



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

REGULAR BOARD MEETING
Tuesday, January 31, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

- | | | |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| | I In-Camera Meeting – 6:00 p.m. | Page # |
| | II Regular Meeting of the Board - 7:00 p.m. | |
| 1. | Call To Order | |
| 2. | Opening Prayer | |
| 3. | Recording of Attendance | |
| 4. | Approval of Agenda | |
| 5. | Questions Pertaining to Agenda | |
| 6. | Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u> | |
| 7. | Presentations: | |
| | a. Blessing of the Plaque in honour of Former Trustee Patrick Keane’s service as Trustee (Blessing will be held at Assumption College Catholic High School) (C. Geml) | -- |
| 8. | Delegations: | |
| | a. Delegation Regarding Items <u>Not</u> on the Agenda | -- |
| | <i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i> | |
| | b. Delegations Regarding Items <u>On</u> the Agenda | -- |
| | <i>3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.</i> | |
| 9. | Action Items: | |
| | a. Approval of Minutes | |

- | | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| i) | Minutes of In-Camera Meeting, January 17, 2012 | -- |
| ii) | Minutes of Regular Board Meeting, January 17, 2012 | 1-7 |
| b. | Items from the convened in-camera meeting of January 31, 2012 | -- |
| 10. | Communications: | |
| a. | External (Associations, OCSTA, Ministry): <i>None</i> | - |
| b. | Internal (Reports from Administration) | |
| i) | Report: Administrative Staff Report (J. Bumbacco) | 8-9 |
| ii) | Report: 2010-11 Annual Report on Trustee Expenses (M. Iatonna) | 10-13 |
| iii) | Report: 2011-12 School Budget Status Report (M. Iatonna) | <i>Handout</i> |
| 11. | Unfinished Business: <i>None</i> | -- |
| 12. | New Business: <i>None</i> | |
| 13. | Committee Reports: | |
| a. | Report: Special Education Advisory Committee (SEAC) Minutes of October 20, 2011 (C. Geml) | 14-17 |
| 14. | Notice of Motion: <i>None</i> | -- |
| 15. | Remarks and Announcements: | |
| a. | Chairperson | |
| b. | Director of Education | |
| c. | Board Chaplain | |
| 16. | Remarks/Questions by Trustees | |
| 17. | Pending Items | |
| a. | Deferred Report: Play Surface Material Standard – Rubber (<i>deferred from April 28, 2009</i>) | -- |
| 18. | Continuation of In-Camera, if required. | |
| 19. | Future Board Meetings: <i>Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.</i> | |
| | <ul style="list-style-type: none"> • Tuesday, February 14, 2012 • Tuesday, February 28, 2012 • Tuesday, March 13, 2012 (CANCELLED due to March Break) • Tuesday, March 27, 2012 • Tuesday, April 10, 2012 • Tuesday, April 24, 2012 • Tuesday, May 8, 2012 • Tuesday, May 22, 2012 • Tuesday, June 12, 2012 • MONDAY, June 25, 2012 | |

20. Closing Prayer
21. Adjournment

Barbara Holland
Board Chairperson

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



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

REGULAR BOARD MEETING
Tuesday, January 17, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	J. Macri
J. Courtney (<i>participated electronically</i>)	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahon
F. Favot	L. Soulliere
B. Holland, Chair	
J. Najem, Student Trustee	
N. Tavares, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

Administration:

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

Recorder:

B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 7:26 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Courtney participated electronically.
4. Approval of Agenda

Amendments:

- Agenda item 12a) Boundary Adjustments, the resource person should reflect P. Picard and not C. Geml.

Moved by Trustee Macri and seconded by Trustee Favot that the January 17, 2012 Regular Board meeting agenda be approved as amended. *Carried*

5. Questions Pertaining to Agenda - *None*
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: *None*
7. Presentations:
 - a. Principal's Presentation: St. John de Brebeuf Catholic Elementary School

Principal Nancy Sarkis and Vice Principal Tania Sorge were present to provide an overview of the strategies and initiatives in place at St. John de Brebeuf School to support faith development and student achievement.

8. Delegations: *None*
 - a. Delegation Regarding Items Not on the Agenda
 - b. Delegations Regarding Items On the Agenda

9. Action Items:
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, December 13, 2011

Moved by Trustee DiMenna and seconded by Trustee Mastromattei that the minutes of the Committee of the Whole Board In-Camera meeting of December 13, 2011 be adopted as distributed. *Carried*

- ii) Minutes of Regular Board Meeting, December 13, 2011

Moved by Trustee McMahon and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of December 13, 2011 be adopted as distributed. *Carried*

- b. Items from the re-convened in-camera meeting of December 13, 2011 and the convened in-camera meeting of January 17, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on December 13, 2011 and a convened closed Committee of the Whole Board meeting on January 17, 2012 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Macri declared a conflict of interest during the In-Camera Session and excused himself from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its re-convened in-camera meeting of December 13, 2011 and convened in-camera meeting of January 17, 2012 be approved. *Carried*

Vice Chair DiMenna made the following announcements:

From the December 13, 2011,

- supported the continued allocation of funds to maintain the position of Communication Coordinator.

From the January 17, 2012 meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated January 17, 2012.

10. Communications:

a. External (Associations, OCSTA, Ministry): *None*

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Macri and seconded by Trustee Alexander that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated January 17, 2012. Carried

ii) Report: Trustee Attendance August to December 2011

Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive the report Trustee Attendance – August to December 2011 as information. Carried

iii) Verbal Report: Director's Annual Report to the Community

Director Picard reported that upon approval from the Ministry of Education, the Director's Annual Report to the Community will be posted on the Board's website by January 31, 2012.

iv) Report: Absence Report – All Windsor-Essex Catholic District School Board Employees

A lengthy discussion ensued. Trustees' comments included, but were not limited to:

- Whether the report should be discussed in-camera;
Administration's response: The report is presented as information to engage trustees and employee groups to move forward. As the board is a public entity, stakeholders should be aware of the report.
- Did the report include long term illnesses and maternity leaves;
Administration's response: No, the report did not include long term illnesses and maternity leaves.
- Has absenteeism been discussed with union groups;
Administration's response: In the past and as early as today, union groups met with administration to discuss. As trustees clearly indicated, administration will endeavour to meet with all employee groups to address the issue and provide next steps. Executive Superintendent Bumbacco suggested the implementation of an Absence Support Program.

- Support and respect for all employee groups;
Administration's response: Could not agree more and is not the intent to target any group or groups but to bring to the attention of trustees, as requested, in order to address the issue and then meet with employee groups to find a solution.
- Alienation and morale of non-abusers;
Administration's response: Understand but absenteeism is and has been an ongoing concern. The data does not reflect individual absences but each employee group indicating a system wide problem that needs to be addressed.
- Absences in the classroom and its effect on student achievement especially with special needs students;
Administration's response: Definitely a concern, absenteeism has an effect on the entire school. Consistency in the classroom is the key to student achievement.
- Lack of Ministry funding for absences and the financial strain on the Board;
Administration's response: Due to the Board deficit of \$2.4M, administration reviewed many areas to reduce the budget. Absenteeism is an area where if addressed, cost savings can be realized.

During the discussion, trustees stressed their respect and admiration to all employees for their dedication, commitment and hard work, and trust, that in consultation with all employee groups, a solution will be found.

ORIGINAL MOTION: Moved by Trustee Macri and seconded by Trustee Soulliere that the Board receive as information the Absence Report of the various employee groups of the Windsor-Essex Catholic District School Board.

