policy

T: 02 Conventions, Meetings, Out of Pocket Expenses

Pr T: 02 Conventions, Meetings, Out of Pocket Expenses

T: 03 Information to Trustees

T: 04 Electronic Participation in Board Meetings

T: 05 Negotiation Procedures

SCHEDULE "A"  
BOARD POLICY T: 07 TRUSTEE CODE OF CONDUCT  
**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**  
**TRUSTEE CODE OF CONDUCT**

*Catholic Faith Community and Culture*

1. Each Windsor-Essex Catholic District School Board Trustee shall, within the duties prescribed in the *Education Act*, its regulations, and other applicable legislation, and reflecting a ministry within the Church:
  - a) Acknowledge that Catholic schools are an expression of the teaching mission of the Church;
  - b) Facilitate the best possible Catholic education according to the programs approved by the Canadian Conference of Catholic Bishops and the provincial Minister of Education;
  - c) Recognize and defend the constitutional right of Catholic education and the democratic and corporate authority of the Board;
  - d) Ensure the affairs of the Board are conducted with openness, justice and compassion;
  - e) Work to improve personal knowledge of current Catholic educational research and practices;
  - f) Affirm a strong sense of Christian Catholic Community;
  - g) Provide support, encouragement and prayer for the efforts of all persons engaged in the ministry of Catholic education in Canada.

*Integrity and Dignity of Office*

2. Trustees of the Board shall discharge their duties loyally, faithfully, impartially and in a manner that will inspire public confidence in the abilities and integrity of the Board.
3. Trustees of the Board shall recognize that the expenditure of school board funds is a public trust and endeavour to see that the funds are expended efficiently, in the best interests of the students.
4. Trustees, as leaders of the Board, must uphold the dignity of the office and conduct themselves in a professional manner, especially when attending Board events, or while on Board property.
5. Trustees shall ensure that their comments are issue-based and not personal, demeaning or disparaging with regard to Board staff or fellow Board members.
6. Trustees shall endeavour to participate in trustee development opportunities to enhance their ability to fulfill their obligations.

***Avoidance of personal advantage and conflict of interest***

7. No Trustee shall accept a gift from any person or entity that has dealings with the Board if a reasonable person might conclude that the gift could influence the Trustee when performing his or her duties to the Board. However, this does not, for example, preclude a Trustee from accepting a free ticket or admission to a charitable event or professional development event. Trustees shall refer to and abide by Board Policy A: 12 Code of Ethics/Conflict of Interest when considering an offer of a “gift”.
8. A Trustee shall not use his or her office to advance the Trustee's interests or the interests of any family member or person or organization with whom or with which the Trustee is related or associated.
9. No Trustee shall use his or her office to obtain employment with the Board for the Trustee or a family member.

***Compliance with Legislation***

10. A Trustee of the Board shall discharge his or her duties in accordance with the *Education Act* and any regulations, directives or guidelines thereunder and comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation.
11. Every Trustee of the Board shall uphold the letter and spirit of this Code of Conduct.
12. Every Trustee shall respect and understand the roles and duties of the individual Trustees, Board of Trustees, the Director of Education and the Chair of the Board.

***Civil Behaviour***

13. No Trustee shall engage in conduct during meetings of the Board or committees of the Board, and at all other times that would discredit or compromise the integrity of the Board.
14. A Trustee of the Board shall not advance allegations of misconduct and/or a breach of this Code of Conduct that are trivial, frivolous, vexatious, made in bad faith or vindictive in nature against another Trustee of the Board.
15. When expressing individual views, Trustees shall respect the differing points of view of other Trustees on the Board, staff, students and the public.
16. Trustees shall at all times act with decorum and shall be respectful of other Trustees of the Board, staff, students and the public.
17. All Trustees of the Board shall endeavour to work with other Trustees of the Board and staff of the Board in a spirit of respect, openness, courtesy, and co-operation.

***Respect for Confidentiality***

18. Every Trustee shall keep confidential any information disclosed or discussed at a meeting of the Board or committee of the Board, or part of a meeting of the Board or committee of the Board, that was closed to the public, and keep confidential the substance of deliberations of a meeting closed to the public, unless required to divulge such information by law or authorized by the Board to do so.
19. No Trustee shall use confidential information for either personal gain or to the detriment of the Board.
20. Trustees shall not divulge confidential information, including personal information about an identifiable individual or information subject to solicitor-client privilege that a Trustee becomes aware of because of his or her position, except when required by law or authorized by the Board to do so.

***Upholding decisions***

21. All Trustees of the Board shall accept that authority rests with the Board, and that a Trustee has no individual authority other than that delegated by the Board.
22. Each Trustee shall uphold the implementation of any Board resolution after it is passed by the Board. A proper motion for reconsideration or rescission, if permitted by the Board's Rules of Order, can be brought by a Trustee.
23. A Trustee should be able to explain the rationale for a resolution passed by the Board. A Trustee may respectfully state his or her position on a resolution provided it does not in any way undermine the implementation of the resolution.
24. Each Trustee shall comply with Board policies, procedures, By-Laws, and Rules of Order.
25. The Chair of the Board is the spokesperson to the public on behalf of the Board, unless otherwise determined by the Board. No other Trustee shall speak on behalf of the Board unless expressly authorized by the Chair of the Board or Board to do so. When individual Trustees express their opinions in public, they must make it clear that they are not speaking on behalf of the Board.

**ENFORCEMENT OF CODE OF CONDUCT*****Identifying a Breach of the Code***

26. A Trustee who has reasonable grounds to believe that a Trustee of the Board has breached the Board's Code of Conduct may bring the alleged breach to the attention of the Board. This is done through the Chair of the Board.



27. Any allegation of a breach of the Code must be brought to the attention of the Chair of the Board no later than six (6) weeks after the breach comes to the knowledge of the Trustee reporting the breach. Notwithstanding the foregoing, in no circumstance shall an inquiry into a breach of the Code be undertaken after the expiration of six (6) months from the time the contravention is alleged to have occurred.
28. Any allegation of a breach of the Code of Conduct shall be investigated following the *Informal* or *Formal* Complaint Procedures below, as the case may be.
29. It is expected that whenever possible, allegations of a breach of the Code of Conduct by a Trustee shall be investigated following the Informal Complaint Procedure. It is recognized that from time to time a contravention of the Code may occur that is trivial, or committed through inadvertence, or an error of judgment made in good faith. In the spirit of collegiality and the best interests of the Board, the first purpose of alerting a Trustee to a breach of the Code is to assist the Trustee in understanding his/her obligations under the Code. Only serious and/or reoccurring breaches of the Code by a Trustee should be investigated following the *Formal Complaint Procedure*.

#### ***Chair/Presiding Officer***

30. The Code of Conduct applies equally to the Chair of the Board. In the case of an allegation of a breach of the Code by the Chair, wherever a process requires action by the Chair, it shall be modified to read the Vice-Chair of the Board.
31. Each year two alternate Trustees shall be chosen by the Board to be used when the circumstance warrant that one or both Trustees are needed in place of the Chair and/or Vice- Chair of the Board to carry out any of the duties required under this Code of Conduct and Enforcement. In no circumstance shall the Trustee who brought the complaint of a breach of the Code of Conduct be involved in conducting any Formal Inquiry into the complaint.
32. Nothing in this Code prevents the Chair or Presiding Officer of any meeting of the Board or committee of the Board from exercising their power pursuant to s. 207(3) of the *Education Act* to *expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting*. For greater certainty, this may be done at the sole discretion of the Chair or Presiding Officer, as the case may be, and without the necessity of a complaint or conducting an inquiry before an expulsion or exclusion from a meeting. The rationale for this provision is that a Chair or Presiding Officer must have the ability to control a meeting. Any Trustee who does not abide by a reasonable expulsion or exclusion from a meeting is deemed to have breached this Code.
33. The Chair of the Board or Presiding Officer of any meeting of the Board or committee of the Board shall exercise their powers in a fair and impartial manner having due regard for every Trustee's opinion or views.

34. The Chair of the Board or Presiding Officer shall follow the special rules of order of the Board and/or the adopted Rules of Order and meeting procedures contained in any Policy or By-Law of the Board. A breach of a rule of order should be dealt with at the meeting in question by a Trustee rising to a point of order or appealing a ruling of the Chair in accordance with any applicable rule of order. Once such a motion is dealt with by the Board of Trustees, all Trustees shall abide by that decision and no further action shall be undertaken pursuant to the *Enforcement of the Code of Conduct*, except for persistent improper use of the applicable rules of order by the Chair or Presiding Officer.

### ***Informal Complaint Procedure***

35. The Chair of the Board on his/her [its] own initiative, or at the request of a Trustee of the Board (without the necessity of providing a formal written complaint) who alleges a breach of the Code has occurred, may meet informally with a Trustee of the Board who is alleged to have breached the Code, to discuss the breach. The purpose of the meeting is to bring the allegation of the breach to the attention of the Trustee and to discuss remedial measures to correct the offending behaviour. The Informal Complaint Procedure is conducted in private.
36. The remedial measures may include, for example, a warning, an apology, and/or the requirement of the Trustee to engage in the successful completion of professional development training such as that offered by the Ontario Education Services Corporation *Professional Development Program for School Board Trustees*. If the Chair of the Board and the Trustee alleged to have breached this Code cannot agree on a remedy, then a formal complaint may be brought against the Trustee alleged to have breached this Code and that complaint will be dealt with in accordance with the Formal Complaint Procedure below.

### ***Formal Complaint Procedure***

37. A Trustee who has reasonable grounds to believe that another Trustee of the Board has breached the Board's Code of Conduct may bring the breach to the attention of the Board by first providing to the Chair of the Board, a written, signed complaint setting out the following:
- (i) the name of the Trustee who is alleged to have breached the Code;
  - (ii) the alleged breach or breaches of the Code;
  - (iii) information as to when the breach came to the Trustee's attention;
  - (iv) the grounds for the belief by the Trustee that a breach of the Code has occurred; and
  - (v) the names and contact information of any witnesses to the breach or any other persons who have relevant information regarding the alleged breach.

Except as provided below, if a written complaint is filed with the Chair of the Board then a formal inquiry shall be undertaken, unless the complainant subsequently withdraws the complaint or agrees that the complaint may be dealt with in accordance with the Informal Complaint Procedure.

38. In an election year for Trustees, a code of conduct complaint respecting a Trustee who is seeking re-election shall not be brought during the period commencing two months prior to election day and ending after the first Board meeting after the new term of office of the Board commences. If the Trustee accused of a breach of the Code is not re-elected, no inquiry into the alleged breach of the Code by that Trustee shall be undertaken. The limitation period for bringing a complaint shall be extended as necessary.
39. The Chair of the Board shall provide to all Trustees of the Board a confidential copy of the complaint within ten (10) days of receiving it. The complaint, any response to the complaint and the investigation of the complaint shall be confidential until it is before the Board of Trustees for a decision as to whether or not the Trustee has breached this Code.

### ***Refusal to Conduct Formal Inquiry***

40. If the Chair and Vice-Chair of the Board are of the opinion that the complaint is out of time, trivial, frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for a formal inquiry, a formal inquiry shall not be conducted and a confidential report stating the reasons for not doing so shall be provided to all Trustees of the Board.
41. If the Chair and Vice-Chair of the Board cannot agree on the above then a full formal inquiry shall be conducted.
42. If an allegation of a breach of the Code of Conduct on its face is with respect to the non-compliance with a more specific Board Policy with a separate complaint procedure, the allegation shall be processed under that procedure.

### ***Inquiry***

43. If a formal inquiry of an allegation of a breach of the Code of Conduct is undertaken, it shall be done by an outside consultant chosen by the Chair and Vice-Chair.

### ***Steps of Formal Inquiry***

44. The *Statutory Powers Procedure Act* does not apply to anything done regarding the Enforcement of this Code of Conduct. No formal trial-type hearing will be conducted.
45. Procedural fairness shall govern the formal inquiry. The formal inquiry will be conducted in private.
46. The formal inquiry may involve both written and oral statements by any witnesses, the Trustee bringing the complaint and the Trustee who is alleged to have breached the Code of Conduct.

47. The Trustee who is alleged to have breached the Code of Conduct shall have an opportunity to respond to the allegations both in a private meeting with the person(s) undertaking the formal inquiry and in writing.
48. It is expected that the formal inquiry will be conducted within a reasonable period of time which will depend on the circumstances of the case. The Trustee who is alleged to have breached the Code of Conduct shall provide a written response to the allegations within 10 days of receiving the written allegation, or such extended period of the time as the investigators deem appropriate in the circumstance.
49. If the Trustee who is alleged to have breached the Code of Conduct refuses to participate in the formal inquiry, the formal inquiry will continue in his/her absence.
50. The final report shall outline the finding of facts, and may contain a recommendation or opinion as to whether the Code of Conduct has been breached if requested to do so by the Chair.

### ***Suspension of Formal Inquiry***

51. If the investigators, when conducting the formal inquiry, discover that the subject-matter of the formal inquiry is being investigated by police, that a charge has been laid, or is being dealt with in accordance with a procedure established under another *Act*, the formal inquiry shall be suspended until the police investigation, charge or matter under another *Act* has been finally disposed of. This shall be reported to the rest of the Board of Trustees.

### ***Decision***

52. The final report shall be delivered to the Board of Trustees, and a decision by the Board of Trustees as to whether or not the Code of Conduct has been breached and the sanction, if any, for the breach shall be made as soon as practical after receipt of the final report by the Board.
53. Trustees shall consider only the findings in the final report when voting on the decision and sanction. No Trustee shall undertake their own investigation of the matter.
54. If the Board of Trustees determine that there has been no breach of the Code of Conduct or that a contravention occurred, although the Trustee took all reasonable measures to prevent it, or that a contravention occurred that was trivial, or committed through inadvertence, or an error of judgment made in good faith, no sanction shall be imposed.
55. The determination of a breach of the Code of Conduct and the imposition of a sanction with respect to a complaint investigated in accordance with the Formal Complaint Procedure must be done by resolution of the Board at a meeting of the Board, and the vote on the resolution shall be open to the public. The resolutions shall be recorded in the minutes of the meeting. The reasons for the decision shall be recorded in the minutes of

the meeting. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees of the Board present and voting.

56. Despite s. 207 (1) of the *Education Act*, the part of the meeting of the Board during which a breach or alleged breach of the Board's Code of Conduct is considered may be closed to the public when the breach or alleged breach involves any of the matters described in clauses 207(2) (a) to (e) being:
- (a) the security of the property of the board;
  - (b) the disclosure of intimate, personal or financial information in respect of a member of the board or committee, an employee or prospective employee of the board or a pupil or his or her parent or guardian;
  - (c) the acquisition or disposal of a school site;
  - (d) decisions in respect of negotiations with employees of the board; or
  - (e) litigation affecting the board.
57. The Trustee who is alleged to have breached the Code of Conduct shall not vote on a resolution to determine whether or not there is a breach or the imposition of a sanction. The Trustee who brought the complaint to the attention of the Board may vote on those resolutions.
58. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but shall not participate in the deliberations, and shall not be required to answer any questions at that meeting.
59. The Trustee who is alleged to have breached the Code of Conduct shall not in any way, after the final report is completed, influence the vote on the decision of breach or sanction, except as permitted below after these decisions have been made.

### ***Sanctions***

60. If the Board determines that the Trustee has breached the Board's Code of Conduct, the Board may impose one or more of the following sanctions:
- (a) Censure of the Trustee.
  - (b) Barring the Trustee from attending all or part of a meeting of the Board or a meeting of a committee of the Board.
  - (c) Barring the member from sitting on one or more committees of the Board, for the period of time specified by the Board.
61. The Board shall not impose a sanction that is more onerous than the above but may impose one that is less onerous such as a warning or a requirement that the Trustee successfully complete specified professional development courses at the expense of the Board. The Board has no power to declare the Trustee's seat vacant.

62. A Trustee who is barred from attending all or part of a meeting of the Board or a meeting of a committee of the Board is not entitled to receive any materials that relate to that meeting or that part of the meeting and that are not available to members of the public.
63. The imposition of a sanction barring a Trustee from attending all or part of a meeting of the Board shall be deemed to be authorization for the Trustee to be absent from the meeting and therefore, not in violation of the *Education Act* regarding absences from meetings.

### ***Reconsideration***

64. If the Board determines that a Trustee has breached the Board's Code of Conduct the Board shall,
  - (a) give the Trustee written notice of the determination, the reasons for the decision and any sanction imposed by the Board and
  - (b) the notice shall inform the Trustee that he or she may make written submissions to the Board in respect of the determination or sanction by the date specified in the notice that is at least fourteen (14) days after the notice is received by the Trustee; and
  - (c) consider any submissions made by the Trustee and shall confirm or revoke the determination or sanction within fourteen (14) days after the submissions are received.
65. If the Board revokes a determination, any sanction imposed by the Board is revoked.
66. If the Board confirms a determination, the Board shall, within the fourteen (14) days above, confirm, vary or revoke the sanction.
67. If a sanction is varied or revoked, the variation or revocation shall be deemed to be effective as of the date the original determination was made.
68. The Board decisions to confirm or revoke a determination or confirm, vary or revoke a sanction shall be done by resolution at a meeting of the Board and the vote on the resolution shall be open to the public. Both resolutions shall be decided by a vote of at least 2/3 of the Trustees present and voting. The resolutions shall be recorded in the minutes of the meeting together with the reasons for confirming or revoking a determination. The Board shall provide to the Trustee alleged to have breached the Code of Conduct written notice of the decision to confirm or revoke the determination together with reasons for the decision and written notice of any decision to confirm, vary or revoke a sanction. The Trustee alleged to have breached the Code of Conduct shall not vote on those resolutions. The Trustee who brought the complaint may vote.
69. The Trustee who is alleged to have breached the Code of Conduct may be present during the deliberations regarding the above but may not participate in the deliberations and shall not be required to answer any questions at that meeting.

70. If appropriate, the original sanction may be stayed pending the reconsideration by the Board of the determination or sanction.

**ACKNOWLEDGEMENT AND UNDERTAKING**

I confirm that I have read, understand and agree to abide by the Board's Code of Conduct and the Enforcement Procedures.

**DATE:** ▶

**SIGNATURE:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education

**SUBJECT:** **DRAFT AMENDED POLICY T: 02 TRUSTEE EXPENSES AND BOARD SERVICES**

**RECOMMENDATION:**

**That Draft Amended Policy T: 02 Trustee Expenses and Board Services be approved in principle.**

**SYNOPSIS:**

A Policy Working Subcommittee, including the Superintendent of Business, Manager of Accounting and Capital, and Senior Manager of Human Resources and Policy Development, in consultation with Board staff, conducted a review of existing Board Policy T: 02 Conventions, Meetings, and Out of Pocket Expenses. The attached draft amended policy was developed from that review and is recommended for approval in principle.

**BACKGROUND COMMENTS:**

Policy T: 02 Conventions, Meetings, Out of Pocket Expenses was last reviewed and amended in 2007. Effective April, 2011, provincial directives governing the regulation of broader public sector expenses (BPS Directives) were issued under the *Broader Public Sector Accountability Act, 2010*. The Policy Working Subcommittee has reviewed the existing Board policy for compliance with the directives; for consistency with other Windsor-Essex Catholic District School Board policies, including Policy A: 04 Expense Reimbursement for Employees/Consultants/Contractors; and for consistency with best school board practices.

Proposed Changes to Existing Policy/Procedure:

- In accordance with BPS Directives:
  - Definition of allowable “hospitality” expenses;
  - Enhanced guiding principles for ensuring transparency and accountability;
  - Specific directives for the review and development of administrative procedures governing expense reimbursement for Trustees;



- o Express approval requirements for expenses of all Trustees, including the Chair of the Board.

Source and Rationale for the Proposals:

The proposed amendments are recommended in support of furthering the Board’s commitment to open, transparent, and accountable governance.

Results of Public Consultation Process:

The draft amended policy and supporting proposed administrative procedure has been posted to the public website. Stakeholders, including principals/vice-principals, association/union representatives, school councils, and members of the Parent Involvement Committee have been invited to provide feedback. The Policy Review Subcommittee will report on the results of the consultation process when the policy is returned for final approval in September.

