

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

REGULAR BOARD MEETING
Tuesday, February 14, 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: <i>None</i>	
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 31, 2012	--
	ii) Minutes of Regular Board Meeting, January 31, 2012	1-6
	b. Items from the convened in-camera meeting of February 14, 2012	--

- | | | |
|---|--|-------|
| 10. Communications: | | |
| a. External (Associations, OCSTA, Ministry): <i>None</i> | | - |
| b. Internal (Reports from Administration) | | |
| i) Report: Administrative Staff Report (J. Bumbacco) | | 7-8 |
| ii) Report: 2011-12 First Interim Financial Report (M. Iatonna) | | 9-15 |
| 11. Unfinished Business: <i>None</i> | | -- |
| 12. New Business: | | |
| a. Report: 2012 Temporary Borrowing Resolution – Annual Expenditures (M. Iatonna) | | 16-18 |
| b. Report: 2012 Temporary Borrowing Resolution – Permanent Improvements (M. Iatonna) | | 19-21 |
| c. Report: Policy Development and Proposal for Public Consultation: Policy H: 03 Hiring and Promotion (J. Bumbacco) | | 22-26 |
| 13. Committee Reports: <i>None</i> | | |
| 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> | | |
| • 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 31, 2012 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	J. Macri
J. Courtney	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)	P. Murray
J. Bumbacco	C. Norris
C. Geml	S. O'Hagan-Wong
M. Iatonna	J. Shea
P. Littlejohns	M. Seguin
A. Maghnieh	J. Ulicny
E. Byrne	

Recorder: B. Marshall

1. Call To Order - Chair Holland called the meeting to order at 7:17 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Holland noted the handout for agenda item 10b(iii) 2011-12 School Budget Status Report is at trustee places and was previously provided to trustees electronically.

ADDITION:

Item 13b) WALK-ON Report: Parent Involvement Committee (PIC) Minutes of November 24, 2011 is at trustee places and was previously provided electronically.

Moved by Trustee Macri and seconded by Trustee DiMenna that the Board approve that the January 31, 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. 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)

Rev. Brunet, Chairperson Holland, Director Picard, Trustees and staff from Assumption College presented former trustee Patrick Keane with a plaque for his twenty-eight (28) years of service as the trustee representing Assumption College Catholic School.

8. Delegations:
 - 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, January 17, 2012

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the Committee of the Whole Board In-Camera meeting of January 17, 2012 be adopted as distributed. Carried

- ii) Minutes of Regular Board Meeting, January 17, 2012

Moved by Trustee Courtney and seconded by Trustee Macri that the minutes of the Regular Board meeting of January 17, 2012 be adopted as distributed. Carried

- b. Items from the convened in-camera meeting of January 31, 2012

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on January 31, 2012 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, potential litigation 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 DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of January 31, 2012 be approved. Carried

Vice Chair DiMenna made the following announcements:

from the January 31, 2012 Committee of the Whole Board 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 January 31, 2012;
- received a summary of the Supervisory Officer Personal Service Contracts as of January 31, 2012;
- received the following Department Head appointments:
 - Peggy Tracey-Zuccato as Special Education Department Head at Cardinal Carter Catholic Secondary School, effective January 25, 2012;
 - Michael Jraiche as Modern Languages Department Head at Cardinal Carter Catholic Secondary School, effective January 25, 2012;
- approved Ontario Catholic School Trustees' Association (OCSTA) to represent Catholic School Boards during the anticipated negotiation process.

10. Communications:

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

Moved by Trustee Soulliere and seconded by Trustee McMahon that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated January 31, 2012. Carried

- ii) Report: 2010-11 Annual Report on Trustee Expenses

Moved by Trustee Macri and seconded by Trustee Mastromattei that the Board receive the 2010-11 Annual Report on Trustee Expenses as information. Carried

- iii) HANDOUT Report: 2011-12 School Budget Status Report

Executive Superintendent Iatonna complimented principals on the challenge of achieving a balance budget with a twenty percent (20%) budget reduction presented to them last September. The report reflects the straight-line projection of the school's year-end surplus or deficit based on actual expenditures incurred during September and October 2011. The calculated value is based on projecting expenditures incurred to date to the end of the school year or June 30th, 2012. The next school budget status report will be a better indicator of the school's projected year-end surplus/deficit.

The business department, on a regular basis, monitor school budgets and provide assistance to principals to attain a balanced or surplus year-end budget.

Moved by Trustee DiMenna and seconded by Trustee Alexander that the Board receive the 2011-12 School Budget Status Report as information. Carried

11. Unfinished Business: *None*
12. New Business: *None*
13. Committee Reports:
 - a. Report: Special Education Advisory Committee (SEAC) Minutes of October 20, 2011

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the Thursday, October 20th, 2011 Special Education Advisory Committee meeting as information. Carried

- b. WALK-ON Report: Parent Involvement Committee (PIC) Minutes of Meeting held on November 24, 2011

Moved by Trustee McMahon and seconded by Trustee Macri that the Board receive the Minutes of the November 24, 2011 Parent Involvement Committee Meeting as information. Carried

14. Notice of Motion: *None*

15. Remarks and Announcements:

- a. Chairperson Holland commented on the informative Ministry of Education seminar attended by herself, Vice Chair DiMenna and members of senior administration and in particular, the presentation of guest speaker Dr. Chris Bart discussing governance and operations.
- b. Director of Education

Catholic Faith Formation: Nineteen teachers have begun their Part III Religious Education Specialist Course and both secondary and elementary students will be involved in a Social Justice forum this month.