AMENDED MOTION: Moved by Trustee Alexander and seconded by Trustee McMahon that the Board receive as information the Absence Report of the various employee groups of the Windsor-Essex Catholic District School Board;

and That administration prepare, in consultation with all employee groups, a follow up report to include next steps;

and That administration report back within one month. Carried

11. Unfinished Business: *None*
12. New Business:
 - a. Report: Boundary Adjustments

Manager of Human Resources and Policy Development, Colleen Norris reviewed and addressed trustees' inquiries. Director Picard indicated boundary adjustments are necessary for Immaculate Conception and St. Angela Elementary schools to achieve acceptable capacity thresholds.

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board receive as information and approve in principal, subject to public consultation the proposed boundary adjustment options for; F.J. Brennan Catholic Secondary School, St. Joseph Catholic Secondary School, Immaculate

Conception Catholic Elementary School and St. Angela Catholic Elementary School;

and That the Board allow both Catholic Central and Brennan to become open access schools;

and That the Board approve the establishment of a Boundary Review Committee to study the proposed recommendations of Senior Administration and to hear from the affected stakeholders. Carried

- b. Report: Board Meeting Schedule for March Break 2012

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the revised Regular Board Meeting Schedule for the month of March 2012. Carried

- c. Report: Policy Review: Board Policies H:06 Health and Safety of Employees, H:08 Workplace Harassment and H:19 Violence Prevention in the Workplace

Moved by Trustee Macri and seconded by Trustee Favot that the Board provide approval to affirm existing Board Policies; H: 06 Health and Safety of Employees (with amendments for formatting purposes), H: 08 Workplace Harassment and H: 19 Violence Prevention in the Workplace;

and That the Board approve the establishment of new review dates for the above listed policies;

and, That the Board receive as information a revised Program for Violence Prevention in the Workplace. Carried

13. Committee Reports: *None*

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Holland thanked trustees and administration for the candid dialogue during the Employee Absences discussion.
- b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
Catholic Faith Formation: The Religion Qualification course continues and attended an Inaugural meeting with the Deanery today to discuss the implementation of Faith scans in schools similar to Learning scans.
Employee Development And Student Achievement Initiatives: Family of schools meetings begin again at the end of the month; Educational Assistant and Early Childhood Educators Orientations are scheduled for this month; Elementary EA's will receive a refresher session on Behavioural Management Systems Training this week; and both Support and Academic Leadership courses continue.

Community Engagement and Partnerships: Accommodation Review Committees and Program and Boundary Adjustment public meetings are scheduled for January and February. Please refer to the Board's website for the dates; Annually, United Way hosts an *I Believe in My Community Awards* ceremony. I'm happy to report that our Board won the *Community Partnership Award* in the 500+ employee category. This award is designed to recognize and celebrate the many public and private businesses, organizations and employee groups, who consistently embody their involvement, contributions and leadership during their annual campaign; The Chair, vice chair and senior administration will be meeting with the other boards and the ministry on Thursday to discuss strategic planning and I am meeting with the Council of Ontario Directors of Education and Ontario Superintendents of Business next week; and an emergent literacy network of Windsor Essex County has scheduled a fun filled day for families with preschoolers entitled *Journey to Learning*. Stories, songs and games with special guests have been scheduled for Friday, January 27th at the Devonshire Mall between 9:30 am and 8:00 pm. More information can be found on the website familyliteracyday.ca.

Celebrating Achievements: Geraldine Olivito began full-time work for the Windsor Separate School Board when she was 19 years old. In her 40+ years of service, Gerry has served in the capacity of a Consultants' secretary in special education (Student Services) and Religious Studies. After all of her years of service, Gerry has made the decision to retire on January 31st. Please join us in recognizing Gerry for her dedication at an Open House on January 30th, from 3:00-5:00p.m. in the board room at the CEC. Incredible life of service to catholic education to our special students.

c. Board Chaplain had no comment this evening.

16. Remarks/Questions by Trustees

Trustee Macri inquired on the International Education Program. Executive Superintendent Iatonna mentioned an updated report will be received in the near future.

Trustee Favot is selling ticket for the St. John Catholic Elementary school fundraiser and reunion. Please contact him if you would like to support the school.

Trustee Courtney enquired on the pending item Play Surface Material and whether school councils should purchase playground equipment. Director Picard indicated school councils should consult with their principal on the maintenance of surface materials which can be very costly and must adhere to frequent regulation changes.

Trustee Soulliere requested the Employee Absence report be forward to the next Special Education Advisory Committee meeting and mentioned her attendance at an Ontario Catholic School Trustees' Association conference where trustees received training on various issues but of particular interest is the upcoming module on the Catholic dimension on what it is like to be a trustee. Trustee Soulliere indicated trustees should consider some of the workshops offered to further enhance their efficiency as a trustee.

Trustee Mastromattei mentioned he worked with retiring employee Geraldine Olivito for many years and wished her well on her retirement.

Student Trustee Najem commented on Holy Name Catholic Secondary school's prep rally, fashion show and semi-formal as well as the Christmas cards presented to the disabled. He also mentioned Assumption College school collected 35,000 cans during their annual canned food drive; Cardinal Carter Secondary school student versus teacher hockey game; the next Student Senate meeting at St. Joseph Catholic Secondary school; and in February attending a student trustee conference in Ottawa.

Student Trustee Tavares hoped everyone had a wonderful holiday and break. He mentioned St. Thomas of Villanova Catholic Secondary school's recent grade 8 night was a success; St. Joseph Catholic Secondary school fundraisers; F. J. Brennan's annual Fr. Zakoor Cup, a hockey game between Brennan and St. Joseph; Brennan's Valentine's Day *Heart Attack* fundraiser; and mentioned United Way will present at the next Student Senate meeting.

17. Pending Items
 - a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)
18. Continuation of In-Camera, if required. - *Not required.*
19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
 - Tuesday, January 31, 2012
 - Tuesday, February 14, 2012
 - Tuesday, February 28, 2012
 - Tuesday, March 13, 2012 (**TENTATIVE – MARCH BREAK**)
 - Tuesday, March 27, 2012
 - Tuesday, April 10, 2012
 - Tuesday, April 24, 2012
 - Tuesday, May 8, 2012
 - Tuesday, May 22, 2012
 - Tuesday, June 12, 2012
 - **MONDAY**, June 25, 2012
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of January 17, 2012 adjourned at 9:19 p.m.

Not Approved

Barbara Holland
Board Chairperson

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



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

Meeting Date:
January 31, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 31, 2012 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated January 31, 2012

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	January 23, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	January 23, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 23, 2012

January 31, 2012

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

	Employee Name	Position	Date
HIRING	DiPonti, Gilda	Secondary Teacher	February 3, 2012
	Greig, Leona	Secondary Teacher	February 3, 2012
	Mills, Adam	Secondary Teacher	February 3, 2012
RETIREMENT:	Fazekas, Reginald	Secondary Teacher	January 31, 2012
RESIGNATION:	DiPonio, Dante	Secondary Teacher	February 2, 2012



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

Meeting Date:
January 31, 2012

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **2010-11 ANNUAL REPORT ON TRUSTEE EXPENSES**

RECOMMENDATION:

That the Board receive the 2010-11 Annual Report on Trustee Expenses as information.

SYNOPSIS:

This report presents an annual summary of the expenses of each trustee for the 2010-11 fiscal year, in accordance with Board Policy *T02 Conventions, Meetings, Out of Pocket Expenses*.

BACKGROUND COMMENTS:

The *Education Act* provides parameters for trustee honoraria and reimbursement for travel expenses, professional development and reasonable out-of-pocket expenses incurred as a result of carrying out their duties in accordance with Board policy. Funds available to support trustee honoraria and to reimburse them for expenses incurred in the course of their duties are governed by several policies of the Board, including: *T01 Student Trustee, T02 Conventions, Meetings, Out of Pocket Expenses, T06 Honoraria for Trustees, and A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto*.