Impact On Other Policies and Procedures: The draft amended policy proposal is consistent with existing board policy and procedure.

Timetable For Implementing Policy and Procedure: Amendments to the policy and procedure will be implemented upon final approval of the policy.

Benefits of the Policy Proposals: Enhanced processes that meet and exceed regulatory requirements.

Risks of Policy Direction and Mitigation Strategies: N/A

Impact on Stakeholders and Plan For Communicating the Policies: The amended policy and supporting administrative procedures will be communicated to all stakeholders. Upon implementation, business expenses of Board Trustees shall be reimbursed in accordance with the provisions of the amended policy and procedures.

**FINANCIAL IMPACT:**

While it is difficult to quantify the additional costs that may be incurred or savings that may be realized from the recommended changes in this policy, it is anticipated that these costs and/or savings will not be material in nature.

Expenses may be incurred only if sufficient budget exists to do so. The responsibility rests with the approving authority to manage activities within the existing budget as already established by the Board of Trustees.

**TIMELINES:**


A report recommending final approval of the new policy proposals, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting in September.

**APPENDICES:**

- Draft Amended Policy T: 02 Trustee Expenses and Board Services

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015



**Windsor-Essex Catholic District School Board**

Section: Trustees

**POLICY T: 02**  
**Trustee Expenses and Board Services**

**DRAFT**

<b>NUMBER:</b>	T: 02
<b>EFFECTIVE:</b>	June 9, 1998
<b>AMENDED:</b>	May, 2007 April 13, 2004
<b>RELATED POLICIES:</b>	A:04 Pr A:04 Pr T:02 T:01, T:07
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2018-2019

## 1.0 OBJECTIVE:

- 1.1 To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board and to establish services to be provided by the Board in supporting the work of Board Trustees.

## 2.0 DEFINITIONS:

- 2.1 “Hospitality” for the purposes of this policy is the provision of food, accommodation, transportation, token gifts, and other amenities paid out of public funds to individuals who are not engaged to work for the Board (i.e. would not include trustees, employees, consultants/contractors).

## 3.0 GUIDING PRINCIPLES:

- 3.1 The Windsor-Essex Catholic District School Board shall be accountable for public funds used to reimburse travel, meal, professional development and hospitality expenses and shall ensure that all expenses support the Board’s business objectives.
- 3.2 The procedures for authorizing and/or reimbursing expenses shall be clear, easily understood and transparent to all stakeholders.
- 3.3 Taxpayer dollars shall be used prudently and responsibly. Plans for travel, meals, accommodation, professional development and hospitality must be necessary and economical with due regard for health and safety.
- 3.4 Legitimate authorized expenses incurred during the course of Board business shall be reimbursed.
- 3.5 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 3.6 The Board recognizes that it must schedule meetings of Trustees, which may require out-of-pocket expenses by Trustees who wish to attend such meetings.
- 3.7 The Board recognizes the importance of assisting Trustees in communicating with Board

**POLICY T: 02 Trustee Expenses and Board Services**

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administration and with their individual constituencies.

**4.0 SPECIFIC DIRECTIVES:**

- 4.1 The Board shall set aside in its annual budget an amount to support this policy.
- 4.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director of Education, with confirmation for procedural compliance from the Superintendent of Business. The Chair of the Board shall seek approval from the Vice Chair and the Director of Education, with confirmation for procedural compliance from the Superintendent of Business.
- 4.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.
- 4.4 Administration shall develop procedures that support the principles of this policy and that address the following directives:
  - i) The establishment of a clear accountability framework where the authority for appropriate expense approvals is clear.
  - ii) There shall be no reimbursement for the purchase of alcoholic beverages.
  - iii) Reimbursement for hospitality must never be offered solely for the benefit of those working for the Board (i.e. trustees, employees, consultants/contractors). Examples of such non-reimbursable expenses would include costs of office social events, retirement parties, holiday lunches.
  - iv) Reimbursed expenses are subject to examination by the Business Department, the Regional Internal Audit Team and/or the Board's external auditors and should be completed with care and accuracy and supported by the appropriate original invoices and/or receipts.
- 4.5 Any request for expenditure reimbursement that is not in compliance with the spirit of this policy as determined by the Board's Business Department may be denied or alternatively reported to the Director of Education for decision.

**5.0 RESPONSIBILITY:**

- 5.1 It is the responsibility of each Trustee to determine the appropriateness of any travel and/or professional development conventions, conferences, seminars, or the necessity of any out-of-pocket expenses.
- 5.2 The Director of Education shall ensure that administrative procedures are developed that are in compliance with the principles and directives of this policy, and with the Broader Public Sector Guidelines.

**POLICY T: 02 Trustee Expenses and Board Services**

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5.3 ~~It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.~~

5.3 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee's ~~and detailing~~ out-of-district travel, professional development, conventions, conferences and seminars attended by each Trustee.

**6.0 REVIEW AND EVALUATION**

6.1 The effectiveness of this policy shall be accessed through Trustee, staff and community satisfaction measures.

6.2 This Policy shall be reviewed during the 2018-2019 policy review cycle.

**7.0 REFERENCES:**

Education Act s.191

Ontario Regulation 357/06

The Broader Public Sector Accountability Act, 2010

Broader Public Sector Expenses Directive

Procedure T: 02 Trustee Expenses and Board Services

Policy T: 01 Student Trustee

Policy T: 07 Trustee Code of Conduct

Policy A: 04 Expense Reimbursement for Employees/ Consultants/Contractors

Procedure A: 04 Expense Reimbursement for Employees/Consultants/Contractors



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

<b>Meeting Date:</b> June 22, 2015
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## BOARD REPORT

	<b>Public</b> <input checked="" type="checkbox"/>	<b>In-Camera</b> <input type="checkbox"/>	
<b>PRESENTED FOR:</b>	Information <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	
<b>PRESENTED BY:</b>	Senior Administration		
<b>SUBMITTED BY:</b>	Paul A. Picard, Director of Education		
<b>SUBJECT:</b>	<b>DRAFT AMENDED POLICY A: 05 PUPIL ACCOMMODATION REVIEW</b>		

**RECOMMENDATION:**

**That Draft Amended Policy A: 05 Pupil Accommodation Review be approved in principle.**

**SYNOPSIS:**

Current Board Policy A: 05 Pupil Accommodation Review has been reviewed and amended for compliance with the revised Ministry of Education Pupil Accommodation Review Guidelines, and the attached draft amended policy is presented for approval in principle.

**BACKGROUND COMMENTS:**

Proposed Changes to Existing Policy/Procedure:

Board Policy A: 05 Pupil Accommodation Review was approved in 2007 and amended in 2010, in accordance with Ministry of Education Pupil Accommodation Review Guidelines of October 31, 2006 and June 26, 2009.

The Ministry issued revised Guidelines in March 2015, which include the following highlighted amendments:

- The addition of two exemptions (to the five listed in the previous Guidelines) where school boards are not obligated to undertake a pupil accommodation review;
- The requirement for specific school board planning prior to an accommodation review, including consultation with community organizations and municipalities;
- The initial administrative report to the Board recommending an accommodation review must now contain one or more options to address the accommodation issues, with supporting rationale;
- The role of the Accommodation Review Committee has been changed from being an advisory committee required to produce a recommendation report, to a Committee acting as a conduit for information sharing between the school board and the school communities;

- Establishment of an optional, modified, less complex accommodation review process, in addition to the standard process, where the Board clearly outlines the conditions where a modified process could be initiated. The conditions must be based on at least two of the factors set out within the Ministry Guidelines; and
- Timeline changes: The new standard process requires a minimum of two public meetings (previous guideline required 4). The modified process requires a minimum of one public meeting.

#### Source and Rationale for the Proposals:

The recommended amendments to Policy A: 05 Pupil Accommodation Review ensure compliance with revised Ministry Guidelines and further both the Ministry and Board's commitment to making pupil accommodation decisions with the involvement of an informed community, based on a broad range of criteria regarding the quality of the learning experience for students.

#### Results of Public Consultation Process:

The draft amended policy and supporting proposed administrative procedure has been posted to the public website. Stakeholders, including principals/vice-principals, association/union representatives, school councils, and members of the Parent Involvement Committee have been invited to provide feedback. Administration will report on the results of the consultation process when the policy is returned for final approval in September.

Impact On Other Policies and Procedures: Board Policy B: 08 Facility Partnerships is currently being reviewed for compliance with the Ministry revised Facility Partnerships Guidelines.

Timetable For Implementing Policy and Procedure: Amendments to the policy and procedure will be implemented upon final approval of the policy.

Benefits of the Policy Proposals: The establishment of a framework for pupil accommodation planning and review within which the Board shall consult with community partners in making pupil accommodation decisions that focus on student well-being; academic achievement; and Board financial viability/sustainability.

Risks of Policy Direction and Mitigation Strategies: N/A

Impact on Stakeholders and Plan For Communicating the Policies: The amended policy and supporting administrative procedures will be communicated to all stakeholders. Upon final approval, all accommodation planning and accommodation review will be conducted in accordance with revised policy and procedure.

#### **FINANCIAL IMPACT:**

N/A.

#### **TIMELINES:**


A report recommending final approval of the new policy proposals, subject to amendments that may arise from the consultation process, will be presented at the Regular Board Meeting in September.

#### **APPENDICES:**

- Draft Amended Policy A: 05 Pupil Accommodation Review

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015



**Windsor-Essex Catholic District School Board**

Section: Administration

**POLICY A: 05**  
**Pupil Accommodation Review**

<b>NUMBER:</b>	A: 05
<b>EFFECTIVE:</b>	June 25, 2007
<b>AMENDED:</b>	March 9, 2010
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	A:05 School Closure
<b>REVIEW DATE:</b>	<b>DRAFT</b>

**DRAFT**

**1.0 OBJECTIVE:**

- 1.1 To implement the updated Pupil Accommodation Review Guidelines released by the Ministry of Education on March 25, 2015 ~~October 31, 2006 and revised in June 2009~~, and to ensure that the planning and accommodation review process encourages public participation and open decision-making within the context of the teachings of the Catholic Faith.

**2.0 GUIDING PRINCIPLES:**

- 2.1 The Windsor-Essex Catholic District School Board is committed to achieving the greatest good for the greatest number of its students and their families. All planning decisions will be implemented in keeping with the Board’s mission and will be mindful of the best and most prudent use of all of the resources available to the Board.
- 2.2 The pupil accommodation review process shall focus on student well-being; academic achievement; and school board financial viability/sustainability.
- 2.3 The Board is required to operate schools that are educationally advantageous and economically efficient. Various factors beyond the Board’s control will impact on this commitment. These include declining, increasing and shifting populations, current funding and operational realities, changing educational objectives, and physical limitations.
- 2.4 To fulfill the Board’s commitment to providing the highest quality educational programs and services, administration shall continuously monitor all factors and plan for pupil accommodations.
- 2.5 There may be occasion where the Board must consolidate school enrolments and accommodations by changing boundaries and adding or deleting pupil spaces in accordance with established Ministry procedures, regulations and guidelines. This may include constructing new schools or closing existing schools.

**3.0 SPECIFIC DIRECTIVES:**

- 3.1 The Director shall put in place administrative procedures that implement the Pupil Accommodation Review Guidelines and that fulfill the objectives of this policy.



## **POLICY A: 05 Pupil Accommodation Review**

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3.2 The following are not actions to which this Policy applies:

- a) Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified through the Board's existing policies; (e.g., replacement of a rural school within its existing rural community)
- b) where a replacement school is to be built by the school board on the existing site, or built or acquired within the existing school attendance boundary and the school community must be temporarily relocated to ensure the safety of students and staff during the reconstruction;
- c) When a lease is terminated.
- d) When the Board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school. This calculation is based on the enrolment at the time of the relocation or the first phase of a relocation carried over a number of years.
- e) When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations.
- f) Where a facility has been serving as a holding school for a school community whose permanent school is over capacity and/or under construction or repair.
- g) Where there are no students enrolled at the school at any time throughout the school year.

In these circumstances, the Board will consult with local school communities about proposed accommodation options for students in advance of any decision made by the Board.

3.3 The Board will engage in a long-term enrolment, staffing and capital planning process that will provide the context for accommodation review processes and decisions, and assist the Board in using its facilities and capital resources efficiently and effectively.

3.4 A copy of the Pupil Accommodation Review Guidelines, and the Ministry document entitled "Administrative Review of the Accommodation Review Process" along with this Policy will be posted on the Board's website and will be made available at the head office of the Board.

### **4.0 RESPONSIBILITY:**

4.1 The Board is responsible for ensuring that all provisions of the Ministry's Pupil Accommodation Review Guidelines and the requirements contained within Board Policy

**POLICY A: 05 Pupil Accommodation Review**

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and Procedure are followed when the Board conducts an Accommodation Review.

- 4.2 The Director is responsible for assisting the Board in the process of long-term accommodation planning, in order to monitor enrolment trends, school capacity, address provincial policy initiatives, and implement new capital projects accordingly. This planning should take into account opportunities for partnerships with other school boards, parishes, local municipalities, and ~~appropriate public organizations~~ other community partners that are financially sustainable, safe for students and protect the values and objectives of the Board.
- 4.3 An Accommodation Review Committee (ARC) formed at the direction of the Board must follow the requirements set out in the Ministry's Pupil Accommodation Review Guidelines and Board Policy / Procedure ~~and its Terms of Reference~~ when carrying out its mandate.

**5.0 REVIEW AND EVALUATION:**

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff, and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2017-2018 policy review cycle.

**6.0 REFERENCES:**

Pupil Accommodation Review Guidelines, Ministry of Education, ~~October 31, 2006 and revised June 26,~~ March 26, 2015

Administrative Review of the Accommodation Review Process, Ministry of Education, dated October 31, 2006

Board Policy A: 22 School Boundary

Board Policy B: 08 Facility Partnerships

Administrative Procedure PR A:05 Pupil Accommodation Review



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

**Meeting Date:**  
 June 22, 2015

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Cathy Geml, Associate Director of Education  
 Mario latonna, Executive Superintendent of Corporate Services  
**SUBJECT:** 2015-16 FINAL BUDGET APPROVAL

**RECOMMENDATION:**

**That the 2015-16 Final Budget Estimates be approved and that administration be directed to submit the Budget Estimates to the Ministry of Education by the June 30, 2015 due date as required.**

**SYNOPSIS:**

The purpose of this report is to recommend approval of the 2015-16 Final Budget Estimates and to receive direction for submission of the Budget Estimates to the Ministry of Education by the June 30, 2015 due date as required.

**BACKGROUND COMMENTS:**

The 2015-16 Final Draft Budget Estimates were tabled for the Board’s review and consideration on June 9, 2015. The draft was tabled at that time for a 2 week period to allow for further stakeholder and broader community consultation on the recommended budget. No additional comments were received during this further consultation period and, as a result, no changes have been made to the previous draft budget. Therefore, it is being recommended that the 2015-16 Final Budget Estimates be approved and that direction be given for submission to the Ministry of Education.

**FINANCIAL IMPLICATIONS:**

The 2015-16 Final Budget Estimates as presented comply with the requirements under the Education Act that the Board submit a balanced budget to the Ministry of Education prior to each fiscal year.

**TIMELINES:**

- June 9, 2015      2015-16 Final Draft Budget Estimates were tabled for a 2 week review/consultation period.
  
- June 22, 2015    The 2015-16 Final Budget Estimates are to be formally approved.
  
- June 30, 2015    The approved 2015-16 Final Budget Estimates are to be submitted to the Ministry of Education.

**APPENDICES:**

- 2015-16 Final Budget Estimates

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	June 16, 2015
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	June 16, 2015
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2015

# Windsor-Essex Catholic District School Board

## 2015-16 Final Budget



Submitted by:

Board Administration  
June 22, 2015



WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD

*"Learning Together in  
Faith and Service"*

[www.catholicboard.ca](http://www.catholicboard.ca)



# Table of Contents

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At A Glance.....	1
Introduction.....	2
Financial Summary.....	3
2015-16 GSN Highlights.....	5
Budget Planning Objectives.....	6
Budget Process & Timelines.....	8
Budget Consultation.....	10
Budget Pressures, Challenges & Risks.....	11
EQAO Highlights.....	12
Enrolment Projections.....	13
Enrolment Highlights.....	16
Staffing Highlights.....	17
Revenue Highlights.....	18
Funding for Ministry Initiatives.....	21
Expenditure Highlights.....	22
Accumulated Surplus.....	26
Faith Centered Learning.....	27
Special Education.....	28
Administration & Governance.....	29
Capital.....	30
Capital Deficit.....	33
Ministry of Education Reporting Dates.....	34
Appendix I: Budget Consultation Survey Results.....	i
Appendix II: Abbreviations.....	ix

# 2015-16 At A Glance

**Day School Pupils**  
 12,881 Elementary  
 7,155 Secondary

**Adult Learners**  
 175 pupils over age 21

**Classroom Staff**  
 1,185 Teachers  
 310 EAs & CYWs  
 78 ECEs

**Support Staff**  
 244 School Support  
 45 Board Admin  
 200 Facility Services

**Governance**  
 9 Trustees  
 2 Student Trustees

**EQAO**  
 Exceed or match Province in 8 out of 9 Categories

**Learning Environment**  
 51 Portables  
 194 Teaching Days

**Facilities**  
 36 Elementary  
 1 Middle School  
 9 Secondary

## Our Mission:

“We will strive, as a partnership of school, family and parish, to provide our students with a quality Catholic Education rooted in Gospel teachings, enabling all to grow to their potential.”

**Operating Budget**  
 \$246.5M

**Capital Budget**  
 \$11.2M



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# Introduction

Each year, the development of the Board's budget presents various opportunities and challenges. Early in this year's process, the Ministry of Education advised school boards to plan for a 1% to 2% reduction in grant revenues for the 2015-16 school year. The worst case scenario for WECDSB would have been a revenue reduction of more than \$4M. This would have significantly impacted the Board's budget, particularly when combined with the effects of the ongoing enrolment decline.

However, once the Ministry announced its Grants for Student Needs in late March, the revenue reduction was not nearly as dire as first contemplated, equating to approximately \$1M for WECDSB. As a result, the development of the budget was able to focus on addressing other identified pressures, with due regard to taking advantage of areas for improving the Board's service delivery where feasible.

Some of the highlights of the proposed budget contained in this document are provided as follows:

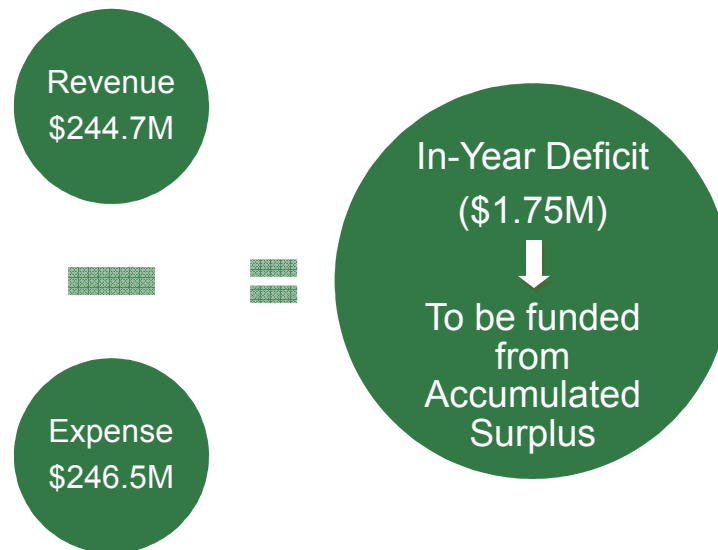
- The submission reflects a balanced budget as defined under the Education Act, with the utilization of \$1.75M of the Board's accumulated surplus to offset the difference between estimated revenues and estimated expenses.
- In accordance with Board By-Law, the budget includes a provision for a contingency amount of 0.5% of operating revenue, which equates to approximately \$1.1M.
- The results of the budget consultation with stakeholders and the broader community informed the budget development throughout the process.
- The budget continues to reflect the application of resources to assist in continual improvement of student achievement, as evidenced through the Board's positive EQAO results in recent years.
- Enrolment remains a challenge with a projected reduction in 2015-16 of 550 students from the current level, consisting of 450 elementary students and 100 secondary students.
- There are no provisions for annual increases in salary and benefits contained in the budget that may result from labour negotiations. Any changes arising out of collective bargaining are expected to be fully funded by the Ministry of Education.
- From the 2014-15 budget to the 2015-16 budget, overall classroom staffing is projected to be lower by 9 (0.5%) and overall non-classroom staffing to be lower by 10 (3.8%).
- The budget supports enhanced and/or expanded programming in various areas including French Immersion, Centres of Excellence and Academies, Special Education and International Education.