Community Engagement and Partnerships: WECDSB students are honoured to be part of the Artist in Residence Programme and will attend master classes with Robert Aitken, world renowned Canadian flutist, composer and conductor. The High School master class will take place on Wednesday, February 1st at All Saints Church. In addition teachers will have the privilege of participating in a workshop with Robert Aitkin. We are very well represented at this inaugural event with students from Assumption College, St. Joseph, St. Thomas of Villanova and Holy Names High Schools. The Accommodation Review, Boundary and Program Adjustment public meetings continue through the month of February. Please refer to the Board's website for date, time and locations.

Miscellaneous: Registration for Junior and Senior Kindergarten will take place during the weeks of February 13 to February 24. All elementary schools will be hosting an Open House Wednesday, February 15th from 5:00 to 7:00 pm. Parents and children will have the opportunity to tour the school, visit the Kindergarten classroom, meet staff and register. Also, the board will have an interactive display February 9th, 10th and 11th at the Devonshire mall.
- c. Board Chaplain Brunet had no comments tonight.

16. Remarks/Questions by Trustees

Trustee Courtney commented on her participation at the Ontario Catholic School Trustees' Association professional development conference held in Toronto.

Trustee DiMenna inquired whether the school or board budget would provide portable lighting for the Cardinal Carter Catholic Secondary school Arts program. Paulette Littlejohns, Senior Manager of Facilities and Support Services mentioned the school's budget would cover the rental cost but also would provide information to Trustee DiMenna as to the school's stage lighting.

Trustee Alexander inquired on the progress of the Employee Absence report. Executive Superintendent Bumbacco indicated informal discussions have commenced with union groups with the intent to begin the formal process as early as next week. The Human Resource department has also contacted other boards and are currently reviewing, analyzing and collating best practices to formulate a complete board report, expected to be received at the February 28th meeting. He also mentioned several absence management companies have contacted the board.

Trustee McMahon thanked everyone involved in the Patrick Keane's blessing of the plaque presentation and also congratulated principals for their efforts to effectively operate a school with a twenty percent (20%) budget reduction.

Trustee Soulliere inquired on the current year financial statements. Executive Superintendent Iatonna mentioned the variance reports are expected to be received at the next board meeting.

Student Trustee Najem extended his congratulations to former trustee Patrick Keane; mentioned the Ontario Student Trustees' Association (OSTA) conference held in Kingston February 9-12; 2012-13 Student Trustee elections are scheduled for March 26th; and congratulated students on the completion of first term exams.

Student Trustee Tavares also extended his congratulations to former trustee Patrick Keane; commented on the OSTA conference; the next senate meeting is February 6; and also wished students well on their final exam.

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, 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 – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of January 31, 2012 adjourned at 8:30 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: Barb Holland
 DIRECTOR OF EDUCATION: Paul A. Picard

Meeting Date: February 14, 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 February 14, 2012 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 14, 2012

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 6, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT;	Approval Date:	February 6, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 6, 2012

February 14, 2012

Windsor-Essex Catholic District School Board
Administrative Staff Report
Public

	Employee Name	Position	Date
HIRING	DiPonti, Gilda	Secondary Teacher	February 3, 2012
	Garrisi, Linda	Secondary Teacher	February 3, 2012
	Greig, Leona	Secondary Teacher	February 3, 2012

RETIREMENT:

RESIGNATION:	McKnight, Terrence	Occasional Teacher	January 25, 2012
---------------------	--------------------	--------------------	------------------



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

Meeting Date: February 14, 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: 2011-12 - 1ST INTERIM FINANCIAL REPORT

RECOMMENDATION:

That the Board receive the 2011-12 1ST Interim Financial Report as information.

SYNOPSIS:

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

BACKGROUND COMMENTS:

The Board submitted Revised Budget Estimates for the 2011-12 fiscal year to the Ministry of Education by the required due date of December 15, 2011. These Revised Estimates were based on actual October 31st 2011 enrolment, and any other material changes that arose since preparation of the original Board approved Estimates in June.

The 2011-12 Revised Estimates reflected 279 more pupils than originally projected in June, along with increased costs for additional teachers and associated expenses. The table on the following page summarizes the financial results of the Revised Estimates as compared to the original Board approved Estimates.