Honoraria

Within limits set in regulation by the Minister, Section 191 of the Education Act provides:

s.191. (1) A board may pay each of its members an honorarium in an amount determined by the board, and

s.191. (2) A board may pay to its chair and vice-chair an additional honorarium in an amount determined by the board.

The Education Act further provides that:

s.191.3 Despite this Act or any other Act, where an elected member of a board is, under a by-law or resolution of a board, paid a salary, indemnity, allowance or other remuneration, one-third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a member of the board.

Therefore one-third of each trustees' honorarium is deemed a tax-free expense allowance that he or she may use at his or her sole discretion.

Honoraria for elected trustees is adjusted annually in accordance with *Ontario Regulation 357/06 Honoraria for Board Members* and duly included in the Board's approved operating budget. The annual honoraria for student trustees is determined through *Ontario Regulation 7/07 Student Trustees* and also included in the Board's approved operating budget. The levels set for trustee and student trustee honoraria are provided in a separate report to the Board on an annual basis.

Expenses

In addition to the above deemed tax-free expense provision of the honoraria, the Act also provides:

s. 191.2 (4) A board may, in accordance with a policy established by it under subsection (3), reimburse a member for his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member.

The Ministry of Education's School Board Administration and Governance Grant provides for an annual allotment of up to \$5,000 to be used toward trustee reimbursement for travel, professional development and other reasonable out-of-pocket expenses. In addition to this allotment, the Board has approved through Board policy that trustee travel expenses (i.e., mileage) within the City of Windsor and County of Essex is to be reimbursed separately through the Board's operating budget and funded within the Board's overall allocation through the Administration and Governance Grant.

FINANCIAL IMPACT:

The 2010-11 Summary of Trustee Expenses report is attached. An amount of \$34,000 was provided in the 2010-11 Revised Budget. The actual total expenses of \$28,063 are \$5,937 (17%) below the approved budget.

In 2011-11 computers were purchased for certain trustees. These computer purchases, which were not budgeted, cost \$18,298 and are not part of the trustee expenses described above.

TIMELINES:

The expenses are for the 2010-11 budget year from September 1, 2010 through August 31, 2011.

APPENDICES:

- 2010-11 Summary of Trustee Expenses

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	January 23, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	January 23, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 23, 2012

2010-11 SUMMARY OF TRUSTEE EXPENSES

Trustee Name	Annual Honorarium ⁽¹⁾ 31-101000, 31-201000	Mileage (Local) ⁽²⁾ 31-362000	Computer Technology 31-552000-6-000	Conference/ Seminar				Mileage (Out of County) and PD Travel	Communications (Includes Internet, Telephone/Fax/ Cellphone)	TOTAL
				Registration	Meals	Other	Accommodations			
				31-317000	31-317006	31-317007	31-317008	31-361000	31-552001	
Fred Alexander	\$ 16,749	\$ 1,154	\$ 2,099	\$ 987	\$ 42	\$ 103	\$ 1,037	\$ 789	\$ 867	\$ 3,825
Joan Courtney	10,612	844	2,555	383	96	570	458	51	1,096	2,654
Mary DiMenna	13,603	2,566	2,099	383	-	152	283	369	624	1,811
Frank Favot	7,875	-	2,309	1,274	17	28	924	480	541	3,264
Barbara Holland	10,612	814	2,309	882	-	23	170	940	843	2,858
Chris Janisse	2,710	478	-	-	-	-	-	-	186	186
Patrick Keane	2,710	130	-	-	18	66	-	-	272	356
John Macri	10,612	434	-	-	-	99	-	-	944	1,043
Bernie Mastromattei	7,875	4	2,309	385	30	-	295	303	600	1,613
Jim McMahan	7,875	297	2,309	618	16	-	439	605	-	1,678
Shannon Porcellini	2,710	66	-	-	24	227	-	-	423	674
Lisa Soulliere	10,612	2,949	2,309	383	-	255	236	272	1,119	2,265
TRUSTEE SUBTOTAL	\$ 104,555	\$ 9,736	\$ 18,298	\$ 5,295	\$ 243	\$ 1,523	\$ 3,842	\$ 3,809	\$ 7,515	\$ 22,227
Mackenzie Colman	\$ 2,655	\$ 285	-	\$ 705	\$ 166	-	\$ 817	\$ 768	-	\$ 2,456
Laura Limarzi	2,631	-	-	705	108	-	1,277	778	-	2,868
Joseph Najem ⁽³⁾	-	-	-	256	-	-	-	-	-	256
Nilo Tavares ⁽³⁾	-	-	-	256	-	-	-	-	-	256
STUDENT TRUSTEE SUBTOTAL	\$ 5,286	\$ 285	\$ -	\$ 1,922	\$ 274	\$ -	\$ 2,094	\$ 1,546	\$ -	\$ 5,836
TOTAL ACTUAL	\$ 109,841	\$ 10,021	\$ 18,298	\$ 7,217	\$ 517	\$ 1,523	\$ 5,936	\$ 5,355	\$ 7,515	\$ 28,063
TOTAL BUDGET	\$ 109,233	\$ 12,000	\$ -	\$ 5,000	\$ 2,000	\$ 3,000	\$ 6,000	\$ 8,000	\$ 10,000	\$ 34,000

Notes:

⁽¹⁾ The annual honorarium is set at one level from September 1, 2010 to November 30, 2010, and another from December 1, 2010 to August 31, 2011.

⁽²⁾ Expenses pertaining to mileage to attend local meetings and events (within Essex County) are reimbursed through an account that is budgeted for annually over and above the \$5,000 Conference/Seminar Registration allotment for Trustee expenses.

⁽³⁾ Joseph Najem and Nilo Tavares (2011-12 Student Trustees) attended Catholic Leadership Camp at Olympia Sports Camp from Aug 28/2011 to Sept 3/2011

Student Trustee Supervision Costs: \$ 2,378 (includes transportation, accommodation and meal costs related to supervision while student trustees are away at conferences (not included above))

Membership / Insurance Fees Related to Governance Activities:

Ontario Catholic Schools Trustees Association (OCSTA) 2010-11 Membership Fee:	\$ 72,507	(Approved October 26, 2010)
Ontario Catholic Schools Trustees Association (OCSTA) 2010-11 Special Lev	5,795	(Approved October 26, 2010)
Ontario Student Trustees Association (OSTA-AEGO) 2010-11 Membership Fee:	1,174	(Paid September 20, 2010 as per Board Policy T:01 Student Trustee)
Trustee Group Accident Insurance 2011	306	(Approved January 11, 2011)
	<u>\$ 79,782</u>	



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

Meeting Date:
January 31, 2012

HANDOUT BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: 2011-12 SCHOOL BUDGET STATUS REPORT

RECOMMENDATION:

That the Board receive the 2011-12 School Budget Status Report as information.

SYNOPSIS:

This report provides a status of individual school budgets as at October 31, 2011.

BACKGROUND COMMENTS:

As part of overall Board budget reduction measures, the Board approved a reduction in school budget allotments for the 2007-08 and 2008-09 fiscal years. School budgets were further reduced in 2009-10. In 2010-11, school budgets were increased, in total, 36% over 2009-10 levels in an effort to restore the budgets to amounts that existed prior to the reduction measures. Faced with continued declining enrolment in 2011-12 and the reduced grant revenues that result, school budgets were decreased 20% during 2011-12 budget development over levels that existed in 2010-11. This has created additional pressures for the schools in 2011-12 to operate with reduced funds.

