



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone (519) 253-2481
Michael B. Moher, Director of Education

Fax: (519) 253-0620
John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, February 22, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

AGENDA

- 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 - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations
 - a. United Way Presentation – T. Corona/T. Halford
 - b. St. Joseph Catholic High School – *Global Awareness & Social Justice Initiatives* – J. Berthiaume/K. Mulvey
 - c. Building a Culture of Excellence: The Use of Data to Enhance Academic Achievement – J. Ouellette/K. Power
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda
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.
 - b. Delegations Regarding Items On the Agenda
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.

9. Action Items
 - a. Approval of Minutes
 - i) Minutes of the In-Camera Meeting, February 8, 2005
 - ii) Minutes of the Regular Meeting, February 8, 2005 1 - 8
 - b. Items From In-Camera Meeting of February 22, 2005
10. Communications
 - a. External (Associations, OCSTA, Ministry)
 - i) OCSTA Correspondence dated February 7, 2005 re: Special Education Clawbacks 9 – 11
 - ii) OCSTA Correspondence dated February 8, 2005 re 2005 OCSTA Regional Elections 12 – 16
 - b. Internal (Reports from Administration)
 - i) Report: St. Bernard Catholic Elementary School - Facility Audit (P. Marchini/T. Robins) (attachment is a handout) 17 – 18
 - ii) Report: Administrative Staff Report (J. Berthiaume) 19 – 20
 - iii) Report: Reporting Entity Project Funding (P. Marchini/K. Gignac) 21 – 26
 - iv) Report: Legal Fees – December 2004 (P. Marchini) 27 - 28
11. Unfinished Business
12. New Business
 - a. Report: Modified School Year Calendar 2005 – 2006 (J. Berthiaume) 29 - 30
13. Committee Reports
14. Notice of Motion
15. Remarks and Announcements
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items
18. Continuation of In-Camera, if required
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
 - Tuesday, March 8, 2005 – 7:00 p.m.
 - Tuesday, March 29, 2005 – 7:00 p.m. (**NOTE NEW DATE**)
 - Tuesday, April 12, 2005 – 7:00 p.m.

- Tuesday, April 26, 2005 – 7:00 p.m.
- Tuesday, May 10, 2005 – 7:00 p.m.
- Tuesday, May 24, 2005 – 7:00 p.m.
- Tuesday, June 14, 2005 – 7:00 p.m.
- Monday, June 27, 2005 – 7:00 p.m. (**NOTE NEW DATE**)

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, February 8, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
C. Janisse	L. Soulliere
Student Trustee Deschamps	
Student Trustee (Alternate) Limarzi	

Regrets:

B. Holland
Rev. L. Brunet, Board Chaplain

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
J. Ouellette	T. Robins
T. Halford	E. Poirier
K. Gignac	L. Staudt

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:25 p.m.
2. Opening Prayer – Vice-Chair Courtney opened the meeting with a prayer.
3. Recording of Attendance –Trustee Holland and Father Brunet sent regrets.
4. Approval of Agenda

Moved by Trustee Keane and seconded by Trustee Porcellini that the February 8, 2005 Regular Board meeting agenda be approved as distributed. *Carried.*

5. Questions Pertaining to Agenda – None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – None.

7. Presentations

a. Board Pathways to Success Committee

Superintendent Ouellette introduced the Board Pathways to Success Committee members Linda Staudt (Supervisor – Pathways to Success), Mike Chalut (Head of Guidance at Holy Names Catholic High School), Susan Friedl (Ontario Youth Apprenticeship Program (OYAP) Coordinator), Kevin Mulvey (Principal St. Joseph Catholic High School) and Velma Cocchetto-Picco (Principal Queen of Peace Catholic Elementary School.) The Committee provided an overview of two new resources to assist students in planning for their future: a brochure - “Choose Your Pathway . . . Success in Any Direction,” and a video – “Pathways to Success.” The Board developed resources are intended to increase student and family awareness of the four post-secondary destinations and to compliment the current planning supports for all students in Grade 7 through to high school graduation.