	2011-12 Budget Estimates (June 2011)	2011-12 Revised Budget Estimates (Dec. 2011)
Revenue		
Operating	\$ 229,440,415	\$ 230,588,392
Capital	18,224,006	18,196,595
Other	5,914,557	6,207,204
TOTAL REVENUE	\$ 253,578,978	\$ 254,992,191
Expenses		
Instruction	\$ 193,338,909	\$ 194,431,747
Other Operating	16,135,001	15,772,444
Pupil Accommodation & Other	42,368,588	42,362,098
TOTAL EXPENSES	\$ 251,842,498	\$ 252,566,289
In-Year Surplus/(Deficit)	\$ 1,736,480	\$ 2,425,902
Prior Year Accumulated Deficit - Unappropriated	(1,800,000)	(2,516,786)
Prior Year Accumulated Surplus - Internally Restricted	441,101	90,884
TOTAL ACCUMULATED SURPLUS AVAILABLE FOR COMPLIANCE - Aug. 31, 2012	\$ 377,581	\$ -

As the 2011-12 Revised Estimates represent the latest official budget submission to the Ministry of Education and include the financial impact on the budget of revised enrolment from the October 31st count date, along with adjustments to staffing and current issues, it is this budget that will be monitored for variances in revenues and expenditures as the year progresses.

Interim Financial Reporting Cycle

The first Interim Financial Report is based on an October 31st close date, consistent with Ministry requirements for Revised Estimates and October 31st enrolment count date. The report includes actual revenues and expenditures recorded in the general ledger as of October 31st, 2011 and also reflects enrolment and staff FTE as of this same date. The Board plans to produce a second Interim Financial Report in mid-April based on a February 29th close date and a third Interim Financial Report in mid-September based on a July 31st close date.

Interim Financial Report Format

The Financial Report is comprised of two main sections: (1) A Summary Dashboard presented in Appendix A which provides a high level summary of the Board's Revised Estimates budget and forecast of financial position, enrolment and staffing, and (2) Detailed Schedules of Expenses and Revenues presented in Appendix B and C which provide information on changes from budget to forecast and year-to-date comparisons.

Summary Dashboard (see Appendix A)

The Summary Dashboard presents three key indicators for the Board, namely financial, enrolment and staffing. While new projections of expenditures were forecast to year-end, there were no forecasted changes to pupil-based grant revenues, enrolment or staffing in this first interim financial report.

Detailed Schedules of Revenues and Expenses (see Appendices B and C)

These schedules contain detailed information on the forecast of revenues and expenses included in the Summary Dashboard. Each detailed report presents both a Budget Assessment and a Risk Assessment. The Budget Assessment compares the year-end forecast to the 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 as a percentage of actual to the current year-to-date spending as a percentage of the forecast.

FINANCIAL IMPACT:

The Revised Budget Estimates were developed with a surplus of \$2,425,902 which is the amount required to eliminate the previous year's accumulated deficit reported in the 2010-11 Financial Statements. Based on data as at October 31, 2011, the current year-end projection calls for an in-year deficit of approximately \$372,000. Once the prior year accumulated deficit is factored in, the projected accumulated deficit at 2011-12 year-end becomes \$2,797,902. Key expenditure pressures include higher than planned absences which are projected to continue through the rest of the year, combined with an increase in school operations and maintenance expenditures relative to budget. Trustees should be cautioned that the actual budget variance may vary significantly from the projected amount identified in this report due to impacts from multiple factors including timing of transactions and revised enrolment forecasts.

Management continues to monitor the budget on an ongoing basis to assess whether revenues and expenditures are in line with budget. This financial report only considers actual results for September and October of 2011 – the first two months of the fiscal year. As with any annual forecast, the variance projections will become more accurate as the year unfolds. Significant use of estimates, historical knowledge and judgment is 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.

Mitigating Measures

The Director of Education has previously directed the following corporate mitigating measures in response to the projected year-end deficit:

1. Delay of Minor Capital Spending – Review and Deferral

All minor capital expenditures (e.g. furniture, vehicles etc.) within operating departments are being delayed until the end of the fiscal year. If the expenditure cannot be avoided, the requestor must obtain the approval of the Director of Education before any purchase is made.

2. Delay Non-Emergency Discretionary Spending

All non-emergency discretionary spending within operating departments is being delayed until the end of the fiscal year. The Managers must review the budget and expenditures with the Executive Superintendents for all non-emergency discretionary spending within their operating departments and the Executive Superintendent will only approve these expenditures if they are emergency items.

3. Limited Travel

All requests for travel related to conferences and training are being reviewed for approval by the Director of Education.

Further, all operating departments are implementing mitigating measures over and above the three mitigating measures outlined above. Administration will continue to closely monitor all variances with a further report to be provided to Trustees in April.

TIMELINES:

Interim Financial Reports are provided periodically to the Board.