Appendix A of the report includes the 2011-12 school budgets along with actual expenditures and variances as at October 31, 2011 for each school. A description of each column of the School Variance Report is provided in Appendix B.

With 20% of the school year elapsed at October 31, 2011, the schools have collectively spent 31% of their budgets as at the same point in time. If current spending patterns are projected on a straight-line basis to the end of the school year, the schools would, in total, project a deficit at year-end. In 2010-11, prudent fiscal management by the principals as a group resulted in a prior year's surplus in total for all schools that has been rolled-over and

is available to help offset pressures that exist in 2011-12. When this prior-year surplus is considered, the projected deficit is reduced.

It should be noted that Administration monitors the budget on an ongoing basis and as with any annual forecast, the variance projections will become more accurate as the year unfolds. This report is based on only two months of actual activity (September and October) and in these two months schools typically spend greater amounts than they do in the balance of the school year. Trustees should be cautioned that the actual surplus/deficit realized at year-end may vary from expected results due to impacts from multiple factors including timing of transactions and unforeseen activity.

FINANCIAL IMPACT:

Discussed throughout the report.

TIMELINES:

School budget status reports are provided periodically to the Board.

APPENDICES:

- Appendix A: 2011-12 In-Year School Budget Variance Report for the Period Ending October 31, 2011.
- Appendix B: School Budget Variance Report Explanation.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	January 30, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	January 30, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 30, 2012

**Windsor-Essex Catholic District School Board
2011-12 In-Year School Variance Report
For the Period Ending October 31, 2011
20% of the School Year Elapsed**

Appendix A

School	2011-12 Annual Expenditure Budget	2011-12 YTD Actual at Oct. 31 st (excludes prior year surplus/(deficit))	2011-12 YTD Variance at Oct. 31 st	YTD % of Budget Expended at Oct. 31 st	Projected Year-End Surplus/(Deficit)	Prior Year Surplus/(Deficit)	Projected Year-End Surplus/(Deficit) Including Prior Year Surplus/(Deficit)	Comments
ELEMENTARY SCHOOLS								
Christ the King	\$24,813	\$3,690	\$21,123	15%	\$6,485	\$287	\$6,772	Straight-line calculated projection.
L.A. Desmarais	\$26,295	\$3,837	\$22,458	15%	\$7,236	\$981	\$8,217	Straight-line calculated projection.
Holy Cross	\$28,918	\$4,268	\$24,650	15%	\$7,717	(\$31,502)	(\$23,785)	Straight-line calculated projection.
Holy Name	\$32,736	\$13,801	\$18,935	42%	(\$35,819)	\$12,166	(\$23,653)	Straight-line calculated projection.
Immaculate Conception	\$20,160	\$3,227	\$16,933	16%	\$4,132	(\$826)	\$3,306	Straight-line calculated projection.
W. J. Langlois	\$15,859	\$8,818	\$7,041	56%	(\$27,941)	\$4,797	(\$23,145)	Straight-line calculated projection.
H.J. Lassaline	\$26,820	\$11,130	\$15,690	42%	(\$28,467)	\$1,922	(\$26,544)	Straight-line calculated projection.
Notre Dame	\$30,558	\$12,395	\$18,163	41%	(\$31,011)	\$21,017	(\$9,994)	Straight-line calculated projection.
Our Lady of Mount Carmel	\$37,407	\$7,202	\$30,205	19%	\$1,636	\$6,909	\$8,544	Straight-line calculated projection.
Our Lady of Lourdes	\$16,353	\$4,413	\$11,940	27%	(\$5,567)	\$10,868	\$5,301	Straight-line calculated projection.
Our Lady of Perpetual Help	\$26,075	\$4,080	\$21,995	16%	\$5,810	\$5,538	\$2,000	Projected surplus provided by Principal. The school plans on purchasing computer equipment including laptops, possibly additional iPads and docking stations to enhance the use of technology at the school. These purchases will reduce the projected surplus that is calculated on a straight-line basis. The school hopes to achieve a year-end surplus of approximately \$2,000.
Our Lady of the Annunciation	\$11,634	(\$245)	\$11,879	(2%)	\$12,852	\$936	\$13,788	Straight-line calculated projection.
Queen of Peace	\$22,193	\$6,206	\$15,987	28%	(\$8,632)	\$432	(\$8,200)	Straight-line calculated projection.
Sacred Heart	\$33,522	\$18,396	\$15,126	55%	(\$57,855)	\$12,230	(\$45,624)	The year-end projection, as calculated on a straight line basis, includes the cost associated with a sign for the outside of the school which was subsequently paid for by the Parent Council with fundraising funds. If this cost was not included, the straight-line projection at year-end would reduce to a projected deficit of approximately \$6,300.

**Windsor-Essex Catholic District School Board
2011-12 In-Year School Variance Report
For the Period Ending October 31, 2011
20% of the School Year Elapsed**

Appendix A

School	2011-12 Annual Expenditure Budget	2011-12 YTD Actual at Oct. 31 st (excludes prior year surplus/(deficit))	2011-12 YTD Variance at Oct. 31 st	YTD % of Budget Expended at Oct. 31 st	Projected Year-End Surplus/(Deficit)	Prior Year Surplus/(Deficit)	Projected Year-End Surplus/(Deficit) Including Prior Year Surplus/(Deficit)	Comments
Stella Maris	\$20,815	\$12,695	\$8,120	61%	(\$42,246)	\$672	\$0	Projected balance provided by Principal. The year-to-date actual expenses of \$12,695 reported includes \$4,834 of expenses related to Muskoka Woods and \$1,269 for sound equipment which were subsequently reimbursed with fundraising amounts. When these expenses are removed, year-to-date spending drops to \$6,593 or 32% of the budget. In addition, the reason the initial expenses were high was due to start up costs for the school year. The school does not anticipate being over budget at 2011-12 year-end.
St. Alexander	\$18,052	\$8,336	\$9,716	46%	(\$23,357)	\$6,737	\$2,500	Projected surplus provided by the Principal. St. Alexander has always been fiscally responsible with regards to their budgetary expenditures. With current site administration, the school has operated in a very favourable surplus to budget position with a surplus of \$9,201 in 2009-10; a surplus of \$4,666 in 2010-11 and a projected surplus of \$2,500 for August 2012. According to the school banking records, the school has a surplus of \$6,737 as of January 13, 2012. In addition to this annual surplus the school has been able to pay forward their busing costs for the Muskoka Woods Leadership Experience. This amount is roughly \$3,800 for the past three years. The school does this to assist all their families in paying for this trip and to further assist any economically challenged families. The school has also been able to save their school generated revenues for other projects/purchases (school sign in front of the building to promote Catholic education and Smart Board Technology) and future projects (hopefully a school track or I.T. technology). St. Alexander has been fiscally responsible in every way possible and has been able to plan forward with this philosophy in place.
St. Angela	\$19,329	\$3,520	\$15,809	18%	\$1,842	(\$673)	\$1,170	Straight-line calculated projection.
St. Anne French Immersion	\$29,272	\$1,878	\$27,394	6%	\$19,945	(\$9,553)	\$10,392	Straight-line calculated projection.

