



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

REGULAR BOARD MEETING
Tuesday, April 25, 2017 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. The Arts – Assumption Music Program (E. Byrne) --
 - b. International Education (P. Picard) --
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 Special Committee of the Whole Board In-Camera Meeting of March 28, 2017 --
 - ii) Minutes of the Regular Board Meeting of March 28, 2017 1-6
 - b. Items from the Committee of the Whole Board In-Camera meeting of April 11, 2017. --

9. Communications:
 - a. External (Associations, OCSTA, Ministry): None
 - b. Internal (Reports from Administration):
 - i) Report: Community Hubs Capital Funding – Minor Retrofits and Accessibility (P. King) 7-9
 - ii) Report: 2016-2017 Second Interim Financial Variance Report (P. King) 10-26
 - iii) Report: 2017-2018 Budget Development and Budget Outlook Update (P. King) 27-63
 - iv) Verbal Report: Holy Names High School Renovations Update (T. Lyons) --
 - v) Report: Fourth Annual State of the Board Report to the Windsor-Essex Catholic Community (P. Picard) 64-65
 - vi) Report: Strategic Directions and System Priorities for 2017 for the Director of Education and Senior Administration (P. Picard) 66-79
10. Committee Reports: *None*
11. Unfinished Business: *None*
12. New Business:
 - a. Report: Request For Proposal Approval – Building Automation System – St. Thomas of Villanova Catholic Secondary School and St. Pius X Catholic Elementary School (T. Lyons) 80-82
 - b. Report: Regular Board Meetings for 2017-2018 School Year and for the Months of July/August 2017 (P. Picard) 83-85
 - c. Report: 2017-2018 School Year Calendar (E. Byrne) 86-93
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, May 23, 2017
 - Tuesday, June 13, 2017
 - **Monday**, June 26, 2017

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

P. 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, March 28, 2017 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room

MINUTES

PRESENT

Trustees: F. Costante B. Mastromattei
M. DiMenna, *Vice-Chair* (participated electronically) L. Soulliere
F. DiTomasso S. Tope
B. Holland, *Chair* F. Valentinis

S. Binjamin, Student Trustee
L. Zovko, Student Trustee
Rev. L. Brunet, Board Chaplain

Regrets: Trustee Alexander

Administration: T. Lyons (Resource) J. Ibrahim M. Seguin
D. Fister R. Lo Faso J. Ulicny
P. King G. McKenzie

Recorder: B. Marshall

1. Call To Order – Chair Holland called the meeting to order at 7:00 pm.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Alexander sent his regrets due to his vacation. Vice Chair DiMenna participated electronically. Director Picard is currently promoting the Board's International Education Program and was unavailable to attend tonight's meeting. Executive Superintendent of Corporate Services/Associate Director Terry Lyons provided administrative resource.
4. Approval of Agenda – The walk-on report was previously provided to trustees electronically.

AMENDMENT - ADDITION

WALK-ON Report: Item 12b) Request For Quotation (RFQ) Approval – Dell Refurbished Computers.

Moved by Trustee Mastromattei and seconded by Trustee Tope that the March 28, 2017 Regular Board meeting agenda be approved as amended. Carried

5. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.

Chair Holland disclosed interest in relation to agenda item 12a) Tender Approval – School Consolidation Project – Cardinal Carter Secondary School Renovations due to the successful bidder is a client and did not participate in the discussion or vote on any question raised on that item.

6. Presentations:

a. Annual Emergency Response Procedures for Board Meetings

Superintendent Joe Ibrahim and Principal of Safe Schools Danielle Dejardins-Koloff instructed Board members on response procedures if an emergency should occur during a Board meeting.

b. Child and Youth Workers Model

Superintendent Joe Ibrahim and Program Specialist Diane Tope-Ryan presented the System Support through a Family of Schools Model. The role of the Child and Youth Worker is to provide a wide range of prevention, intervention and skill based training to children and adolescents who face a variety of emotional, behavioural and social challenges in an effort to facilitate healthy growth. CYW facilitate preventative proactive programming and implementation of classroom, small group or individual skill based lessons or strategies for both elementary and secondary schools. Mr. Ibrahim and Ms. Tope-Ryan outlined the CYW's Family of Schools Assignments, System Support Assignments, Referral Process, Monitor Progress & Involvement, and Feedback received.

7. Delegations: *None*

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of the Committee of the Whole Board In-Camera Meeting of February 14, 2017

Moved by Trustee Tope and seconded by Trustee Costante that the Minutes of the Committee of the Whole Board In-Camera meeting of February 14, 2017 be adopted as distributed. Carried

- ii) Minutes of the Regular Board Meeting of February 28, 2017

Moved by Trustee Tope and seconded by Trustee Mastromattei that the Minutes of the Regular Board meeting of February 28, 2017 be adopted as distributed. Carried

- b. Items from the Special Committee of the Whole Board In-Camera meeting of March 28, 2017.

Trustee Costante reported that the Windsor-Essex Catholic District School Board convened a Special Committee of the Whole Board in-camera meeting on March 28, 2017 pursuant to the Education Act - Section 207, to consider real property matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Costante and seconded by Trustee Soulliere that the recommendations and directions of the Special Committee of the Whole Board at its in-camera meeting of March 28, 2017 be approved. Carried

Trustee Costante made the following announcements:

From the March 28, 2017 Special Committee of the Whole Board in-camera meeting:

- Approved the sale of the former site of Our Lady of Lourdes Catholic Elementary School located at 4130 Franklin St., Windsor; and
- Approved the 2016-17 Internal Audit Plan Amendment.

9. Communications:

- a. External (Associations, OCSTA, Ministry):
- i) Ontario Catholic School Trustees' Association (OCSTA) 2017 Annual General Meeting & Conference Resolutions

Moved by Trustee Soulliere and seconded by Trustee DiTomasso that the Board receive the OCSTA Annual General Meeting and Conference Resolutions as information. Carried

- b. Internal (Reports from Administration):
- i) Report: Appointment of Student Trustees for the 2017-2018 School Year

Moved by Trustee DiTomasso and seconded by Trustee Valentinis that the Board receive as information the appointment of Grace Santin from St. Joseph's High School and Connor Sloan from St. Thomas of Villanova High School as Student Trustees for the 2017-2018 school year. Carried

- ii) Report: 2015-2016 Community Use of Schools Annual Report

Moved by Trustee Valentinis and seconded by Trustee Mastromattei that the Board receive the 2015-16 Community Use of Schools Annual Report as information. Carried

- iii) Report: 2017-2018 Budget Consultation Survey Results

For next year's budget consultation survey, Trustees requested administration seek input from Trustees when reviewing questions as well as different methods of communicating to each school.

Moved by Trustee Costante and seconded by Trustee Soulliere that the report on the 2017-18 Budget Consultation Survey be received as information.

Carried

iv) Report: 2017-2018 Budget Pressures and Challenges

Moved by Trustee Costante and seconded by Trustee Tope that the report on 2017-18 Budget Pressures and Challenges be received as information. *Carried*

10. Committee Reports:

a. Report: Parent Advisory Committee (PIC) Meeting Minutes of September 20, 2016 and October 18, 2016

Moved by Trustee Soulliere and seconded by Trustee Mastromattei that the Board receive the Minutes of the Parent Involvement Committee (PIC) Meetings held on September 20, 2016 and October 18, 2016 as information. *Carried*

b. Report: City and School Boards Liaison Committee Meeting Minutes of January 18, 2017

Moved by Trustee Costante and seconded by Trustee Soulliere that the Board receive the Minutes of the January 18, 2017 City and School Boards Liaison Committee Meeting as information. *Carried*

11. Unfinished Business: *None*

12. New Business:

In compliance with By-Law 7:05, Trustee Soulliere presented item 12a) due to Chair Holland's conflict of interest and Vice Chair DiMenna participating electronically.

a. Report: Tender Approval – School Consolidation Project – Cardinal Carter Secondary School Renovations

Moved by Trustee Costante and seconded by Trustee DiTomasso that approval be given to the award of tender and the issuance of a purchase order contract for the interior renovation and construction of a new gymnasium at Cardinal Carter Catholic Secondary School to accommodate Cardinal Carter Middle School pertaining to School Consolidation in the amount of \$3,456,816.78 plus HST to Oscar Construction Company Ltd., upon the Ministry of Education granting approval to proceed. *Carried*

b. **WALK-ON Report:** Request For Quotation (RFQ) Approval – Dell Refurbished Computers (*sent to Trustees electronically prior to meeting*)

Moved by Trustee Valentinis and seconded by Trustee Tope that the Board approve the issuance of a purchase order contract for the purchase of 285 Dell Refurbished Computers to CNB Computers Inc. at the submitted bid amount of

(\$522 per unit) plus applicable taxes to be funded from account #000-75-565-000-6-000-000. Carried

13. Notice of Motion: None
14. Remarks and Announcements:
- a. Chairperson of the Board Holland mentioned the Board does not meet again until after Easter and wished administration, teachers and staff a happy and blessed Easter.
 - b. Associate Director Lyons provided comments on recent activities supporting the Board's strategic priorities namely;

Catholic Faith Formation: Thanked teachers and staff for their Lenten and Holy Week activities leading to our Easter celebration.

Employee Development and Student Achievement Initiatives: A number of seminars during the month of April: Teacher and Principal Mentoring; BMS Training for LSS Teachers; Renewed Math Strategy Lead Teacher session; Teachers new to Grades 3 and 6; Emergency Response Training; Catholic Principals Council of Ontario Professional Development; First Aid Training; Primary and Junior French Immersion In-service; and Early Learning Math Professional Development.

Community Engagement and Partnerships: The Windsor Regional Science, Technology and Engineering Fair is scheduled for April 1st and 2nd at the University of Windsor.

And lastly, on behalf of Administration, Associate Directory Lyons wished Trustees, administration, teachers and staff a blessed and holy Easter.
 - c. Board Chaplain commented on the masses held at Holy Cross Catholic Elementary school and St. Anne Catholic Elementary French Immersion school. Fr. Brunet invited us to spend time with family during the Easter celebration.

15. Remarks/Questions by Trustees

Trustee Tope had the honour to experience the F.J. Brennan Catholic High school play. It was a very powerful message of hope and love that surrounds us all, at times when we don't see it. Teen suicide is not the answer. Trustee Tope thanked the cast, crew, teacher and director, a graduate student, for their courage to deliver such a sensitive message. Trustee Tope wished all the schools best of luck in the Sears Drama festival.

Trustee Mastromattei wished everyone a happy Easter and congratulated school staff on their JK/SK registration efforts.

Trustee Valentinis requested administration to provide, at the next Board meeting, an update on the Holy Names Catholic High School labs and athletic field renovations and wished everyone a happy Easter.

Trustee Soulliere wished everyone a happy Easter.

Trustee DiTomasso wished everyone a happy Easter.

Vice Chair DiMenna wished everyone a happy Easter.

Student Trustee Zovko reported the following:

- Student Senate congratulated the newly elected Student Trustees for the 2017-2018 term. Grace Santin of St. Joseph's Catholic High School and Connor Sloan of St. Thomas of Villanova Catholic Secondary school. Student Trustees Zovko and Benjamin wished the incoming Student Trustees all the best and looking forward to a peaceful transition to the new term.
- Exploring new Student Senate initiatives such as the Downtown Mission and will continue with our Zinc Saves Lives.

Student Trustee Benjamin reported the following:

- Student Senate meeting March 22nd hosted by Holy Names High School students;
- St. Joseph's and Assumption College High Schools raised awareness in their schools for the Heart and Stroke Foundation;
- Cardinal Carter, St. Thomas of Villanova and St. Anne High Schools Valentine's Day chocolate fundraisers were profitable; and
- F.J. Brennan High School raised awareness for World Down Syndrome Day.

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, April 25, 2017
- Tuesday, May 23, 2017
- Tuesday, June 13, 2017
- **Monday**, June 26, 2017

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 March 28, 2017 adjourned at 8:15 p.m.

Not Approved

Barbara Holland
Chairperson of the Board

T. Lyons
Executive Superintendent of Corporate Services/
Associate Director



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
 Penny King, Executive Superintendent of Business
 Gary McKenzie, Senior Manager of Facilities Services
SUBJECT: **COMMUNITY HUBS CAPITAL FUNDING: MINOR RETROFITS
 AND ACCESSIBILITY**

RECOMMENDATION:

That the Board receive the Community Hubs Capital Funding: Minor Retrofits and Accessibility report as information.

SYNOPSIS:

This report seeks to provide information regarding new capital funding announced in the fall of 2016 intended to support Community Hubs in schools.

BACKGROUND COMMENTS:

On October 14, 2016, the Ministry of Education released memorandum 2016:B18 *Community Hubs Capital Funding: Minor Retrofits and Accessibility*, which provided details on \$50 million of new provincial capital funding. This funding is intended to expand community hub use in schools that will benefit both students and the local community.

What is WECDSB's allocation and how was it determined?

WECDSB's share of this funding is \$599,656. This allocation was determined using two types of data and design principles – (a) facility utilization and (b) a combination of socio-economic variables.

(a) Design Principle: Available Space in Schools and Viability of Schools:

Since the funding is intended to be used on viable schools with excess space available for community partners, only those schools with available space generated funding. The emphasis on school utilization data was to target schools with utilization rates between 60% - 90% and open since 2011 or earlier. The reason for this is that these schools would both have available space and their utilizations are high enough that they are less likely to be closed.

(b) Design Principle: Need-Based Allocation to Benefit Student Outcomes:

To identify school communities with need and to benefit student outcomes, the Ministry incorporated various socio-economic statistics through EDI (Early Development Instrument) and EOI (Education Opportunities Index) into its allocation model. Examples of EOI statistics include lone parent family, parental education, family income, income source and immigration.

How can the funding be used?

The funding can be used to:

- Retrofit available school space into space for use by a new community partner(s) or to expand existing hub spaces in schools; and
- Improve the accessibility of a school to enable use by a broader range of community partners.

Funding must be used towards community partners that promote the care and/or development/wellbeing of children (emotional, social, physical) or promote student success (section 234 of the Education Act).

What are examples of how the funding can be used?