APPENDICES:

- Appendix A: Dashboard Summary.
- Appendix B: Detailed Expenditures.
- Appendix C: Detailed Revenues.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	February 6, 2012
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 6, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 6, 2012

APPENDIX A - SUMMARY DASHBOARD

**Windsor-Essex Catholic District School Board
2011-12 Interim Financial Report
For the Period Ending October 31, 2011**

Summary of Financial Results

(\$Thousands)	Budget	Forecast	In-Year Change	
			\$	%
Revenue				
Operating	230,588	230,588	-	0.0%
Capital	18,197	18,197	-	0.0%
Other	6,207	6,207	-	0.0%
Total Revenue	254,992	254,992	-	0.0%
Expenses				
Instruction	194,432	196,793	2,361	1.2%
Other Operating	15,772	15,722	(50)	-0.3%
Pupil Accommodation & Other	42,362	42,849	486	1.1%
Total Expenses	252,566	255,364	2,798	1.1%
In-Year Surplus/(Deficit)	2,426	(372)	(2,798)	-
Prior Year Accumulated Surplus/(Deficit)	(2,426)	(2,426)	-	0.0%
Accumulated Surplus/(Deficit)	0	(2,798)	(2,798)	-

Note: Forecast based on year-to-date actuals up to Oct 31.

Changes in Revenue

- There was no forecast change in enrolment, and thus no forecast change in pupil based funding. Non-pupil based revenue increases which are trending ahead of forecast are considered timing differences and not expected to generate additional revenues.

Change in Expenses

- The majority of the increase in expenditures is due to higher than planned absences which are expected to continue through the rest of the year, combined with an increase in school operations and maintenance expenditures.

Change in Surplus/Deficit

- The Board needs to achieve an in-year surplus at year-end to eliminate its accumulated deficit from the prior year. An in-year deficit is currently forecast at year-end instead.

Risks & Recommendations

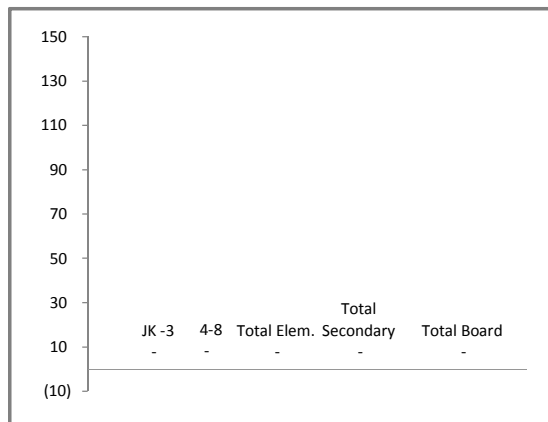
- An in-year spending freeze is recommended to offset the cost pressures and reduce the in-year deficit. Other mitigating actions need to be implemented where possible in order to reduce the projected variance by year end.
- Administration will continue to closely monitor all variances and address any deficits as they arise.

Summary of Enrolment

ADE	Budget	Forecast	In-Year Change	
			#	%
Elementary				
JK -3	5,707	5,707	-	0.0%
4-8	8,212	8,212	-	0.0%
Total Elementary	13,919	13,919	-	0.0%
Secondary <21				
Grade 9 to 12	8,220	8,220	-	0.0%
Total Secondary	8,220	8,220	-	0.0%
Total	22,139	22,139	-	0.0%

Note: Forecast based on actual October 31st and projected March 31st count date

Changes in Enrolment: Budget v. Forecast



Highlights of Changes in Enrolment:

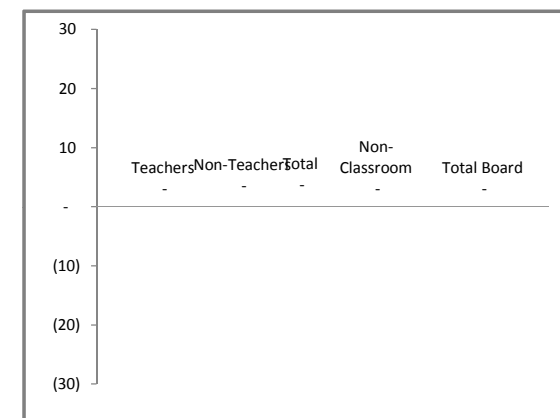
- The budget is based on actual enrolment as at October 31, 2011. As this variance is as of Oct. 31, 2011, budget equals actual enrolment and no change exists at this point.
- Excludes tuition paying VISA students and secondary pupils 21 years and over.

Summary of Staffing

FTE	Budget	Actual	In-Year Change	
			#	%
Classroom				
Teachers	1,400	1,400	-	0.0%
Non-Teachers	593	593	-	0.0%
Total Classroom	1,993	1,993	-	0.0%
Non-Classroom	283	283	-	0.0%
Total	2,276	2,276	-	0.0%

Note: Actual as of count date of Oct 31, 2011.

Changes in Staffing: Budget v. Forecast



Highlights of Changes in Staffing:

- The budget is based on actual staffing as at October 31, 2011. As this variance is as of Oct. 31, 2011, budget equals actual staffing and no change exists at this point.