**Windsor-Essex Catholic District School Board
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For the Period Ending October 31, 2011
20% of the School Year Elapsed**

Appendix A

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St. Anthony	\$16,339	\$5,073	\$11,266	31%	(\$8,862)	(\$26)	(\$8,888)	Straight-line calculated projection.
St. Bernard - Windsor	\$16,956	\$5,524	\$11,432	33%	(\$10,480)	\$3,450	(\$7,031)	Straight-line calculated projection.
St. Bernard - Amherstburg	\$15,894	\$2,329	\$13,565	15%	\$4,327	(\$5,296)	(\$969)	Straight-line calculated projection.
St. Christopher	\$34,741	\$12,482	\$22,259	36%	(\$27,261)	\$11,784	\$0	Projected balance provided by Principal. A large expenditure was made at the end of the last school year which did not clear until the fall of this year. The school purchased new technology to support the vision of a multi-modal learning environment in the library. Since the completion of the project and having had the opportunity for a school fundraiser, spending of the school budget has been minimal. As of the end of January, with 50% of the school year elapsed, the school has 75% of it's budget remaining. The school will continue to closely monitor the school budget and projects to be on budget by the end of the year.
St. Gabriel	\$29,473	\$10,667	\$18,806	36%	(\$23,514)	\$15,652	(\$7,862)	Straight-line calculated projection.
St. Gregory	\$25,739	\$8,735	\$17,004	34%	(\$17,651)	\$2,862	(\$14,789)	Straight-line calculated projection.
St. James	\$21,334	\$6,199	\$15,135	29%	(\$9,460)	(\$2,615)	(\$12,075)	A significant portion of the projected variance is due to the purchase of furniture for the newly designed computer lab/library and instructional supplies made in the first two months of the school year. The supplies will be used for the balance of the school year. The major school fundraiser occurs in the spring and the school will likely rely less on the school budget as the year progresses. The school plans to closely monitor it's budget in order to reduce the projected year-end variance.

**Windsor-Essex Catholic District School Board
2011-12 In-Year School Variance Report
For the Period Ending October 31, 2011
20% of the School Year Elapsed**

Appendix A

School	2011-12 Annual Expenditure Budget	2011-12 YTD Actual at Oct. 31 st (excludes prior year surplus/(deficit))	2011-12 YTD Variance at Oct. 31 st	YTD % of Budget Expended at Oct. 31 st	Projected Year-End Surplus/(Deficit)	Prior Year Surplus/(Deficit)	Projected Year-End Surplus/(Deficit) Including Prior Year Surplus/(Deficit)	Comments
St. John	\$15,715	(\$1,708)	\$17,423	(11%)	\$24,200	(\$5,664)	\$3,000	Projected surplus provided by Principal. The results as calculated on a straight-line basis are not representative of typical in-year activity as the first two months of data include credits from 2010-11 expenses paid from School Generated Funds that were posted to the 2011-12 school budget. The school anticipates successfully erasing the deficit and showing a surplus of approximately \$3,000 at year-end.
St. John the Evangelist	\$13,201	\$1,536	\$11,665	12%	\$5,569	(\$8,916)	(\$3,346)	Straight-line calculated projection.
St. John de Brebeuf	\$30,363	\$7,096	\$23,267	23%	(\$4,885)	\$14,223	\$9,338	Straight-line calculated projection.
St. John the Baptist	\$28,293	\$6,481	\$21,812	23%	(\$3,898)	\$2,655	(\$1,243)	Straight-line calculated projection.
St. John Vianney	\$37,770	\$15,638	\$22,132	41%	(\$39,906)	\$9,535	\$8,672	Projected surplus provided by Principal. The year-to-date actual expenses of \$15,638 reported include \$7,911 of expenses related to Muskoka Woods which were subsequently reimbursed with School Generated Funds. When these expenses are removed, year-to-date spending drops to \$7,726. When this reduced spending level is projected on a straight-line basis for the balance of the year, the school projects a surplus at year-end of \$8,672 (including the prior year's surplus carry forward).
St. Joseph	\$26,428	\$4,215	\$22,213	16%	\$5,490	\$3,283	\$8,773	The school hopes to purchase new computers and presenters in the near future which would reduce the projected year-end surplus of \$8,773 that is currently calculating.
St. Jules	\$21,857	\$5,818	\$16,039	27%	(\$7,041)	\$6,584	(\$457)	A significant portion of the projected deficit is probably due to September start-up costs and instructional supply purchases made in the first two months for supplies that will be used on the whole for the balance of the school year. The school plans to closely monitor the budget in order to reduce the projected year-end variance.

**Windsor-Essex Catholic District School Board
2011-12 In-Year School Variance Report
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St. Louis	\$24,909	\$5,264	\$19,645	21%	(\$1,239)	\$9,895	\$8,656	Straight-line calculated projection.
St. Maria Goretti	\$19,291	\$9,063	\$10,228	47%	(\$25,727)	\$5,040	(\$20,687)	Straight-line calculated projection.
St. Mary	\$16,675	\$8,451	\$8,224	51%	(\$25,301)	(\$2,591)	\$0	Projected balance provided by Principal. The school had depleted their budget and bank accounts last year. They used their 2011-12 budget for start up costs and ordering of supplies for the entire year, knowing that the Fall and Winter fundraisers would replenish their finances and that they would use those funds to finish the year.
St. Peter	\$27,048	\$18,017	\$9,031	67%	(\$62,448)	\$4,614	(\$57,834)	Straight-line calculated projection.
St. Pius X	\$36,746	\$22,207	\$14,539	60%	(\$73,559)	\$2,922	\$3,502	Projected surplus provided by Principal. The school anticipates the projected year-end surplus without considering the prior year surplus to be \$580. When the prior year surplus of \$2,922 is factored in, the revised year-end projection changes to \$3,502. A significant portion of the projected variance is due to computer hardware and instructional supply purchases made in the first two months to be utilized for the balance of the school year. The school plans to closely monitor its budget in order to reduce the projected year-end variance to a variance much more reflective of actual budget use at St. Pius X.
St. Rose	\$17,345	\$8,515	\$8,830	49%	(\$24,949)	\$6,470	\$2,000	Projected surplus provided by Principal. There was an increased amount of spending in the fall due to some purchases in June that didn't go through until the fall and some equipment (chairs) that were desperately needed. As a result, the portion of the budget spent year-to-date is larger than would normally occur in the first two months of the year. This level of spending is not planned to continue at the same rate for the balance of the year and the school projects a modest surplus at the end of the year to carry forward to the following school year.

**Windsor-Essex Catholic District School Board
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St. Theresa	\$11,399	\$5,043	\$6,356	44%	(\$13,649)	\$5,173	(\$8,475)	Straight-line calculated projection.
St. William	\$39,283	\$1,710	\$37,573	4%	\$30,788	\$10,334	\$41,122	Straight-line calculated projection.
Total Elementary Schools	\$967,610	\$296,002	\$671,608	31%	(\$502,696)	\$132,306	(\$157,549)	
SECONDARY SCHOOLS								
Assumption	\$79,242	\$27,920	\$51,322	35%	(\$59,443)	\$3,106	(\$16,704)	Projected deficit provided by Principal. The year-to-date actual expenses of \$27,920 includes expenses in the amount of \$2,777 related to the Fall Muskoka Woods trip. This amount was reimbursed by School Generated Funds in November. When this expenditure is removed, year-to-date spending drops to \$25,143 or 32% of the budget. The remainder of the variance is due to the purchase of instructional supplies and learning materials that will be used for the remainder of the year and the purchase of new and replacement computer technology that will be used for a number of years. The school is closely monitoring the budget to ensure that the projected year-end variance will be significantly less.
F. J. Brennan	\$80,262	\$26,584	\$53,678	33%	(\$51,788)	\$23,671	(\$28,117)	Straight-line calculated projection.
Catholic Central	\$92,679	\$26,631	\$66,048	29%	(\$39,602)	\$15,416	(\$600)	Projected deficit provided by Principal. The school incurred approximately \$13,500 of expenditures last year that it does not plan to expend in 2011-12. Included in this is are one-time events that will not repeat in 2011-12, and reduced spending on the yearbook and certain materials which were standing orders in years past. For the balance of the year, the school does not anticipate purchasing or spending above what was purchased / spent last year. Notwithstanding unforeseeable expenses, the school anticipates being close to budget at year-end.
Cardinal Carter	\$83,739	\$26,926	\$56,813	32%	(\$50,006)	\$23,171	(\$26,835)	Straight-line calculated projection.