This year's Ministry grant announcement revealed changes in individual grants that serve to encourage school boards to address excess and unutilized space in their school buildings. WECDSB has taken significant steps over the years to reduce the excess capacity in its buildings that would otherwise serve to drain limited budget resources away from its objectives of promoting student achievement and faith formation. With these recently announced grant changes, the Board will again be compelled to look at various alternatives for right-sizing the system through formal accommodation reviews.

From a purely financial perspective, the Board's position remains very positive, with an accumulated surplus of \$16.9M projected at the end of 2014-15. Accounting for the use of \$1.75M to offset the difference in proposed revenues and expenses in 2015-16, the budget as presented points to an accumulated surplus at 2015-16 year end of a still very positive \$15.2M. This will provide the Board with flexibility moving forward to face the opportunities and challenges in future years.

# Financial Summary

The Windsor-Essex Catholic District School Board has presented a balanced budget for the 2015-16 school year.



Section 232 of the Education Act requires Boards to adopt balanced budgets. The Board cannot approve a budget with a deficit, but can use accumulated surplus, (formerly known as reserves) as part of balancing revenue and expenditures. According to the Education Act, balanced budgets are defined as:

- (1) Budgets not showing in-year deficits; or
- (2) Budgets showing in-year deficits if the deficits are not greater than the lesser of the following:
  - (a) the accumulated surplus for the previous year (**projected to be \$16.9M for WECD SB**)
  - (b) 1% of the Boards operating revenue for the fiscal year (**\$2.2M for WECD SB**).

Given the criteria above, item (1) does not apply as the 2015-16 budget is showing an in-year deficit. Moving to item (2), the lesser of items (a) and (b) for WECD SB is item (b) at \$2.2M. Therefore, since the planned 2015-16 in-year deficit of \$1.75M is less than item (b) or \$2.2M, the Board is in compliance with the Education Act and considered to have a balanced budget.

With an Accumulated Surplus of \$15.3M at the end of 2013-14 that is projected to grow to \$16.9M at the end of 2014-15, Administration is recommending to use \$1.75M of reserves to balance the budget in 2015-16 -- less than the maximum allowable amount of \$2.2M. This strategy will enable the Board to make important investments to support our most vulnerable students with special needs, and ensure stability and sustainability of programs and services in 2015-16.

While it is always prudent to expend slightly less than that provided in grants, it is WECD SB's responsibility to use all funds available to provide the best possible learning opportunities for pupils, maintain services to meet the needs of all students, and allow continued progress towards achievement of its strategic objectives.

Section 13:05 of the Board By-Laws states that the Board shall include in its budget an annual contingency amount to be set at no less than 0.5% of the Board's operating allocation for the budget year being approved. As such, the 2015-16 Budget Estimates contains a provision for contingency of \$1,102,889, as shown in the summary of financial results below.

### Summary of Financial Results

(\$Thousands)	2013-14 Financial Statements	2014-15 Budget Estimates	2015-16 Budget Estimates	Change (2014-15 Budget to 2015-16 Budget)	
				\$	%
<b>REVENUE</b>					
Operating	219,542	222,728	220,574	(2,154)	(1.0%)
Capital	18,259	18,520	18,895	374	2.0%
Other	14,666	4,882	5,246	363	7.4%
<b>Total Revenue</b>	<b>252,468</b>	<b>246,131</b>	<b>244,714</b>	<b>(1,417)</b>	<b>(0.6%)</b>
<b>EXPENSES</b>					
Instruction	184,837	187,027	186,701	(327)	(0.2%)
Other Operating	15,149	15,093	15,357	264	1.7%
Pupil Accommodation & Other	42,552	42,731	43,305	574	1.3%
Provision for Contingencies	-	165	1,103	938	568.4%
<b>Total Expenses</b>	<b>242,537</b>	<b>245,017</b>	<b>246,465</b>	<b>1,448</b>	<b>0.6%</b>
<b>In-Year Surplus/(Deficit)</b>	<b>9,930</b>	<b>1,115</b>	<b>(1,751)</b>	<b>(2,865)</b>	<b>(257.1%)</b>

0.5% of operating revenue  
in **2014-15** to meet  
contingency requirement  
of Board By-Law s.13:05.

0.5% of operating revenue  
in **2015-16** to meet  
contingency requirement  
of Board By-Law s.13:05.


As seen in the table above and mentioned previously, the recommended budget, with an in-year deficit of \$1.75M, plans to use accumulated surplus in addition to current year revenues to offset expenses in 2015-16. The budget also contains a provision for contingencies that, if not used, will lessen the actual draw required from accumulated surplus at year-end. This approach does however highlight the need for increased restraint and the significant decrease in flexibility WECD SB will have in responding to requests for new and expanded services throughout the year.

As the year progresses and actual enrolment becomes known, better estimates of revenue will become available and cost estimates will be refined. Despite using accumulated surplus, WECD SB is in good financial position, situating itself to address the needs of all our students, and moving towards elimination of the Board's capital deficit.

# 2015-16 GSN Highlights

Provincial grants to school boards are provided through Grants for Student Needs (GSN) and are generated primarily by student enrolment. The Ministry of Education announced the 2015-16 Grants for Student Needs on March 26, 2015. According to the Ministry, total GSN funding to all school boards across the sector is projected to remain stable year-over-year at \$22.46 billion, an average of \$11,451 per pupil. The 2015-16 GSN continues to build efficiencies into the funding model by expanding School Board Efficiencies and Modernization (SBEM) incentives and supports for boards to make more efficient use of school space.

Highlights of the 2015-16 GSN applicable to WECDSB are provided below.

<p><b>SBEM – School Facility Operations &amp; Renewal:</b></p> <ul style="list-style-type: none"> <li>• Phase-out of Base Top-up funding over 3 years.</li> <li>• Phase-in of new reduced-distance threshold for Enhanced Top-up funding.</li> <li>• Update to geographic adjustment, facility age, and supplementary area factors to reflect current school inventory data.</li> <li>• Reinvestment of a portion of funding from the phase-out of Base Top-up in the per-pupil operating and renewal cost benchmarks.</li> </ul>	<p><b>SBEM – School Foundation Grant:</b></p> <ul style="list-style-type: none"> <li>• New School Foundation Grant allocation method with three tiers of funding based on distance.</li> <li>• Investment in additional principals for combined schools.</li> <li>• Increase in secondary vice-principals for both small and large secondary schools.</li> </ul>
<p><b>SBEM – Declining Enrolment Adjustment:</b></p> <ul style="list-style-type: none"> <li>• <b>First Year Component of Grant</b> – Protection reduced from 100% to 50% for per-pupil components of School Board Administration and Governance Grant.</li> <li>• <b>Second Year Component of Grant</b> – Reduced from 50% to 25% of first year component.</li> <li>• <b>Third Year Component of Grant</b> – Eliminated.</li> </ul>	<p><b>Investments to keep up with costs:</b></p> <ul style="list-style-type: none"> <li>• Increase to Student Transportation Grant (2% net of surplus)</li> <li>• 2% increase to non-staff School Operations benchmarks.</li> <li>• 7.3% increase to School Operations electricity benchmark.</li> <li>• Funding to support Employer Bargaining Agent Fees.</li> </ul>
	<p><b>Accountability Changes:</b></p> <ul style="list-style-type: none"> <li>• Enveloping six allocations within the Learning Opportunities Grant.</li> <li>• Enhancing reporting requirements for the Safe and Accepting Schools Allocation.</li> <li>• Reviewing board compliance with the limit on School Board Administration and Governance expenses.</li> <li>• Monitoring board compliance with FDK and Primary Class Size Regulations.</li> </ul>

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# Budget Planning Objectives

The Windsor-Essex Catholic District School Board's budget is developed each year in accordance with specific pre-determined internal and external budget guidelines.

## Internal Guidelines

Internal Board policies and guiding principles that govern the budget development process include:

- Board level contractual, negotiated and self-determined conditions or restrictions must be respected;
- All Ministry requirements must be met;
- Alignment with Ministry and Board priorities must occur when allocating resources;
- Where reductions are necessary, impacts to students and faith development initiatives must be minimized;
- A conservative enrolment projection must be used;
- The presented budget must be realistic and balanced;
- An annual contingency in the budget of no less than 0.5% of the Board's operating allocation for the year must be included.

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## Did you Know?

*Education funding is intended to mirror cost structures, but boards have flexibility in their actual expenditures. It is up to boards to determine their detailed budget commitments within the terms of the Education Act and other relevant regulations. At the same time, there are restrictions on how school boards may use certain components of their allocation. Limitations are detailed on the following page.*



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## External Guidelines

The Ministry of Education governs the external requirements of the Board budget process, which include both legislative and regulatory requirements. Certain external requirements include:

- Compliance with the Education Act, associated regulations, Ministry memoranda and Public Sector Accounting Board standards;
- Submission of a balanced budget, on time;
- Achievement and maintenance of class size ratios;
- Special Education funding must be spent on Special Education expenditures;
- The following allocations within the Learning Opportunities Grant are limited for use collectively on their respective programs:
  - the Literacy and Math Outside the School Day Allocation,
  - the Student Success, Grades 7 to 12 Allocation,
  - the Grade 7 and 8 Literacy and Numeracy and Student Success Teachers,
  - the School Effectiveness Framework Allocation,
  - the Ontario Focused Intervention Partnership (OFIP) Tutoring Allocation, and
  - the Specialist High Skills Major (SHSM) Allocation.
- School Renewal funding is primarily limited to capital renewal expenditures;
- School Condition Improvement funding is to be used for renewal expenditures that are capitalized;
- Capital funding is to be used for approved capital projects;
- Administration and Governance spending must not exceed the grant allocation;
- New Teacher Induction Program (NTIP) funding is to be used for eligible NTIP expenditures;
- Temporary Accommodation funding can only be used for portable moves, leases and purchases, as well as lease costs for permanent instructional space;
- Mental Health Leader funding must be used to provide at least one Mental Health Leader;
- EPO (Education Programs – Other) grants received must be used consistent with the mandate of the particular program;
- Accumulated Surplus to a maximum amount of 1.0% of operating revenue can be used to balance the budget. Amounts beyond this require Ministry approval.

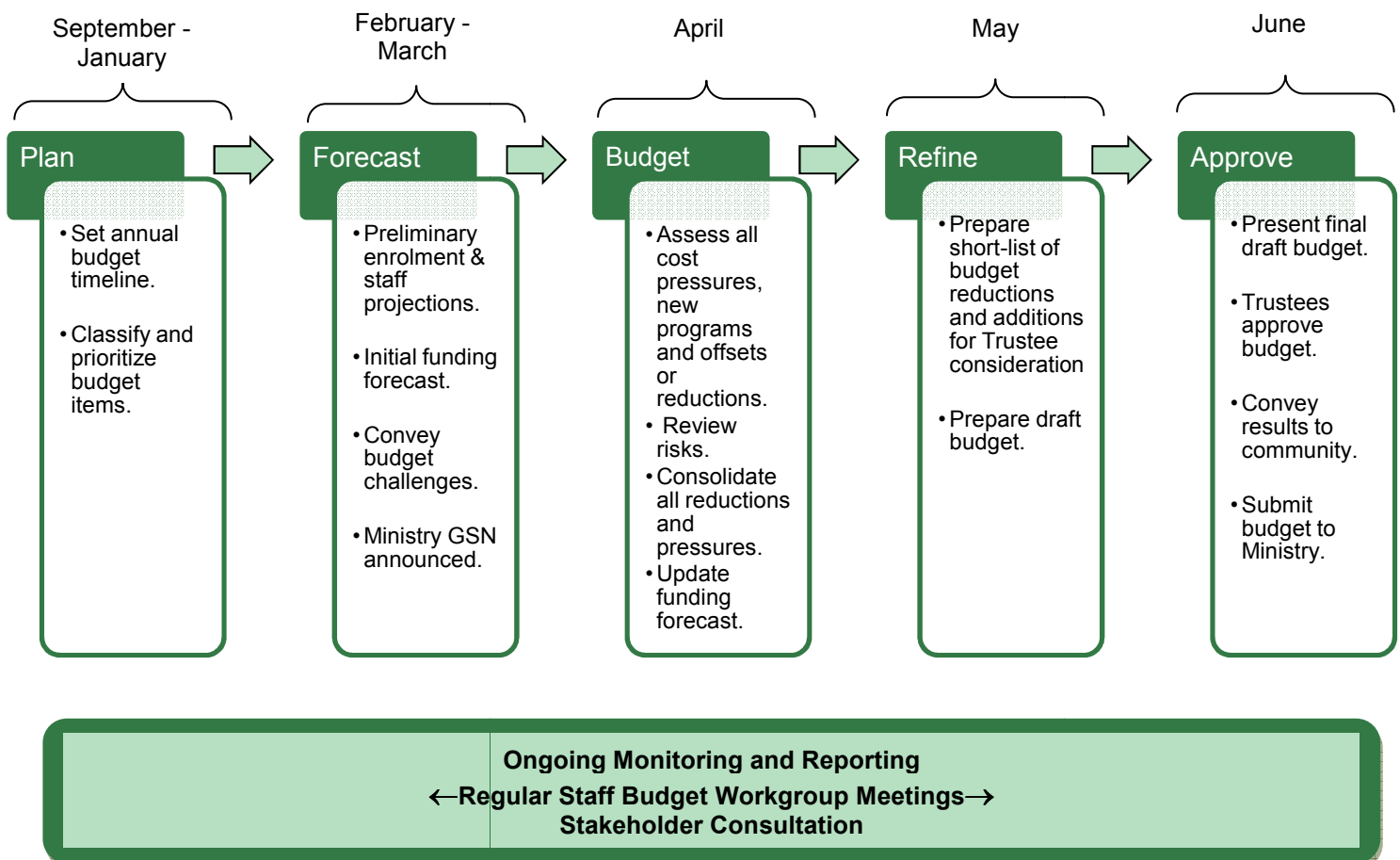
# Budget Process & Timelines

The budget is the Board’s fiscal plan that supports the delivery of education programs and services and reflects the Board’s strategic plan for the upcoming academic year. It also provides the authority for Administration to spend funds on a variety of programs and services.

The preparation of the 2015-16 operating and capital budgets is the responsibility of Board management. They have been prepared in compliance with applicable legislation, Canadian generally accepted accounting principles (GAAP) established by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants (CPA) of Canada, as well as internal Board policies and procedures.

The fiscal year for all school boards in Ontario is in alignment with the school year and runs from September 1 to August 31. The Ministry of Education requires school boards to approve a balanced budget for the upcoming fiscal year before the end of June of the current year.

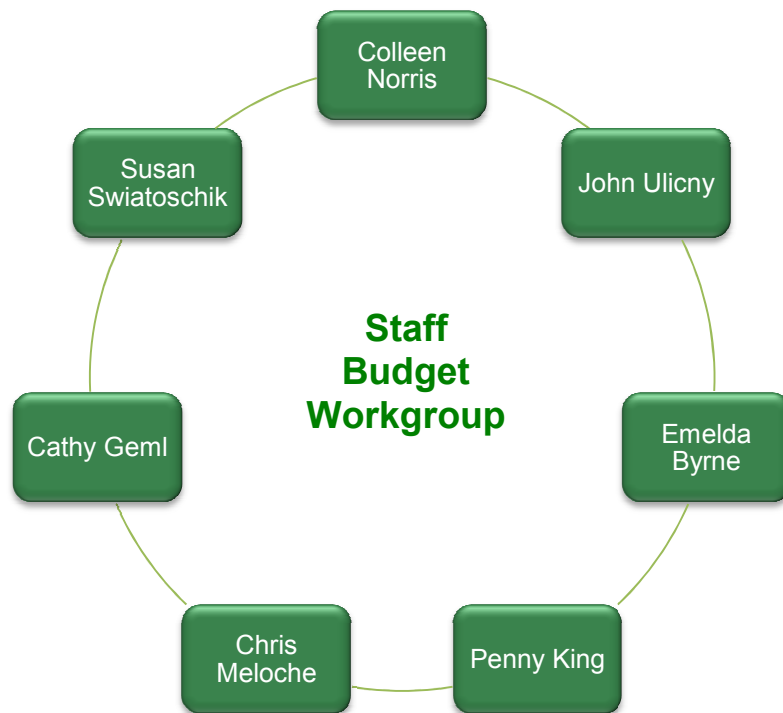
WECDSD follows a five-stage strategic budget development process. The diagram below outlines the key elements for each of the respective stages of the budget process.



As can be seen from the diagram above, the development of the annual budget is one of the most time consuming and labour intensive functions undertaken by Administration, spanning more than 6 months of the year. To better facilitate the budget process and communication between departments, the Board has established a Staff Budget Workgroup comprised of management representatives from each department.

The composition of the Staff Budget Workgroup is depicted on the following page.

The Staff Budget Workgroup meets frequently throughout the budget development cycle to discuss progress for each department and address any issues on a timely basis. This multidisciplinary team allows the Board to take an holistic view of budget development and consider the unique needs and competencies of each department.



The Staff Budget Workgroup members above represent the following departments:

Member	Area Represented
Susan Swiatoschik	Business (Staff Budget Workgroup Chair)
Colleen Norris	Human Resources
John Ulicny	Information Technology and Secondary Staffing
Emelda Byrne	Student Achievement K-12
Penny King	Business
Chris Meloche	Facility Services
Cathy Geml	Student Achievement K-12 and Special Education

**Capital Budget Process:**

The Board is required to distinguish between operating and capital budgets since the sources of funding are separate and distinct.

The Capital Budget is developed in conjunction with the Facility Services and Information Technology departments who assist in determining the Board’s future capital needs. Requested projects from departments and schools are prioritized along with a detailed project description with the requested budget. Administration reviews the requests, and recommendations are put forward to balance the projects to available funding. The recommendations are based on departmental priorities taking into account asset management principles, previous funding allocations, and Board priorities.

There is a portion of the funding for each year of the capital budget that is left unallocated to allow for some level of flexibility to address changing priorities, unanticipated projects and/or changes to currently approved capital projects.



# Budget Consultation

The Board remains committed to ensuring that appropriate communication and consultation with the community exists regarding 2015-16 budget development. Anticipated budget challenges and pressures were communicated to the community through a formal report to the Board at its meeting of March 24, 2015, and then again on April 28, 2015. The community was invited to provide input at an early stage of budget development through a formal budget consultation survey, which was posted on the Board's website on January 30, 2015. The intent of the survey was to inform the Board's budget development and assist in formulating and affirming Board priorities as the Board works to promote excellence in education within a faith-centered learning environment. The challenge faced by the Board is that there is very little flexibility in the application of grant funding to all but specified programs.

Availability of the survey on the Board's website was advertised in the Windsor Star, and communicated formally to key stakeholders. Multiple Synervoice messages were also sent to all student families this year inviting their participation in the survey.

Survey responses received by March 8, 2015 were compiled and summarized in a report to the Board at its meeting of March 24, 2015. At that time, the Board had received a total of 311 responses, up 208 or 202% from last year.

The online public survey continued to remain open for input subsequent to the initial cutoff date of March 8<sup>th</sup>. There were 320 responses received as of May 31, 2015. The updated results can be found in Appendix I.



## Your Voice Matters!

What We Heard

- 72% of survey respondents indicated they would be interested in an online payment system for parents.

What We Are Doing

- Administration has built into the budget an amount to fund the implementation of an online payment system for pilot schools.

# Budget Pressures, Challenges & Risks

A school board's budget contains inherent pressures, challenges, and risks. Necessary restraint measures, combined with new and creative approaches to the way the Board delivers education and the way funds are used are needed to mitigate, as much as possible, the challenges and risks.