APPENDIX B - DETAILED EXPENDITURES

**Windsor-Essex Catholic District School Board
2011-12 Interim Financial Report
For the Period Ending October 31, 2011
(\$ thousands)**

	Budget Assessment				Risk Assessment			
	a	b	c = b - a	d = c/a	e = i / b	f	g = f - e	
	Current Year: 2011-12				Actual to Oct 31/11	Actual to Oct 31/10	Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
EXPENSES	Budget Revised Estimates (Dec 2011)	Forecast (to Aug 2012)	Change		% of Forecast Spent	% of Actual Spent		
			\$ Increase (Decrease)	% Increase (Decrease)				
Instruction								
Teachers	138,326	138,219	(108)	(0.1%)	19.5%	18.9%	0.6%	Forecast Pressure
Supply Teachers	3,880	5,866	1,986	51.2%	12.9%	7.6%	5.3%	Forecast Pressure
Educational Assistants / ECEs	17,407	17,086	(321)	(1.8%)	15.7%	14.9%	0.8%	Forecast Pressure
Classroom Computers	1,053	1,101	48	4.6%	22.9%	10.4%	12.5%	Forecast Pressure
Textbooks and Supplies	4,995	5,581	587	11.7%	18.2%	35.9%	(17.7%)	Savings Forecast
Professionals and Paraprofessionals	5,804	5,741	(63)	(1.1%)	12.6%	13.9%	(1.4%)	Savings Forecast
Library and Guidance	3,391	3,325	(66)	(1.9%)	18.5%	17.7%	0.8%	Forecast Pressure
Staff Development	369	331	(38)	(10.2%)	14.5%	2.1%	12.5%	Forecast Pressure
Department Heads	638	642	4	0.6%	20.8%	21.3%	(0.4%)	On Forecast
Principal and Vice-Principals	9,630	9,848	218	2.3%	22.9%	21.0%	1.9%	Forecast Pressure
School Office	5,816	5,932	116	2.0%	16.0%	15.7%	0.3%	On Forecast
Co-ordinators and Consultants	2,772	2,784	12	0.4%	14.5%	14.3%	0.3%	On Forecast
Continuing Education	299	284	(15)	(5.1%)	23.6%	35.3%	(11.7%)	Savings Forecast
Amortization and Write-downs	53	53	-	0.0%	0.0%	0.0%	0.0%	On Forecast
Total Instruction	194,432	196,793	2,361	1.2%	18.8%	18.4%	0.3%	On Forecast
Administration								
Trustees	151	156	5	3.4%	13.1%	11.8%	1.4%	Forecast Pressure
Director/Supervisory Officers	1,702	1,731	29	1.7%	16.5%	17.2%	(0.7%)	Savings Forecast
Board Administration	6,674	6,578	(96)	(1.4%)	21.8%	15.4%	6.5%	Forecast Pressure
Amortization and Write-downs	13	13	-	0.0%	0.0%	0.0%	0.0%	On Forecast
Total Administration	8,541	8,479	(62)	(0.7%)	20.5%	15.7%	4.9%	Forecast Pressure
Transportation	7,232	7,243	12	0.2%	19.0%	10.5%	8.5%	Forecast Pressure
Pupil Accommodation								
School Operations & Maintenance	21,875	22,361	486	2.2%	15.1%	14.1%	1.0%	Forecast Pressure
School Renewal	1,495	1,495	-	0.0%	5.1%	16.6%	(11.5%)	Savings Forecast
Other Pupil Accommodation	8,744	8,744	0	0.0%	38.0%	37.3%	0.6%	Forecast Pressure
Amortization and Write-downs	8,561	8,561	-	0.0%	0.0%	0.0%	0.0%	On Forecast
Total Pupil Accommodation	40,675	41,162	486	1.2%	16.4%	16.1%	0.3%	On Forecast
Other	1,687	1,687	-	0.0%	-12.1%	115.7%	(127.8%)	Savings Forecast
TOTAL EXPENSES	252,566	255,364	2,798	1.1%	18.2%	18.3%	(0.1%)	On Forecast

On Forecast = variance between year-to-date spending as a % of forecast versus spending for the same period last year as a % of prior year actual spending is within +/- 0.5%
Savings Forecast = variance between year-to-date spending as a % of forecast versus spending for the same period last year as a % of prior year actual spending is greater than -0.5 %.
Forecast Pressure = variance between year-to-date spending as a % of forecast versus spending for the same period last year as a % of prior year actual spending is greater than +0.5 %.

EXPLANATIONS OF MATERIAL BUDGET VARIANCES

Supply Teachers: Forecast variance due to higher than budgeted absences which are expected to continue through the rest of the year.

EXPLANATIONS OF SPENDING RISK ASSESSMENT

Forecast pressures in most areas are primarily due to timing of transactions in the current year relative to the prior year.

APPENDIX C - DETAILED REVENUES
Windsor-Essex Catholic District School Board
2011-12 Interim Financial Report
For the Period Ending October 31, 2011
(\$ thousands)