**Windsor-Essex Catholic District School Board
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20% of the School Year Elapsed**

Appendix A

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Holy Names	\$124,641	\$32,504	\$92,137	26%	(\$36,813)	(\$12,585)	(\$49,398)	Straight-line calculated projection.
St. Joseph	\$110,803	\$24,652	\$86,151	22%	(\$11,647)	\$2,043	(\$9,604)	Straight-line calculated projection.
St. Anne	\$144,600	\$72,510	\$72,090	50%	(\$215,572)	\$12,976	\$0	Projected balance provided by Principal. The year-to-date actual expenses of \$72,510 reported includes \$24,042 of expenses that will subsequently be paid by School Generated Funds and/or the Parent Council. In addition, the school purchased certain items in bulk to take advantage of volume discounts. These bulk purchases resulted in reduced fees and have provided supplies that will last beyond the current school year. The school also incurred approximately \$3,946 in expenditures related to computer class requirements and purchased chairs that will generate considerable savings in rental costs. When all of these factors are considered, the school anticipates being on budget at 2011-12 year-end.
St. Thomas of Villanova	\$123,914	\$30,481	\$93,433	25%	(\$27,490)	(\$28,911)	(\$56,400)	Straight-line calculated projection.
St. Michael's Victoria	\$36,897	\$8,837	\$28,060	24%	(\$6,999)	\$16,131	\$9,133	Straight-line calculated projection.
St. Michael's Adult Campus	\$13,556	\$2,591	\$10,965	19%	\$688	\$0	\$688	Straight-line calculated projection.
Total Secondary Schools	\$890,333	\$279,634	\$610,699	31%	(\$498,670)	\$55,018	(\$177,836)	
TOTAL ALL SCHOOLS	\$1,857,943	\$575,636	\$1,282,307	31%	(\$1,001,366)	\$187,324	(\$335,386)	



School Budget Variance Report Explanation

As part of the variance reporting process, schools are responsible for monitoring expenditures to ensure operations are conducted within the approved budget. A School Variance Report has been prepared in Appendix B. The various components of the **School Variance Report** are summarized in the following table:

Column	Description
School	This field identifies the individual school.
2011-12 Annual Expenditure Budget	This field contains the particular school's approved budget for the 2011-12 school year.
2011-12 YTD Actual at Oct. 31 st (excludes prior year surplus/deficit)	<p>This field contains the sum of (1) the year-to-date (YTD) actual expenditures incurred by the school as of the report date and (2) any commitments incurred by the school. Commitments, also known as encumbrances, are obligations such as purchase orders that have been issued but for which payment has not yet been made. Commitments reduce the budget balance available for other purposes.</p> <p>The prior year (2010-11) surplus/(deficit) for each school, which is rolled forward at year-end to the current school year (2011-12) has been excluded from this column so the actual spending reported is that incurred by the school in-year.</p>
2011-12 YTD Variance (at Oct. 31 st)	This is a formula driven field that calculates the 2011-12 Annual Budget less the YTD Actual Expenditures.
YTD % of Budget Expended at Oct. 31 st	This is a formula driven field that calculates the percentage of the Annual Budget that has been expended as of the report date. It is calculated by dividing the value reported in the YTD Actual field by the value reported in the Annual Budget field.
Projected Year-End Surplus/(Deficit)	This is a formula driven field that calculates the straight-line projection of the school's year-end surplus or deficit based on actual expenditures incurred as of the report date. The calculated value is based on projecting expenditures incurred to date to the end of the school year or June 30 th , 2012.
Prior Year Surplus/(Deficit)	<p>Both school budget surpluses and deficits are rolled over at each year-end to the next fiscal year. If a prior-year surplus existed, this surplus funding becomes available for use by the schools in the next fiscal year. Similarly, if deficits were incurred in the previous fiscal year, they remain the responsibility of the respective schools moving into the next fiscal year.</p> <p>In this column, the surplus or deficit incurred by each school in 2010-11 is reported.</p>



School Budget Variance Report Explanation

<p>Projected Year-End Surplus/(Deficit)</p>	<p>Principals were provided an opportunity to change the year-end projection that was being calculated on a straight-line basis to something more reflective of where they believe they will end up at year end and provide associated commentary. In these instances where feedback was received, the value in this field represents the projected year-end surplus or deficit as provided by the school.</p> <p>In instances where no changes by the school were made, the value in this field is the sum of the Projected Year-End Surplus/(Deficit) column and the Prior Year Surplus/(Deficit) column that was rolled over from 2010-11.</p>
<p>Comments</p>	<p>This field contains comments as provided by the school Principal. If no comments were provided, the statement, "Straight-line calculated projection" has been entered.</p>



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

Meeting Date:
January 31, 2012

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: SEAC Committee – Trustee Members
SUBMITTED BY: Paul A. Picard, Director of Education
 Cathy Geml, Associate Director of Education Student Achievement K-12
SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**
Meeting of October 20, 2011

RECOMMENDATION:

**That the Board receive the Minutes of the Thursday, October 20th, 2011
Special Education Advisory Committee meeting as information.**

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

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

FINANCIAL IMPACT: N/A

TIMELINES: The next SEAC meeting will occur on Monday, January 23rd, 2012 at the Catholic Education Centre. Minutes of the Monday, January 23rd, 2012 meeting will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of October 20th, 2011.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL;	Review Date: January 30, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT;	Approval Date: January 24, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION;	Approval Date: January 30, 2012



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

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
Thursday, October 20, 2011– 6:00 P.M.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor

MINUTES

Present:	Lisa Soulliere	Trustee
	Mary DiMenna	Trustee
	Danielle Desjardins-Koloff	Principal
	MaryAnne Mouawad	Learning Disabilities Association (Chair)
	Melanie Allen	IEWS
	Paula Nantais	Down Syndrome Parents
	Cathy Geml	Associate Director of Education (ex-officio)
	Terri Maitre	Recording Secretary

1. Call to Order – MaryAnne Mouawad
2. Opening Prayer – MaryAnne Mouawad
3. Welcome – MaryAnne Mouawad welcomed Erin Earls as an observer.
4. Recording of Attendance
 Regrets:
 - Rose Lamug
 - Michelle Freisen
 - Cas Graham-Stuart
5. Approval of Agenda - October 20, 2011
Motion by Mary DiMenna and seconded by Melanie Allen that the Agenda be approved as printed and circulated. *Carried*
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes – September 15, 2011
Motion by Melanie Allen and seconded by Mary DiMenna that the Minutes be approved as printed and circulated. *Carried*
9. Business Arising - None

10. Information Items

- (a) Response from Leona Dombrowsky to OCSTA - Resolution regarding Programs and Services for Student with Diverse Learning Needs. A discussion on the letter ensued. Ministry to announce new Minister of Education.
- (b) Resignation letter Mary Ferguson – Community Living.

11. Report from Chair – None

12. Report from Trustees

Trustees received the following information items:

- School organization for September 2011, which included enrolment and staffing.
- 2011 EQAO results – the Board scores were above or at Provincial averages.

The Board approved the following items of business:

- 2011-12 school renewal & school condition improvement budgets.
- Money in the form of grants has been provided by the Ministry, can only be spent on renewal projects at existing schools.