Boards will decide what available spaces and schools provide the best opportunities to meet the needs of the board, the school and the community partner. Examples of use include:

- Renovating 2 available classrooms into a redesigned space
- Adding security doors
- Addressing accessibility barriers through the installation of ramps/automatic doors.

What are restrictions on use of the funding?

The funding cannot be used for the following:

- To expand the existing building footprint or gross floor area;
- In a school that is scheduled to close within the next five years;
- To undertake capital work to accommodate a child care or child and family support program operator, as Child Care Retrofit and Schools-First Child Care Capital Retrofit funding exists for this type of work; or
- To make space available exclusively for use after regular school day hours as Community Use of Schools funding exists for this purpose.

FINANCIAL IMPACT:

As noted earlier, WECD SB's allocation is \$599,656. Capital expenses must be depreciable and qualify for amortization. The program operates on a modified grant payment process, with payments flowing to boards on a bi-annual basis to reimburse expenditures incurred at March 31st and August 31st. Any unspent funds by the end of the 2016-17 school year can be carried-over for one additional year, however, any 2016-17 amounts unspent by the end of the 2017-18 school year will be recovered.

TIMELINES:

The funding is available currently and expenses can be incurred until August 31, 2018.

APPENDICES:

None

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 19, 2017
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 19, 2017
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2017



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Penny King, Executive Superintendent of Business

SUBJECT: **2016-17 SECOND INTERIM FINANCIAL VARIANCE REPORT**

RECOMMENDATION:

That the 2016-17 Second Interim Financial Variance Report be received as information.

SYNOPSIS:

This report is being presented to provide a status of the current year's budget versus actual expenses and revenues to date and an outlook for the remainder of the year.

BACKGROUND COMMENTS:

All variances calculated and analyzed are in comparison to the 2016-17 Budget Estimates which were approved by the Board and submitted to the Ministry of Education in June 2016. The 2016-17 Revised Estimates, submitted in January 2017, represent the latest financial submission to the Ministry of Education and are provided for information purposes only.

Interim Financial Variance Reporting Cycle

This second Interim Financial Variance Report covers the six-month period from September 1, 2016 to February 28, 2017. It also shows comparatives for the same time period in the 2015-16 fiscal year. As at February 28, 2017, 50% of the fiscal year and 60% of the school year have elapsed. Therefore, it would be expected that the percent of expenditure forecast spent and revenue forecast received to be between 50% and 60%. Both revenues received (49%) and expenses incurred (49%) approximate this range, and therefore the 2016-17 fiscal year-to-date revenue figures appear reasonable.

Interim Financial Variance Report Format

The Interim Financial Variance Report attached in the appendices is comprised of four sections: (1) A financial results summary presented in Appendix A which provides a high

level summary of the Board's 2016-17 Estimates and Revised Estimates and forecast of financial results; (2) a summary of enrolment presented in Appendix B; (3) a summary of staffing presented in Appendix C, and (4) detailed schedules of revenues and expenses presented in Appendices D and E which provide information on changes from budget to forecast and year-to-date comparisons.

Summary Schedules (see Appendices A, B and C)

The summary schedules present three key indicators for the Board, namely financial results, enrolment and staffing. New projections of expenses were forecast to year-end, along with forecasted changes to pupil-based grant revenues, enrolment and staffing.

Detailed Schedules of Revenues and Expenses (see Appendices D and E)

These schedules contain detailed information on the forecast of revenues and expenses included in the Financial Results Summary. Each detailed report presents both a Budget Assessment and a Risk Assessment. The Budget Assessment compares the year-end forecast to the original Board approved budget, identifying both dollar and percentage variances that have occurred since the budget was prepared. The Risk Assessment compares the prior year results to the current year actual. Specifically, it compares the prior year's year-to-date spending and revenue received as a percentage of actual to the current year-to-date spending and revenue received as a percentage of the forecast.

I. Financial Highlights – Appendix A:

The 2016-17 Revised Estimates and forecast financial results reflect the impact of negotiated post-retirement benefit (PRB) settlements for Unifor members and non-union individuals. The settlements had a positive impact on the Board's forecast financial results compared to Budget Estimates, as summarized in the table below:

	Estimates	Revised Estimates & Forecast	Change	
PRB Liability Phase-In	\$4,143,085	\$1,653,280	(\$2,489,805)	} Decrease in expense
PRB PSAB Expense	\$1,097,220	\$ 800,045	(\$ 297,175)	
TOTAL	\$5,240,305	\$2,453,325	(\$ 2,786,980)	

The decrease in PRB expenses above are reflected in several expenditure category variances described later in the report.

In addition to the above, the forecast financial results for 2016-17 include an increase in revenue of \$690K mainly due to an increase in enrolment and increased tuition revenue relating to the International Education program. There is an anticipated decrease of \$1.28M in total expenses forecast due mainly to reduced post-retirement benefit phase-in expenses. Overall, at February 28, 2017, the forecast reflects a projected in-year deficit of \$3.3M, which, when added to the prior year (2015-16) accumulated surplus of \$14.3M, results in a \$11.0M forecast accumulated surplus at 2016-17 year-end.

The Board experienced a five week labour disruption in the first quarter of 2016-17 the results of which are reflected in this report. According to Ministry guidelines, strike savings, net of eligible expenses are brought into general revenues of the board at the end of the fiscal year and grants paid to the board are reduced by this net amount.

II. Enrolment Highlights – Appendix B:

The Budget Estimates were based on projected October 31, 2016 and March 31, 2017 full-time equivalent (FTE) enrolment. At this time, there are 144 additional FTE pupils projected at year-end compared to what was presented in the 2016-17 Budget Estimates. This projection reflects the actual October 31, 2016 enrolment count, as well as a refreshed projection of March 31, 2017 enrolment levels.

III. Staffing Highlights – Appendix C:

The staff establishment forecast currently reflects, in total, 29 more FTE than budget primarily due to additional teachers required as a result of higher than estimated enrolment and an optimistic estimate of required staffing levels at 2016-17 Estimates. Additionally, there was a need within the system for additional Educational Assistants, Child and Youth Workers and Vice Principal administration time. These increased staffing levels were offset by decreases in custodial staff due to reorganizations and retirements.

IV. Revenue Highlights – Appendix D:

The 2016-17 Estimates contain \$246.3M of revenues. For the period ending February 28, 2017, total revenues of \$119.9M (or 48.6% of forecast revenues) have been received consisting of \$104.1M from legislative grants, \$12.3M from municipal taxes, \$1.1M from other provincial grants (Education Program – Other, or EPOs), and \$2.4M from other revenue sources such as tuition revenue, rental revenue, fees, recovery of expenses, etc.

As noted in the Enrolment Highlights section above, at 2016-17 year-end, the Average Daily Enrolment (ADE) of total pupils of the board is expected to be higher than Estimates by 144 FTE pupils. This factor is contributing to a projected increase of \$638K in pupil-based general legislative operating grant revenue at year-end.

Additionally, there is an anticipated increase in other revenue of \$324K which is primarily a result of increased revenue from the International Education Program.

Offsetting these revenue increases is a forecast decrease in Deferred Capital Contribution revenue of \$272K for which there is an equal and offsetting forecast decrease in Amortization Expense.

Overall, total revenues are forecast to be higher than budget by \$690K.

V. Expense Highlights – Appendix E:

Total forecast expenses are expected to be lower than Estimates by \$1.28M primarily due to lower than expected post-retirement benefit phase-in expenses.

In any given year the Board receives grant revenues in the form of the Grants for Student Needs (GSN) and EPO transfer payments. EPO's represent funding for key programs provided by the Ministry of Education to support its priority initiatives. For the purposes of

this report, EPO expenses were not considered to generate a net variance at year-end as the expense is offset by an equal amount of revenue provided by the Ministry of Education.

Appendix E provides a schedule of detailed expenses by various categories. A further explanation of each of these categories, and the forecast expense and variance at year-end, is provided below.

CLASSROOM TEACHERS

What does this category include?

- This category includes all current salary, benefits, and service/supplies expenses related to direct instruction of day school pupils such as classroom and school based teachers, home instruction teachers and preparation time. Also included in this category is automobile reimbursement, travel/expense allowances, classroom teacher retirement gratuities and teacher grievance settlements.

How are expenses incurred?

- All elementary teachers are paid over 12 months or 26 pays. All secondary teachers are paid over 10 months or 22 pays, with 100% of their salary charged to the salary expense account during these 10 months. Most retirement gratuities are paid in the summer.

What is the projected variance at year-end?

- This category is forecasting a \$1.29M deficit at year-end compared to Estimates due to increased teacher staffing required as a result of higher enrolment and optimistic estimates of staffing levels included in the 2016-17 Estimates.

SUPPLY STAFF

What does this category include?

- This category includes all current salary and statutory benefit costs related to direct instruction of day school pupils provided by occasional teachers including those covering short-term and long-term illness, and those hired to provide release time for teachers assisting with school programs. Also included in this category are all supply staffing expenses for Educational Assistants (EAs) and Early Childhood Educators (ECEs). The inclusion of supply costs for EAs and ECEs in this category is a new reporting requirement by the Ministry of Education in 2016-17. In previous years, supply costs for EAs and ECEs were included in the EA and ECE categories below. This reclassification of expenses limits the applicability of prior year comparisons.

How are expenses incurred?

- These costs are incurred over the school year or 10 months (September to June).

What is the projected variance at year-end?

- No material variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

EDUCATIONAL ASSISTANTS

What does this category include?

- This category includes all current salary and benefit costs related to Educational Assistants. Vacation payouts for these employees are also included.

How are expenses incurred?

- Teacher (Educational) Assistant salary and benefit costs are incurred over 10 months from September to June, with 100% of their salary charged to the salary expense account during these 10 months.

What is the projected variance at year-end?

- Notwithstanding there are 4.0 FTE more Educational Assistants than budget, this category is forecasting a \$387K surplus at year-end compared to Estimates due to lower than anticipated post-retirement benefit phase-in expenses.

EARLY CHILDHOOD EDUCATORS**What does this category include?**

- This category includes all current salary and benefit costs related to Early Childhood Educators. Vacation payouts for these employees are also included.

How are expenses incurred?

- Early Childhood Educators salary and benefit costs are incurred over 10 months (September to June).

What is the projected variance at year-end?

- This category is forecasting a \$131K surplus at year-end compared to Estimates due to staffing efficiencies.

COMPUTERS**What does this category include?**

- This category includes instructional computer hardware and related software expenses, as well as the associated network costs. Also included are the costs related to telephone data lines.

How are expenses incurred?

- The costs in this category are typically incurred over 12 months.

What is the projected variance at year-end?

- No material variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

TEXTBOOKS / CLASSROOM SUPPLIES**What does this category include?**

- The Textbook/Supplies category is for items used within the classroom directly by students. It includes textbook supplies and fees and services directly related to the curriculum of a grade or course.
- The textbook supplies category contains most of the accounts that are used to populate the school budgets. It includes textbooks and learning materials, instructional supplies, application software (except software that is included with the purchase of a piece of computer hardware), printing and photocopying, field trips/excursions (including associated transportation, entrance fees and parking) and certain furniture and equipment expenses.
- This category also includes certain fees and services related to Sports Academies, and the International Baccalaureate Programme.

How are expenses incurred?

- The costs in this category are typically incurred over either 10 or 12 months depending on the object of expenditure.

What is the projected variance at year-end?

- This category is forecasting a \$68K deficit at year-end compared to Estimates mainly due to costs incurred in the operation of the sports academies.

PROFESSIONALS, PARAPROFESSIONALS & TECHNICIANS

What does this category include?

- This category includes all expenses such as salaries, benefits and supplies (travel/expense allowance and automobile reimbursement) relating to the provision of psychological, speech, sign language, social and community services. Also included are salaries, benefits and related expenses for computer technicians and other personnel providing technical support for the operation of instructional/school based computers and other technical services for students. Expenses relating to the support and training for student administration systems are also captured here.

How are expenses incurred?

- The costs in this category are typically incurred over 12 months.

What is the projected variance at year-end?

- This category is forecasting a \$566K surplus at year-end compared to Estimates due to lower than anticipated post-retirement benefit phase-in expenses and reduced labour and benefit costs as a result of the 5 week labour disruption.

LIBRARY / GUIDANCE

What does this category include?

- This category includes expenses relating to library and guidance services within schools, including salaries and benefits of library technicians and guidance teachers.

How are expenses incurred?

- The costs in this category are typically incurred over 10 months.

What is the projected variance at year-end?

- This category is forecasting a \$193K surplus at year-end compared to Estimates due to a reallocation of certain ADE which should have been included as Classroom, not Guidance, at 2016-17 Estimates.

STAFF DEVELOPMENT

What does this category include?

- This category includes the cost of all professional development (P.D.) for teaching personnel and other categories of employees providing instructional support services. Costs include registration, tuition fees, transportation, accommodation and meal expenses related to professional development. This category also includes charges for supply teachers hired in order to provide release time for a teacher to participate in professional development or in-service activities. This release time is often funded by the Ministry of Education through EPO transfer payments received throughout the year. Any unbudgeted increase in expense due to P.D. resulting from an EPO has equal and offsetting revenue and therefore has no net effect to the Board.

How are expenses incurred?

- The costs in this category are typically incurred over 10 months. While costs are ongoing throughout the year, they are generally unpredictable in their timing.

What is the projected variance at year-end?

- No variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

DEPARTMENT HEADS

What does this category include?

- This category includes secondary department head allowances and associated benefits.

How are expenses incurred?

- The costs in this category are typically incurred over 10 months.

What is the projected variance at year-end?

- No material variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

PRINCIPALS & VICE-PRINCIPALS**What does this category include?**

- This category includes principal and vice-principal salaries, benefits, professional development and supplies (travel/expense allowance and automobile reimbursement) relating to the management and administration of schools. Only the administrative portion of salaries are included here. The cost of teaching time provided by principals and vice-principals is included in the classroom teacher category.

How are expenses incurred?

- The costs in this category are typically incurred over 10 months.

What is the projected variance at year-end?