8. Delegations

a. Delegation Regarding Items Not on the Agenda – None.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

i) Minutes of the In-Camera Meeting, January 25, 2005

Moved by Trustee Keane and seconded by Trustee Courtney that the minutes of the In-Camera meeting of January 25, 2005 be adopted as distributed. Carried.

ii) Minutes of the Regular Meeting, January 25, 2005

Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the regular meeting of January 25, 2005 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of February 8, 2005

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on February 8, 2005, pursuant to the Education Act - Section 207, to consider specific personnel and real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Trustees Alexander, Courtney, Keane and Porcellini declared a conflict of interest in the In-Camera Session and excused themselves from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its meeting of February 8, 2005 be approved. Carried.

Vice-Chair Courtney made the following announcements:

In relation to the Secondary Principal and Vice-Principal Roster:

- o The following individuals have been added to the 2004 – 2009 Secondary Principal Roster: Amy Lofaso, Brendan Roberts, John Ulicny.
- o The following individuals have been added to the 2004 – 2009 Secondary Vice-Principal Roster: Joanne Chiandussi.
- o The following individuals have been added to the 2004 – 2009 Secondary Vice-Principal Roster and active on the roster when qualifications are completed: Arlene Davis, Pat Hickson, Jeremy Schiller.

In relation to School Administration assignments:

- o The transfer of Rick Tolmie to St. Gregory Catholic Elementary School and the appointment of Melissa Farrand as Acting Principal at St. Christopher Catholic Elementary School, effective February 9, 2005.

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Letter from Premier McGuinty dated January 20, 2005 re South Asia Relief Efforts **Moved by Trustee Soulliere and seconded by Trustee Keane that the Letter from Premier McGuinty dated January 20, 2005 re South Asia Relief Efforts be received as information. Carried.**

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report **Moved by Trustee DiMenna and seconded by Trustee Alexander that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 8, 2005 for information. Carried.**
- ii) Report: Report to the Audit Committee **Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board accept the *Report to Audit Committee* and the attached letter as information. Carried.**
- iii) Report: Minutes of High School Council Meeting – November 25, 2004 **Moved by Trustee Keane and seconded by Trustee Courtney that the Board receive the minutes of the High School Council dated November 25, 2004, as information. Carried.**
- iv) Report: Fiscal 2005 Special Education Budget Report – September 1, 2004 to January 12, 2005

Superintendent Ouellette reported that the recruitment of an additional psychologist is in process. In the meantime, two third year psychologists have been hired to assist with student assessments.

Moved by Trustee Soulliere and seconded by Trustee Alexander that the Board accept the *Special Education Budget Report for the period September 1, 2004 – January 12, 2005* as information. *Carried.*

11. Unfinished Business – None.

12. New Business

a. Report: Board Resolution for Temporary Borrowing

Moved by Trustee DiMenna and seconded by Trustee Soulliere that Board Resolution for Temporary Borrowing with a limit of \$40,000,000 be deemed to be read and approved three times. *Carried.*

b. Report: School Beverage Vending Machine Tender

Mr. Marier, Purchasing Manager, reported that the Board approved a request for quote (RFQ) for “Beverage Machine Vending” at the November 10, 2004 Board meeting. Of the thirty-four requests for quotes issued, six companies bid successfully submitted tenders.

Individual schools will have the option of placing vending machines in their schools. The revenues from the vending machines will be forwarded to the Board’s Central Office (segregated elementary and secondary) and will be redistributed to each participating school on a pro-rata student basis in a similar fashion to the cafeteria services contract. In addition, a percentage of the projected revenues (approximately 15%) will be held centrally to address the social justice concerns of the board. A Committee of representatives from the Board of Trustees, the Student Senate and the Principals group will be established to develop a process to receive applications to disperse these funds throughout each school year.