The establishment of an Accommodation Review Committee for the following school communities:

1. Amherstburg area – St. Theresa, St. Bernard and Stella Maris Elementary Schools.
2. Fontainebleau area – W.J. Langlois and St. Alexander Elementary Schools.
3. Lakeshore area- Our Lady of the Annunciation and St. John the Evangelist Elementary Schools.

The review of the boundaries for the following areas:

1. F.J. Brennan Secondary School
2. St. Joseph Secondary School
3. Immaculate Conception and St. Angela Elementary Schools

The establishment of Community Consultative Committees to consider the following recommendation for the 2012-2013 school year:

1. The relocation of St. Michael's Alternative High School - Victoria Campus to the St. Michael's Continuing Education Centre.
2. The relocation of Immaculate Conception Elementary School to the present St. Michael's Alternative High School – Victoria Campus.

3. The establishment of a dual track French Immersion program at Queen of Peace Elementary School

All of the above recommendations will go through a consultation process with all of the community partners.

Report from Associate Director of Education

- (a) Ministry of Education provided Boards with a Parents Reaching Out grant – This grant afforded the Board the opportunity to produce a DVD entitled “Did You Know?” The purpose of the DVD is to educate the system on what it is like as a family to have a child with Special Needs.
- (b) On November 18th the Board is hosting a system wide PD day. The theme is “Student Mental Health” – A panel of Community Providers will be available to the system via webcast to discuss and take questions from the staff regarding mental health issues. An invitation to SEAC to attend the webcast was extended.

Motion by Lisa Soulliere seconded by Mary DiMenna that in lieu of the November 17th SEAC meeting the Committee attend the “Student Mental Health” webcast. *Carried.*

14. New Business - None

15. Association Reports - None

Motion by Paula Nantais and seconded by Melanie Allen that all reports from the Chair, Trustees, Associate Director of Education and Associations be accepted. *Carried.*

16. Closing Prayer – MaryAnne Mouawad

17. The meeting adjourned at 7:45 p.m.

NEXT MEETING DATE: Thursday, January 19, 2011



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

WALK-ON BOARD REPORT

Meeting Date:
January 31, 2012

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Paul Picard, Director
Cathy Geml, Associate Director of Education
JoAnne Shea, Superintendent of Education
Emelda Byrne, Superintendent of Education

SUBJECT: **PARENT INVOLVEMENT COMMITTEE**
Minutes of Meeting held November 24, 2011

RECOMMENDATION:

That the Board receive the Minutes of the November 24, 2011 Parent Involvement Committee Meeting as information.

SYNOPSIS: This report is intended to provide an update to the Windsor-Essex Catholic District School Board of Trustees on the activities of the permanent Parent Involvement Committee (PIC) members that was established pursuant to *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*. The Parent Advisory Committee is submitting for the Board of Trustees' information the Minutes of its November 24, 2011 meeting.

BACKGROUND COMMENTS: The Interim PIC developed the Terms of Reference By-laws governing the conduct of the PIC's affairs, which were approved by the Board at the May 24, 2011 meeting. This was in compliance with the requirements of the amended regulation prior to the transition to a permanent PIC in the fall of 2011.

Amendments to Regulation 612/00, while providing for some flexibility to suit local needs, provides specific direction on the purpose of the PIC and provides for their composition, mandate and function.

FINANCIAL IMPACT: N/A

TIMELINES: The next Parent Involvement Committee meeting occurred on Thursday, January 26, 2012 at the Essex Civic Centre. Minutes will be provided to the Board of Trustees following approval by the PIC.

APPENDICES:

- Minutes – November 24, 2011

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	January 30, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	January 30, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 30, 2012



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: Barbara Holland
DIRECTOR OF EDUCATION: Paul A. Picard
Telephone: (519) 253-2481 FAX: (519) 253-0620

PARENT INVOLVEMENT COMMITTEE MEETING

MINUTES

Thursday, November 24, 2011 at 7:30 p.m.

**Windsor Essex Catholic Education Centre
John Paul II Board Room**

PRESENT:

Alternate Trustee Representative:

J. Courtney

Board Representatives:

J. Shea, Superintendent

E. Byrne, Superintendent

R. LoFaso, Vice-Principal, Safe Schools

Elementary Parent Representatives:

S. Bolger - Holy Names Family

A. Brink – Catholic Central Family

J. St. John – St. Joseph’s Family

D. Tonus – St. Thomas of Villanova Family

Secondary Parent Representatives:

A. Mason – St. Anne Family

H. McAuley – Assumption Family

D. Turner – F. J. Brennan Family

Special Needs Representative:

A. Carlini

Representative at Large:

C. McCarthy-Romanick

REGRETS:

F. Favot, Trustee

H. Sawyer, Elementary Alternate

G. Antogiovanni, Secondary Alternate

J. Blevins, Elementary Alternate

H. Shamoon, ELL Representative

M. Houston, Post Secondary Representative

Rev. Fr. D. Adam, Diocesan Representative

Recording Secretary:

S. Lira

1. Superintendent Shea called the meeting to order at 7:40 p.m. and led the opening Prayer

2. Recording of Attendance (sign-in sheet)

3. Election of Chair, Vice-Chair

Superintendent Shea, the Presiding Officer proceeded with the election of the Chair as outlined in the PIC Terms of Reference Section 6.0.

Moved by Julie St. John and seconded by Christine McCarthy Romanick that the PIC Committee approve the appointment of Superintendent Emelda Byrne and Vice-Principal of Safe Schools, Rosemary LoFaso as scrutineers for the election process.

Superintendent Shea reminded the Committee that every parent member with a two-year term and who has Catholic School Trustee qualifications shall be considered as eligible for nomination for the position of the Chair. Recording Secretary read the names of those members eligible.

Nominations for Chair were opened:

- Dana Tonus was nominated by Donald Turner and she respectfully declined the nomination.
- Julie St. John was nominated by Anita Carlini and seconded by Dana Tonus. Ms. St. John accepted the nomination.

After three requests for nominations, Superintendent Shea called for a motion that nominations be closed.

Moved by Heather McAuley and seconded by Angela Brink that nominations for the position of Chair be closed.

The Presiding officer announced the acclamation of **Julie St. John as Chair** of the Parent Involvement Committee. At this point, the newly elected Chair began to preside over the meeting.

Nominations for Vice-Chair were opened:

- Dana Tonus was nominated by Heather McAuley and seconded by Angela Brink. Ms. Tonus accepted the nomination.

After three requests for nominations, Chair St. John called for a motion that nominations be closed.

Moved by Heather McAuley and seconded by Anita Carlini that nominations for the position of Vice-Chair be closed.

Chair St. John announced the acclamation of **Dana Tonus as Vice-Chair** of the Parent Involvement Committee.

4. Approval of Agenda

Amendments to Agenda:

- a) Correction of Agenda Item #3 - No election of Secretary. As per Terms of Reference, Board Representatives appointed Simone Lira as Secretary.
- b) Correction of Agenda Item #6 - No Approval of Minutes. Notes of Sept. 29 meeting distributed as information only.
- c) Agenda Item #7b – Food & Beverage Update - Deferred to the next meeting, as Superintendent/personnel involved with the Ministry Food & Beverage mandate PPM150 is not available to present or answer questions.
- d) Addition of Information Item 8a) Update re Cardinal Carter Family Representative
- e) Addition of Information Item 8b) Four mandates of PIC
- f) Addition of Information Item 8c) Invitation of PIC members to the Catholic School Council Commissioning Ceremony on Thursday, December 15, 2011
- g) Addition of Information Item 8d) Use of Board Suppliers and protocol for companies interested in becoming suppliers
- h) Addition of Information Item 8e) Eucharistic Adoration

Moved by Shelley Bolger and seconded by Heather McAuley that the November 24, 2011 PIC Meeting agenda be approved as amended. Carried

5. Disclosure of Interest – Pursuant to the Municipal Conflict of Interest Act - None.
6. It was advised that because the PIC meeting of September 29, 2011 was not an official meeting but an information meeting for the committee only, notes were taken; not official minutes. The notes were distributed as information only and there was no official approval of minutes.