- This category is forecasting a \$847K deficit at year-end compared to Estimates mainly due to additional administration costs required during the first part of the year due to the 5 week labour disruption.

SCHOOL OFFICE**What does this category include?**

- This category includes all school based secretarial and clerical salaries, benefits and related supplies and services. Secondary school Administrative Assistants are included here as well.

How are expenses incurred?

- The costs in this category are typically incurred over either 10 or 12 months depending on the object of expenditure.

What is the projected variance at year-end?

- This category is forecasting a \$963K surplus at year-end compared to Estimates mainly due to lower than anticipated post-retirement benefit phase-in expenses and benefit rate expenses, as well as reduced labour and benefit costs as a result of the 5 week labour disruption.

CO-ORDINATORS AND CONSULTANTS**What does this category include?**

- This category includes all expenses relating to coordinators and consultants, curriculum development and program support. Costs associated with EPOs granted to provide program support are included in this category.

How are expenses incurred?

- The costs in this category are typically incurred over 12 months.

What is the projected variance at year-end?

- No material variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

CONTINUING EDUCATION / SUMMER SCHOOL / INTERNATIONAL LANGUAGES

What does this category include?

- This category includes all current salary, benefits, and service/supplies expenses related to the delivery of continuing education, summer school and international language programs (non-day school programs).

How are expenses incurred?

- The costs in this category are the result of different programs offered at varying points throughout the year. For the most part, the costs in this category are incurred over 10 months or in the case of summer programs, over the summer months.

What is the projected variance at year-end?

- No variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

TRUSTEES

What does this category include?

- This category includes expenses related to the governance function of the Board. It includes honoraria, travel and professional development for trustees. Secretarial and office expenses relating to this function as well as trustee association fees are included in the Board Administration category.

How are expenses incurred?

- The costs in this category are typically incurred over 12 months.

What is the projected variance at year-end?

- No variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

DIRECTORS AND SUPERVISORY OFFICERS

What does this category include?

- This category includes direct expenses (salaries and benefits) for staff assigned duties outlined in Section 286 of the Education Act (*Duties of Supervisory Officers*). Costs to support these functions such as secretarial support are included in the Board Administration category.

How are expenses incurred?

- The costs in this category are typically incurred over 12 months.

What is the projected variance at year-end?

- This category is forecasting a \$227K surplus at year-end compared to Estimates mainly due to lower than anticipated post-retirement benefit phase-in expenses.

BOARD ADMINISTRATION

What does this category include?

- This category includes all expenses related to the following:
 - General and Business Administration includes public relations, corporate planning, and all business functions including finance (treasury), budget, accounting, payroll, benefits, purchasing, non-plant related warehousing and administrative services.
 - Human Resources Administration includes expenses related to the human resource management function of the board including staffing, contract negotiations or dealings with various unions. Also included is the central administrative support for coordination of professional development throughout the Board.

- Information Technology Administration includes expenses relating to the provision and management of administrative information technology throughout the Board, including general support to school secretaries and principals. Also includes the initial purchase and implementation of administrative systems, including student administrative systems.
- Non-Instructional Operations & Maintenance includes expenses related to the operation, maintenance, repair and renovation of property and non-school buildings such as the Catholic Education Centre.
- Costs to support the Trustee, Director and Supervisory Officer categories such as secretarial and office expenses are included here as well.
- Board Administration includes the cost of short-term operating interest expense, legal and audit fees. Board Administration also includes costs related to travel, conferences, professional development and association fees for Board Administration staff.

How are expenses incurred?

- Salary and benefit costs contained in this category are typically incurred over 12 months. The costs of other items (particularly fees and contractual services) are somewhat intermittent and can be unpredictable.

What is the projected variance at year-end?

- The funding allocation for Board Administration as provided by the Ministry of Education in the 2016-17 Estimates is \$7.05M. The Board budgeted net expenses of \$6.90M in this category, resulting in funding of \$158K to be used for other programs of the Board.
- A projected surplus of \$771K at year-end is anticipated in this category, mainly due to lower than anticipated post-retirement benefit phase-in expenses, as well as reduced labour and benefit costs as a result of the 5 week labour disruption.

TRANSPORTATION

What does this category include?

- This category includes the Board's share of contractual costs associated with the operation of the Windsor-Essex Student Transportation Services (WESTS) legal entity.
- WESTS incurs costs to transport pupils from home to school and from school to school, and expenses related to transportation that are not included under instruction.

How are expenses incurred?

- The majority of costs in this category are typically incurred over 10 months.

What is the projected variance at year-end?

- This category is forecasting a \$183K surplus at year-end compared to Estimates due to a conservative estimate of the bus operator negotiated increase included in 2016-17 Estimates.

SCHOOL OPERATIONS & MAINTENANCE (FACILITY SERVICES)

What does this category include?

- School Operations includes all expenses related to the daily operation of instructional buildings and sites, such as custodial services, food services, security services, building systems, building and grounds maintenance, utilities, computer hardware and related software, and property and related liability and vehicle insurance. Also included are certain department managers and supervisory personnel, secretarial and clerical staff salaries, benefits and related supplies and services.

- School Maintenance includes all expenses related to the periodic work performed to maintain instructional buildings and sites in a good state of repair. These functions would normally be performed by building professionals such as maintenance electricians, mechanics, plumbers, etc.

How are expenses incurred?

- The costs in this category are typically incurred over 12 months but are also affected by certain seasonal anomalies such as weather.

What is the projected variance at year-end?

- This category is projecting a surplus at year-end of approximately \$234K due to lower than anticipated post-retirement benefit phase-in expenses as well as reduced labour and benefit costs as a result of the 5 week labour disruption. These reductions were offset by increased facilities and maintenance costs relating to utilities, grounds keeping and HVAC costs.

SCHOOL RENEWAL - OPERATING

What does this category include?

- The School Renewal allocation can fund both capital expenses as well as operating expenses. This category considers all expenses related to School Renewal projects that are not capitalized expenses, plus improvements to school sites. School renewal project expenses normally cost more than \$10,000, and unspent funds at year-end are deferred to the following year for future school renewal expenses.
- To protect school renewal funding for use on capital expenses, regulations now limit any increase in boards' spending on school operations using the School Renewal Allocation. The maximum increase will be limited to an additional 5 percent of each board's average spending of the School Renewal Allocation on activity that is operating in nature for the three years preceding 2014–15.
- This category also includes the financing costs associated with the Board's unsupported pupil-place debt until such time that the debt is repaid.

How are expenses incurred?

- The costs in this category follow no particular pattern as they are dependent on the nature of the planned projects and work to be completed. The timing of these expenses is unpredictable but controllable.

What is the projected variance at year-end?

- This category is forecasting a \$147K deficit at year-end compared to Estimates which will be directly offset by funding which was deferred at 2015-16 year end for use in 2016-17.

OTHER PUPIL ACCOMMODATION

What does this category include?

- This category includes operating type expenses relating to pupil accommodation, specifically the cost of all interest payments on outstanding debentures to finance various capital projects.

How are expenses incurred?

- The interest expenses are predictable but occur at varying points throughout the year depending on when the debenture was issued. Usually two payments of principal and interest are made annually for a debenture. These debenture payments are, for the most part, fully funded by the Ministry of Education.

What is the projected variance at year-end?

- No variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

AMORTIZATION AND WRITE-DOWNS

What does this category include?

- Amortization expense is a non-cash expense that reduces the value of an asset as a result of wear and tear, age or obsolescence. It is also known as depreciation, and represents an expense which is incurred over the period of the asset's useful life. Prior to 2009, the entire cost of a tangible capital asset was expensed in the year it was purchased, but now these assets are expensed, through an annual amortization charge, over the asset's expected lifetime which can range from 5 to 40 years depending on the type of asset.
- Write-downs result when the value of an asset is impaired which means that the asset can no longer contribute to the Board's ability to provide service at the previously anticipated level and that the impairment is permanent in nature.
- Included in this category is the amortization expense related to instructional, administrative and pupil accommodation assets.

How are expenses incurred?

- Amortization expense is calculated twice annually by the Board – once at March 31st for consolidated reporting to the Ministry of Education and also at year-end.

What is the projected variance at year-end?

- Total amortization expense is forecast to be \$272K less than budget, resulting in an anticipated surplus in this category. The reduced amortization expense is equally offset by reduced Deferred Capital Contribution revenue, resulting in no net effect to the Board.

OTHER NON-OPERATING EXPENSE

What does this category include?

- This category includes the 55 School Board Trust, costs associated with the Board's wellness program, and miscellaneous claims or settlements, should they occur.
- The 55 School Board Trust includes the cost of principal and interest on debenture payments for capital debt outstanding at the time of amalgamation which had not yet been permanently financed (debentured).

How are expenses incurred?

- The 55 School Board Trust is the same amount each year (\$1,612,745), and grant revenue is received to fully offset the cost. Costs associated with the wellness program are incurred at varying points throughout the year as activities are offered to staff.

What is the projected variance at year-end?

- This category is forecasting a \$279K deficit at year-end relating to incremental costs incurred during the 5 week labour disruption.

PROVISION FOR CONTINGENCY

What does this category include?

- This category includes an annual contingency that the Board must include in its operating budget per Board By-law s.13:05 "*Plan for Balanced Budget*".
- The annual contingency amount is set at no less than 0.5% of the Board's operating allocation for the budget year being approved.

How are expenses incurred?

- Use of the contingency can occur at varying points throughout the year depending on the object of expenditure.

What is the projected variance at year-end?

- No material variances are projected in this category at year-end as actual expenses for the year are expected to approximate the budget.

Overall, total expenses are forecast to be lower than budget by \$1.28M.

FINANCIAL IMPACT:

Discussed throughout the report.

Trustees should be cautioned that the actual budget variance may vary significantly from the projected amount identified in this report. Other factors to be considered include the timing of transactions, and year-end accruals and adjustments resulting from annual reconciliations and valuation of liabilities.

Administration continues to monitor the budget on an ongoing basis to assess whether revenues and expenses are in line with budget. This financial report only considers actual results for the period ending February 28, 2017 – the first six months of the fiscal year. Continued use of estimates, historical knowledge and judgment were used in projecting budget versus actual variances to year-end, and material fluctuations in the projected variances can occur if any unforeseen activity is experienced.

TIMELINES:

Interim Financial Reports are provided quarterly to the Board. Administration plans to produce further Interim Financial Variance Reports as follows:

- Report as of June 30th (10 months actual activity) – to the Board in August
- Report as of August 31st (12 months actual activity) – to the Board in November

APPENDICES:

- Appendix A - Financial Results Summary
- Appendix B - Enrolment Summary
- Appendix C - Staffing Summary
- Appendix D - Detailed Revenues
- Appendix E - Detailed Expenses

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2017
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2017
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 18, 2017

APPENDIX A - FINANCIAL RESULTS SUMMARY
**Windsor-Essex Catholic District School Board
2016-17 Interim Financial Report
For the Period Ending February 28, 2017**
Summary of Financial Results

(\$Thousands)	Estimates (Jun.2016)	Revised Estimates (Jan.2017)	Forecast	In-Year Change (Estimates to Forecast)	
				\$	%
REVENUE					
Operating	222,170	222,519	222,807	638	0.3%
Capital	19,709	19,437	19,437	(272)	(1.4%)
Other	4,428	4,696	4,752	324	7.3%
Total Revenue	246,307	246,651	246,997	690	0.3%
EXPENSES					
Instruction	189,454	189,543	189,476	22	0.0%
Administration	8,583	7,689	7,580	(1,002)	(11.7%)
Transportation	7,737	7,527	7,555	(183)	(2.4%)
Pupil Accommodation & Other	44,723	44,186	44,606	(118)	(0.3%)
Provision for Contingency	1,108	1,108	1,108	-	0.0%
Total Expenses	251,606	250,054	250,325	(1,281)	(0.5%)
In-Year Surplus/(Deficit)	(5,299)	(3,402)	(3,328)	1,971	37.2%
Prior Year Accumulated Surplus/(Deficit)	18,667	14,277	14,277	(4,390)	(23.5%)
Accumulated Surplus/(Deficit)	13,368	10,875	10,949	(2,419)	(18.1%)

Note: Forecast based on year-to-date actuals to February 28, 2017

Changes in Revenue

- The increase in forecast operating revenue of \$638K is due to an increase in enrolment. The decrease in capital revenue relates to a decrease in Deferred Capital Contributions for which there is an offsetting decrease in Amortization Expense. The net increase in other revenue of \$324K is mainly a result of increased tuition revenue relating to the International Education program.

Change in Expenses

- The increase in forecast Instruction expenses of \$22K is attributable to increases in teaching staff of \$1.3M offset by decreases in the post-retirement benefit liability phase-in and strike savings.
- The forecast decrease in Administration expenses of \$1.0M is mainly due to lower than anticipated expenses associated with the post-retirement benefit liability phase-in and strike savings.
- The forecast decrease in Transportation expenses of \$183K is mainly due to a conservative projection at 2016-17 Estimates of costs associated with bus operator negotiations. Actual increases resulting from the operator negotiations were lower than anticipated and are reflected in the forecast amounts.
- The forecast decrease in the "Pupil Accommodation & Other" category of \$118K is mainly due to strike savings as well as decreased post-retirement benefit liability phase-in costs applicable to School Operations staff. Offsetting these savings are increased utility, HVAC and plumbing expenses.

Change in Surplus/Deficit

- The Board by-laws require the budget be developed with an in-year contingency equal to 0.5% of the in-year operating allocation, which amounts to \$1.1M for 2016-17. The 2016-17 Estimates were developed with a contingency reserve of \$1.1M and a planned deficit of \$5.3M. The current forecast projects an in-year deficit of \$3.3M, which is \$2.0M better than planned due primarily to a material decrease in the post-retirement benefit liability phase-in expense as a result of negotiated settlements and payouts.

Risks & Recommendations

- Administration will continue to closely monitor all variances for the remainder of the fiscal year.