An identification of preliminary budget pressures and challenges facing the Board was presented to the Board of Trustees at its meeting of March 24, 2015. An update report was provided on April 28, 2015. A listing of known pressures, challenges and risks related to the 2015-16 budget are highlighted below.

## Risks

- Enrolment projections may vary from actual results creating disruptions to school scheduling and changes in grant revenues.
- Uncertainty on projections for utility costs.
- Unforeseen activity and events (weather, government policy changes).
- Occasional teacher costs difficult to project.
- Inflation assumptions.
- Legal costs difficult to project.
- Claims, grievances and legal settlements.
- Labour Framework: Contracts expired August 31, 2014 and results of central labour negotiations for 2015-16 unknown. The final budget does not include a provision for any costs that may result from the 2015-16 labour negotiations. Assumes Province will fund cost pressures resulting from central Provincial discussions.

### Ministry Assessment of Boards' Risk:

- > Reserve reliance threshold of 1% (offside)
- > Using more reserves than maximum allowed (high risk)
- > Using less reserves than maximum allowed (medium risk)
- > Balanced budget without reserves (expected)
- > **Budgeting for in-year contingency (preferred)**
- > Reserve fund target of 1% to 2% (optimum)

For 2015-16, WECD SB is budgeting for an in-year contingency of 0.5%, and also planning on using a portion of the \$15.3M of surplus built up in recent years. If the contingency is not used, the draw from Accumulated Surplus will be less.

## Pressures & Challenges

- Declining enrolment – 2/3 of education funding is based on enrolment but board costs do not decrease proportionately as enrolment falls.
- Capital deficit crowds out spending that could be used for other initiatives.
- Excess capacity in schools.
- Aging infrastructure – buildings, equipment.
- Supporting an increasing proportion of students with special education needs in an inclusive environment with available funding.
- Supporting faith initiatives with no direct source of funding.
- SBEM recommendations.
- Collective agreement restrictions.
- Controlling staffing costs (81% of total budget).
- Balancing the budget with a contingency using available funding.
- Aligning funding received with Ministry and Board priorities.
- Implementation of Accommodation Review solutions.

2 Corinthians 4:8-9

"We are hard pressed on every side, but not crushed..."



# EQAO Highlights

EQAO stands for Education Quality and Accountability Office. It is the provincial agency that designs and tests Grade 3 and Grade 6 students in reading, writing and mathematics. Grade 9 students are tested in mathematics and Grade 10 students are given a literacy test. The EQAO is independent of the Ontario government, and the tests give parents, teachers, principals and school boards accurate, objective and clear information about how well students have learned the Ontario curriculum in reading, writing and mathematics.

## What do the different levels mean for students' achievement?

**Level 1** means their skills fall below the provincial standard.

**Level 2** means they are close to meeting the provincial standard.

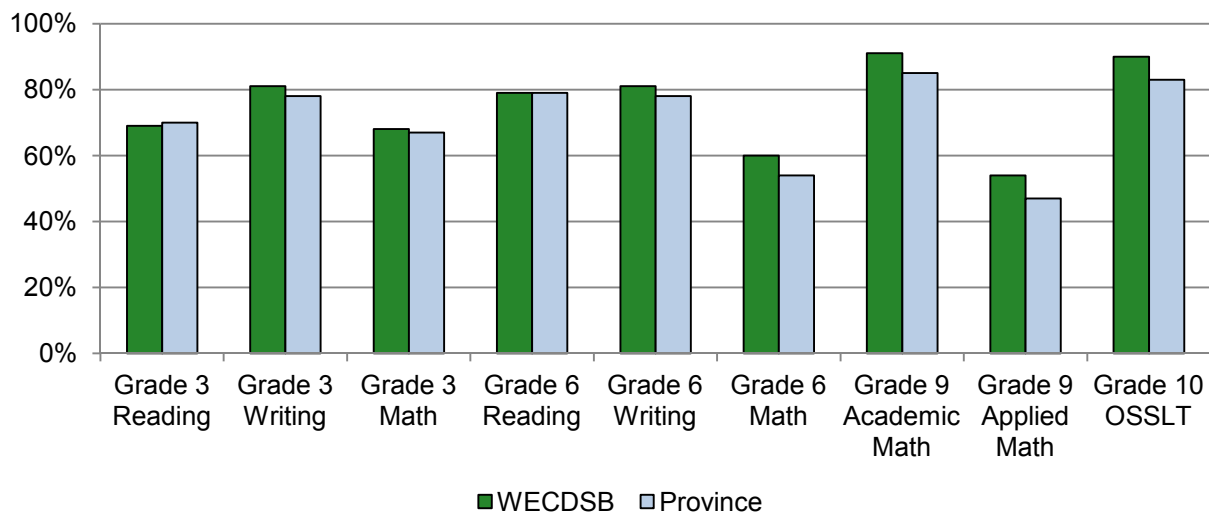
**Level 3** means they are at the provincial standard.

**Level 4** means they have surpassed the provincial standard.



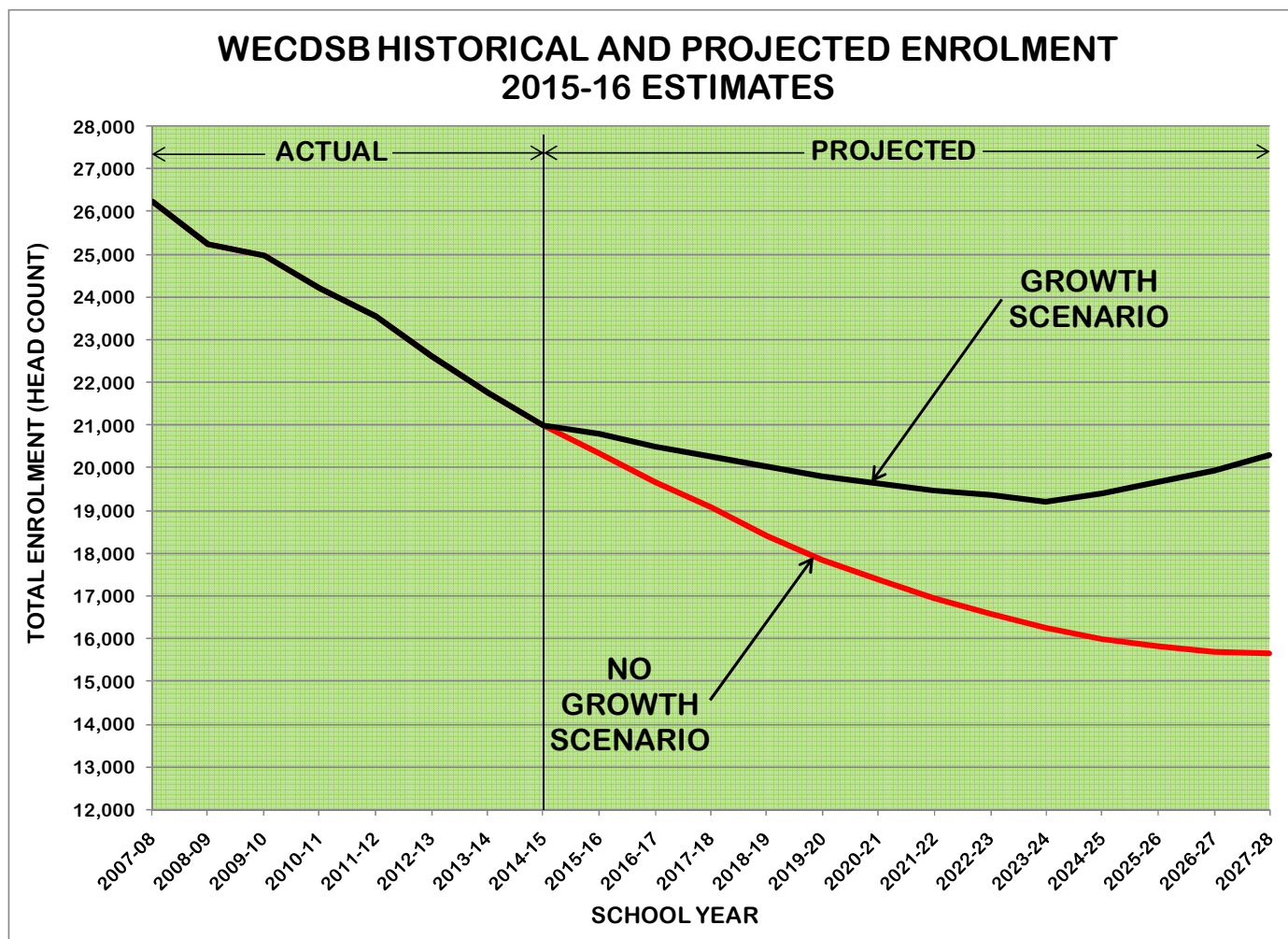
The 2013-14 EQAO results for WECDSB compared to the Provincial Standard are shown in the table below. The chart displays the percentage of all students at or above the Provincial Standard (Levels 3 and 4). Not only has WECDSB continued to make gains in 7 out of 9 categories compared to its own prior year results, but also exceeded or matched the provincial average in 8 out of 9 categories.

WECDSB uses the results from EQAO to assist in evaluating the Board against provincial benchmarks and determining strategies for improvement. The elements contained in those strategies are supported by the Board's budget.



# Enrolment Projections

On December 9, 2013, the Board received a report from Watson & Associates Economists Ltd. that provided a comprehensive assessment of demographic trends impacting on enrolment and, based on this assessment, long term enrolment projections were made by Watson to guide the Board into the future. These projections were first used in the development of last year's 2014-15 budget and the projections have been updated to inform this year's 2015-16 budget process as shown by the graph below.



The "no growth scenario" assumes the number of pupils in the future are dependent solely on the prevailing Windsor-Essex community population. The "growth scenario" contemplates growth from the local economy, including potential new housing demand that would add to the local population and thereby enhance Board enrolment.

Key enrolment indicators that were considered in preparing this year's budget are provided as follows:

- The local Windsor-Essex economy appears to have stabilized in recent years, although employment challenges across the region continue to impact population forecasts.
- The change in enrolment for all Ontario school boards combined from 2007-08 through 2013-14 has ranged from annual declines of between 0.6% to 1.1%.
- The current Ministry of Education projection is for combined enrolment across all Ontario school boards to decline by an additional 0.17% into 2015-16.
- Total Board enrolment through 2014-15 is tracking at 48 students (0.2%) below the original Watson projections based on the no growth scenario.
- The updated projections point to a continued general decline in enrolment through the 2027-28 time horizon under either scenario.

#### NO GROWTH SCENARIO THROUGH TO 2027-28

Elementary Enrolment	↓down 2,738 students (-20.5%)
Secondary Enrolment	↓down 2,592 students (-34.0%)
Total Enrolment	↓down 5,330 students (-25.4%)

#### GROWTH SCENARIO THROUGH TO 2027-28

Elementary Enrolment	↑up 66 students (+0.5%)
Secondary Enrolment	↓down 746 students (-9.8%)
Total Enrolment	↓down 680 students (-3.2%)

- Under both scenarios, enrolment is expected to level off by the end of the 2027-28 time frame.
- The Board continues to attract new students given its commitment to promoting innovative approaches that serve to prepare all students for success in the future. This new enrolment is expected to continue to offset, in part, the declines in enrolment that are otherwise projected.



With due regard to these indicators, an enrolment forecast for the 2015-16 budget development has been established at a reduction of 450 elementary and 100 secondary, 550 total, from the latest 2014-15 numbers. (Note: These figures represent "average daily enrolment" based on full-time equivalent students, which may differ from the "head count" figures used elsewhere in this budget document.) This is generally consistent with the no growth scenario moving forward in the short term.

While the Board has taken action on an ongoing basis to address the prevailing enrolment challenges, the Ministry of Education is phasing in further grant funding adjustments in 2015-16 and future years to encourage school boards to do more. As a result, the Board will be compelled to take additional measures in the coming year and beyond, so that the system capacity in its buildings is adjusted on an ongoing basis, accordingly.

This budget reflects the Board's commitment to providing an exciting educational environment for its students, regardless of the level of enrolment. The success of students throughout the system is an indication that appropriate budget development can and will promote student achievement and faith formation.

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## Did you Know?

*There are 72 District School Boards (DSBs) in Ontario, 16 of which (including WECDSB) are in the London Region. Since 2002-03, enrolment decreased in the London Region by 10%, compared with 2% provincially. Enrolment is projected to decline in the London Region by about 0.64% from 2014-15 to 2015-16 – over three times the provincial decline of around 0.17%. When financial supports like the Declining Enrolment Adjustment Grant are clawed back, this has an even greater impact on the London Region, which benefits more so from this particular grant. For example, changes to the Declining Enrolment Adjustment Grant in 2015-16 brought savings provincially of \$14.1M, \$8.39M of which came from the London Region alone.*



# Enrolment Highlights

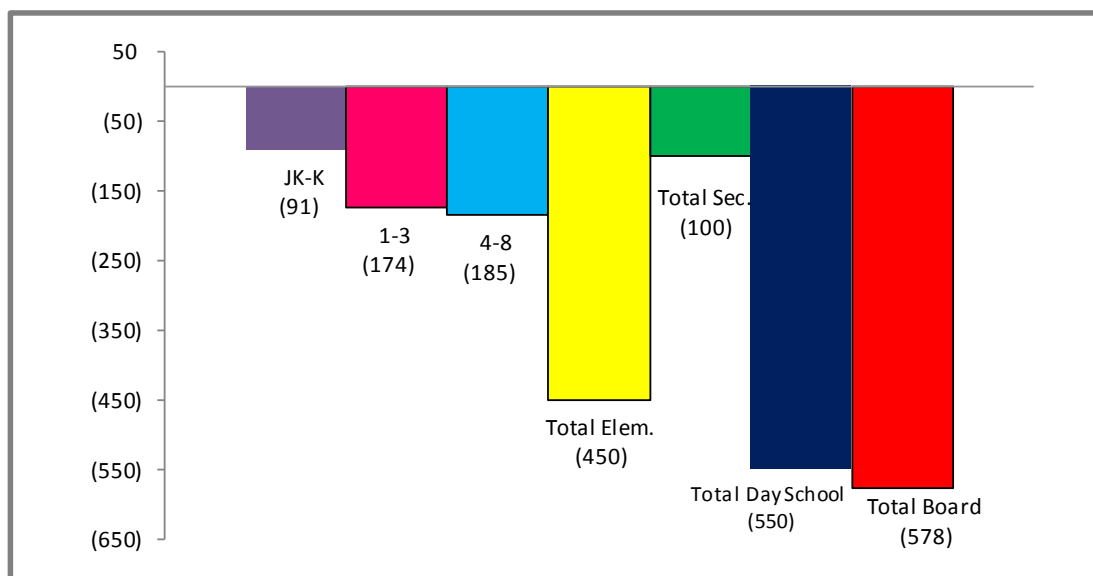
Enrolment projections for the 2015-16 Budget are conservative in nature, and were established based on historical data, updated for current circumstances. The Board's projected day school enrolment for 2015-16 is expected to be 20,036. This is a decrease of 550 students compared to 2014-15 Revised Estimates. The 2015-16 projected enrolment is being compared to the prior year's Revised Estimates (instead of the original Budget Estimates), as the Revised Estimates represent the most current forecast of enrolment for the Board in 2014-15.

With approximately two-thirds of education funding based on enrolment, the 2015-16 decline in enrolment equates to approximately \$5.036M in reduced grant revenue for the Board. The projected full-time equivalent (FTE) average daily enrolment for 2015-16 is follows:

## Summary of Enrolment

Full-Time Equivalent (FTE) Average Daily Enrolment (ADE)	2013-14 Financial Statements	2014-15 Budget Estimates	2014-15 Revised Estimates	2015-16 Budget Estimates	Change (2014-15 Rev. Est. to 2015-16 Budget)	
					#	%
<b>Elementary</b>						
JK-K	1,978	1,982	2,167	2,076	(91)	(4.2%)
1-3	3,922	3,695	3,773	3,599	(174)	(4.6%)
4-8	7,618	7,366	7,391	7,206	(185)	(2.5%)
<b>Total Elementary</b>	<b>13,518</b>	<b>13,043</b>	<b>13,331</b>	<b>12,881</b>	<b>(450)</b>	<b>(3.4%)</b>
<b>Secondary &lt; 21</b>						
Grade 9 to 12	7,564	7,110	7,255	7,155	(100)	(1.4%)
<b>Total Secondary &lt; 21</b>	<b>7,564</b>	<b>7,110</b>	<b>7,255</b>	<b>7,155</b>	<b>(100)</b>	<b>(1.4%)</b>
<b>TOTAL DAY SCHOOL</b>	<b>21,081</b>	<b>20,153</b>	<b>20,586</b>	<b>20,036</b>	<b>(550)</b>	<b>(2.7%)</b>
Secondary > 21	246	220	192	175	(18)	(9.1%)
High Credit	25	30	22	23	1	4.6%
Visa (Tuition Paying)	43	76	76	65	(11)	(14.5%)
<b>TOTAL BOARD</b>	<b>21,396</b>	<b>20,478</b>	<b>20,876</b>	<b>20,298</b>	<b>(578)</b>	<b>(2.8%)</b>

## Changes in Enrolment: 2014-15 Revised Estimates v. 2015-16 Budget



# Staffing Highlights

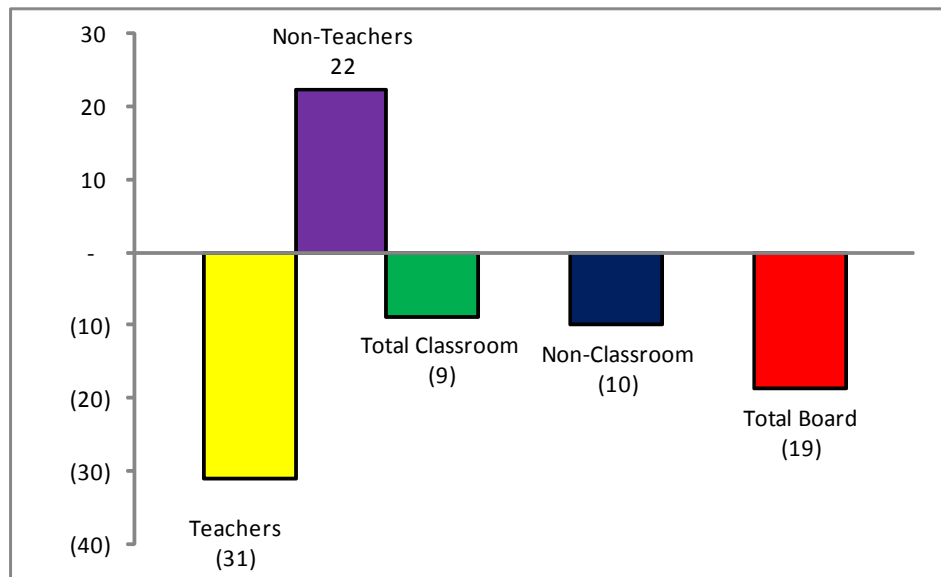
Staffing is the largest expenditure of the Board and comprises 80.8% of the overall budget.

Staffing for all positions is the responsibility of the Human Resources Department. The greatest challenge is controlling costs while ensuring Ministry class size targets and collective agreement provisions are maintained. The Board's total estimated expenditures of salaries and benefits for the 2015-16 fiscal year are \$199.2M as compared to \$200.6M for 2014-15.

## Summary of Staffing

Full-Time Equivalent (FTE)	2013-14 Financial Statements	2014-15 Budget Estimates	2015-16 Budget Estimates	Change (2014-15 Budget to 2015-16 Budget)	
				#	%
<b>Classroom</b>					
Teachers	1,266	1,216	1,185	(31)	(2.5%)
Non-Teachers	583	610	633	22	3.6%
<b>Total Classroom</b>	<b>1,849</b>	<b>1,826</b>	<b>1,817</b>	<b>(9)</b>	<b>(0.5%)</b>
<b>Non-Classroom</b>	<b>262</b>	<b>266</b>	<b>256</b>	<b>(10)</b>	<b>(3.8%)</b>
<b>TOTAL BOARD</b>	<b>2,111</b>	<b>2,092</b>	<b>2,073</b>	<b>(19)</b>	<b>(0.9%)</b>

## Changes in Staffing: 2014-15 Budget v. 2015-16 Budget



The "Non-Teachers" category has increased over 2014-15 Estimates, primarily due to additional Educational Assistants required to meet Special Education needs ( $\uparrow$  22.5 FTE), combined with additional school office staff ( $\uparrow$  1.9 FTE) and an additional itinerant Sign Language Interpreter ( $\uparrow$  1.0 FTE). These increases are partially offset by a decrease in Child and Youth Workers ( $\downarrow$  3.0 FTE).