It was requested by the committee members that they receive a copy of any future minutes for review at least two and a half to three weeks before the next PIC meeting, so they have time to note any changes that should be made to said minutes.

7. Action Items:

- a) 21st Century Learning Centres
Superintendents Shea and Byrne reported on what has been completed to date involving the Learning Centres/ Libraries at both the elementary and secondary levels. The vision is still the same, working with staffs involving both print and digital materials and moving forward. Discussion ensued regarding the recent article in the Windsor Star involving the partnership with the Windsor Public Library and concerns around student literacy and future plans. It was suggested that we keep track of and record the best practice models and successes throughout the system and note what is working in the schools for further discussion and consideration. In response to a question regarding the Learning Commons Specialist positions, it was advised that Sr. Administration and Trustees will review the positions at the end of the school year.
- b) Food & Beverage Update
Deferred to the January 26, 2011 meeting.
Impact of regulations on school fundraising, high school cafeterias and finding alternatives.
- c) Boundaries/ Retention
All parents are invited to the Grade 8 Nights at the high schools. The dates and times are on the Board website. Cross panel visitations are also now being generated, whereby secondary school personnel go out to the elementary schools and can respond to any queries regarding programming. These events are key to retaining our students seamlessly from K to 12. Superintendent Shea promised to advise the schools to let all parents know they are welcome to the Grade 8 Nights. Superintendent Byrne advised that the Board is in the preliminary stages of the boundary consultation process in January/February for F. J. Brennan, St. Joseph's High School and St. Angela/ICS.
- d) School Budgets
Superintendents Shea and Byrne advised the committee that both the elementary and secondary budgets have been cut 20% this school year due to the Board deficit and declining enrolment. Discussion ensued and there were many questions. It was suggested that we ask Superintendent of Business Mario Iatonna or a designate from the department attend the next PIC meeting to respond to some of the questions and give the committee an overview of the Board's financial situation.
- e) Playground Equipment
Superintendent Byrne advised that the Board is currently examining the issue and developing a long-term plan, which involves Sr. Administration, Facilities Services and Health & Safety. Discussion ensued regarding a request that parents have an opportunity for input and dialogue. There was discussion on Ontario School Boards' Insurance Exchange (OSBIE) regulations that

prohibit certain item rentals for fundraising events at the schools, due to health and safety issues. (i.e. bouncy castles, dunk tanks)

- f) Feedback on document, *Making a Difference: A Practical Handbook for Parent Involvement Committee Members*, Draft Version, 2011

Superintendent Shea reminded the committee about the request from the Ministry for feedback on the document by the end of November, 2011. She made a specific request to Chair St. John, that she complete the survey.

8. Information Items: **(Additions to the Agenda)**

- a) Cardinal Carter Representative – Update

At this point, we still do not have an elementary representative on PIC for Cardinal Carter, despite a call for interested individuals. Based on the Terms of Reference, if a vacancy occurs, the committee would appoint one of the elementary alternates for the position. As they were not in attendance tonight, another attempt will be made to canvas the Cardinal Carter elementary CSAC members and if this does not transpire, we will defer the appointment of this representative until the next PIC meeting in January 2012.

- b) Four reasons for PIC – Provincial Mandate

Superintendent Shea went over the Ministry Parent Involvement Committee mandate, requesting that all members keep the focus of this committee in mind: focus on school climate, eliminating barriers, supports for parents and parent outreach.

- c) PIC member verbal invitation to the Catholic School Council Commissioning Ceremony on Dec. 15, 2011. Superintendent Byrne advised that formal invitations would go out on Monday, Nov. 28, 2011.

- d) Use of Board Suppliers and protocol for companies interested in becoming suppliers.

Discussion ensued surrounding the use of contractors and how this affects project costs. The committee was advised that if a company is interested, there is a process in place to become a school board supplier. We will put this item on the next agenda and have more information for the committee.

- e) Eucharistic Adoration

It was suggested that the committee member interested in re-instating the practice contact Betty Brush, the Religion Consultant for the Board, who will get information on protocol from Superintendent of Faith Formation, Seguin.

- f) Board Information and Initiatives

Superintendent Shea gave a brief synopsis of the following Board items and initiatives in the schools:

- Student Success Initiatives including PLC (Professional Learning Cycles) Literacy and Numeracy
- Gr. 9 Practice Literacy Test
- Homework Help/ Digital Resources/ e-Learning/ Blended Learning
- Discovering Your Possibilities Project
- Take Your Kids to Work Day, November 2, 2011
- Dual Credits – St. Clair College/ high school

Superintendent Byrne gave a brief report on funding in areas to support Student Achievement:

- Schools in the Middle
- Collaborative Inquiries in areas of Literacy and Numeracy (Gr. 1-6)
- Collaborative Inquiry in Math

- SWS (Student Work Study)

g) **Other Items:**

Sub-Committees:

Superintendent Byrne suggested that committee members consider whether parents would be interested in attending workshops/seminars (i.e. A & E; Homework Help, Mental Health, etc.) on a Saturday or an evening during the week, either in the winter or spring.

Moved by Shelley Bolger and seconded by Angela Brink that the PIC Committee strike a sub-committee for parent involvement and initiatives (i.e. workshops/seminars) for this school year. Carried

Heather McAuley was appointed as chair of this committee, and the group will formulate the rest of the membership for this sub-committee.

Moved by Christine McCarthy-Romanick and seconded by Dana Tonus that the PIC Committee apply for a Regional PRO grant through the Ministry of Education for 2013. Carried

Shelley Bolger was appointed as the chair of this committee, and the group will formulate the rest of the membership for this sub-committee.

It was agreed that all members should speak to and encourage the chairs and school councils of all schools to apply for \$1000 PRO grants for their schools.

h) **Trustee Information/ Report:**

Trustee Courtney thanked all PIC members for their attendance as well as their passion and engagement in this committee. She was impressed by their eagerness for input concerning the education of our students.

Trustee Courtney gave a brief report on the three ARC (Accommodation Review Committees) and the reasons for the procedure, including issues of declining enrolment and excess capacity in our schools. These reviews involve our schools in Amherstburg, Fontainebleu and Lakeshore areas. At this point, no decisions have been made by the Board. The goal is to have decisions made, which could involve consolidation, boundary reviews or school closure, by June, 2012. There is also a review involving the initiation of a French Immersion School at the Queen of Peace site. All information on the ARCs can be found on the Board website.

Trustee Courtney touched on the premature Learning Commons/ Library announcement in the Windsor Star and the question of a Full Year Schooling model.

- i) After much discussion, it was decided that the umbrella groups would meet two and a half weeks prior to the next PIC meeting, on Monday, January 9th at 6:30 p.m. in the John Paul II Board Room, so members are able to add items of concern to the agenda on time for the next PIC meeting, January 26.

9. Correspondence: None.

10. Next Meeting Date: Thursday, January 26, 2012 at the Essex Civic Centre at 6:30 p.m.

Moved by Julie St. John and seconded by Dana Tonus that the meeting be adjourned. Carried

11. Closing Prayer and Adjournment at 10:37 p.m.
PIC Meeting – Nov. 26, 2011