APPENDIX B - ENROLMENT SUMMARY

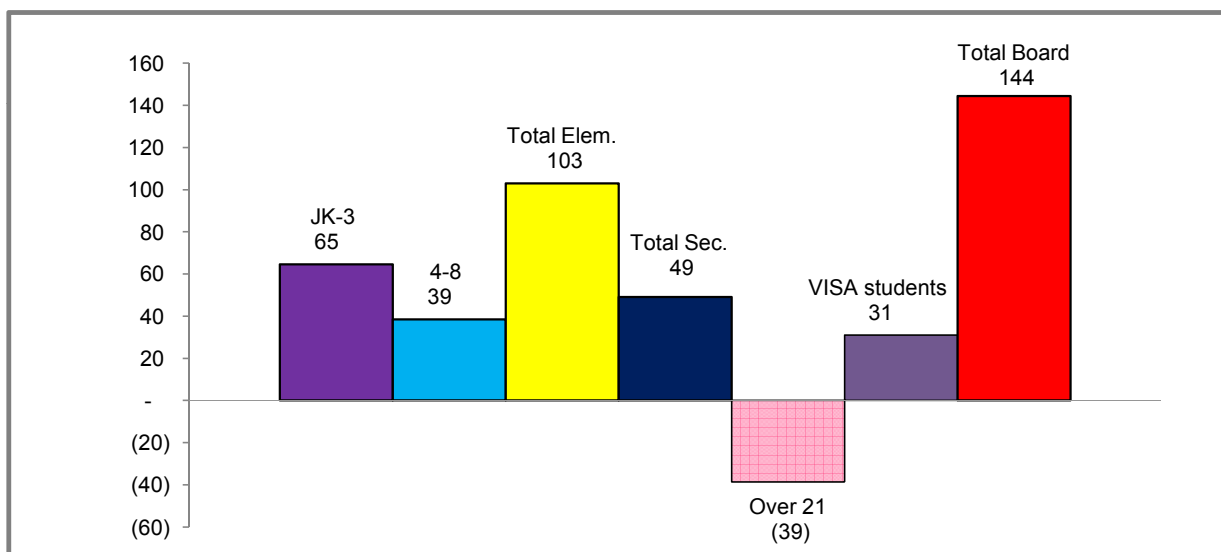
Windsor-Essex Catholic District School Board 2016-17 Interim Financial Report For the Period Ending February 28, 2017

Summary of Enrolment

ADE	Estimates (Jun.2016)	Revised Estimates (Jan. 2017)	Forecast	In-Year Change (Estimates to Forecast)	
				#	%
Elementary					
JK-3	5,942	5,997	6,007	65	1.1%
4-8	7,058	7,080	7,097	39	0.5%
Total Elementary	13,000	13,077	13,103	103	0.8%
Secondary < 21					
Grade 9 to 12	7,015	7,043	7,064	49	0.7%
Total Secondary < 21	7,015	7,043	7,064	49	0.7%
Secondary > 21	170	140	131	(39)	(22.8%)
VISA students	65	96	96	31	47.7%
Total Board	20,250	20,356	20,394	144	0.7%

Note: Forecast based on actual October 31, 2016 and projected March 31, 2017 count date. FTE's include High Credit students.

Changes in Enrolment: Budget (Estimates) v. Forecast



Highlights of Changes in Enrolment:

- Increase in Elementary enrolment is due to a slightly conservative estimate of enrolment at budget development.
- Increase in Secondary enrolment for pupils under 21 years of age is due to a slightly conservative estimate of enrolment at budget development.
- The decrease in Secondary enrolment for pupils over 21 years of age is due to lower than planned retention rates after certain program changes.
- Increase in VISA enrolment is due to an intensive campaign to expand the International Education Program.

APPENDIX C - STAFFING SUMMARY

Windsor-Essex Catholic District School Board 2016-17 Interim Financial Report For the Period Ending February 28, 2017

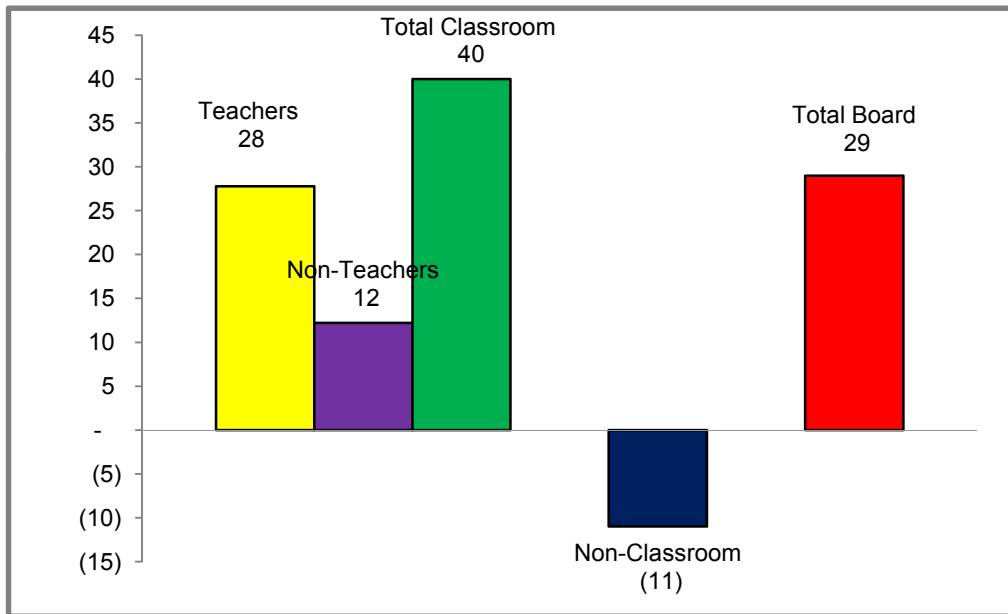
Summary of Staffing

Full-Time Equivalent (FTE)	Estimates (Jun.2016)	Revised Estimates (Jan. 2017)	Forecast	In-Year Change (Estimates to Forecast)	
				#	%
Classroom					
Teachers	1,170	1,198	1,198	28	2.4%
Non-Teachers	644	656	656	12	1.9%
Total Classroom	1,813	1,853	1,853	40	2.2%
Non-Classroom	252	243	241	(11)	(4.4%)
Total Board	2,065	2,097	2,094	29	1.4%

Revised Estimate staffing based on October 31 count date.

Forecast staffing is the projected staff establishment to be reported at year-end.

Changes in Staffing: Budget (Estimates) v. Forecast



Highlights of Changes in Staffing:

- The 28.0 FTE increase in teachers relates to additional enrolment of 144 students as well as a progressive estimate of required staffing levels included in the budget.
- The 12.0 FTE increase in non-teachers relates, in part, to 4.0 FTE additional Educational Assistants and 2.0 Child Youth Workers required for Special Education students. There was also additional Vice Principal Administration time required above the level included in the original budget Estimates.
- The decrease in non-classroom staff relates to a reduced number of custodial staff due to reorganizations and retirements.

APPENDIX D - DETAILED REVENUES

**Windsor-Essex Catholic District School Board
2016-17 Interim Financial Report
For the Period Ending February 28, 2017
(\$ thousands)**

	Budget Assessment					Risk Assessment			
	Current Year: 2016-17					to Feb 28/17	to Feb 29/16	Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
	Estimates (June 2016)	Revised Estimates (January 2017)	Forecast (to August 2017)	Change (between Estimates & Forecast)		% of Forecast Received	% of Actual Received		
				\$ Increase (Decrease)	% Increase (Decrease)				
REVENUES									
Operating Grants									
Pupil Foundation	107,684	108,298	108,550	866	0.8%				
School Foundation	14,213	14,329	14,353	140	1.0%				
Special Education	25,947	26,007	26,046	98	0.4%				
French as a Second Language	2,553	2,910	2,910	357	14.0%				
English as a Second Language	2,055	2,055	2,055	-	0.0%				
Learning Opportunities	4,404	4,413	4,416	12	0.3%				
Continuing Education	361	330	300	(61)	(16.8%)				
Adult Education	582	582	582	-	0.0%				
Teacher Q&E	25,790	25,001	25,057	(733)	(2.8%)				
ECE Q&E	1,196	1,176	1,178	(19)	(1.6%)				
Transportation	7,775	7,759	7,759	(16)	(0.2%)				
Admin and Governance	6,032	6,053	6,062	30	0.5%				
School Operations	19,370	19,418	19,444	74	0.4%				
Restraint Savings	(89)	(89)	(89)	-	0.0%				
First Nation, Métis and Inuit	354	374	374	21	5.8%				
Safe Schools Supplement	618	620	621	3	0.5%				
Community Use of Schools Grant	272	272	272	-	0.0%				
New Teacher Induction Program	56	62	62	5	9.6%				
Declining Enrolment	798	732	637	(161)	(20.2%)				
Temporary Accommodation	611	630	630	19	3.2%				
School Renewal - Operating Portion	1,772	1,770	1,773	1	0.1%				
Trustee Fees	43	43	43	-	0.0%				
Adjustment for mTCA and other	(227)	(227)	(227)	-	0.0%				
Total Operating Grants	222,170	222,519	222,807	638	0.3%				
Debt Servicing Grants									
Permanent Financing of NPF	1,613	1,613	1,613	-	0.0%				
Amortization of DCC	11,246	10,974	10,974	(272)	(2.4%)				
Capital Debt Support Payment - Interest	6,850	6,850	6,850	-	0.0%				
Short Term Interest	-	-	-	-	0.0%				
Total Debt Servicing Grants	19,709	19,437	19,437	(272)	(1.4%)	0.0%	0.0%	0.0%	On Forecast
Total Legislative Grants	241,879	241,956	242,244	366	0.2%	48.0%	47.4%	0.6%	Ahead of Forecast
Other (EPOs & Non-Grant Revenue)									
Education Program - Other (EPO's)	1,958	1,948	1,958	-	0.0%				
Investment Income	210	225	220	10	4.8%				
Tuition Revenue	655	914	914	259	39.5%				
Rental Revenue	210	205	205	(5)	(2.4%)				
Recovery of staff on loan	836	856	856	20	2.4%				
Other	559	548	599	40	7.2%				
Total Other Revenue	4,428	4,696	4,752	324	7.3%	74.9%	24.7%	50.2%	Ahead of Forecast
TOTAL REVENUE	246,307	246,651	246,997	690	0.3%	48.6%	46.2%	2.4%	Ahead of Forecast

APPENDIX E- DETAILED EXPENDITURES

**Windsor-Essex Catholic District School Board
2016-17 Interim Financial Report
For the Period Ending February 28, 2017
(\$ thousands)**

	Budget Assessment					Risk Assessment			
	Current Year: 2016-17					to Feb 28/17	to Feb 29/16	Year-to year Increase (Decrease)	Forecast vs. Prior Year YTD
	Estimates (June 2016)	Revised Estimates (January 2017)	Forecast (to August 2017)	Change (between Estimates & Forecast)		% of Forecast Spent	% of Actual Spent		
				\$ Increase (Decrease)	% Increase (Decrease)				
EXPENSES									
Instruction									
Teachers	126,939	128,280	128,232	1,293	1.0%	51.4%	50.6%	0.8%	Forecast Pressure
Supply Staff	5,923	5,928	5,928	5	0.1%	52.3%	45.5%	6.8%	Forecast Pressure
Educational Assistants	16,598	16,492	16,211	(387)	(2.3%)	61.6%	58.7%	2.9%	Forecast Pressure
Early Childhood Educators	3,736	3,632	3,605	(131)	(3.5%)	57.2%	0.0%	57.2%	Forecast Pressure
Classroom Computers	1,378	1,378	1,388	10	0.7%	61.4%	73.2%	(11.8%)	Savings Forecast
Textbooks and Supplies	4,164	4,258	4,232	68	1.6%	48.3%	50.3%	(2.0%)	Savings Forecast
Professionals and Paraprofessionals	6,307	6,056	5,740	(566)	(9.0%)	47.6%	46.6%	1.0%	Forecast Pressure
Library and Guidance	2,437	2,244	2,245	(193)	(7.9%)	52.6%	55.0%	(2.4%)	Savings Forecast
Staff Development	903	905	903	-	0.0%	51.0%	42.9%	8.2%	Forecast Pressure
Department Heads	651	650	650	(2)	(0.2%)	57.9%	58.4%	(0.5%)	Savings Forecast
Principal and Vice-Principals	9,864	9,853	10,711	847	8.6%	58.7%	53.1%	5.6%	Forecast Pressure
School Office	7,125	6,381	6,162	(963)	(13.5%)	45.4%	35.2%	10.2%	Forecast Pressure
Co-ordinators and Consultants	2,954	2,970	2,953	(1)	(0.0%)	50.5%	52.9%	(2.4%)	Savings Forecast
Continuing Education	309	309	309	-	0.0%	14.1%	19.2%	(5.1%)	Savings Forecast
Amortization and Write-downs	166	208	208	42	25.1%	0.0%	0.0%	0.0%	Savings Forecast
Total Instruction	189,454	189,543	189,476	22	0.0%	52.4%	50.5%	1.9%	Forecast Pressure
Administration									
Trustees	131	131	131	-	0.0%	43.0%	49.0%	(6.0%)	Savings Forecast
Director/Supervisory Officers	1,311	1,083	1,083	(227)	(17.3%)	40.7%	44.0%	(3.4%)	Savings Forecast
Board Administration	7,079	6,416	6,308	(771)	(10.9%)	47.6%	42.7%	4.9%	Forecast Pressure
Amortization and Write-downs	63	58	58	(4)	(6.6%)	0.0%	0.0%	0.0%	Savings Forecast
Total Administration	8,583	7,689	7,581	(1,002)	(11.7%)	46.2%	42.9%	3.3%	Forecast Pressure
Transportation	7,737	7,527	7,555	(183)	(2.4%)	57.8%	59.0%	(1.2%)	Savings Forecast
Pupil Accommodation									
School Operations & Maintenance	22,975	22,569	22,742	(234)	(1.0%)	45.5%	38.8%	6.7%	Forecast Pressure
School Renewal	1,199	1,346	1,346	147	12.2%	25.6%	39.8%	(14.1%)	Savings Forecast
Other Pupil Accommodation	6,856	6,856	6,856	-	0.0%	50.6%	50.5%	0.0%	Forecast Pressure
Amortization and Write-downs	11,740	11,430	11,430	(310)	(2.6%)	0.0%	0.0%	0.0%	Savings Forecast
Loss on Disposal of TCA									
Total Pupil Accommodation	42,771	42,201	42,374	(397)	(0.9%)	33.4%	32.1%	1.3%	Forecast Pressure
Other Non-Operating	1,953	1,985	2,232	279	14.3%	16.7%	(4.1%)	20.9%	Forecast Pressure
Provision for Contingencies	1,108	1,108	1,108	-	0.0%	0.0%	0.0%	0.0%	Savings Forecast
TOTAL EXPENSES	251,606	250,054	250,325	(1,280)	(0.5%)	48.6%	45.6%	3.0%	Forecast Pressure



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Paul A. Picard, Director of Education
Penny King, Executive Superintendent of Business
SUBJECT: **2017-18 BUDGET DEVELOPMENT AND BUDGET OUTLOOK UPDATE**

RECOMMENDATION:

That the Board receive the report on 2017-18 Budget Development and Budget Outlook Update as information.