The decrease of 10.0 FTE in the "Non-Classroom" category is due to decreases in the Facility Services department resulting from school consolidations and gapping of vacant Administrative positions ( $\downarrow$  5.0 FTE), and a reduction in the Transportation category ( $\downarrow$  3.0 FTE) as former WECDSB staff are now employees of the Windsor-Essex Student Transportation Services Corporation. Additionally, retirements in Administration were not replaced resulting in a further reduction ( $\downarrow$  2.0 FTE).



# Revenue Highlights

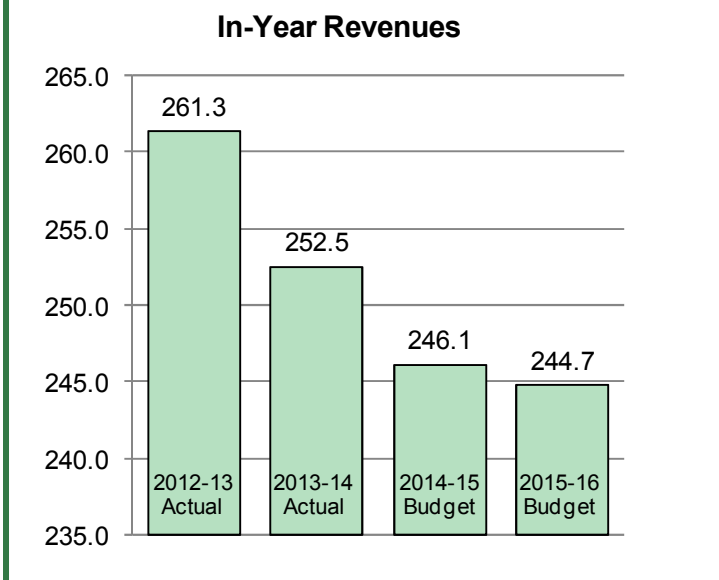
Provincial grants to school boards are provided through Grants for Student Needs (GSN) and are generated primarily by student enrolment.

The GSN determines each board’s overall funding allocation. Property tax revenue provides a part of the allocation and the Province provides additional funding up to the level set by the education funding formulas. School boards do not levy taxes, and the Education taxes received by school boards represent only a cash flow and not a source of funding.

Because funding largely reflects enrolment, the Board must adapt its operation to reflect enrolment changes.

The provincial GSN model is comprised of the following components:

The Board’s total estimated funding for the 2015-16 fiscal year is \$244.7M as compared to \$246.1M for 2014-15.



**Pupil Foundation Grant** – base per-pupil allocation that supports the elements of a classroom education that are required by, and generally common to, all students.

**School Foundation Grant** – provides a base for the costs of in-school administration and leadership as well as supplies for school administration purposes.

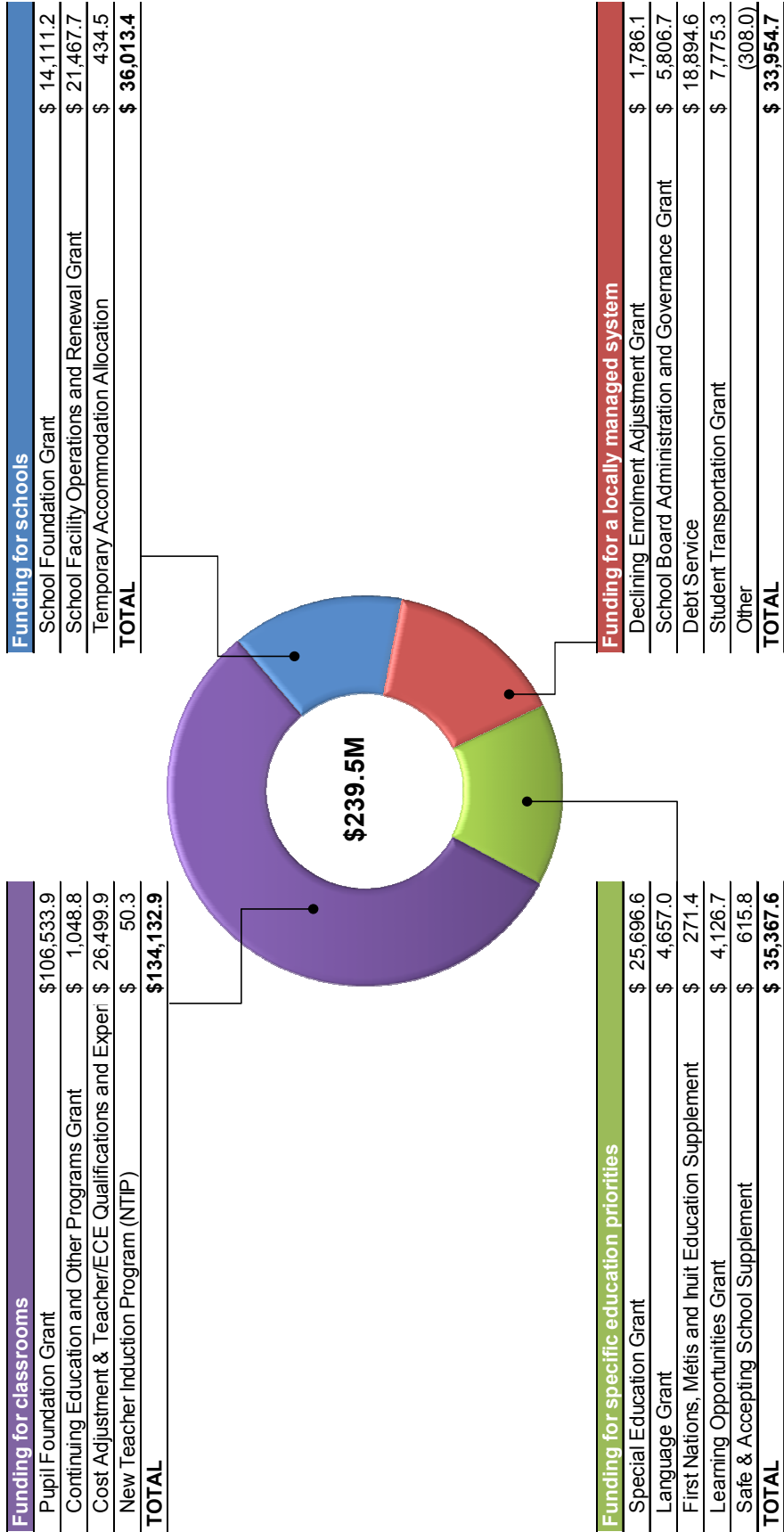
**Special Purpose Grants** – provides additional funding to recognize the different level of support required by boards, schools, and students related to location, student and school needs, and a board’s demographic profile.

**Debt Service Support** – provides funding to meet annual supported debt repayments (principal and interest), in addition to funding for short-term capital interest costs.

Of the total \$244.7M of revenue projected for 2015-16, \$239.5M is anticipated to come from the GSN and \$5.2M is projected to come from other fees and revenues that support operations through such things as tuition fees from international students, rental and permit income, cafeteria income and bank interest income. A summary of in-year revenue available for compliance is provided below.

	2014-15 Budget Estimates	2015-16 Budget Estimates	\$ Change	% Change
Provincial Transfer Payments (GSN)	202,233,115	201,428,214	(804,901)	(0.4%)
Local Taxation Revenue (GSN)	39,016,093	38,040,377	(975,716)	(2.5%)
Education Program Other (EPO) Grants	2,740,741	2,911,156	170,415	6.2%
Fees/Revenue from Other Sources	2,141,702	2,334,727	193,025	9.0%
<b>Total Revenue for Compliance</b>	<b>246,131,651</b>	<b>244,714,474</b>	<b>(1,417,177)</b>	<b>(0.6%)</b>

# WHAT DOES THE 2015-16 GSN AT WECDSB SUPPORT?



Note: The individual grant revenue allocations in the above charts are represented in thousands.

A detailed comparison of revenue by grant for the 2013-14, 2014-15 and 2015-16 fiscal years is provided below:

	<b>DETAILED REVENUES</b>				
	<b>2013-14 Financial Statements</b>	<b>2014-15 Budget Estimates</b>	<b>2015-16 Budget Estimates</b>	<b>Change (2014-15 Budget to 2015-16 Budget)</b>	
				<b>\$ Increase (Decrease)</b>	<b>% Increase (Decrease)</b>
<b>REVENUES (\$Thousands)</b>					
<b>Operating Grants</b>					
Pupil Foundation	105,609	107,123	106,534	(589)	(0.5%)
School Foundation	14,621	14,452	14,111	(341)	(2.4%)
Special Education	26,000	25,936	25,697	(239)	(0.9%)
French as a Second Language	2,666	2,589	2,601	12	0.5%
English as a Second Language	1,906	1,760	2,056	296	16.8%
Learning Opportunities	4,002	4,096	4,127	30	0.7%
Continuing Education	487	488	467	(21)	(4.3%)
Adult Education	813	735	582	(153)	(20.8%)
Teacher Qualification & Experience	23,681	25,030	25,553	524	2.1%
ECE Qualification & Experience	-	800	947	147	18.4%
Transportation	7,971	7,775	7,775	-	0.0%
Admin and Governance	5,780	5,777	5,764	(14)	(0.2%)
School Operations	19,782	19,667	19,411	(256)	(1.3%)
Trustees' Association Fee	-	-	43	43	0.0%
First Nation, Métis and Inuit	256	293	271	(21)	(7.3%)
Safe Schools Supplement	623	618	616	(2)	(0.4%)
Community Use of Schools Grant	289	284	272	(12)	(4.2%)
New Teacher Induction Program	72	53	50	(2)	(4.5%)
Declining Enrolment	2,777	3,698	1,786	(1,911)	(51.7%)
Temporary Accommodation	122	242	434	193	79.6%
School Renewal - Operating Portion	1,992	1,453	1,785	332	22.9%
Restraint Savings	(89)	(89)	(89)	-	0.0%
Labour Related Enhancements	328	-	-	-	0.0%
Adjustment for mTCA	(147)	(50)	(219)	(169)	337.4%
<b>Total Operating Grants</b>	<b>219,542</b>	<b>222,728</b>	<b>220,574</b>	<b>(2,154)</b>	<b>(1.0%)</b>
<b>Debt Servicing Grants</b>					
Permanent Financing of NPF	1,613	1,613	1,613	-	0.0%
Amortization of DCC	8,597	9,422	10,106	684	7.3%
Capital Debt Support Payment - Interest	8,049	7,485	7,176	(309)	(4.1%)
Short Term Interest	-	-	-	-	0.0%
<b>Total Debt Servicing Grants</b>	<b>18,259</b>	<b>18,520</b>	<b>18,895</b>	<b>374</b>	<b>2.0%</b>
<b>Total Legislative Grants</b>	<b>237,801</b>	<b>241,249</b>	<b>239,469</b>	<b>(1,780)</b>	<b>(0.7%)</b>
<b>Other (EPOs &amp; Non-Grant Revenue)</b>	<b>14,666</b>	<b>4,882</b>	<b>5,246</b>	<b>363</b>	<b>7.4%</b>
<b>TOTAL REVENUES</b>	<b>252,468</b>	<b>246,131</b>	<b>244,714</b>	<b>(1,417)</b>	<b>(0.6%)</b>

# Funding for Ministry Initiatives

As shown in the table below, the Ministry targets additional funding to school boards for specific provincial initiatives. These are called EPOs (Education Program-Other grants). These grants are provided outside of the regular operating grants and are often tied to separate contract agreements that require specific reporting on expenditures within set timelines. School boards are required to spend these grants for their intended purposes and the Ministry can take back any unspent funds.

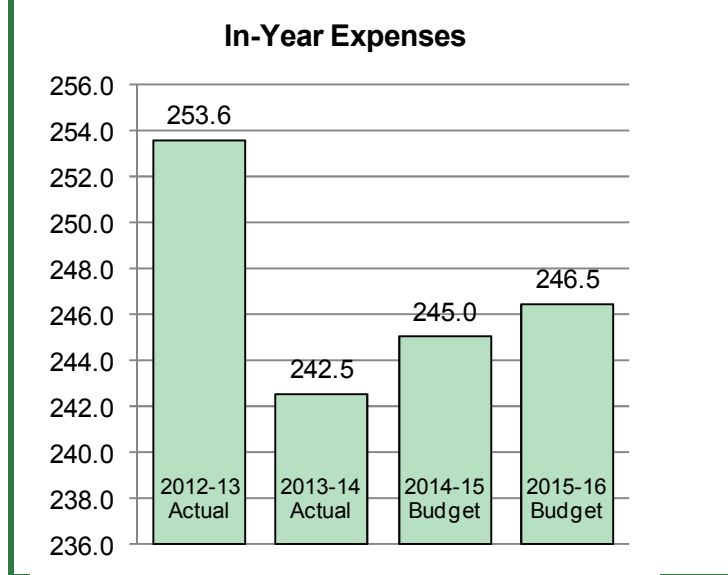
<b>EDUCATION PROGRAM - OTHER (EPO) GRANT REVENUE</b>	
<b>Program</b>	<b>2015-16 Budget</b>
Autism Supports and Training	30,646
Collaborative Inquiry for Learning - Mathematics	45,000
Community Use of Schools - Outreach Coordinators	76,000
Community Use of Schools - Priority Schools	68,000
Early Years Leads Program	86,710
e-Learning Contact Project	105,000
Focus on Youth	250,000
Learning for All K-12 Regional Projects	23,840
Library Staff Investment Project	109,940
Managing Information for Student Achievement (MISA) Local Capacity	41,813
Small and Northern Boards Mathematics	117,838
Student Success - Building Capacity for Effective and Differentiated Instruction	91,956
Student Success School and Cross Panel Teams - Supporting Transitions and Innovative Practice	21,752
Student Work Study	120,000
System Implementation and Monitoring (SIM): Regional Network Sessions	25,000
System Implementation and Monitoring (SIM)/Ontario Focused Intervention Partnership (OFIP) Support	151,200
Technology and Learning Fund	419,751
Well Being: Safe Accepting and Healthy Schools and Mental Health	67,308
Placeholder for EPOs forecast but not yet announced (has matching expenses with no impact to budget)	1,059,402
<b>Total EPO Grants</b>	<b>2,911,156</b>

# Expenditure Highlights

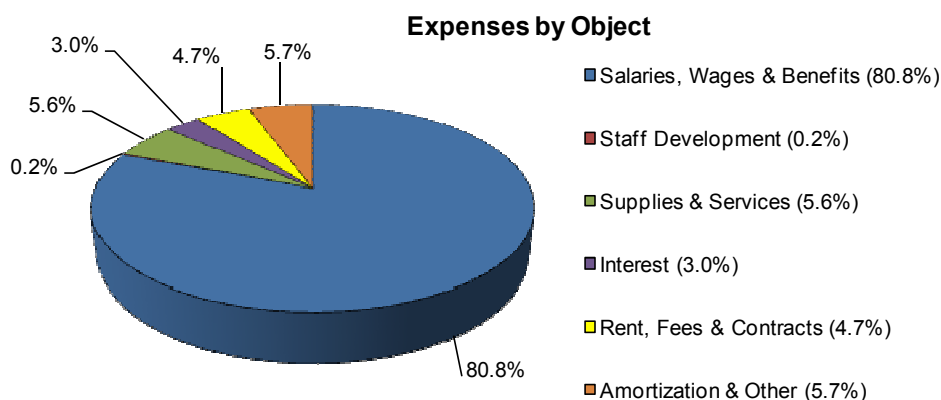
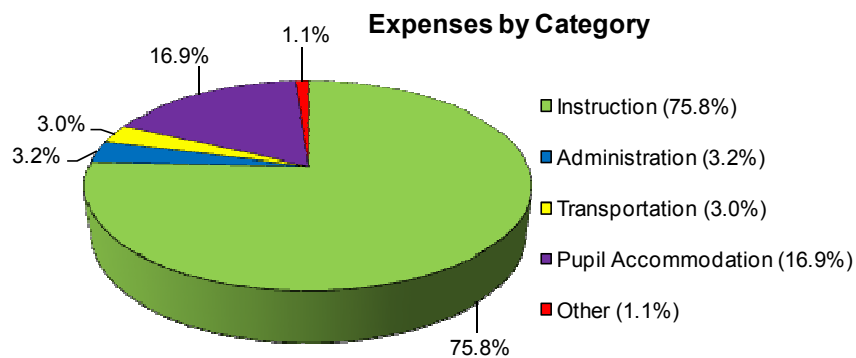
The 2014-15 Revised Estimates expenditure budget was used as the base for the 2015-16 budget, adjusted:

1. to exclude one-time budget allocations;
2. to include inflationary pressures such as increased utility costs;
3. to include contractual/statutory changes due to current collective agreements, service contracts etc.;
4. to reflect the most recent PSAB (Public Sector Accounting Board) Actuarial forecasts;
5. to include anticipated EPOs offset by matching revenue;
6. to reflect the impact of enrolment projections on staffing; and
7. to allow for the implementation of Board priorities and previously approved Board commitments.

The Board's total estimated expenditures for the 2015-16 fiscal year is \$246.5M as compared to \$245.0M for 2014-15.



WECD SB expenses are largely comprised of labour related costs (salaries and benefits) for staff which typically represent about 81% of total expenditures. WECD SB's central administration costs are only 3.2% of the Board's total expenses.



A detailed comparison of expenses for the 2013-14, 2014-15 and 2015-16 fiscal years is provided below:

EXPENSES (\$Thousands)	DETAILED EXPENSES				
	2013-14 Financial Statements	2014-15 Budget Estimates	2015-16 Budget Estimates	Change (2014-15 Budget to 2015-16 Budget)	
				\$ Increase (Decrease)	% Increase (Decrease)
<b>Instruction</b>					
Teachers	129,773	128,836	126,793	(2,043)	(1.6%)
Supply Teachers	5,236	5,503	4,867	(636)	(11.6%)
Educational Assistants / ECEs	18,577	19,535	21,042	1,507	7.7%
Classroom Computers	1,199	784	1,377	593	75.6%
Textbooks and Supplies	3,826	4,612	4,302	(311)	(6.7%)
Professionals and Paraprofessionals	5,507	6,005	5,831	(174)	(2.9%)
Library and Guidance	2,144	2,267	2,186	(81)	(3.6%)
Staff Development	879	712	1,236	524	73.7%
Department Heads	555	576	576	-	0.0%
Principal and Vice-Principals	8,745	9,132	9,326	194	2.1%
School Office	5,426	5,865	5,884	19	0.3%
Co-ordinators and Consultants	2,642	2,836	2,845	9	0.3%
Continuing Education	255	320	334	13	4.1%
Amortization and Write-downs	72	44	102	58	131.6%
<b>Total Instruction</b>	<b>184,837</b>	<b>187,027</b>	<b>186,701</b>	<b>(327)</b>	<b>(0.2%)</b>
<b>Administration</b>					
Trustees	137	152	160	8	5.5%
Director/Supervisory Officers	1,642	1,565	1,516	(49)	(3.1%)
Board Administration	6,371	6,436	6,295	(142)	(2.2%)
Amortization and Write-downs	14	7	24	17	260.4%
<b>Total Administration</b>	<b>8,165</b>	<b>8,160</b>	<b>7,995</b>	<b>(165)</b>	<b>(2.0%)</b>
<b>Transportation</b>	<b>6,984</b>	<b>6,933</b>	<b>7,362</b>	<b>429</b>	<b>6.2%</b>
<b>Pupil Accommodation</b>					
School Operations & Maintenance	22,208	22,501	22,444	(57)	(0.3%)
School Renewal - Operating Portion	1,314	875	1,207	332	37.9%
Other Pupil Accommodation	8,095	7,541	7,231	(310)	(4.1%)
Amortization and Write-downs	9,209	10,094	10,702	609	6.0%
<b>Total Pupil Accommodation</b>	<b>40,825</b>	<b>41,010</b>	<b>41,584</b>	<b>574</b>	<b>1.4%</b>
<b>Other</b>	<b>1,726</b>	<b>1,886</b>	<b>2,823</b>	<b>938</b>	<b>49.7%</b>
<b>TOTAL EXPENSES</b>	<b>242,537</b>	<b>245,017</b>	<b>246,465</b>	<b>1,448</b>	<b>0.6%</b>

2015-16 expenses by category and object are detailed below.