	Budget Assessment				Risk Assessment			
	a	b	c = b - a	d = c/a	e	f	g = e - f	
	Current Year: 2011-12				Actual to Oct 31/11	Actual to Oct 31/10	Year-to year Increase (Decrease)	Forecast vs. Prior year YTD
	Budget Revised Estimates (Dec 2011)	Forecast (to Aug 2012)	Change		% of Forecast Received	% of Actual Received		
\$ Increase (Decrease)			% Increase (Decrease)					
REVENUES								
Operating Grants								
Pupil Foundation	114,978	114,978	-	0.0%				
School Foundation	15,657	15,657	-	0.0%				
Special Education	27,941	27,941	-	0.0%				
French as a Second Language	2,805	2,805	-	0.0%				
English as a Second Language	2,081	2,081	-	0.0%				
Learning Opportunities	4,324	4,324	-	0.0%				
Continuing Education	429	429	-	0.0%				
Adult Education	952	952	-	0.0%				
Teacher Q&E	20,433	20,433	-	0.0%				
Transportation	8,081	8,081	-	0.0%				
Admin and Governance	6,216	6,216	-	0.0%				
School Operations	20,679	20,679	-	0.0%				
Program Enhancement	483	483	-	0.0%				
First Nation, Métis and Inuit	181	181	-	0.0%				
Safe Schools Supplement	650	650	-	0.0%				
Community Use of Schools Grant	301	301	-	0.0%				
New Teacher Induction Program	89	89	-	0.0%				
Declining Enrolment	2,053	2,053	-	0.0%				
Temporary Accommodation	218	218	-	0.0%				
Green School Pilot	-	-	-	0.0%				
School Renewal - Operating Portion	2,125	2,125	-	0.0%				
Omers Contribution Supplement	-	-	-	0.0%				
Restraint Savings	(89)	(89)	-	0.0%				
Total Operating Grants	230,588	230,588	-	0.0%				
Debt Servicing Grants								
Permanent Financing of NPF	1,613	1,613	-	0.0%				
Amortization of DCC	7,906	7,906	-	0.0%				
Capital Debt Support Payment - Interest	8,678	8,678	-	0.0%				
Short Term Interest	-	-	-	0.0%				
Total Debt Servicing Grants	18,197	18,197	-	0.0%				
Total Legislative Grants	248,785	248,785	-	0.0%	16.8%	16.9%	(0.0%)	On Forecast
Other (EPOs & Non-Grant Revenue)	6,207	6,207	-	0.0%	121.8%	107.6%	14.2%	Ahead of Forecast
TOTAL REVENUE	254,992	254,992	-	0.0%	19.4%	19.3%	0.0%	On Forecast

Note: The Board does not record monthly legislative grant revenue by type of grant.

EXPLANATIONS OF MATERIAL GRANT VARIANCES

N/A.

EXPLANATIONS OF REVENUE AND GRANT RISK ASSESSMENT

The Other Revenue category trending ahead of forecast consists of timing differences and is not expected to generate additional revenues.



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

Meeting Date:
February 14, 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: **2012 TEMPORARY BORROWING RESOLUTION
 – ANNUAL EXPENDITURES**

RECOMMENDATION:

That the Board approve the 2012 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$53,975,000 to meet, until current revenues are collected, the current expenditures of the Board for 2012.

SYNOPSIS:

A Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditures.

BACKGROUND COMMENTS:

Short-term loans are required, in part, to bridge finance the Board's capital expenditures that will ultimately be debentured or funded by the Ministry of Education at a later date. At January 1, 2012, the Board had approximately \$13,460,000 of capital expenditures that are not permanently financed. Further, in 2012 the Board anticipates additional spending on various capital programs, estimated below:

Good Places to Learn	1,423,000
Capital Priorities – St. James addition	3,000
Full Day Kindergarten*	5,966,000
New Consolidated Elementary School	<u>3,123,000</u>
Sub-total	<u>10,515,000</u>

* Note: The FDK capital 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. Short-term borrowing is required to finance the capital investments between these two payment dates.

Short-term loans are also required to finance operations when expenses exceed revenues. This situation typically occurs at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities. The 2012 expected maximum exceedance has been established at \$30,000,000.

Therefore, the 2012 combined cash requirements are estimated to be \$53,975,000 broken down as follows:

Previous Capital Spending, Not-Permanently Financed	13,460,000
2012 In-year capital spending	10,515,000
Tax Levies and Ministry Transfers	<u>30,000,000</u>
Total Temporary Borrowing	<u>\$53,975,000</u>

FINANCIAL IMPACT:

As noted in Background Comments section.

TIMELINES:

The Temporary Borrowing Resolution - Annual Expenditures is approved annually.

APPENDICES:

- 2012 Temporary Borrowing Resolution – Annual Expenditures

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 7, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 7, 2012

DRAFT

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2012 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 14th day of February 2012.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) considers it necessary to borrow the amount of up to \$53,975,000 to meet, until current revenues are collected, the current expenditures of the Board for 2012.

AND WHEREAS the total amount borrowed pursuant to this Resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$53,975,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act plus 100 basis points.

2. The Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
3. The Treasurer of the Board is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenues already collected.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 14th day of February 2012.

Chairperson, B. Holland

Witness

Secretary of the Board, P. Picard

Witness



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

Meeting Date:
February 14, 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: **2012 TEMPORARY BORROWING RESOLUTION
 – PERMANENT IMPROVEMENTS**

RECOMMENDATION:

That the Board approve the 2012 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$23,975,000 to bridge finance the permanent improvements of the Board for 2012.