SYNOPSIS:

With further information on 2017-18 funding now available subsequent to the release of the Grants for Student Needs (GSN) on April 12, 2017, this report seeks to provide an updated budget outlook for the Board and provides information on the Board's progress in 2017-18 budget development.

BACKGROUND COMMENTS:

The Board's budget development cycle is part of a continuous process of monitoring, refinement and updating. At its meeting of March 28, 2017, the Board received its first report on the anticipated pressures and challenges expected in the development of the 2017-18 Budget Estimates. That report, presented early in the budget process with limited information available, projected a decline in enrolment of 526 day school pupils and a possible \$8.522M of reductions required to balance the budget. The earlier that an outlook or projection is done increases the need to be conservative with assumptions.

On April 12, 2017, the Ministry announced its 2017-18 Grants for Student Needs, commonly referred to as GSNs. These grants provide the bulk of funding used by school boards to support student learning. GSN funding leverages a series of complex and detailed formulas intended to provide equitable resources to school districts to provide students with equal educational opportunities. Some of the key highlights of the 2017-18 GSN are presented below and the Technical Briefing Presentation is attached as Appendix A.

GSN Highlights – Key Changes

Provincially, GSN funding is projected to increase by 3.8% to \$23.8 billion, an average of \$12,100 per pupil. The 2017-18 GSN reflects implementation of recently ratified labour agreements and regular updates to the GSN. The key changes for 2017-18 include:

1. Enhancements to implement the 2017-19 labour agreements;
2. Capital Investments;
3. Regular policy and technical updates including:
 - i. Indigenous Education Accountability Measures;
 - ii. School Foundation Grant Investments;
 - iii. Investments to help school boards keep up with costs;
 - iv. Ongoing implementation of previous year GSN reforms.
4. Identification of future consultation relating to Rural Education and a renewed vision for Student Transportation.

1. Enhancements to implement the 2017-19 labour agreements:

- 1.5% salary benchmark increases for staff in 2017-18.
- One-time payment in 2017-18 for professional development equivalent to 0.5% increase in the salary benchmark.
- Inflation protection increases, increases to base funding and/or full-time equivalent changes for the provincial benefit trusts.
- Establishment of a Local Priorities Fund in 2017-18 to address local education issues. These funds will be used to support the addition of teachers and education workers.
- 3% increase in Community Use of Schools funding.
- New “Human Resource Transition Supplement” funding to help boards manage the impact of the contract extensions.
- Lower funded average class size in FDK from the current level of 26 students per class to 25.75 students per class in 2017-18.
- Lower the funded class size average in Grades 4-8 to 24.17 students per class in 2017-18, and to 22.85 over five years.

2. Capital Investments:

- The Ministry will invest \$1 billion provincially in School Condition Improvement (SCI) funding, broken down as follows:
 - **School Condition Improvement (core):** \$800 million provincially (WECD SB share in 2017-18 = \$5,908,310); and
 - **New Greenhouse Gas Reduction (GHG) Funding:** \$200 million provincially (WECD SB share in 2017-18 = \$1,477,080).

This funding was established to support the reduction of GHG emissions from facilities in the education sector. These funds are to repair, replace or install energy efficient building components and systems in elementary and secondary schools and administrative buildings. This is a time-limited

program for expenditures incurred between April 12, 2017 and March 31, 2018. Any remaining unspent funds at the program end date cannot be carried forward.

- The Ministry will also invest an incremental \$40 million provincially to supplement the School Renewal Allocation. (WECD SB share in 2017-18 = \$382,515).

3. Regular policy and technical updates:

- i. Indigenous Education Accountability Measures
 - Starting in 2017-18, the per-pupil amount of the Indigenous Education Grant will be fully enveloped.
 - Boards must allocate 1.0 FTE for a dedicated Indigenous Education Lead position and identify the Supervisory Officer accountable for the program.
- ii. School Foundation Grant Investments
 - New funding for an additional principal if a school has multiple buildings on the same campus with large enrolment.
 - School administration funding will be based on a campus definition of a school, where properties owned are linked by a contiguous property line.
- iii. Investments to help school boards keep up with costs
 - Funding for student transportation will increase by 2%, netted against a board's transportation surplus.
 - The non-staff portion of the School Operations benchmark will increase by 2% for commodity price increases such as natural gas, facility insurance etc.
- iv. Ongoing implementation of previous year GSN reforms including:
 - Changes stemming from past labour agreements;
 - Benefit investments to support the Provincial Health Trusts;
 - Continued phase-in of School Board Efficiencies and Modernization (SBEM) strategy;
 - Continued phase-in of the new Differentiated Special Education Needs Amount (DSENA) funding model;
 - Continued phase-in of the new School Board Administration and Governance Grant funding model; and
 - Continued phase-in of the 2011 Census and National Household Survey (NHS) updates.

4. Identification of future consultation relating to Rural Education and a renewed vision for Student Transportation:

- Beginning in the spring, the government will launch an engagement on new approaches to supporting education in rural and remote communities.

- The Ministry will also launch a consultation process to renew the vision of student transportation. The consultation will focus on transportation funding principles, the roles of government and school boards and interactions with other services outside of education.

Investments Outside the GSN

In 2017-18, the Government is providing more than \$140M outside the GSN in the form of EPOs to further support boards in advancing student achievement. At the time of the release of the 2017-18 GSN, the following EPOs were announced for WECDSB:

EPO	Amount
Autism Supports and Training	\$30,145
Autism Supporting Transition to the New Ontario Autism Program	\$105,339
Community Use of Schools: Priority Schools	\$68,000
Community Use of Schools: Outreach Coordinators	\$76,000
Focus on Youth	\$250,000
Renewed Math Strategy K-12	\$517,373
Well-Being: Safe, Accepting & Healthy Schools & Mental Health	\$66,996
TOTAL	\$1,113,853

Enrolment Update

As noted earlier, the Board's budget development cycle is a continuous process of refinement. The initial budget outlook that presented a possible \$8.522M of reductions reflected a 526 pupil decline. This preliminary enrolment projection was set early in the budget process (mid February) and was a forecast based on rolling students forward per school and per grade and historical retention rates.

Since that time, key enrolment indicators – specifically kindergarten registrations, the submission of secondary option sheets and an enrolment review of non-Catholics, have provided a more detailed analysis of enrolment. Additionally, input from Principals was also gathered on the projected enrolment for September, specifically collecting from them knowledge of known registrations to date and local knowledge of their students.

As a result of this additional information, the original enrolment forecast has been updated. This updated forecast, set at 19,674 FTE day school pupils, reflects a more accurate enrolment forecast that will be used for budget development. This revised enrolment forecast represents a decline of 326 FTE pupils from the 2016-17 Budget Estimates, as shown in the table that follows.

	2016-17 Estimates (FTE ¹)	“Revised” Projected 2017-18 Estimates (FTE)	Change in Enrolment
Elementary (ADE ²)	13,000.00	12,900.00	(100.00)
Secondary (ADE) < 21 yrs	7,000.00	6,774.20	(225.80)
TOTAL DAY SCHOOL ENROLMENT	20,000.00	19,674.20	(325.80)
Total High Credit ³	15.00	10.37	(4.63)
Adult Pupils (ADE) > 21 yrs	170.00	140.00	(30.00)
Total Visa Pupils	65.00	96.00	31.00

Table Notes:

- (1) FTE = Full-Time Equivalent
- (2) ADE = Average Daily Enrolment
- (3) To encourage more students to complete their high school education within four years, the Ministry of Education developed a “34 Credit Policy”. Students who return for a fifth year of high school and accumulate more than 34 credits during that fifth year are moved into a threshold of “High Credit Day School ADE” for enrolment purposes and are funded differently than other Day School Enrolment students under the GSN.

Budget Outlook Update

With announced grant changes for 2017-18, a revised enrolment forecast, and availability of EFIS (Education Finance Information System) on April 21, 2017, staff is in the process of determining the Board’s GSN entitlement for 2017-18. Given the length and complexity of this task, Administration does not have a precise revised budget outlook at this time, however the updated enrolment forecast alone is anticipated to contribute to a better financial picture than originally anticipated.

Budget Development Update

After completing stage 2 of the budget development process (known as “Forecasting”), the budget outlook was communicated to the Staff Budget Workgroup and WECDSB moved to Stage 3 of the budget process (known as the “Budgeting” stage). In this stage staff prepared departmental budgets. As the funding for 2017-18 was forecast by envelope, the budgets were distributed to budget owners on the same basis (i.e. by envelope). An envelope may have many different budget owners, and as such individuals collaborated at this stage of the process to prepare their budgets. This stage required budget additions or reductions to be identified and classified by pre-determined categories. Working through the Staff Budget Workgroup, the Business Department is in the process of consolidating the recommended expenditure reductions and requested budget additions which were submitted by staff. The consolidated list will be reviewed by the Staff Budget Workgroup, and presented to Executive Council, who will assess the submissions.

WECDSB will then move into the fourth stage of budget development, known as “Revising”. In this stage, staff prepares an update report to Trustees, and continues to populate EFIS. Administration plans to present its recommended budget at the Board meeting scheduled for June 13, 2017.

FINANCIAL IMPACT:

Discussed throughout the report.

TIMELINES:

The detailed 2017-18 budget process, including timelines, was previously submitted to the Board of Trustees on January 31, 2017. The draft final budget will be tabled with Trustees at their meeting of June 13, 2017, with consideration for final approval at the June 26, 2017 public board meeting. The final budget is due for submission to the Ministry of Education by June 30, 2017.

APPENDIX:

Appendix A: 2017-18 Grants for Students Needs Technical Briefing – April 12, 2017.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 19, 2017
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 19, 2017
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 19, 2017

Appendix A

2017–18 Grants for Student Needs

TECHNICAL BRIEFING

April 12, 2017

Some of the elements and proposals set out in this presentation can only take effect if certain regulations are made by the Lieutenant Governor in Council under the Education Act. Such regulations have not yet been made. Therefore the content of this presentation should be considered to be subject to such regulations, if and when made.

Further, some of the proposals set out in this presentation are dependent on the ratification of amendments to various collective agreements; accordingly, the content of this presentation is also subject to ratification of such amendments, if and when they occur.

Purpose

- To provide school boards and other key stakeholders with an overview of updates to the Grants for Student Needs (GSN) for 2017–18.
- Key changes:
 - Enhancements to Implement the 2017-19 Labour Agreements
 - Capital Investments
 - Indigenous Education Accountability Measures
 - School Foundation Grant Investments
 - Keeping up with Costs
 - Education Program – Other Investments
 - Ongoing Implementation and Other Changes
 - Next Steps in Transformation

Overview of 2017-18 GSN

- Investments in Ontario's publicly funded education system continue to increase, with the 2017-18 GSN projected to be \$23.8 billion, an average of \$12,100 per pupil - an increase of 68 per cent in per pupil funding since 2002-03.

What GSN funding supports

- **Classrooms** (\$13.2 billion)
- **Schools** (\$3.9 billion)
- **Specific priorities** (\$4.4 billion)
- **Local management** (\$2.2 billion)

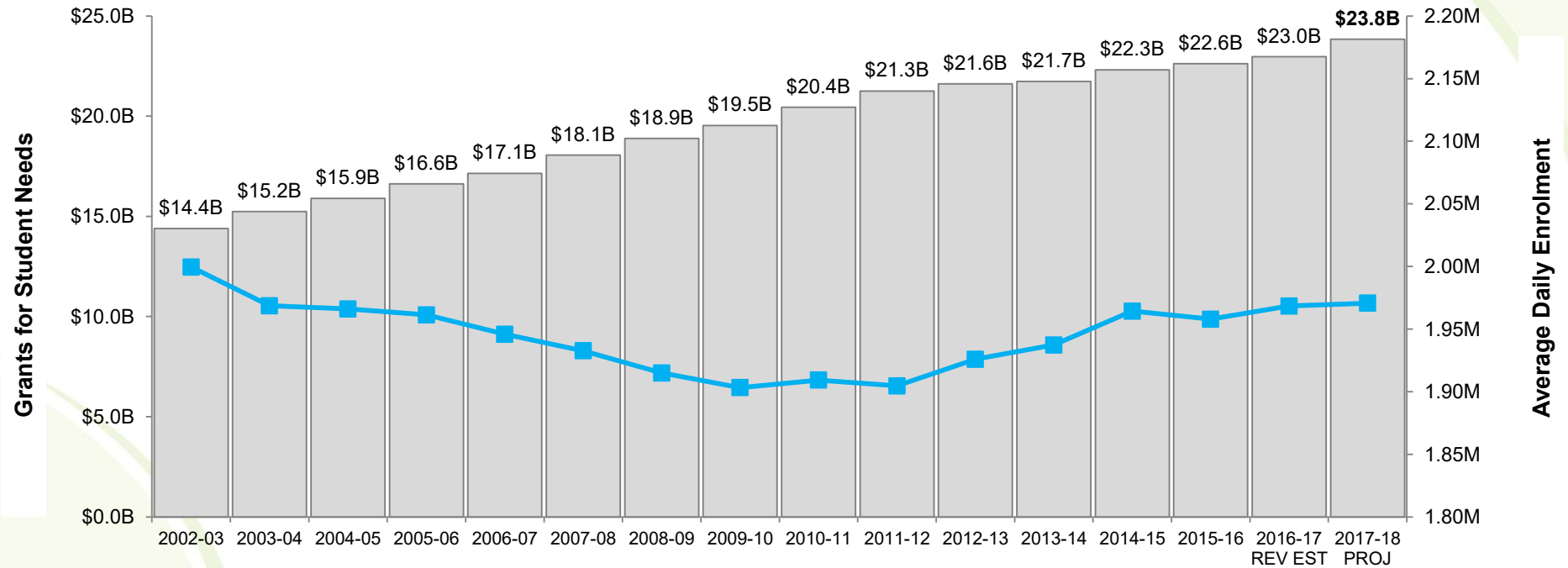
The goals GSN funding helps achieve

- **Achieving Excellence**
- **Ensuring Equity**
- **Promoting Well-being**
- **Enhancing Public Confidence**

