

**SUPERVISED  
SPECIAL MEETING  
Tuesday, December 4, 2012 at 4:00 pm  
Windsor Essex Catholic Education Centre  
St. Thomas of Aquinas Room**

**MINUTES**

**PRESENT**

**Supervisor** N. Hartmann  
**Regrets:** C. Geml, J. Bumbacco, P. Littlejohns  
**Administration:** P. Picard P. King  
M. Iatonna  
**Recorder:** B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 3:55 p.m.
2. Recording of Attendance – Associate Director Geml, Executive Superintendent Bumbacco, and Senior Manager of Facilities and Support Services Littlejohns absent due to previous commitments.
3. Approval of Agenda  
**That the December 4, 2012 Supervised Special meeting agenda be approved as distributed.  
Approved by Supervisor Hartmann**
4. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.: *None*
5. Action Items:
  - a. Report: 2011-12 Fiscal Year-End Financial Statements  
Issue:  
The audited financial statements, notes to the financial statements and auditor’s report are required to be approved by the Supervisor and filed with the Ministry of Education by December 6, 2012.  
Decision:
    1. **That the audited 2011-12 Fiscal Year-End Financial Statements be approved.**
    2. **That the 2011-12 Financial Statements also be presented at the December 18, 2012 Delegation Meeting to provide delegations the opportunity to speak.**  
Rationale:  
The Board ended the 2011-12 fiscal year with an in-year surplus of approximately \$191K.

As a result the accumulated deficit at the beginning the current fiscal year therefore stands at \$2,289,848.

b. Report: 2011-12 Year-End Budget Variance Report

Issue:

A comparison of the 2011-12 final budget to the 2011-12 actual revenues and expenses.

Decision:

1. **That the 2011-12 Year-End Budget Variance Report be received for information.**
2. **That staff continue to monitor budget variances and report on a regular basis during the current year.**

Rationale:

The Board ended the 2011-12 fiscal year with an in-year surplus of approximately \$191K. As a result the accumulated deficit at the beginning the current fiscal year therefore stands at \$2,289,848.

6. Adjournment - There being no further business, the Supervised Special meeting of December 4, 2012 adjourned at 4:10 p.m.

*Approved*

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

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