SYNOPSIS:

A Temporary Borrowing Resolution authorizing the Board to borrow money pursuant to the provisions of Section 247 of the Education Act to finance capital expenditures is required by the Board's banker, the Canadian Imperial Bank of Commerce.

BACKGROUND COMMENTS:

On February 14, 2012, the Board is expected to approve a Temporary Borrowing Resolution for \$53,975,000 as a line of credit to finance the Board's expenditures for the calendar year 2012. A separate resolution is required to segregate the capital portion of the borrowing.

In order to bridge finance its unfinanced capital expenditures, the Board borrowed \$45,000,000 in 2007, \$48,000,000 in 2008, \$49,000,000 in 2009, \$49,000,000 in 2010, and \$17,200,000 in 2011 for this purpose. The bridge financing requirement in 2012 for the total costs of permanent improvements made by the Board is estimated to be \$23,975,000 as detailed below:

Good Places to Learn – Stage 4	1,423,000
Capital Priorities – St. James Addition	3,000
Full Day Kindergarten*	5,966,000
New Consolidated Elementary School	<u>3,123,000</u>
Total In-Year Capital Spending	10,515,000
Previous Capital Spending, Not-Permanently Financed	<u>13,460,000</u>
Total	<u>23,975,000</u>

* Note: The FDK capital 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. Short-term borrowing is required to finance the capital investments between these two payment dates.

FINANCIAL IMPACT:

Bridge financing in the amount of \$23,975,000, will be required in 2012 until debentures are issued to permanently finance the capital expenditures or funding is flowed to the Board from the Ministry of Education.

TIMELINES:

The Temporary Borrowing Resolution - Permanent Improvements is approved annually.

APPENDICES:

- 2012 Temporary Borrowing Resolution – Permanent Improvements

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 7, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 7, 2012

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2012 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 14th day of February 2012.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) is permitted to borrow money pursuant to the provisions of Section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this Resolution.

AND WHEREAS:

- A. The Board has authorized the permanent improvements in the amount of \$23,975,000;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce (“CIBC”) for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the permanent improvements is within the Board’s Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED THAT:

- 1. The Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$23,975,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Chairperson, Vice-Chairperson, Secretary of the Board or Treasurer of the Board are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which Resolution remain in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 14th day of February 2012.

Chairperson, B. Holland

Witness

Secretary of the Board, P. Picard

Witness



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

Meeting Date:
February 14, 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 Education
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW:**
Policy Development Proposal for Public Consultation

RECOMMENDATION:

That the Board receive as information Draft Policy H: 03 Hiring and Promotion which is being proposed for public consultation.

SYNOPSIS: A policy working subcommittee completed a review of the Board's current hiring policies and procedures in an effort to develop a comprehensive hiring and promotion policy that is open and transparent and that governs all Board employee groups. The Draft Policy H: 03 Hiring and Promotion is a result of that review and is proposed for public and stakeholder consultation.

BACKGROUND COMMENTS: There are currently two existing Board Policies respecting hiring of Board employees; Policy H: 03 Hiring of Teachers, which was approved August 25, 1998 and amended January 12, 2010, and Policy H: 05 Hiring Procedures – Administrative and Support Staff.

The proposed Draft is intended to replace the existing two policies. The policy working subcommittee will develop separate administrative procedures; Draft Pr H: 03A Procedures for the Hiring of Teachers and Draft Pr H: 03B Procedures for the Hiring of Administration and Support Staff in order to implement hiring processes unique to each group of employees that incorporate and comply with the overriding guiding principles of the draft policy.

Administration recognizes the value of public input in the development of this particular policy, and therefore is bringing this draft forward as information prior to the commencement of the consultation process, in order to ensure that the public and all stakeholders are notified of the process and to invite their input.

The draft policy and draft procedures will be forwarded to union and association representatives, principals and vice-principals, to share with their staff and parent councils, as well as supervisors/managers of each Board department. The drafts will also be posted to the Board's public web site.

FINANCIAL IMPACT: N/A

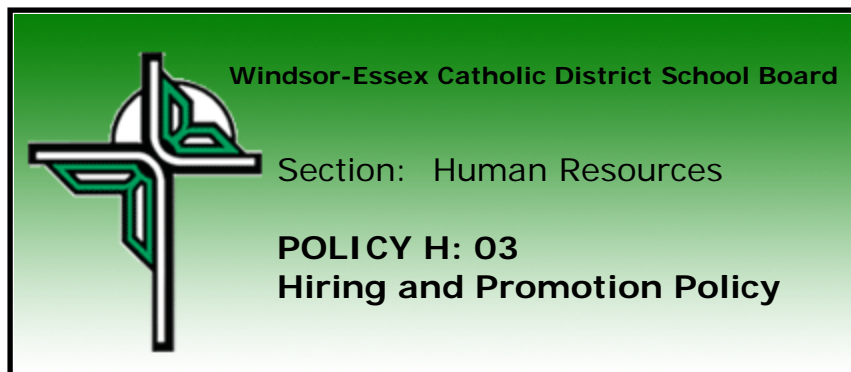
TIMELINES: After consideration of input received through the public consultation process, administration will submit a draft policy proposal to the Board for approval in principal in March/April 2012.