### 2015-16 EXPENSE DETAIL BY CATEGORY - ELEMENTARY & SECONDARY COMBINED

Expense Categories	Salaries and Wages	Employee Benefits	Staff Development	Supplies & Services	Interest Charges on Capital	Rent, Fees & Contractual Services	Amortization & Other	Total Expenses
<b>INSTRUCTION</b>								
Classroom Teachers	\$ 111,129,133	\$ 15,628,969	\$ -	\$ 35,025	\$ -	\$ -	\$ -	\$ 126,793,127
Supply Teachers	4,411,345	455,253						4,866,598
Teacher Assistants	13,402,949	3,663,234						17,066,183
Early Childhood Educators	3,161,799	813,879						3,975,678
Computers	-			1,376,571				1,376,571
Textbooks/Supplies				3,978,590		323,175		4,301,765
(Para)Prof./Technicians	4,423,131	1,299,979		104,570		3,500		5,831,180
Library/Guidance	1,949,560	236,795		67		-		2,186,422
Staff Development	910,127	55,946	253,777				16,000	1,235,850
Department Heads	575,831							575,831
Principals/Vice-Principals	7,839,700	1,379,824	103,947	3,000				9,326,471
School Office	4,168,852	1,381,272		333,920				5,884,044
Coord. and Consultants	2,247,663	309,423		275,560		12,500		2,845,146
Continuing Education	303,591	10,412		19,700				333,703
Amortization/Write-downs							101,933	101,933
<b>Instruction Subtotal</b>	<b>\$ 154,523,681</b>	<b>\$ 25,234,986</b>	<b>\$ 357,724</b>	<b>\$ 6,127,003</b>	<b>\$ -</b>	<b>\$ 339,175</b>	<b>\$ 117,933</b>	<b>\$ 186,700,502</b>
<b>ADMINISTRATION</b>								
Trustees	\$ 102,719	\$ 3,474	\$ 34,920	\$ 19,000	\$ -	\$ -	\$ -	\$ 160,113
Director/Supervisory Officers	1,169,135	286,344	29,500	31,374				1,516,353
Board Administration	2,815,246	994,594	19,165	410,508		1,725,743	329,729	6,294,985
Amortization/Write-downs							23,694	23,694
<b>Administration Subtotal</b>	<b>\$ 4,087,100</b>	<b>\$ 1,284,412</b>	<b>\$ 83,585</b>	<b>\$ 460,882</b>	<b>\$ -</b>	<b>\$ 1,725,743</b>	<b>\$ 353,423</b>	<b>\$ 7,995,145</b>
<b>TRANSPORTATION</b>								
Pupil Transportation	\$ 38,072	\$ 12,222	\$ 2,940	\$ 25,421	\$ -	\$ 7,276,714	\$ 6,482	\$ 7,361,851
<b>Transportation Subtotal</b>	<b>\$ 38,072</b>	<b>\$ 12,222</b>	<b>\$ 2,940</b>	<b>\$ 25,421</b>	<b>\$ -</b>	<b>\$ 7,276,714</b>	<b>\$ 6,482</b>	<b>\$ 7,361,851</b>
<b>PUPIL ACCOMMODATION</b>								
School Oper./Maintenance	\$ 10,517,895	\$ 3,491,259	\$ 6,042	\$ 7,202,287	\$ -	\$ 1,224,186	\$ 2,000	\$ 22,443,669
School Renewal-Operating					275,000	931,909		1,206,909
Other Pupil Accommodation					7,177,091	54,009		7,231,100
Amortization/Write-downs							10,702,381	10,702,381
<b>Pupil Accom. Subtotal</b>	<b>\$ 10,517,895</b>	<b>\$ 3,491,259</b>	<b>\$ 6,042</b>	<b>\$ 7,202,287</b>	<b>\$ 7,452,091</b>	<b>\$ 2,210,104</b>	<b>\$ 10,704,381</b>	<b>\$ 41,584,059</b>
<b>OTHER</b>								
Other Non-Oper. Expenses							1,720,605	1,720,605
Provision for Contingencies							1,102,889	1,102,889
<b>Subtotal - Other</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,823,494</b>	<b>\$ 2,823,494</b>
<b>TOTAL EXPENSES</b>	<b>\$ 169,166,748</b>	<b>\$ 30,022,879</b>	<b>\$ 450,291</b>	<b>\$ 13,815,593</b>	<b>\$ 7,452,091</b>	<b>\$ 11,551,736</b>	<b>\$ 14,005,713</b>	<b>\$ 246,465,051</b>

The challenges cited previously made this budget difficult to balance within available funding, given that 81% of the Board's budget is salaries and benefits, which is determined by Ministry ratios, collective agreements, legislative compliance, and student needs.

Senior Administration identified the following **reductions** relative to the 2014-15 Revised Budget Estimates:

- Staffing reductions related to enrolment pressures and school consolidations
- Administrative staff reductions due to attrition
- Reduction to non-staff budgets (miscellaneous line-by-line account reductions)

While the 2015-16 budget required reductions to balance, Administration found it necessary to **add** the following in order to respond to system needs beyond required ratios or legislation:

- Resources for expanded French Immersion program.
- Resources for F.J. Brennan Academies.
- Itinerant Sign Language Interpreter position and additional accessibility services.
- Additional Special Education support – mainly Educational Assistants.
- Increased salaries due to grid movement and benefit related changes.
- Additional School Office secretarial staff.
- Temporary assistance for new electronic Absence Placement System (EasyConnect).
- Contractual increases for agreements and fees.
- School Operations and Maintenance cost increases (water treatment for boilers, security costs).
- International Education program enhancements and support.
- Increase in Communications budget.
- Additional transportation costs to reflect program changes and boundary adjustments.
- Provision for purchase of 3 replacement vehicles for Facility Services, a new financial system and additional wireless access point licenses for all locations.

A reconciliation of **expenses** between 2014-15 Budget Estimates, 2014-15 Revised Estimates and the 2015-16 Budget is summarized below:

	<b>Amount (\$M)</b>
<b>2014-15 Budget Estimates</b>	<b>245.0</b>
Staffing Additions (due to increased enrolment)	1.8
Provision for Contingency Addition	1.0
Other Net Adjustments	0.5
<b>2014-15 Revised Estimates</b>	<b>248.3</b>
Expenditure Reductions	(5.0)
Expenditure Additions	2.3
Amortization Expense Addition (offset by revenue)	1.0
Other Net Adjustments	(0.1)
<b>2015-16 Budget Estimates</b>	<b>246.5</b>



# Accumulated Surplus

Revenues less expenses generate an annual or “in-year” surplus or deficit. The annual balance accumulates from one year to the next, and is referred to as the accumulated surplus/deficit. The accumulated surplus can be set aside or “internally appropriated” by the Board for specific purposes (formerly known as internally restricted reserves) such as reserves for working funds, retirement gratuities, capital reserves not required by legislation and so forth.

The following table shows the actual balance of the accumulated surplus/deficit available for compliance for the last 2 years, as well as the current forecast for 2014-15 and the projection for 2015-16:

	<b>2012-13 Actual</b>	<b>2013-14 Actual</b>	<b>2014-15 Forecast</b>	<b>2015-16 Estimates</b>
Opening Balance	(2,289,464)	5,387,176	15,317,421	16,905,261
Contributions	7,676,640	9,930,245	1,587,840	-
Draws	-	-	-	(1,750,577)
<b>Closing Balance</b>	<b>5,387,176</b>	<b>15,317,421</b>	<b>16,905,261</b>	<b>15,154,684</b>

As can be seen from the table above, the Board successfully ended the 2013-14 fiscal year with an in-year surplus (i.e. “contribution”) of \$9.9M, and plans to increase the closing accumulated surplus to \$16.9M at the end of 2014-15 with a projected in-year surplus of \$1.6M. With the planned draw from surplus in 2015-16, the closing accumulated surplus balance would be \$15.2M at the end of 2015-16.

The components of the forecast 2015-16 Accumulated Surplus are detailed below.

<b>Components of Accumulated Surplus, Available for Compliance</b>	<b>2015-16 Estimates</b>
Operating surplus	12,847,990
School Renewal	171,786
Benefit Plan	915,312
Sinking fund interest	1,219,596
<b>TOTAL</b>	<b>15,154,684</b>



# Faith Centered Learning

At WECDSB, we...

- Seek to make Catholic faith integral to all aspects of our lives and learning.
- Provide meaningful and ongoing Catholic faith formation for all students and employees.
- Foster, through “Our Journey to Holiness”, a spirit of kindness, compassion and service to the community.
- Create, in all our places of learning and labour, welcoming, inclusive and safe environments in which the dignity and worth of each individual is valued as being in the image and likeness of Christ.
- Embrace the “Ontario Catholic School Graduate Expectations” as the desired outcomes for all our students as they pursue educational excellence.



Although Faith Development is a part of every program offered by the Board, specialized resources are provided to assist classroom teachers and provide system-wide retreats and activities, which ensure the delivery of faith-oriented programming.

Funding for the following items in the 2015-16 budget is provided through a combination of savings in other areas and a reallocation of funding within the GSN, as there is no direct funding source to support the costs:

	<b>Amount (\$)</b>
Campus Ministers and Board Chaplain	660,126
Faith Consultant	112,626
Faith related staff development	55,000
Faith related supplies and services	18,000
Memberships	16,000
Provision for faith in school budgets	78,000
Retreats	46,000
<b>TOTAL</b>	<b>985,752</b>

Other resources that support this priority including superintendents, school principals, teachers and support staff that are involved in the planning of activities are not included in the expenditures listed above.

# Special Education

The Special Education Grant provides additional funding for students who need special education programs, services and/or equipment.

The Ministry requires that Special Education funding can only be used for special education purposes. Any unspent funding at the conclusion of the fiscal year must be deferred so it can be used to fund special education programs in the following year.

The Ministry recently revised the Special Education funding formula in response to recommendations of a working group and sector consultations. 2015-16 is the second year of a four year phase-in of the new model.

## Did you Know?

*Special Education services encompass exceptionalities consisting of behavioural, communicational (e.g. learning disabled, autistic, language and speech impairment, hard of hearing), intellectual (gifted, intellectual disability, developmental disability) and physical (blind/low vision, physical disability).*



WECDsB's inclusive model of Special Education service delivery expresses its commitment to educate each child to the maximum extent in the classroom he or she attends. It involves bringing the support services to the child rather than moving the child to the services. This model however causes budget pressures as the proportion of students with special needs continues to increase each year. As a result, the Board annually overspends its allocation in this area, which is a typical characteristic of almost every Ontario school board. This is particularly evident in 2015-16, where the reduced grant revenues from declining enrolment, combined with increased pupils with special needs has resulted in a \$3.4M gap between the expenses and funding.

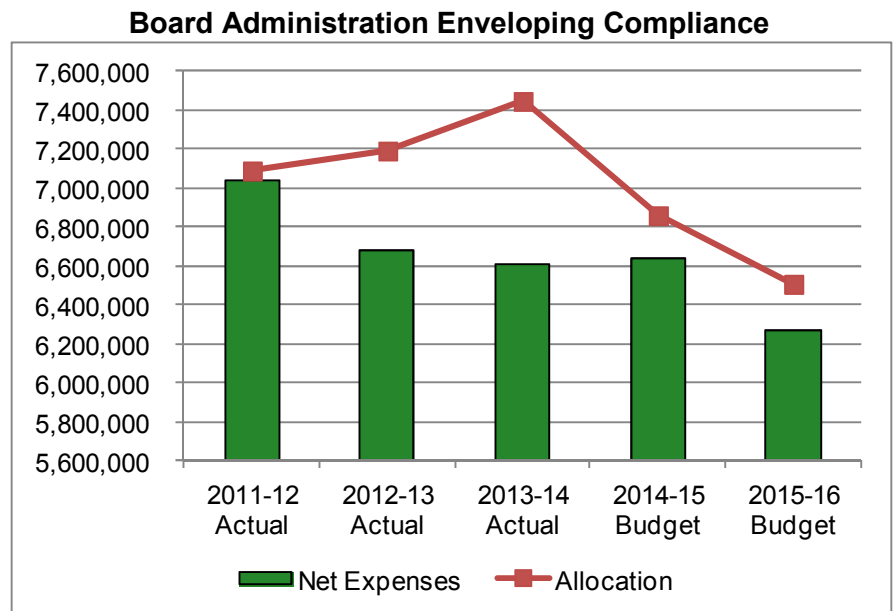
The total annual Special Education expenditures, funding and surplus/deficit are shown in the table below:

<b>Special Education</b>	<b>2012-13 Actual</b>	<b>2013-14 Actual</b>	<b>2014-15 Budget</b>	<b>2015-16 Budget</b>
Salary and benefits	27,394,118	26,928,879	26,978,714	28,664,362
Supplies and services	394,115	453,148	581,709	477,845
Fees and contracts	109,702	116,049	140,424	52,151
Staff development	3,642	8,872	8,000	8,000
<b>Total Expenses</b>	<b>27,901,577</b>	<b>27,506,948</b>	<b>27,708,847</b>	<b>29,202,358</b>
Self-contained class allocation	(93,024)	(123,092)	(61,483)	(61,458)
<b>Net Expenses</b>	<b>27,808,553</b>	<b>27,383,856</b>	<b>27,647,364</b>	<b>29,140,900</b>
<b>Total Funding</b>	<b>27,786,757</b>	<b>27,268,946</b>	<b>25,935,572</b>	<b>25,696,643</b>
<b>Surplus/(Deficit)</b>	<b>(21,796)</b>	<b>(114,910)</b>	<b>(1,711,792)</b>	<b>(3,444,257)</b>

# Administration & Governance

The School Board Administration and Governance Grant provides funding for administration and governance costs such as operating board offices and central facilities, board-based staff and expenditures, including supervisory officers and their secretarial support.

The School Board Administration and Governance Grant enveloping provision incorporated in the GSN requires that board's net administration and governance expenses in a fiscal year do not exceed the administration and governance grant. The expectation is that school boards are in compliance with the enveloping provision, and the Ministry has emphasized that in 2015-16, they will be reviewing board compliance with this limit. As can be seen from the chart, WECD SB does not overspend its allocation and in fact continues to redirect surplus funds to other areas of the Board.



In 2014-15 the Ministry of Education began phasing in a new allocation method for the School Board Administration and Governance Grant. 2015-16 is the second year of the four-year phase-in. This change is designed to better reflect the administrative requirements of boards, which does not necessarily change in response to enrolment. Under the new model there is a single Board Administration Allocation made up of the following ten core functions:

- |                          |                                    |
|--------------------------|------------------------------------|
| 1. Director of Education | 6. Payroll                         |
| 2. Senior Administration | 7. Purchasing                      |
| 3. Director's Office     | 8. Administration & Other Supports |
| 4. Human Resources       | 9. Information Technology          |
| 5. Finance               | 10. Non-Staff                      |

In 2015-16, 50% of the funding to boards is being generated using the old (2013-14) allocation model, while the remaining 50% will be allocated by applying the new model parameters.

## NEW FOR 2015-16

Under the *School Boards Collective Bargaining Act (SBCBA)*, trustee' associations are the statutory central employer bargaining agents for school boards in central negotiations with teachers' federations and education worker unions. Beginning in 2015-16, in recognition of this role, boards will be provided with the funding necessary to support the labour relations activities of their respective trustees' associations. For WECD SB, \$43,017 will be flowed to the Board for this purpose in 2015-16. The Board will then use these funds to pay OCSTA the mandatory labour relations fee.

# Capital

The 2015-16 Budget reflects planned asset additions of \$11,162,809, summarized below.

	<b>Amount</b>
Construction in Progress – New Elementary School	5,927,855
Buildings	4,048,187
Land Improvements	700,000
Computer Hardware	268,054
Computer Software	143,713
Vehicles	75,000
<b>TOTAL EXPENDITURES</b>	<b>11,162,809</b>

For all capital assets in service (i.e. excluding those assets that are still considered “construction in progress”), the Board must calculate depreciation. The annual depreciation expense projected in 2015-16 as calculated on the Board’s total capital asset net book value of \$228M is \$10,676,129. It is this amount that forms part of the Board’s projected \$246M expenditure budget in 2015-16.

The \$11.2M of capital expenditures have been balanced against available Ministry funding, as identified in the table below.

	<b>Funding Source</b>
Full-Day Kindergarten	391,396
Capital Priorities Grant – Major Capital	5,536,459
School Condition Improvement Allocation	3,808,187
School Renewal Allocation (portion spent on capital)	1,208,054
Minor Tangible Capital Assets (moveable type assets)	218,713
<b>TOTAL FUNDING</b>	<b>11,162,809</b>

The Ministry continues to provide funding for the renewal of facilities through the School Renewal and School Condition Improvement Allocations, recognizing the large provincial and local renewal backlog. Details are provided on pages 31 and 32.

## Capital Funding Updates

The Ministry provides funding to school boards for their capital needs through the following capital programs:

- **Capital Priorities** – targets major capital projects identified by board business cases
- **Capital Planning Capacity** – provided to ensure boards have sufficient capital planning capacity to support the efficient use of school space
- **School Consolidation Capital** – funding to support space reductions as a result of boards’ responses to SBEM



## **School Renewal**

The School Renewal Grant, which addresses the costs of repairing and renovating schools, is \$3,045,705 in 2015-16. Details of the changes to this grant are provided on page 5. This funding can be spent on both operating and capital expenses, but there is a limit as to the amount that can be spent on operating. Unspent funds at year-end are deferred to the following year for future school renewal expenses.

A list of planned projects for 2015-16 is provided below.

<b>Project / School</b>	<b>Project Description</b>	<b>Projected Cost</b>
<b><u>SCHOOL PROJECTS</u></b>		
Elementary	Based on project list, TCPS, assessments	300,000
Secondary	Based on project list, TCPS, assessments	200,000
<b><u>FLOORING</u></b>		
Various Schools	Carpet replacement, floor finishes	100,000
<b><u>ROOFING</u></b>		
Various Schools	Minor roof patching	100,000
<b><u>MECHANICAL-PLUMBING</u></b>		
Various Schools	Washroom renovations	150,000
<b><u>MECHANICAL-HVAC</u></b>		
Elementary	Boiler Replacement, Upgrades & Repairs	175,000
Secondary	Boiler Replacement, Upgrades & Repairs	175,000
<b><u>WINDOWS</u></b>		
Elementary	Replace exterior windows	50,000
Secondary	Replace exterior windows	50,000
<b><u>SECURITY</u></b>		
Secondary Schools	Camera upgrades	40,000
Secondary Schools	Swipe Access	20,000
<b><u>FIRE PROTECTION</u></b>		
Elementary	Fire panel replacements	50,000
Secondary	Fire panel replacements	50,000
<b><u>ACCESSIBILITY</u></b>		
Various Schools	Address accessibility issues	50,000
<b><u>OTHER</u></b>		
Various Schools	I. T. Projects (phones & switch replacement)	268,054
Villanova	Water sewage treatment services	80,000
Various Schools	Contracted Service - Construction Management	118,425
Unassigned	Additional Projects to be determined	163,484
Provision for Unsupported Debt		852,797
<b>TOTAL PROJECTS</b>		<b>2,992,760</b>

## **School Condition Improvement (SCI)**

SCI funding is intended to help boards address the renewal needs identified from the data collected through the Ministry's five-year Condition Assessment Program, which began in 2011. It can only be spent on depreciable renewal expenditures that are expected to remain open and operating for at least five years, and cannot be used to expand the size of schools, build new schools or service debt. Unspent funds at year-end are deferred to the following year for future spending.