Overview of 2017-18 GSN

GSN Funding and Enrolment	2016-17 Revised Estimates	2017-18 Projections
Enrolment (average daily enrolment)		
Total Enrolment	1,968,380	1,970,661
<i>Year-Over-Year Change (Average Daily Enrolment)</i>	<i>10,486</i>	<i>2,281</i>
<i>Year-Over-Year Change (%)</i>	<i>0.5%</i>	<i>0.1%</i>
GSN		
Total Funding (\$)	22.97 billion	23.84 billion
<i>Year-Over-Year Change (\$)</i>	<i>345.7 million</i>	<i>878.5 million</i>
<i>Year-Over-Year Change (%)</i>	<i>1.5%</i>	<i>3.8%</i>
Per Pupil		
Total Funding Per Pupil (\$)	11,667	12,100
<i>Year-Over-Year Change (\$)</i>	<i>114</i>	<i>432</i>
<i>Year-Over-Year Change (%)</i>	<i>1.0%</i>	<i>3.7%</i>

Historic Context



Note: To provide clear year-over-year comparisons, FDK funding and enrolment are included, which was outside the GSN, during the implementation period.

2017-18 Funding Discussions

- The 2017-18 GSN reflects extensive discussions with school boards and a broad range of education stakeholders, integrating policy, program and financial expertise.
- As in past years, the engagement sessions (which were held in fall 2016 and early 2017) looked at core areas of funding.
- A summary of these discussions is now available on the ministry website.

1. Enhancements to Implement the 2017-19 Labour Agreements

Funding for Labour Agreements

- Nine agreements will be effective from September 1, 2017 to August 31, 2019. The 2017-18 GSN **reflects investments for the first year of the agreements** to support the following:
 - Modest wage increases and investments in benefit transformation;
 - Local priorities funding – including more staffing support for special education students;
 - Class size reduction investments for full-day kindergarten (FDK) and grades 4-8; and,
 - Community use of schools and other priorities.

Modest Wage Increases and Benefits

- The ministry will provide a **1.5 per cent salary benchmark increase** for staff in 2017-18 (projected to be \$257.2 million).
- In addition, the ministry has committed to provide funding to support a one-time payment in 2017-18 **for professional development**, equivalent to the amount that would have been generated if the salary benchmarks for these staff had been increased by 0.5% (projected to be \$85.7 million).
- Any inflation protection increases, increases to base funding and/or Full-Time Equivalent (FTE) **changes for provincial benefits trusts** will also be reflected in the GSN, in updated table amounts for 2017-18.

Community, Local and Other Priorities

- The ministry has agreed to establish a **Local Priorities Fund of \$218.9 million in 2017-18** to address a range of local education issues.
- These funds could support about **875 FTE** teachers and about **1,600 to 1,850 FTE** education workers. Actual staffing depends on specific agreements and local discussions and staffing decisions.
- The ministry is also providing:
 - A **3% increase to Community Use of Schools** funding (about \$0.8 million).
 - New funding through the School Boards Administration and Governance Grant to help boards manage the impact of the extensions through the **Human Resource Transition Supplement** (\$10.0 million).

Class Size Investments

- The government has made a commitment to **invest in reducing funded class sizes** for FDK and Grades 4 to 8.
 - Additional investments in FDK will lower the funded average class size to 25.75 in 2017-18 (projected to be \$16.7 million).
 - The ministry will also lower the funded class size average for grades 4-8 to 22.85 over five years for all school boards. In 2017-18, the funded average class size will be reduced to 24.17 (projected to be \$39.6 million).
- The ministry will also engage the sector to assess the ongoing space requirements in schools and whether additional capital investments are required.

2. School Renewal Investments

School Condition Improvement (SCI) / School Renewal (SR)

- The ministry will invest **\$1 billion in School Condition Improvement** funding in 2017.18. There will also be an additional \$40 million for the School Renewal Allocation in 2017-18. This maintains the government's commitment to invest **\$1.4 billion** in 2017-18.
- These new investments support the ministry's vision to provide safe and healthy learning environments to support student achievement and well-being by keeping schools in a state of good repair.
- These investments recognize the importance of undertaking major building and site renewal work, as well as repairs and maintenance issues that improve the more visible elements of schools.

Greenhouse Gas (GHG) Reduction Funding

- The Government of Ontario's Climate Change Action Plan outlines specific commitments for meeting the Government's GHG emissions reduction target by 2020.
- As part of our \$1.0 billion investment in SCI funding for the 2017-18 school year, the ministry is **introducing a \$200.0 million initiative** that will support the reduction of GHG emissions from facilities in the education sector.
- Eligible expenditures under this program will support the replacement, renewal and installation of new energy efficient building components in older elementary schools, secondary schools and administrative buildings.
- This initiative **will run from April 2017 to March 2018.**

3. Indigenous Education Accountability Measures

Accountability Changes to the Indigenous Education Grant

- Starting in 2017-18, the Per-Pupil Amount of the Indigenous Education Grant **will be fully enveloped**. This amount is projected to be **\$25.3 million**.
- Additionally, all boards must allocate at least **1.0 FTE for the Indigenous Education Lead** position.
- Each school board will also be required to **identify a Supervisory Officer who is accountable** for the implementation of the Ontario First Nation, Métis and Inuit Education Framework and has oversight over the work of the Lead(s), if the Lead is not a Supervisory Officer.

4. School Foundation Grant (SFG) Investments

SFG Investments

- Starting in 2017-18, the government is making additional investments in supports for school administration through the SFG (**projected to be \$4.6 million**).
- These investments were guided by recommendations of experts in the sector and includes the following changes:
 - **Multi-building Adjustment** - Funding for an additional principal for elementary or secondary schools (excludes combined schools) that consist of multiple buildings on the same campus with large enrolment. This investment recognizes differentiated enrolment thresholds for English-language boards and French-language boards.

SFG Investments

- **French-language Board Adjustment** - French-language boards' 'regular' schools will generate funding as if they were 'distant' schools. This investment recognizes that boards operating in a minority language context may face greater difficulty in meeting school size thresholds.
- **Funding based on a campus definition of a school** - for the purposes of funding school administration. The impacts on funding will be phased-in over four years to give time for school boards to adjust.
- Additional details can be found in the technical guide, available on the ministry's website.

5. Keeping Up With Costs

Keeping Up With Costs

- The province continues to assist school boards with student transportation and utilities costs. In 2017-18, the government will continue this investment with a projected \$31.4 million in additional funding.

Student Transportation:

- Funding for student transportation will increase by 2 per cent to help boards manage increased costs. As in previous years, this cost update will be netted against a school board's transportation surplus.

Utilities (including electricity):

- The non-staff portion of the School Operations Allocation benchmark will again be increased by 2 per cent to help boards manage increases in commodity prices.

6. Education Programs – Other (EPO) Investments

EPO Investments

- The ministry will continue to support other education initiatives that advance student achievement with investments outside the GSN.
 - Similar to last year, the ministry will release a memo to provide boards with funding allocations for their 2017–18 school year.
 - The memo will also contain continued support for the Renewed Math Strategy.

7. Ongoing Implementation and Other Changes

Ongoing Implementation and Other Changes

- Changes stemming from past labour agreements
- Benefits Investments
- School Board Administration and Governance Grant (SBAGG)
- School Board Efficiencies and Modernization (SBEM)
- Differentiated Special Education Needs Amount (DSENA) Allocation
- Continued phase in of 2011 Census and National Household Survey (NHS) Updates

For more information on any of these changes please refer to the technical guide, available on the ministry's website.

8. Next Steps in Transformation

Rural Education

- Starting this spring, the government will launch an engagement on education in rural and remote communities.
- Discussion topics will balance programming considerations, the need to leverage assets for the benefit of the community where possible, and feedback on funding approaches.

Transportation

- The ministry will launch a multi-stakeholder consultation to solicit input and feedback to renew the vision of student transportation in Ontario.
- The consultation will focus on transportation funding principles, the roles of government and school boards, and interactions with other services outside of education.
- Feedback gathered from the engagement will be used to inform the delivery of student transportation funding to school boards and future policy development.

Resources

- The ministry will be posting the following documents on its website (<http://www.edu.gov.on.ca/eng/policyfunding/funding.html>):
 - *School Board Funding Projections for the 2017-18 School Year*
 - *2017 -18 Technical Paper*
 - *2017-18 Education Funding Discussions: Summary Report*
 - *2017–18 Education Funding: A Guide to the Grants for Student Needs*

Questions

fpbd-dpfo@ontario.ca

THANK YOU



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education

SUBJECT: **FOURTH ANNUAL STATE OF THE BOARD REPORT TO THE WINDSOR ESSEX CATHOLIC COMMUNITY**

RECOMMENDATION:

That the Board of Trustees receive the Fourth Annual State of the Board Report to the Windsor Essex Catholic Community as information.

SYNOPSIS:

This comprehensive report will outline the Board's achievements and challenges. It will also articulate a vision moving forward.

BACKGROUND COMMENTS:

In 2015, Board has re-defined itself by arriving at a bold new Mission Statement, and a Multi-Year Strategic Plan (MYSP) that outlines its priorities and goals for the next three years.

It was through this process that Senior Administration made some changes to how its vision is communicated to the Board and the broader community. The MYSP provided the Board with guiding principles, while the State of the Board and Director's Annual Report offers an opportunity to reflect on the last year's accomplishments and challenges, as well as some general thoughts on where the Board is headed as a Catholic education community. Trustees received the Director's Annual Report February 28, 2017.

The Board will also receive a separate report, Senior Administration's Strategic Directions and System Priorities, which are a more comprehensive and detailed description of how the MYSP will become reality throughout all of the Board's various operations.

The report the Board is receiving this evening will clearly articulate its achievements, challenges and vision as the Board continues to move forward together in service to Catholic education.

FINANCIAL IMPACT:

N/A

TIMELINES:

N/A

APPENDICES:

N/A

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	--
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 18, 2017



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education

SUBJECT: **STRATEGIC DIRECTIONS AND SYSTEM PRIORITIES FOR 2017
FOR THE DIRECTOR OF EDUCATION AND SENIOR
ADMINISTRATION**

RECOMMENDATION:

That the Board receive the Strategic Directions and System Priorities for 2017 for the Director of Education and Senior Administration as information and that it be used in the evaluation of the Director of Education's performance management process as outlined in Board Policy H: 20 Performance Management – Director of Education.

SYNOPSIS:

The approved Multi-Year Strategic Plan 2016-2019 forms the basis for the goals and objectives presented by the Director of Education and Senior Administration. As per Policy H: 20 Performance Management – Director of Education, *The Director shall file an annual report identifying areas of focus for attention for the upcoming school year to the Board of Trustees* – herein is the Director of Education's report outlining the Strategic Directions and System Priorities for 2017. This report also includes those of Senior Administration.

BACKGROUND COMMENTS:

At the December 15, 2015 Board Meeting, the Trustees approved the Multi-Year Strategic Plan 2016-2019 outlining its goals and objectives for the next 3 years. The Director of Education and Senior Administration will continue to implement the multi-year strategic plan by directing superintendents to rely on its governing principles by defining goals and objectives for the Strategic Directions and System Priorities being presented to the Board.

Board Policy H: 20 Performance Management – Director of Education was formally approved by the Board of Trustees at the June 23, 2008 Board Meeting. This policy allows the Director of Education to begin the formal process of performance appraisal as outlined in said policy. The Performance Management process begins with the Director of Education presenting an annual plan for the school year to the Board of Trustees.

FINANCIAL IMPACT:

N/A

TIMELINES:

The Performance Management process for the Director of Education is to be completed in 2017.

APPENDICES:

- Appendix A - Strategic Directions and System Priorities for 2017 for the Director of Education and Senior Administration

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2017
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2017
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 18, 2017



Strategic Directions and System Priorities for 2017

Submitted by: Senior Administration



In December 2015, the Board of Trustees approved a new Mission Statement and a 3-year (2016-2019) Multi-Year Strategic Plan for the Windsor-Essex Catholic District School Board. The Multi-Year Strategic Plan established five foundational system priorities. They are, Our Students; Our Faith; Our Innovative Programs; Our Resources and Our Team.