APPENDICES:

Draft Policy H: 03 Hiring and Promotion Policy

REPORT REVIEWED BY:

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	--
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	February 8, 2012
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 9, 2012



NUMBER:	H: 03
EFFECTIVE:	
AMENDED:	DRAFT
RELATED POLICIES:	See References
REPEALS:	H: 03 Hiring of Teachers and H: 05 Hiring Procedures – Admin and Support Staff
REVIEW DATE:	DRAFT

DRAFT

1.0 OBJECTIVE:

- 1.1 The Windsor-Essex Catholic District School Board recognizes that its staff is its most important resource. The Board believes that the quality of the staff is a major component of an effective, productive system and shall make every effort to attract and retain the best, qualified personnel.
- 1.2 The Windsor-Essex Catholic District School Board considers witness to our faith as a key premise in recruiting, hiring and promoting teachers, early childhood educators, campus ministers and any other employee whose position includes dealing with students in situations involving instruction, counseling, providing guidance or imparting curriculum. The Board will strive to recruit, hire and promote such employees who are practicing Catholics and who hold the highest professional qualifications and abilities in order to maintain and enhance the quality of Catholic education in its schools. It is an expectation that Board staff who are non-catholic will respect and support the Catholic Vision and Mission of the Board and its schools.

2.0 DEFINITIONS:

- 2.1 **“Relative”** for the purpose of this policy shall include parents, grandparents, grand-parents-in-law, spouses, children, step-children, siblings, brothers-in-law, sisters-in-law, nieces, and nephews.

3.0 GUIDING PRINCIPLES:

- 3.1 The Board believes in equal employment opportunities subject to its denominational rights and shall hire staff in accordance with the Ontario Human Rights Code and Board Policy A: 14 Promoting and Supporting Equity and Inclusion within a Catholic Community.
- 3.2 The Board shall strive to provide the highest quality Catholic educational services to the Catholic community.

POLICY H: 03 Hiring and Promotion Policy

- 3.3 The Director of Education is the sole employee of the elected Board of Trustees, and reports directly to the Board. All authority of the Board to hire staff is delegated through the Director of Education. All hiring decisions (with the exception of the position of Director), including appointments to positions of responsibility, are operational matters and therefore, are the responsibility of the Director or designate.
- 3.4 Criteria and qualifications for positions will be established in a fair and objective manner. Recruitment for positions will be done as widely as is appropriate to ensure that all qualified applicants have the opportunity to apply.
- 3.5 Promotion will be based on demonstrated ability, skill, knowledge and the expertise required to perform the duties of the position and, in the case of employees assigned to positions involving interaction with students, the spiritual commitment to promote the Catholic education system and its gospel values.
- 3.6 The Board recognizes that the needs and priorities of the system must be the primary criteria for decisions with respect to hiring and promotion.
- 3.7 The Board will not discriminate in its hiring and promotions practices on the basis that the qualified applicant is related to a current or former employee. An individual may be hired, notwithstanding the applicants relationship to current or former employees provided the following issues will be considered prior to selecting a candidate:
- a) That the employee shall not be in a direct supervisory reporting relationship to a relative (i.e. within the same department or school);
 - b) That staff do not partake in the interviews or any part of the hiring process where a candidate is a relative;
 - c) That staff who are involved in the hiring procedures and who have more than a professional relationship with the candidate (ex. Friends or a friend's relative, past or present colleague, past or present student) shall declare that relationship to the Superintendent of Human Resources. Should the Superintendent have any such relationship, he or she shall declare to the Director of Education.
- 3.8 Applications and documents of all candidates and employees of the Windsor-Essex Catholic District School Board will be maintained in a confidential file in the Human Resources Department.

4.0 SPECIFIC DIRECTIVES:

- 4.1 The Director of Education shall establish procedures for the hiring of academic and support staff in accordance with this policy.
- 4.2 The Executive Superintendent of Human Resources will ensure that the recruitment and selection procedures are administered in accordance with the requirements of the appropriate collective agreements, or the terms and conditions of employment for the non- union group.

POLICY H: 03 Hiring and Promotion Policy

5.0 RESPONSIBILITY:

- 5.1 The Director of Education and the Executive Superintendent of Human Resources shall be responsible for the implementation of this policy.

6.0 REVIEW AND EVALUATION:

- 6.1 This effectiveness of this policy shall be accessed through trustee, staff and community satisfaction measures.
- 6.2 This policy will be reviewed in the 2013 – 2014 policy review cycle.

7.0 REFERENCES:

Education Act Section 1 (4) Constitutional Rights and Privileges
Ontario Human Rights Code
Canadian Charter of Rights and Freedoms, Section 23
Constitution Act, Section 93
Bill 177 An Act to Amend the Education Act with respect to Student Achievement, School Board Governance and Certain Other Matters

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

Pr H: 03A Procedures for the Hiring of Teachers
Pr H: 03B Procedures for the Hiring of Administration and Support Staff
H: 07 Selection Process Principals and Vice-Principals
H: 04 Criminal Reference Checks