



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

**SUPERVISED
DELEGATION MEETING
Tuesday, December 18, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Board Room**

MINUTES

PRESENT

Supervisor N. Hartmann

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

Recorder: B. Marshall

1. Call To Order – Supervisor Hartmann called the meeting to order at 7:00 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance: All present
4. Approval of Agenda – Director Picard indicated the Handout report for item 9b(v) 2012-13 Revised Estimates has been distributed both electronically and hard copy.
Amendments:
 - WALK-ON: Item 12c) French Immersion Advisory Committee Minutes of April 4, 2012.

**That the December 18, 2012 Delegation meeting agenda be approved as amended.
*Approved by Supervisor Hartmann***

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

8. Action Items:

a. Previous Meeting Minutes

- i) Minutes of Supervised In-Camera Meeting of November 27, 2012
Supervisor Hartmann received the November 27, 2012 Minutes of the Supervised In-Camera meeting as distributed.
- ii) Minutes of Supervised Delegation Meeting of November 27, 2012
Supervisor Hartmann received the November 27, 2012 Minutes of the Delegation Meeting as distributed.
- iii) Minutes of Supervised Special Meeting of December 4, 2012
Supervisor Hartmann received the December 4, 2012 Minutes of the Special Meeting as distributed.

b. Items from the Supervised In-Camera meeting of December 18, 2012

Supervisor Hartmann reported that the Windsor-Essex Catholic District School Board convened Supervised in-camera meeting on December 18, 2012 pursuant to the Education Act - Section 207, to consider specific personnel and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Supervisor Hartmann made the following announcements:

from the December 18, 2012 Supervised in-camera meeting:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated December 18, 2012;
- received the following Principal and Vice Principal Placements for January 7, 2013:
 - **Fred Macapagal**, Vice Principal at St. John Vianney Catholic Elementary School to Acting Principal at St. Peter Catholic Elementary School;
 - **John Mazlounian**, Vice Principal at St. Bernard Catholic Elementary School, Amherstburg to Vice Principal at St. John Vianney Catholic Elementary School.

9. Communications:

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Issue:

To provide an overview of staff changes at WECDSB.

Decision:

That the Administrative Staff Report on hiring, retirement and resignation of staff dated December 18, 2012 be received for information.

Rationale:

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

ii) Report: 2011-12 School Budget Status Report

Issue:

To provide a status of individual school budgets as at August 31, 2012.

Decision:

That the 2011-12 Year-End School Budget Status Report be received for information.

Rationale:

The schools ended the fiscal year with a \$156,644 surplus. When the prior year school budget surplus is considered, a final surplus of \$370,846 for all schools will be rolled forward to the 2012-13 fiscal year.

iii) 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:

That the approved audited 2011-12 Fiscal Year-End Financial Statements, submitted to the Ministry of Education December 6, 2012, be received as information.

Rationale:

The Board ended the 2011-12 fiscal year with an in-year surplus of approximately \$191K and therefore was approved at the December 4, 2012 Special meeting. As a result the accumulated deficit at the beginning the current fiscal year therefore stands at \$2,289,848. The report was presented to offer the public the opportunity to provide input.

iv) 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:

That the 2011-12 Year-end Budget Variance Report be received as information.

Rationale:

The Board ended the 2011-12 fiscal year with an in-year surplus of approximately \$191K and therefore approved at the December 4, 2012 Special meeting. As a result the accumulated deficit at the beginning the current fiscal year therefore stands at \$2,289,848. The report was presented to offer the public the opportunity to provide input.

v) Report: 2012-13 Revised Estimates (*Handout*)

Issue:

Report provides an update on the submission of the 2012-13 Revised Estimates to the Ministry of Education.

Decision:

- 1. That the administration report on the 2012-13 Revised Estimates be received as information.**
- 2. That staff present a final report on the 2012-13 Revised Estimates to the January 29, 2012 meeting of the Board.**

Rationale:

Administration filed with the Ministry the adjusted Revised Estimates based on actual October 31st enrolment and any other changes that may have arisen since the initial June preparations. A further report is expected in the future.