Our Mission Statement

*In keeping with the virtues of our Catholic faith,
we are called to know every student,
to inspire them to follow the example of Jesus,
and empower them with the knowledge and skills
they need to live purposeful, meaningful lives.*

Our Students

- To understand and know each student, in order to better promote their intellectual, spiritual, emotional, and physical well-being
- To guide and direct our students towards the pathways that work best for them, while helping them establish goals that are consistent with their individual aspirations
- To focus on the success of our most vulnerable, by creating positive, welcoming, safe learning environments where every child can achieve success

Our Faith

- To create an atmosphere that nurtures the faith journey of all our students and encourages them to put into practice the virtues inherent in our faith
- To foster mutual respect for other beliefs while remaining true to our core Catholic principles and values
- To seek out creative ways of strengthening connections between faith and academics through curriculum

Our Innovative Programs

- To create a culture of innovation that embraces the realities of a rapidly changing world
- To expose students to experiential learning that is related to exciting career paths in a variety of sectors, while being ever mindful of the potential for expansion into promising new areas that provide even greater opportunities for our students
- To further the use of advanced technology in our schools, constantly seeking new methods to enhance student learning

Our Resources

- To be prudent, wise and responsible stewards of our resources
- To focus our resources on providing outstanding learning experiences for our students, while exploring and cultivating new community partnerships that can lead to exciting new learning opportunities
- To ensure that the priorities identified in the multi-year strategic plan shape the board's budget and strategically direct our resources to support evidence-based student achievement initiatives

Our Team

- To provide meaningful professional development for everyone on our team
- To encourage all our employees, our ratepayers, and the broader Catholic community to commit to the faith formation and achievement of our students
- To foster a culture where we celebrate the success of our staff and students by recognizing their achievements

Supporting Our Students

- Student Achievement remains a top priority. I will continue to ensure our strategies are aligned with those of the Ministry of Education in working toward the goals of achieving excellence, ensuring equity and promoting well-being for all students and to enhancing public confidence in our Catholic education system.
- Continue with ongoing support of professional development for all employees through training, mentoring and sharing best practices in order to enrich the educational experiences of all of our students.
- Continue to focus upon significant improvement in numeracy skills.
- Ensure that Student Achievement and individual School Improvement Plans are at the forefront of system initiatives. Set as a goal, not only improvement in all areas of EQAO assessment but also continue to strive to be the highest achieving Catholic Board in the Province of Ontario.
- To further the use of advanced technology in our schools, fostering creativity and empowering student learning.
- Continue to improve all initiatives relative to student mental health and well-being as critical supports to student achievement in partnership with parents and community agencies.
- Continue to advocate for inclusion as the preferred education option for our students with special education needs, while providing safe, caring, inclusive and accepting school environments in which every student can achieve to his/her potential.

Promoting Our Faith

- Continue to enhance our distinctive Catholic education system by providing meaningful and ongoing Catholic faith formation for all students and employees by building positive relationships with families, parishes, our local Bishops, Deaneries and the broader Catholic Christian community in support of Catholic Education.
- Continue to engage and support the F.A.C.E. (Friends and Advocates of Catholic Education) Committee and their initiatives.

- Final Report for the Regular Board Meeting of April 25, 2017
- Continue to engage our school communities in a broader discussion regarding our mandate as stewards of Catholic Education.
 - Continue to cultivate a holistic environment that focuses on the academic and spiritual growth of both staff and students by celebrating service to the community through faith development programs such as “Our Journey to Holiness”, staff faith formation and retreat opportunities.
 - Look for opportunities to showcase our successes in the areas of Faith Development and Social Justice to both our Catholic Community and the entire Windsor Essex region.
 - Continue to embrace and reinforce the Ontario Catholic School Graduate Expectations as the desired outcomes for all of our students as they pursue educational excellence.
 - Continue to enhance and support inclusionary practice and provide opportunities to engage in social justice experiences for all students and staff through diverse programming as an expression of faith in action.
 - Continue to work with all of our partners to maximize a welcoming Christian environment for all who choose Catholic education.

Enhancing Our Innovative Programs

- Continue to create a culture of innovation that embraces the realities of a changing world and expose students to experiential learning that is related to exciting career paths in a variety of sectors, while being ever mindful of the potential for expansion into promising new areas that provide even greater opportunities for students, i.e. Centres of Excellence, Robotics, Construction, Masonry, Agribusiness, Skills Academies, Science, Technology, Engineering, Mathematics (STEM), Specialized Arts Programming, and more.
- Continue to expand academic opportunities by offering the International Baccalaureate Middle Years Program (MYP) and to further expand the Secondary School International Baccalaureate Diploma Program.

Maximizing Our Resources

- Continue to strengthen policies and processes in order to ensure sustainable financial stability.
- Continue with the ongoing implementation of the multi-year plan for elimination of the capital deficit, including periodic reporting of progress to the Board of Trustees.

Enclosures for the Regular Board Meeting of April 25, 2017 Page 72 of 93

➤ Continue to put processes in place toward the development of financial reserves in the areas of Capital, Operations and Special Education.

➤ Increase and enhance interdepartmental consultation and co-operation.

➤ Continue to review and adjust boundaries through a consultative process in order to mitigate the impact of potential school accommodation initiatives.

➤ Focus our resources on providing outstanding learning experiences for our students, while exploring and cultivating new learning opportunities through community partnerships that lead to exciting new learning opportunities.

➤ Continue with the expansion of French Immersion programming within our current French Immersion sites.

Our Team Approach

➤ Enhance public engagement through the Parent Involvement Committee and the Catholic School Advisory Councils.

➤ Expand the scope of the Budget Priorities Survey in order to solicit meaningful input from all of our partners in Catholic education.

➤ Enhance accountability, transparency and public confidence through the ongoing implementation of the Strategic Communications Plan.

➤ Continue the development of succession plans to ensure the achievement of top performance and maintain the long-term competitive advantage of the Board.

➤ Foster a culture where we celebrate the success of our staff and students by recognizing their achievements.

➤ Continue to support the Board's Mission, Priorities and Goals with an emphasis on student achievement and faith development through strategic leadership and service delivery in order that all may realize their full potential.

➤ Continue to offer a comprehensive State of the Board Report to our constituents and the broader Catholic Community.


Paul A. Picard, Director of Education

- Executive Superintendent of Corporate Services / Associate Director –**
 - Executive Superintendent of Student Achievement K–12 –**
 - Executive Superintendent of Innovation and Experiential Learning –**
 - Executive Superintendent of Business –**
-

Building Strong Catholic Identity and Community to Nurture the Distinctiveness of Catholic Education

- To support and enhance an inclusive environment for all students through a variety of sources, such as, social skills training and equity and diversity training.
- To promote healthy student mental health and well-being in our students by providing proactive and universal approaches to build resilience through problem-solving and coping strategies.
- To enhance our distinctive Catholic education system by providing meaningful and ongoing Catholic faith formation for all students and employees by building positive relationships with families, parishes, the Diocese and the broader Catholic Christian community.
- To cultivate a holistic environment that focuses on the academic and spiritual growth of both staff and students by celebrating service to the community through faith development programs such as “Our Journey to Holiness” and staff faith formation opportunities.
- To continue to enhance and support inclusionary practice and provide opportunities to engage in social justice experiences for all students and staff through diverse programming as an expression of faith in action.

- To foster early learning opportunities for our youngest students in order to assist each child in building a strong foundation for future success.
- To continue to offer a caring, safe, play-based learning environment that encourages spiritual, emotional, physical and cognitive development of all children.
- To continue with pedagogical documentation to facilitate educator insight, reflection and next steps for student learning in the Early Years.
- To begin implementation of the reporting process for Early Years through Communication of Learning.
- To enhance inquiry-based learning environments which provide children the opportunity to develop strong problem-solving skills and higher order thinking skills.
- To advance student achievement in the area of primary reading through the continuation of Peer Assisted Learning Strategies (P.A.L.S.) in JK through to Grade 3.
- To continue focused small group instruction in reading through “Guided Reading” strategies.
- To expand the use of assistive technology as a tool to enhance reading and writing for students with a variety of learning needs, i.e. iPads, Chromebooks, specialized software, etc.
- To continue Cross Panel conversations with grade 7, 8 and 9 teachers in both Literacy and Numeracy.
- To implement the Renewed Math Strategies K-12, with a focus on students, teachers, principals and parent engagement.
- To create a deeper understanding of mathematical concepts through problem-solving processes in order to elicit critical thinking.
- To build content knowledge of mathematical concepts with staff, specifically in the area of measurement and number sense.

- To increase student achievement through informed teaching and descriptive feedback by analyzing samples of student work, determining gaps and providing the necessary interventions.
- To continue to increase enrolment in secondary school programming within our: Academies, Co-operative Education Program, the Ontario Youth Apprenticeship Program (O.Y.A.P.), Dual Credits and the Specialist High Skills Major (SHSM) Program by utilizing the Individual Pathway Planning (I.P.P.) strategies.
- To expose students to experiential learning through innovative programs that will lead to exciting career opportunities.
- To provide alternative educational programming (Supervised Alternative Learning; Continuous Intake Co-operative Education; E-learning; Adult Education; Work Matters) that meets the needs of our diverse student population.
- To continue to market, develop and expand the International Education Program.
- To analyze board secondary indicator data on student achievement, including Grade 9 EQAO Math, Grade 10 OSSLT, pass rates including mark distribution, and credit accumulation to identify additional programming needs and appropriate responses to meet the board targets for graduation rates.
- To advance student achievement through the development and implementation of the Board Improvement Plan for Student Achievement (BIPSA), and the alignment of School Improvement Plans (SIP) on the pillars of Faith Development and Student Achievement.
- To reinforce the importance of assessment and data collection in order to make informed judgments regarding student learning.
- To facilitate early identification of students at risk, with enhancements to the Student Tracker Tool.
- To continue to track our English Language Learners (ELL's) and provide appropriate programming at both elementary and secondary.
- To continue to expand academic opportunities such as Middle Years Program (MYP) and expansion of the Diploma Program (DP) at Assumption College Catholic Middle School and Cardinal Carter Catholic Middle School and Secondary School.

Providing Supports for Student Success

- To provide safe, caring, inclusive and accepting school environments in which every student can achieve to his/her potential.
- To enhance student achievement for all students who require individualized programming through an Individual Education Plan (I.E.P.) by monitoring the implementation of the web-based IEP.
- To expand learning opportunities for students with special learning needs through structured learning with the support of technology embedded in literacy and numeracy programming.
- To continue to support the Board's Well-Being Strategy in cooperation with school personnel, parents, support staff, ministry and community partners, in conjunction with the WECDSB's Student Support Risk and Review Committee.
- To support school-based identified needs related to student mental health and well-being.
- To continue to support successful transitions for students from entry to exit.

Enhancing Technology for Optimal Learning

- To assist staff and students in redefining learning through integrated technology.
- To further the use of advanced technology in our schools, fostering creativity and empowering student learning.
- To continue to promote cloud-based computing, competency and blended learning and expand the instructional practice including Coding and Robotics throughout the system.
- To encourage staff and students to become curators of knowledge who efficiently and effectively communicate responsibly in the digital world.
- To expand on the use of assistive technology in supporting and fostering independence through structured learning strategies for students with special learning needs.

- To strengthen our Catholic partnerships by implementing the fifth year of the Faith Development Review Initiative with Catholic organizations such as the Diocese of London, Windsor and Essex Deaneries and Assumption University in order to support faith formation opportunities for students and staff.
- To strengthen partnerships through the Ontario Early Years and Family Centres, Child Care Providers, Focus on Youth, and Summer Learning Programs in order to build a strong foundation for learning for students and their families.
- To support partnerships with local police associations as a proactive measure to building inclusive school climates that focus on developing healthy and respectful relationships throughout the whole school and surrounding community.
- To continue to work collaboratively with community providers who support students and their families with mental health and well-being, medical, and/or physical and therapeutic needs.

Maximizing Our Human Resources to Support the Learning Environment

- To successfully implement all collective agreements, including extension agreements, in a fiscally responsible manner.
- To support policies and initiate practices that promote employee integrity, respect in the workplace, performance excellence, accountability, diversity, and inclusion.
- To continue to exercise transparent and fair hiring practices for all labour groups.
- To support the Board's Mission, Priorities and Goals with an emphasis on student achievement and faith development through strategic leadership and service delivery in order that all may realize their full potential.
- To demonstrate ongoing commitment to employee wellness and health and safety programs towards creating a working environment that supports the physical, psychological and social well-being of employees.
- To ensure fiscal responsibility by providing reliable enrolment projections and staffing allocations in accordance with Ministry of Education funding and regulations.

Maximizing Our Resources to Ensure Responsible Fiscal and Operational Management

- Establish a multi-year financial plan that provides for a budget that is balanced with available resources and discontinued reliance on accumulated surplus (reserves).
- Continue with the ongoing implementation of the multi-year plan for elimination of the capital deficit, including periodic reporting of progress to the Board of Trustees.
- Complete the implementation of the new computerized financial management system to enhance business processes and improve overall operational efficiency.
- Review emerging and existing Board programs and services to ensure ongoing feasibility (cost-benefit analysis).
- Advance pending property matters and surplus school sales with consideration to Provincial community hub strategies.
- Develop and implement a revised Purchasing /Procurement policy and procedures that align with the overall strategy and goals of the Board, is compliant with legislation and provincial guidelines, and incorporates sector best practices.
- Establish an investment policy that provides for mitigation of risk and maximization of potential returns on idle cash.
- Pilot Electronic Funds Transfers (EFT) for vendor payments with complete roll-out by mid 2018.

Maximizing Our Resources to Ensure Effective Utilization of School Capacity and to Pursue Efficiencies in Operations

- Focus funding to the core goal of student safety and welfare by providing positive learning environments for all students in the system.
- Build on current shared services by exploring additional opportunities to promote effective and efficient use of resources with the goal of improving service.

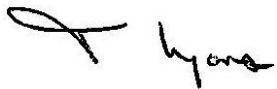
- Continue to plan and promote improved accessibility at all sites to position the Board to achieve the Accessibility for Ontarians with Disabilities Act mandatory requirement for full accessibility by 2025.
- Promote ongoing initiatives to reduce energy usage and to enhance environmental sustainability throughout the Board's facilities.
- Utilize the new computerized maintenance management system to monitor productivity and identify areas for potential improvements to operations.
- Maintain an effective and efficient operation that provides high quality schools and classrooms in the face of increasing regulations and costs, aging buildings and decreasing funding.

Pursuing Partnerships to Build Upon Our Innovative Programs

- Explore opportunities with business, industry, government and academia to create exciting experiences for students in the areas of innovation and entrepreneurship, STEM and skilled trades.

Promoting Improved Accessibility

- The Board remains committed to providing an environment that fosters independence, dignity and respect in all of its facilities and will strive to ensure that the principle of equity and of opportunity is reflected and valued in its learning and working environments.
- To continue the practice of identifying, removing and preventing barriers to people who work, learn and participate in the Windsor-Essex Catholic District School Board community including students, staff, parents, guardians and visitors.