### **NEW FOR 2015-16**

- In 2015-16, SCI funding province-wide will increase to \$500M – double the amount allocated to boards in 2014-15. A further \$500M in funding will be allocated to boards in 2016-17.
- Beginning in this school year, funding will now be allocated in proportion to a board's total assessed renewal needs as determined through the Condition Assessment Program.
- School boards will be required to direct 80% of SCI funding to key building components (e.g. foundations, roofs) and systems (e.g. HVAC, plumbing).
- The remaining 20% of the SCI funding can be used by boards to address any locally identified renewal needs.
- SCI grant payments will be made twice a year based on reported expenditures, as opposed to a monthly transfer payment that occurred in previous years.

While the grant doubled provincially, SCI funding for WECDSB in 2015-16 is \$3,808,187, an increase of \$968,285 over 2014-15 funding level of \$2,839,902.

A list of planned projects for 2015-16 is provided below.

<b>Project / School</b>	<b>Project Description</b>	<b>Projected Cost</b>
<b><u>PAVING:</u></b>		
Various Schools	Parking Lot replacement	500,000
Our Lady of Mount Carmel	Bus Bay net of City contribution	200,000
<b><u>ROOFING:</u></b>		
Various Schools	Roof replacement	1,200,000
<b><u>HVAC:</u></b>		
Various	Boiler Replacement - to be assessed upon completion of 2015 summer projects	250,000
Cardinal Carter	Cooling Tower replacement and study	250,000
<b><u>BUILDING &amp; SYSTEMS:</u></b>		
Various Schools	To be determined	1,408,187
<b>TOTAL PROJECTS</b>		<b>3,808,187</b>

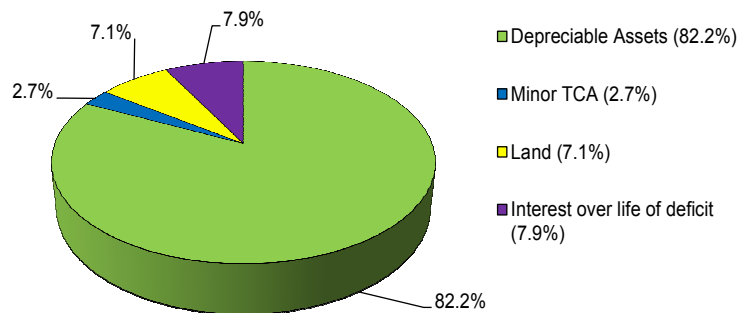
# Capital Deficit

Under previous administrations, the Board undertook the construction of facilities not fully supported by grant revenues. As a result, there is a capital deficit or unsupported debt, meaning capital debt that is not supported with grant revenues from the Province to meet principal and interest payments. This debt affects the Board each year in the form of unsupported amortization expense, which is projected to be approximately \$722K per year.

A projection of the unsupported debt balance at the end of 2015-16, along with planned funding sources, is presented below.

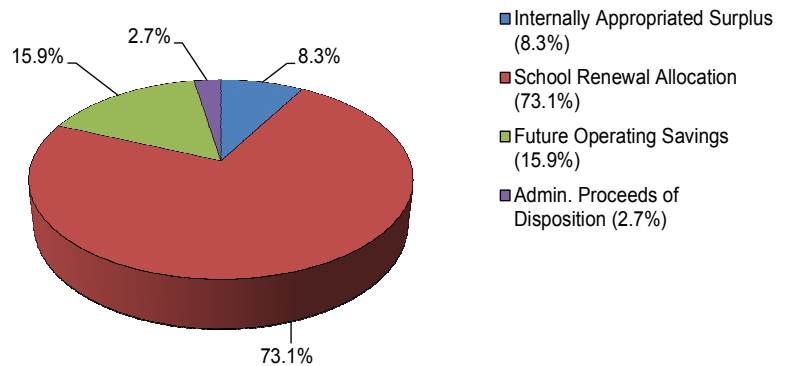
## Unsupported Debt Components:

	(\$M)
Depreciable Assets (Buildings)	12.023
Minor Tangible Capital Assets	0.396
Land	1.045
Interest over life of debt	1.156
<b>TOTAL</b>	<b>14.621</b>



## Funding Sources:

	(\$M)
Internally Appropriated Surplus	1.220
School Renewal Allocation	10.681
Future Operating Savings	2.327
Admin. Proceeds of Disposition	0.393
<b>TOTAL</b>	<b>14.621</b>



As can be seen from the funding sources above, in 2015-16 only \$1.220M of Accumulated Surplus will be internally appropriated for the capital deficit, and \$0.393M will be funded from Proceeds of Disposition. Should the Board wish to free up the future use of the School Renewal Allocation (\$10.681M), and prevent having to find additional operating savings (\$2.327M) to fund the debt, then an additional \$13.008M (\$10.681M + \$2.327M) of accumulated surplus would need to be internally appropriated. As can be seen on page 26, the Board projects having only \$12.848M of operating surplus available at the end of 2015-16 for this purpose, and even if sufficient operating surplus existed, it would likely not all be internally appropriated for the capital deficit in order to allow the Board some flexibility of operations.

Therefore, while the Board continues to make progress towards the elimination of the capital deficit, more work remains to be done.



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# Ministry of Education Reporting Dates

Financial reporting, monitoring, and auditing are important elements of an overall accountability framework associated with funding that is provided for education. The Ministry continues to monitor that grant claims by school boards are in accordance with the grant regulations and that school boards are in compliance with provincial standards and legislation, and funding envelopes.

The Ministry has established the following dates for submission of financial reports in 2015–16.

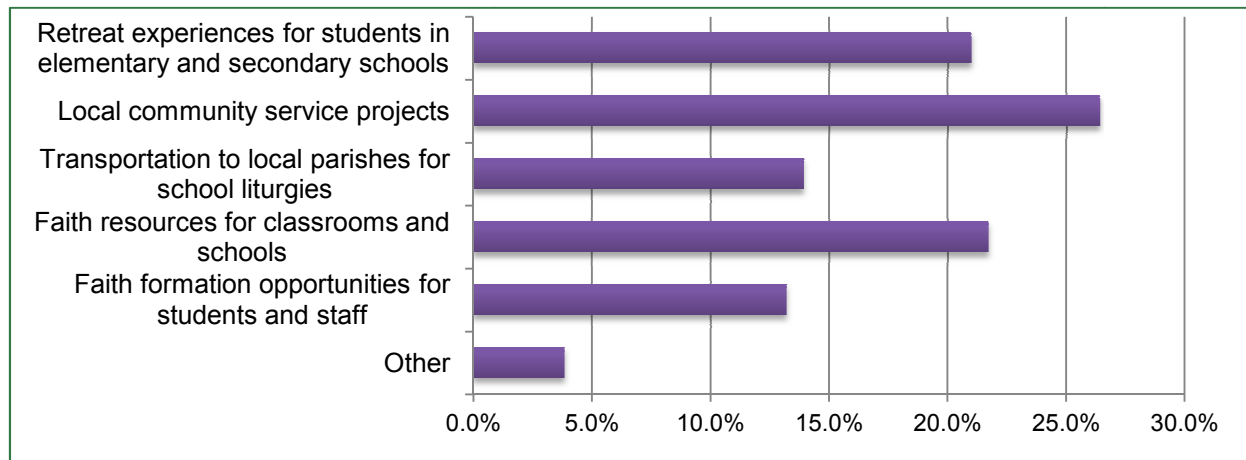
June 30, 2015	Board Estimates for 2015–16
November 16, 2015	Board Financial Statements for 2014–15
November 20, 2015	Board Enrolment Projections for 2016–17 to 2019–20
December 15, 2015	Board Revised Estimates for 2015–16
May 16, 2016	Board Financial Report for September 1, 2015 to March 31, 2016

Some of the measures that the Ministry has taken to ensure compliance by school boards include:

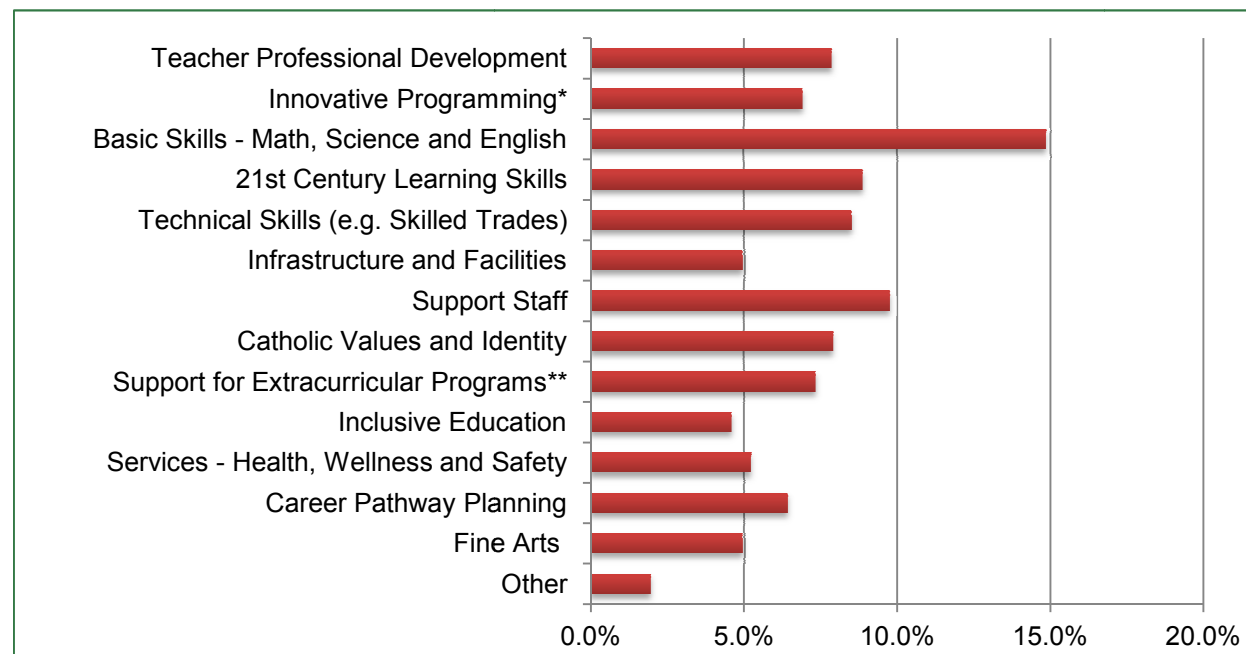
- withholding grants when a board is not in compliance,
- requiring boards to prepare and submit deficit management plans when necessary, and
- directing boards to take measures to become compliant.

# Appendix I: Budget Consultation Survey Results

**Faith development plays a central role in our Catholic system. Where do you believe efforts should be focused in the area of faith development? (Select all that apply)**

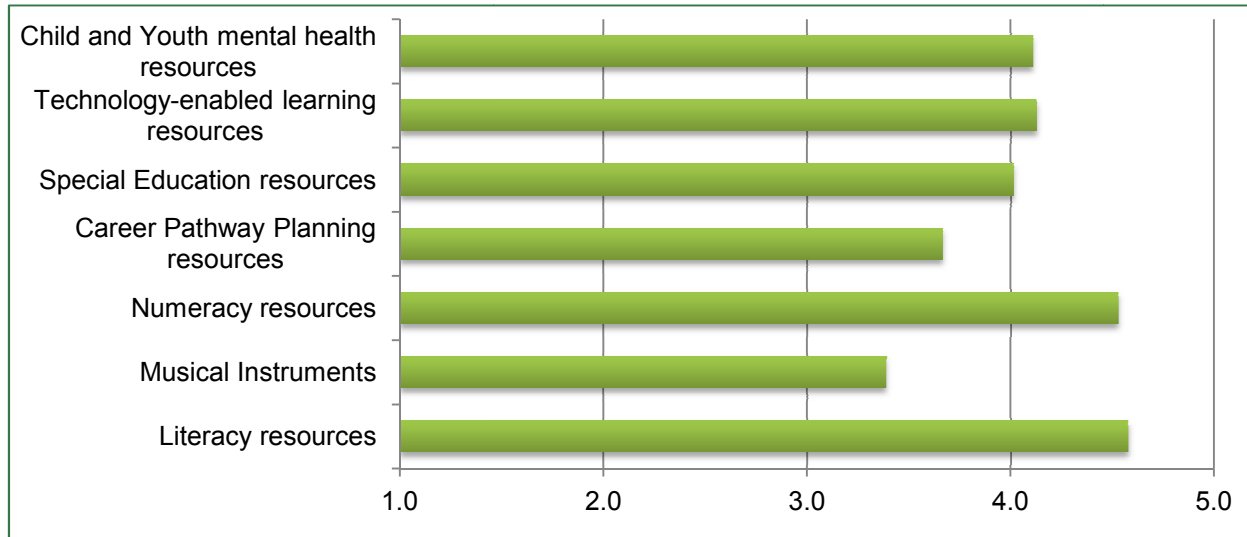


**As a stakeholder of the Windsor-Essex Catholic District School Board, which items would you like the Board to consider as essential to the education of children? (Select all that apply)**

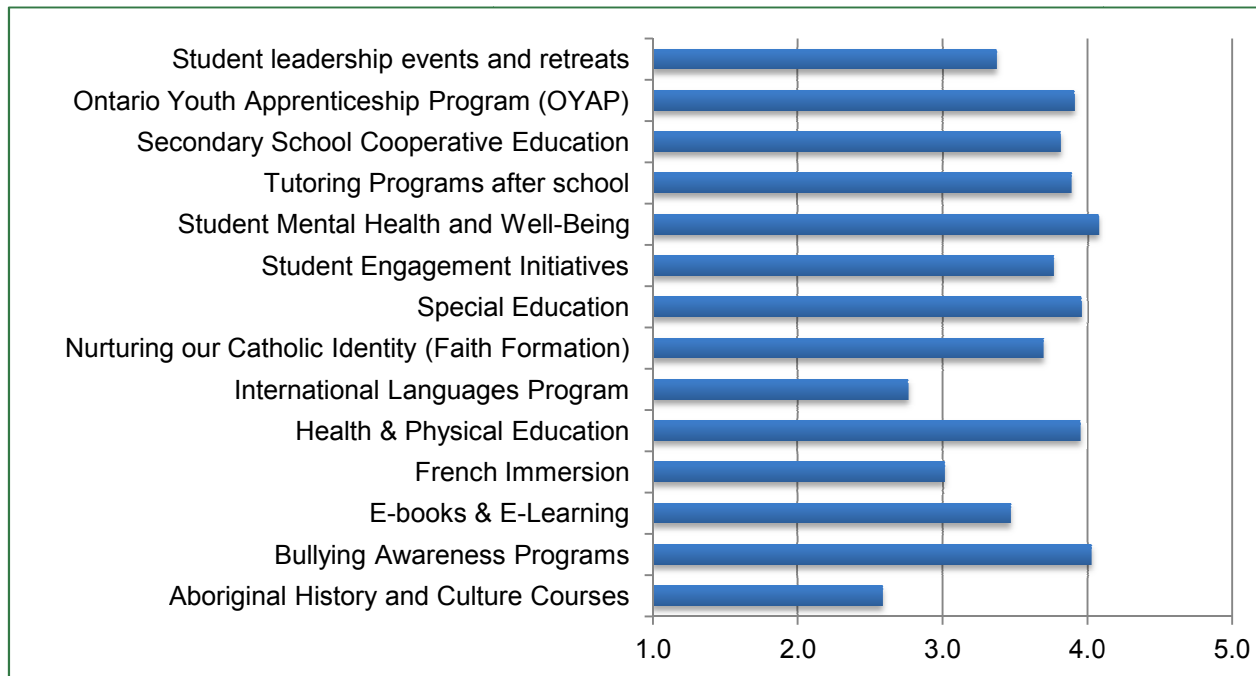


NOTE: \* Innovative Programming examples include Sports Academies, Tech. Opportunities.  
 \*\* Extracurricular Programs examples include Athletics, Field Trips.

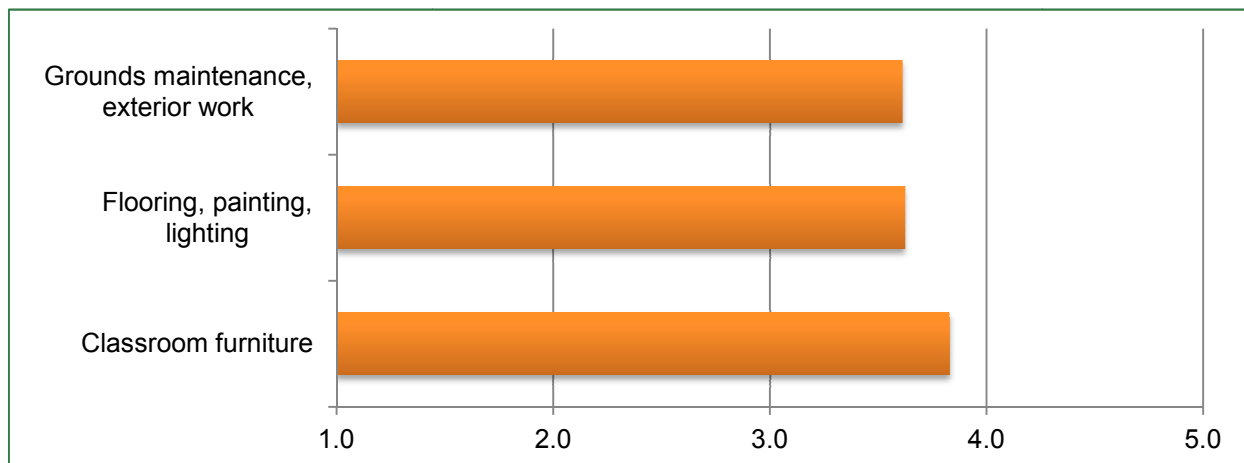
**Student Achievement resources are used to facilitate student learning & engagement and play a central role in our Catholic system. Please rate each of the following resources that support student achievement and well-being. (1 = low importance; 5 = high importance)**



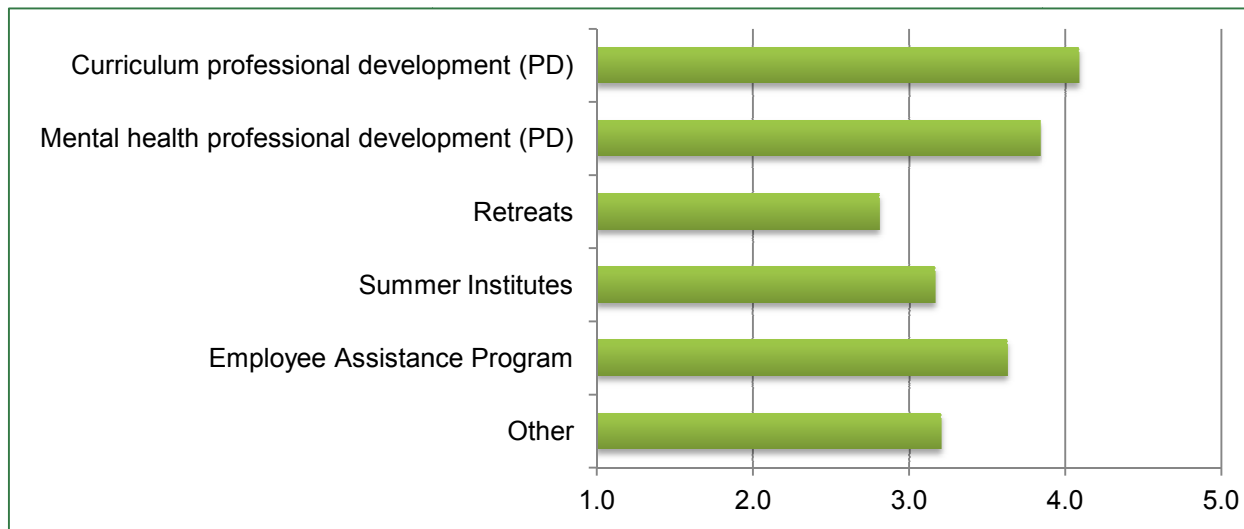
**Please rate each of the following programs and services that support student achievement and well-being. (1 = low importance; 5 = high importance)**