10. Unfinished Business: *None*

11. New Business:

a. Report: Policy A:33 Copyrights – Fair Dealings (*final approval*)

Issue:

To provide final approval for a draft policy that incorporates revisions to the Copyright Act passed in June 2012.

Decision:

That the Draft Board Policy A:33 Copyrights – Fair Dealings be approved.

Rationale:

A new policy which incorporates fair dealings provisions of the Copyright Act will facilitate the use of short excerpts by teachers and provide savings of \$5.14 per Full Time Equivalent pupil annually. Also, the Board's policy development and review process has been followed.

b. Report: 2011-12 School Condition Improvement Recommended Budget

Issue:

To provide recommendations for projects to be undertaken during the second year of the School Condition Improvement Program.

Decision:

- 1. That the 2012-13 School Condition Improvement Recommended Budget be approved.**
- 2. That the report on School Condition Improvements be forwarded to principals and chairs of school advisory councils included in the 2012-13 program and the Parent Involvement Committee for information.**

Rationale:

Projects have been determined based on relative need and funding availability.

c. Report: 2011-12 School Renewal Recommended Budget

Issue:

To provide recommendations for projects to be undertaken as part of the 2012-13 School Renewal Program.

Decision:

- 1. That the 2012-13 School Renewal Recommended Budget be approved.**
- 2. That the report on School Renewal be forward to principals and chairs of school advisory councils included in the 2012-13 program and the Parent Involvement Committee for information.**

Rationale:

Projects have been recommended based on relative need and funding availability.

12. Committee Reports:

a. Report: Parent Involvement Committee (PIC) Minutes of September 13, 2012

That the Parent Involvement Committee Minutes of the September 13, 2012 meeting

be received.

b. Report: Special Education Advisory Committee (SEAC) Minutes of October 23, 2012
That the Special Education Advisory Committee Minutes of the October 23, 2012 meeting be received.

c. WALK-ON Report: French Immersion Advisory Committee (FIAC) Minutes of April 4, 2012
That the French Immersion Advisory Committee Minutes of April 4, 2012 meeting be received.

13. Remarks and Announcements:

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

Catholic Faith Formation: Advent masses occurring throughout the system. Catholic Education Centre celebrating mass tomorrow in the Assumption Chapel, trustees are welcome to attend.

Employee Development And Student Achievement Initiatives: Occasional Teachers Epi-Pen Demonstration; Elementary and Secondary French as a Second Language sessions will occur during PD Days in January; and Full Day Kindergarten Implementation session on January 16th.

Community Engagement and Partnerships: Senior administration attended Grade 8 Nights at all of our Secondary schools and would like to thank principals, vice principals and staff for their time and effort and especially their commitment to Catholic education.

Unfortunately the joint use agreement discussions with the Town of Lakeshore have discontinued. As per one of the Lakeshore Accommodation Review Committee recommendations, the board has begun the process of conducting a boundary review. Director Picard extended his apology to the Woodslee community for not achieving the goal of a joint use agreement with the Town of Lakeshore and indicated the Board is committed to the process and is open to further discussions prior to final recommendations in May.

Director Picard wished students, staff and their families a holy, merry, and safe Christmas.

Supervisor Hartmann mentioned in continuing with Engaging the Future, a report, generated through discussion papers received by various stakeholders, is expected to be presented at the January Delegation meeting. Supervisor Hartmann wished everyone a merry and prosperous Christmas.

15. Continuation of In-Camera, if required: *Not Required*

16. Future Delegation Meetings: *Unless stated otherwise, all meetings will be held at the Windsor-Essex Catholic Education Centre – 1325 California Ave., Windsor with the In-Camera session beginning at 6:00 pm and the Public session beginning at 7:00 pm.*

- Tuesday, January 29, 2013
- Tuesday, February 26, 2013
- Tuesday, March 26, 2013
- Tuesday, April 23, 2013
- Tuesday, May 28, 2013
- **MONDAY**, June 24, 2013

17. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
18. Adjournment - There being no further business, the Delegation meeting of December 18, 2012 adjourned at 7:46 p.m.

Approved

Norbert Hartmann
Supervisor of the Board

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