Terry Lyons
Executive Superintendent of
Corporate Services / Associate Director



Emelda Byrne
Executive Superintendent
of Student Achievement K-12



Dan Fister
Executive Superintendent
of Innovation and
Experiential Learning



Penny King
Executive Superintendent
of Business



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Terry Lyons, Executive Superintendent of Corporate Services /
Associate Director

SUBJECT: **REQUEST FOR PROPOSAL APPROVAL – BUILDING
AUTOMATION SYSTEM – ST. THOMAS OF VILLANOVA
CATHOLIC SECONDARY SCHOOL AND ST. PUIS X CATHOLIC
ELEMENTARY SCHOOL**

RECOMMENDATION:

That the actions of administration be confirmed in the acceptance of the proposal and the issuance of purchase order contract for a Building Automation System at St. Thomas of Villanova Catholic Secondary School in the amount of \$334,881 plus HST and at St. Pius X Catholic Elementary School in the amount of \$119,827 plus HST to Johnson Controls to be funded from the approved 2016-17 School Condition Improvement Budget.

SYNOPSIS:

This report provides a summary of the proposed Building Automation System (BAS) project at St. Thomas of Villanova Catholic Secondary School and St. Pius X Catholic Elementary School.

BACKGROUND COMMENTS:

At its meeting of June 27, 2016, the Board approved a budget of \$3,802,210 for the School Condition Improvement program for the 2016-17 fiscal year of which \$400,000 was allocated to the BAS replacement at St. Thomas of Villanova and \$491,478 was allocated to building and systems at various schools. The School Condition Improvement budget has, in recent years, been the funding source for various building improvement projects, among other capital projects.

In accordance with the Board's Purchasing Policy, a Request for Proposal (RFP #2017-04) was issued on February 2, 2017 for a new BAS at St. Thomas of Villanova Catholic Secondary School and St. Pius X Catholic Elementary School. The original BAS at St.

Thomas of Villanova was installed when the building was constructed in 1992 and has reached the end of its useful life. The original BAS at St. Pius X was installed when the building was constructed in 1958 and additions in 1969, 1986 and 1997 and has reached the end of its useful life.

The RFP closed on February 23, 2017 and a total of two (2) submissions were received. An Evaluation Committee involving Shannon Ficon, Julie Di Domenico, Carl Ranger, and Chris Strong evaluated the written submissions.

The evaluation was conducted in a three (3) stage process. Stage One consisted of the evaluation of the written submissions. Stage Two consisted of the presentations. Stage Three consisted of the pricing evaluation.

Evaluation of the written submission, presentations and pricing were based on the following weighted criteria:

Stage One:	Written Submission	40%
Stage Two:	Presentations	20%
Stage Three:	Pricing Submissions	40%

During the evaluation of the written submissions, it was found that Convergent Technologies did not following Pricing Instructions 7.2, *Any reference to fees in the proposal itself will result in bid rejection*, when they listed price options in their written submission. Convergent Technologies' bid was rejected.

A score of 70% or higher was required in Stage One in order to proceed to Stage Two and Stage Three. A summary of the stage one score for each firm is provided below.

Bidder	Stage One Score
Convergent Technologies	Bid Rejected
Johnson Controls	74%

The presentation stage was omitted since Johnson Controls presented their product during the 2015 BAS RFP process for Cardinal Carter Catholic Secondary School. The evaluation team had a good understanding of Johnson Controls product from the past presentation and the written submission.

After reviewing the written submissions and evaluating the pricing proposal the Evaluation Committee is recommending awarding the contract to Johnson Controls.

FINANCIAL IMPACT:

Based on the price submission from Johnson Controls, the following fees would be incurred by the Board:

Particulars	St. Thomas of Villanova Cost (excluding HST)	St. Pius X Cost (excluding HST)
Design, Supply, Install and Commission Building Automation System including all hardware and software components	\$293,403	\$96,943
Security Arm	\$2,652	\$2,652
Gas Meter	\$7,483	\$7,483
Electric Meter	\$4,112	\$4,112
Water Meter	\$6,787	\$6,787
Waste Water Treatment Plant	\$18,594	N.A.
Initial Training Fee	\$1,850	\$1,850
Total	\$334,881	\$119,827
Budget	\$400,000	\$491,768
Difference	\$65,119	\$371,941
Total for both systems	\$454,708	

The one-time costs at both schools for purchasing the system, including the costs of design, supply, installation and commissioning, total \$454,708. The Board approved School Condition Improvement budget for St. Thomas of Villanova BAS and Building and Systems for the 2016-17 fiscal year is \$891,768 and to date the Board has approved projects totaling \$454,708, leaving \$437,060 available. As such, there are sufficient funds available for the project noted above.

TIMELINES:

Johnson Controls commenced work at St. Thomas of Villanova Catholic Secondary School and St. Pius X Catholic Elementary School based on conditional approval and is to be substantially completed by August 22, 2017.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 11, 2017
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2017
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 18, 2017



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Barbara Holland, Chairperson of the Board

SUBMITTED BY: Paul Picard, Director of Education

SUBJECT: **REGULAR BOARD MEETINGS FOR 2017-2018 SCHOOL YEAR AND FOR THE MONTHS OF JULY/AUGUST 2017**

RECOMMENDATION:

That the Board adopt the attached schedule of Regular Board meetings for the 2017-2018 School Year as presented; and

That any additional meetings of the Board of Trustees for the months of July and August 2017 be held at the call of the Chair and Vice Chair.

SYNOPSIS:

The first recommendation is intended to establish the Regular Board Meeting Schedule for the 2017-2018 School Year. The second recommendation provides for the calling of special or emergency board meetings during the summer recess in the event that meetings are necessary for Trustees to address critical matters.

BACKGROUND COMMENTS:

The Board By-Laws stipulate that regularly scheduled meetings will occur on the fourth Tuesday of each month. The closed Committee of the Whole Board In-Camera meetings are held on the second Tuesday of the month. As per Board By-Laws, a special Board motion is required to change a Regular meeting schedule of the Board. The Committee of the Whole Board In-camera meeting schedule is included in this report for scheduling purposes only. A change to an In-Camera meeting does not require a Board motion.

The following variances to the Committee of the Whole Board In-Camera and Regular Board meetings schedule as prescribed within the By-Laws are proposed:

December 2017: For the 2017-2018 school year, the fourth Tuesday of the month falls during the Christmas Break (26th). The third Tuesday of the month falls during the last week of school prior to the Break. Traditionally, many schools schedule evening Christmas festivities during that week. To avoid conflict, it is proposed that the December Regular Board meeting be scheduled to Tuesday, December 12, 2017.

The Board By-Laws state the Organizational meeting is to be held prior to December 8th. It is proposed to schedule the Committee of the Whole Board In-Camera meeting prior to the December 12th Regular meeting and schedule the Organizational meeting on December 5th.

January 2018: For the 2017-2018 school year, the regularly scheduled Board meetings in January fall on the 9th and 23rd. The agenda and supporting documentation is normally prepared the week preceding Board meetings which falls during the Christmas break. Since there are five Tuesdays in January, it is recommended that the Committee of the Whole Board In-Camera meeting be rescheduled to Tuesday, January 16th and the Regular Board meeting to Tuesday, January 30th.

March 2018: For the past several years, the Committee of the Whole Board In-Camera meeting has been postponed until after the March Break and scheduled prior to the Regular Board meeting. It is proposed to reschedule the In-Camera meeting to March 27th with the option to hold an In-Camera meeting on March 6th if necessary.

June 2018: Administration is requesting, in advance, an additional Regular Board meeting to be held on June 12, 2018, following the Committee of the Whole Board In-Camera meeting. Also, as per past practice, it is proposed that the Regular meeting in June be scheduled for Monday, June 25, 2018 in order to avoid scheduling conflicts with several secondary school graduation exercises.

In the past, Board meetings over the summer school break have been held at the call of the Chair and Vice Chair.

FINANCIAL IMPACT:

None

TIMELINES:

July 2017 through June 2018

APPENDICES:

- Proposed Committee of the Whole Board In-Camera and Regularly Scheduled Board Meetings – 2017-2018 School Year

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 11, 2017
<input type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 11, 2017

Proposed 2017-2018 School Year Committee of the Whole Board In-Camera and Regular Board Meetings

Appendix A

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
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22	23	24	25	26	31	32
29	30	31				

November 2017						
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26	27	28	29	30		

December 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
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21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30	31		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Committee of the Whole Board Meetings
- Regular Board Meetings
- Trustee Organizational Meeting
- Holidays/Breaks

Note:

December: Due to Christmas Break, Org meeting Dec. 5th, Committee and Regular Dec. 12th.
 January: Due to Christmas Break: Committee 3rd week (Jan.16th), Regular 5th week (Jan.30th).
 March: Due to March Break: Both Committee and Regular on March 27th.
 June: Additional Regular meeting June 12th and Regular meeting MONDAY, June 25th.



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

Meeting Date:
April 25, 2017

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul A. Picard, Director of Education
Emelda Byrne, Executive Superintendent of Education K-12

SUBJECT: **REGULAR SCHOOL YEAR CALENDAR – 2017 - 2018**

RECOMMENDATION:

That the Board approve the Regular School Year Calendar – 2017 - 2018 for the Windsor-Essex Catholic District School Board.

SYNOPSIS:

Ontario Regulation 304, "School Year Calendar, Professional Activity (PA) Days" as set out under the Education Act.

BACKGROUND COMMENTS:

For 2017-2018, there are 195 possible school days between September 1, 2017 and June 30, 2018. The minimum number of school days required in a school year calendar is 194. School boards must dedicate three (3) PA days to provincial education priorities. Boards may dedicate up to four additional PA days per school year.

The regular school year calendar developed utilizes seven (7) PA days. These dates and the designated activities are identified in the respective elementary and secondary School Year Calendar Outline 2017-2018.

FINANCIAL IMPACT:

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

TIMELINES:

September 1, 2017 to June 30, 2018

APPENDICES:

- Elementary School Year Calendar 2017-2018
- Secondary School Year Calendar 2017-2018
- School Year Calendar Outline 2017-2018

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	April 18, 2017
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	April 18, 2017
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	April 18, 2017



Ministry of Education
Ministère de l'Éducation

Board Name Windsor-Essex CDSB (B67024)			
Calendar Title [2017-274000] Elementary School Calendar 2017-2018	Panel Elementary	Calendar Type Regular	Date Created Jan 17, 2017
Start of School Year Sep 01, 2017	End of School Year Jun 29, 2018	First Day Students Sep 05, 2017	Last Day Students Jun 30, 2018
Status Draft	Description Regular Elementary School Calendar 2017-2018		

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

Legend

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

Schools which will use this calendar :


 Ministry of Education
 Ministère de l'Éducation

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



Ministry of Education
Ministère de l'Éducation

Board Name Windsor-Essex CDSB (B67024)			
Calendar Title [2017-277229] Secondary School Calendar 2017 - 2018	Panel Secondary	Calendar Type Regular	Date Created Feb 06, 2017
Start of School Year Sep 01, 2017	End of School Year Jun 29, 2018	First Day Students Sep 05, 2017	Last Day Students Jun 30, 2018
Status Draft		Description Regular Secondary School Calendar 2017 - 2018	

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

Legend

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

Schools which will use this calendar :



Ministry of Education
Ministère de l'Éducation

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

Windsor-Essex Catholic District School Board
School Year Calendar 2017 - 2018
Proposed Outline

DRAFT

Holidays	
Labour Day	Monday, September 4, 2017
Thanksgiving Day	Monday, October 9, 2017
Christmas Break	Monday, December 25, 2017 – Friday, January 5, 2018
Family Day	Monday, February 19, 2018
March Break	Monday, March 12 – Friday, March 16, 2018
Easter	Good Friday, March 30, 2018
	Easter Monday, April 2, 2018
Victoria Day	Monday, May 21, 2018
Elementary Schools	
Classes Commence	Tuesday, September 5, 2017
P.A. Day	Friday, September 22, 2017 - Together in Faith/ Curriculum, Assessment & Evaluation
P.A. Day	Friday, October 27, 2017 – Ministry Priority – School/Board Improvement Plans
P.A. Day	Friday, November 17, 2017 – Ministry Priority – Numeracy/ Mathematics
P.A. Day	Friday, January 19, 2018 – Student Achievement/ Student Success
P.A. Day	Friday, March 23, 2018 – Ministry Priority – Occupational Health & Safety/ Curriculum, Assessment and Evaluation
EQAO Assessment: Primary and Junior Division	Tuesday, May 22 – Monday, June 4, 2018
P.A. Day	Friday, June 8, 2018 – Student Achievement/ Student Success
P.A. Day	Friday, June 29, 2018 – Student Achievement/ Student Success

Windsor-Essex Catholic District School Board
School Year Calendar 2017 - 2018
Proposed Outline

Secondary Schools	
Classes Commence	Tuesday, September 5, 2017
P.A. Day	Friday, September 22, 2017 - Together in Faith/ Curriculum, Assessment and Evaluation
P.A. Day	Friday, October 27, 2017 – Ministry Priority - School/Board Improvement Plans
P.A. Day	Friday, November 17, 2017 – Ministry Priority – Numeracy/ Mathematics
EQAO Gr. 9 Mathematics Assessment	Monday, January 15 – Wednesday, January 24, 2018
Semester One Examinations	Thursday, January 25 – Wednesday, January 31, 2018
Semester 2 begins	Thursday, February 1, 2018
P.A. Day	Friday, February 16, 2018 – Student Achievement/ Student Success
Ontario Secondary School Literacy Test	Tuesday April 10, 2018
P.A. Day	Friday, March 23, 2018 – Ministry Priority – Occupational Health & Safety/ Curriculum, Assessment and Evaluation
P.A. Day	Friday, April 27, 2018 – Student Achievement/ Student Success
EQAO Gr. 9 Mathematics Assessment	Tuesday, June 5 – Monday, June 18, 2018
Last Day of Regular Classes	Thursday, June 21, 2018
Semester Two Examinations	Friday, June 22 – Thursday, June 28, 2018
P.A. Day	Friday, June 29, 2018 – Student Achievement/ Student Success