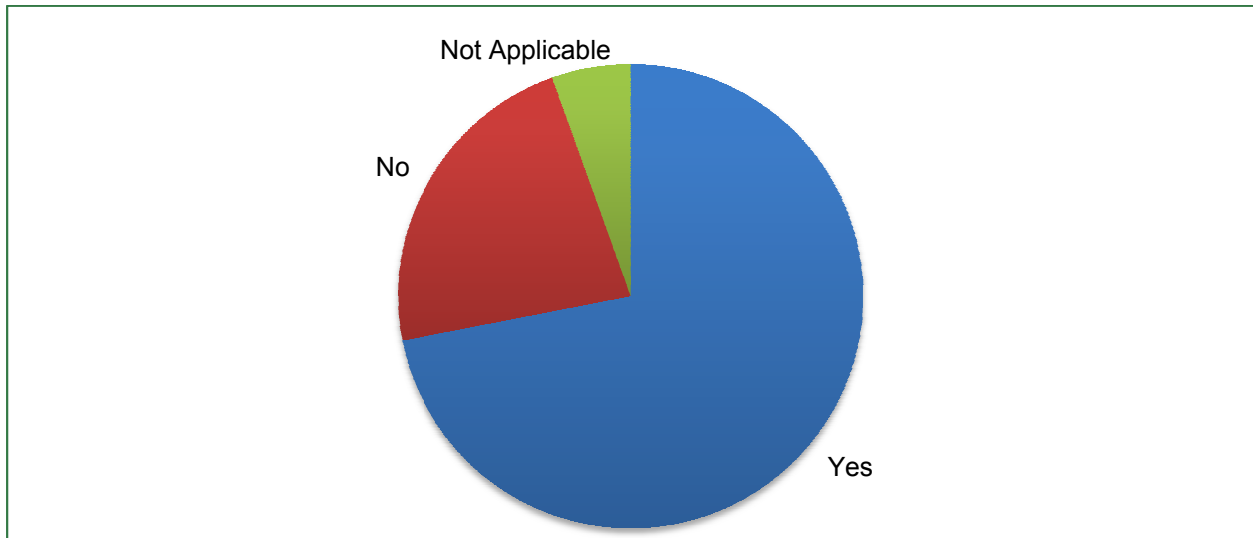
**Please rate the school building component that you believe requires more service, maintenance or replacement. (1 = requires least service; 5 = requires most service)**



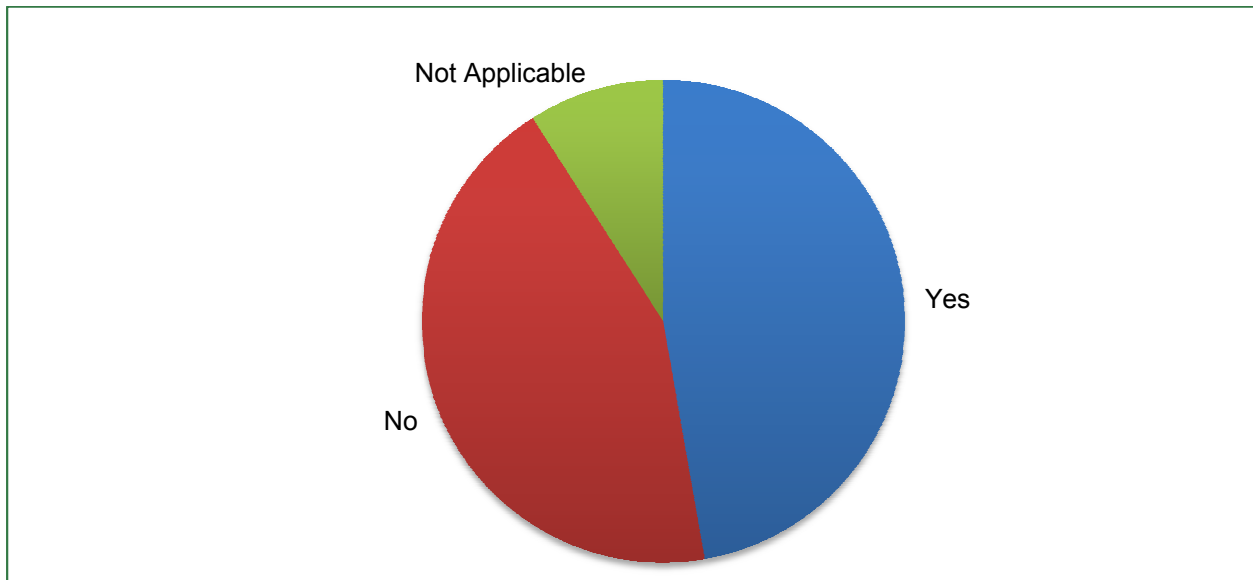
**What activities do you value most in supporting employee development? Please indicate the priority for each of the options below. (1 = low priority; 5 = high priority)**



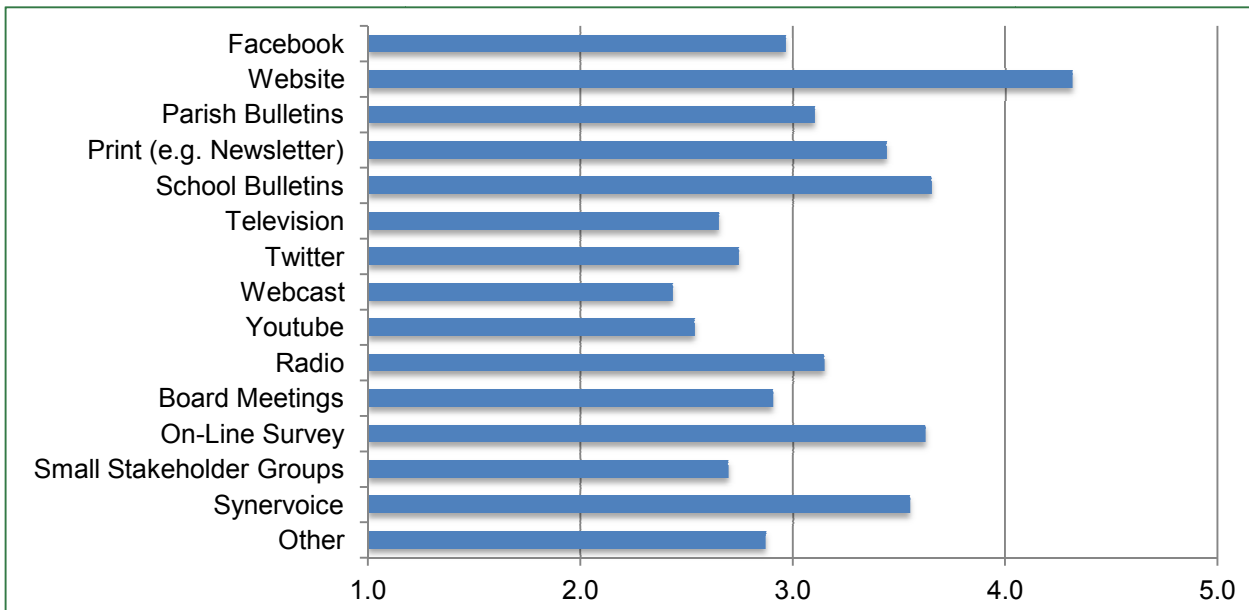
**As a parent, would you prefer to utilize an on-line payment system to pay for field trips, activity fees, school lunches, etc.?**



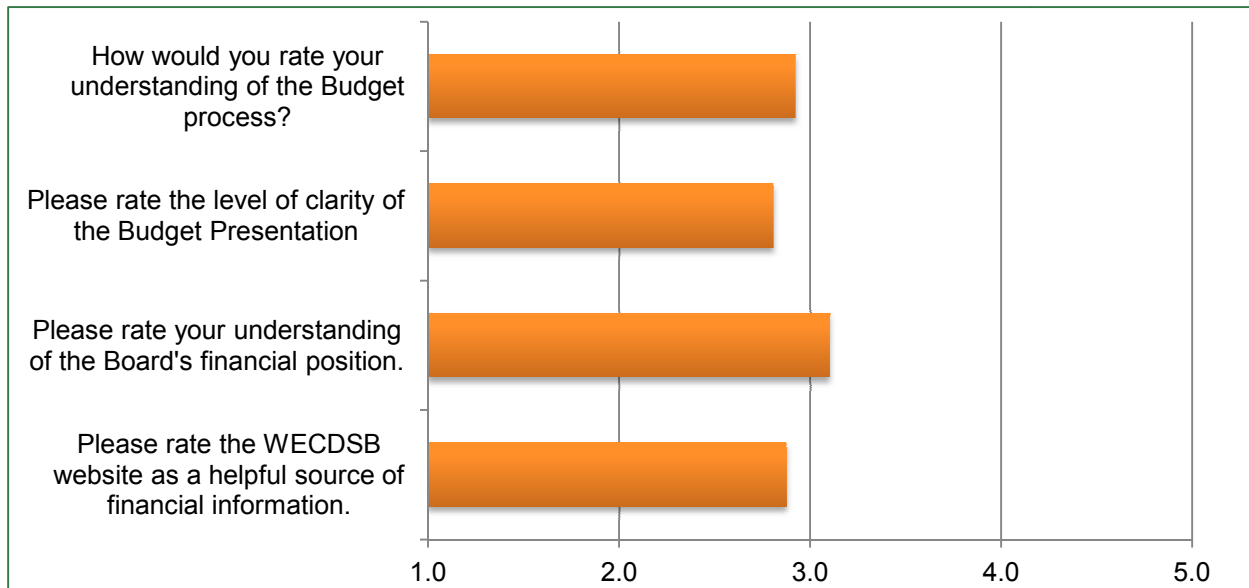
**As a parent, are you in favour of an increase or introduction of fees for optional programs?**

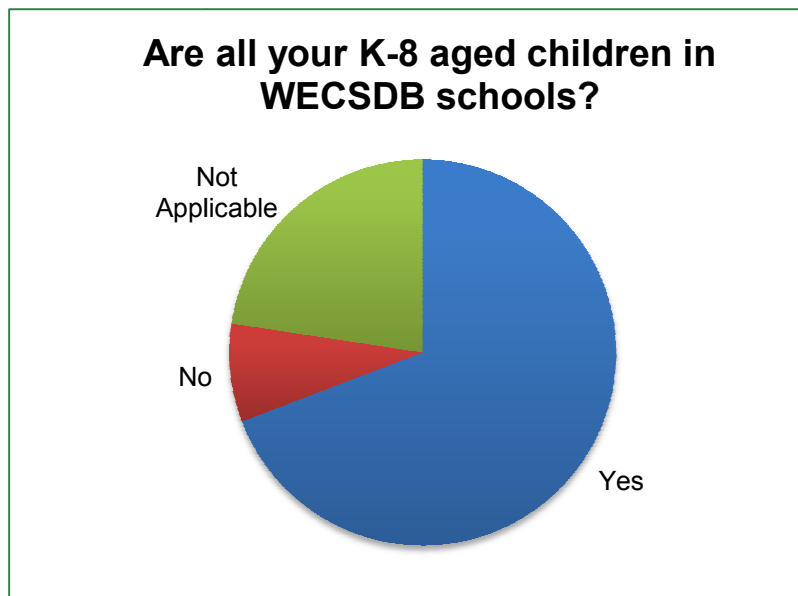
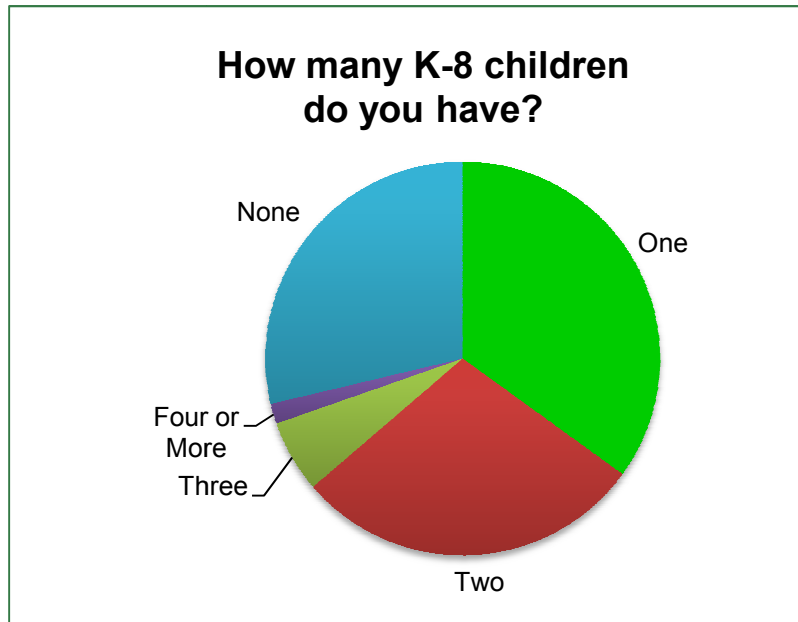


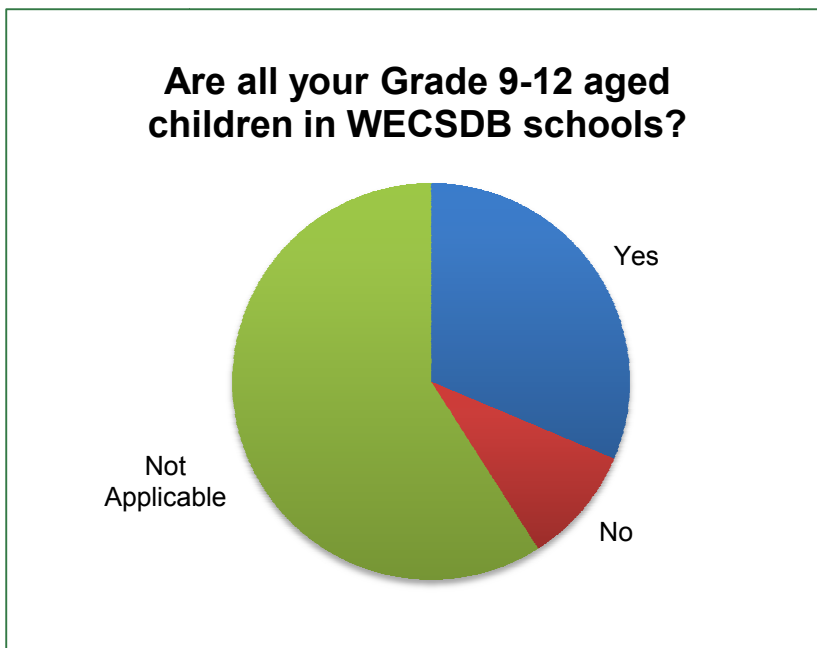
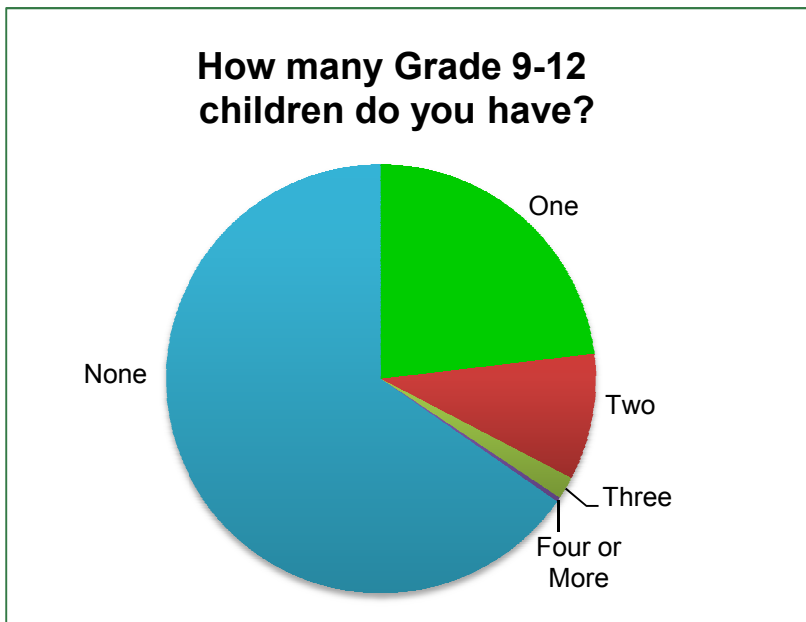
**Please rate the methods that the WECD SB may use to best communicate and consult with the public. (1 = least effective; 5 = most effective)**



**Please rate these public financial information questions. (1 = low; 5 = high)**

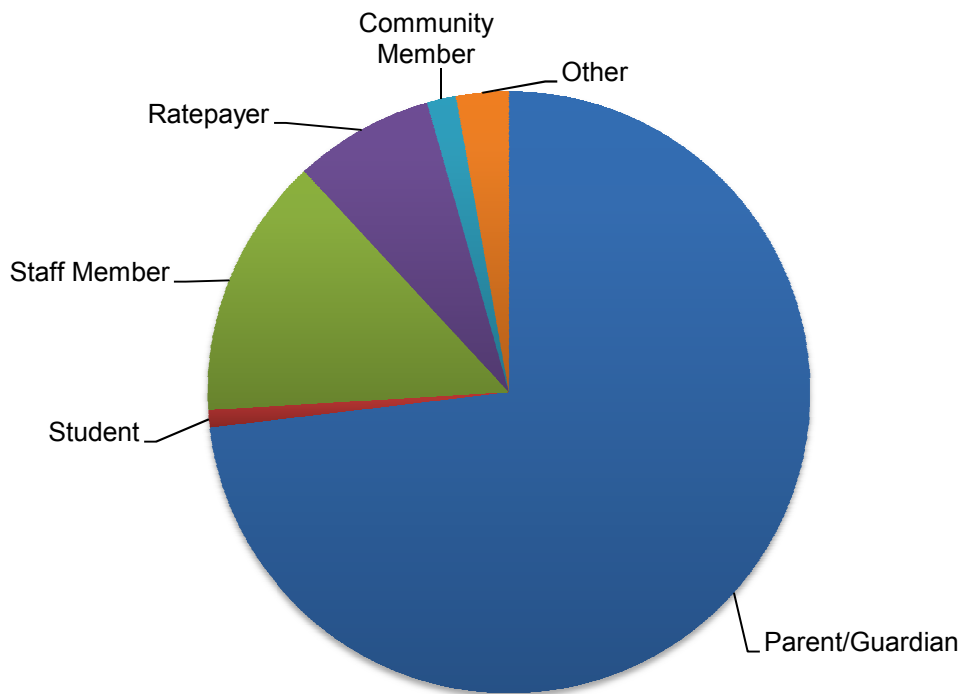








### These survey results were completed by:



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## Appendix II: Abbreviations

ADE	Average Daily Enrolment
BAAG	Board Administration and Governance Advisory Group
CPA	Chartered Professional Accountants
CUS	Community Use of Schools
DCC	Deferred Capital Contributions
DEA	Declining Enrolment Adjustment
ECE	Early Childhood Educator
EFIS	Education Financial Information System
EPO	Education Programs, Other
ESL	English as a Second Language
EQAO	Education Quality and Accountability Office
FDK	Full-Day Kindergarten
FSL	French as a Second Language
SFIS	School Facilities Inventory System
FTE	Full-Time Equivalent
GSN	Grants for Student Needs
GAAP	Generally Accepted Accounting Principles
HNA	High Needs Amount
HVAC	Heating, Ventilation and Air Conditioning
JK	Junior Kindergarten
MISA	Managing Information for Student Achievement
MOE	Ministry of Education
mTCA	Minor Tangible Capital Assets
NPF	Not Permanently Financed
NPP	New Pupil Places
NTIP	New Teacher Induction Program
OCSTA	Ontario Catholic School Trustees' Association
OFIP	Ontario Focused Intervention Partnership
PSAB	Public Sector Accounting Board
Q&E	Qualifications and Experience
SBEM	School Board Efficiencies and Modernization
SSC	School Consolidation Capital
SCI	School Condition Improvement
SHSM	Specialist High Skills Major
SIM	System Implementation and Monitoring
SK	Senior Kindergarten
TCA	Tangible Capital Assets
TCPS	Total Capital Planning Solution





For more information about the 2015-16 budget, please contact:  
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[suptbusiness@wecdsb.on.ca](mailto:suptbusiness@wecdsb.on.ca)