Moved by Trustee Alexander and seconded by Trustee Porcellini that the Board approve a purchase order contract with F.M.J. Vending for the placement of milk vending machines in the Boards elementary and secondary schools in accordance with the specifications and terms outlined in our “Beverage Vending Machine Tender”;

***and*, that the Board approve a purchase order contract with the Pepsi Bottling Group for the placement of beverage vending machines in the Boards elementary schools in accordance with the specifications and terms outlined in the “Beverage Vending Machine Tender”;**

and*, that the Board approve a purchase order contract with the Coca-Cola Bottling Group for the placement of beverage vending machines in the Boards secondary schools in accordance with the specifications and terms outlined in the Board “Beverage Vending Machine Tender”. *Carried.

c. Report: Campus Ministry Services – St. Michael’s Catholic High School

Superintendent Ouellette indicated that, at the request of the Board, administration reviewed options for the provision of Campus Ministry Services to the students and staff of the three sites of the St. Michael’s High School programs – Essex, Victoria and St. Clair College. Due to the unique nature of the programs and the special relationships which are established with the staff in the alternate programs for adolescents (Victoria and Essex), it is recommended that those school sites continue to develop their own programs. Assistance will be provided, upon the request of the principal, for funding and/or supply teachers to assist in planning special faith development events.

At the St. Clair College adult program, it is recommended that the staffing be adjusted to allow for the assignment of one extra period of staff in each quarter of instruction. This would enable the principal to assign a teacher who knows the students and the program to be available to explore, plan and implement opportunities for faith development for staff and students. A follow-up report will be provided to the Board once the provision of services has been evaluated at the end of the school year.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board accept the report Campus Ministry Services – St. Michael’s High School for approval. Carried.

d. Report: Ontario Association of Parents in Catholic Education (OAPCE) – 2005 Membership Fees

Trustees discussed the value of membership for our School Councils and the need for School Councils to opt into the Ontario Association of Parents in Catholic Education insurance over and above the insurance coverage already provided by the Board.

Moved by Trustee Keane and seconded by Trustee Porcellini that the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2005 membership fees for 41 elementary schools and 8 secondary schools in the amount of \$60.00 per school. Carried.

e. Field Trips:

i) St. Gregory Catholic Elementary School – Toronto/Midland

Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Gregory Catholic Elementary School field trip to Midland/Toronto from June 13 – 14, 2005. Carried.

ii) St. Peter Catholic Elementary - Toronto

Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Peter Catholic Elementary School field trip to Toronto on June 23 – 24, 2005. Carried.

iii) St. Joseph Catholic High School – New York

Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Joseph Catholic High School – United Nations – New York field trip for May 12 to 15, 2005. Carried.

- iv) St. Joseph/St. Anne Catholic High Schools – Washington
Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Anne and St. Joseph Catholic High Schools field trip to Washington D.C. for April 7 to 10, 2005. Carried.

13. Committee Reports

- a. Special Education Advisory Committee (SEAC) - Minutes of November 25, 2004 Meeting

Trustee Soulliere asked trustees to read the discussion item pertaining the role and value of the Special Education Advisory Committee within the Board.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the minutes of the November 25, 2004 Special Education Advisory Committee meeting as information. Carried.

- b. Ad Hoc Elementary Uniform Committee – Interim Report

Trustee Janisse reported that the *ad hoc* Elementary Uniform Committee has met on several occasions to study the feasibility of system-wide mandatory school uniforms for elementary students. Members of the Committee gathered research through internet searches, telephone surveys of other provincial school boards and an on-site tour of the Hamilton-Wentworth Catholic District School Board where a mandatory elementary school uniform policy was adopted in September 2004. The Committee is proposing to begin a process of consultation to determine the potential support among the key stakeholders for the concept of a mandatory uniform policy for elementary students. Trustees posed several questions regarding the proposed school community survey process. Director Moher indicated that Mr. Byrne, administrative resource to the Committee would be present at the next Board meeting to respond to specific questions.

Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board accept the *Research Committee Report – January 2005* and the *Interim Report of the Ad Hoc Elementary Uniform Committee* as information. Carried.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chair Macri indicated that he had no comments this evening.
- b. Director of Education Moher commented on the recent correspondence from the Ontario Catholic Schools Trustees' Association to Minister Kennedy expressing disappointment on behalf of all school boards that no process has been put into place as promised in July 2004 to return clawed back special education monies to school boards.
- c. Board Chaplain sent regrets this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini thanked the St. Bernard Elementary School Council for the recent tour of the school facility.
- Trustee Janisse inquired into fees for storage containers the Board rents and the need for a central location for maintenance personnel. Trustee Janisse congratulated students from St. Anne Catholic High School for raising over \$10,000 for tsunami relief efforts.
- Trustee Keane commented on articles of interest in the Catholic Register regarding the same sex marriage legislation and asked for confirmation of a link to the Diocesan information from the Board's website so that employees can access the Bishop's message.
- Trustee Soulliere commented on the need to lobby the provincial government due to the Minister's delay in implementing a process for Boards to access the Effectiveness and Equity Fund, which was created by the provincial claw back of special education monies. Trustee Soulliere indicated that our Board lost over \$2 million and that our students have lost a year of special education services and growth they were entitled to.
- Trustee DiMenna thanked Trustees Porcellini and Holland for attending the last SEAC meeting and thanked St. Bernard Elementary School Council for the school tour. Trustee DiMenna also sought clarification on the behaviour intervention programs in place across the system.

17. Pending Items

- a. Notice of Motion (deferred from September 28, 2004)
Trustee Courtney: "At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at St. Michael's Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools."

Trustee Courtney withdrew this Notice of Motion.

18. Continuation of In-Camera - – 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)

- Tuesday, February 22, 2005 – 7:00 p.m.
- Tuesday, March 8, 2005 – 7:00 p.m.
- Tuesday, March 29, 2005 – 7:00 p.m. (**NOTE NEW DATE**)
- Tuesday, April 12, 2005 – 7:00 p.m.
- Tuesday, April 26, 2005 – 7:00 p.m.
- Tuesday, May 10, 2005 – 7:00 p.m.
- Tuesday, May 24, 2005 – 7:00 p.m.
- Tuesday, June 14, 2005 – 7:00 p.m.
- Monday, June 27, 2005 – 7:00 p.m. (**NOTE NEW DATE**)

20. Closing Prayer – The meeting was closed with the Lord’s Prayer.
21. Adjournment - There being no further business, the Regular Meeting of the Board of February 8, 2005 adjourned at 9:05 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Ontario Catholic School
Trustees' Association



February 7, 2005

TO: Chairpersons & Directors of Education
- All Catholic District School Boards & School Authorities

FROM: John Stunt, Executive Director

RE: **Special Education Clawbacks**

OCSTA has monitored the issue of the special education reserve clawbacks since the announcement last summer.

OCSTA voiced concerns early on to the Minister regarding the efficacy of the government's approach to this matter. We consulted with the boards impacted by the decision and helped develop a set of criteria that we believed to be fair to enable boards to access the money that was to be flowed into the Effectiveness and Equity Fund. OCSTA also participated with the other trustee associations in a meeting on October 18 2004 with Minister Kennedy in which a broad consensus was reached on the provincial criteria for accessing those funds.

Over six months have passed since the July 28 B:11 Memorandum on Special Education Funding. Despite our best efforts and those of our member boards, the Minister has not yet released the money in the Effectiveness and Equity Fund. In the meantime, special education programs and services are being negatively impacted in a number of our boards.

On Friday February 4, Paul Whitehead expressed to the Minister the growing frustration of our boards and our Association over this matter in the attached letter.

OCSTA will continue to lobby at the provincial level for the immediate release of the EEF funds. At the local level, boards have undertaken various initiatives to prompt the government to act, including meetings with MPPs, letter writing campaigns and joint action with SEACs and other groups.

OCSTA will continue to update you regarding our provincial efforts and would be grateful to be informed of actions that you are taking at the local level.

Attachment

L:\USR\John\Boards\Special Ed Clawbacks2.DOC

President, Paul C. Whitehead

Vice President, Bernard Murray

Executive Director, John Stunt

P.O. Box 2064, Suite 1804, 20 Eglinton Avenue West, Toronto, Ontario M4R 1K8
Tel: 416-932-9460 Fax: 416-932-9459 Email: ocsta@ocsta.on.ca Website: www.ocsta.on.ca



Ontario Catholic School
Trustees' Association



February 4, 2005

The Honourable Gerard Kennedy
Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Dear Minister Kennedy:

Regrettably you were unable to respond to my request to speak to you directly regarding OCSTA's concerns about the release of the funds in the Special Education Effectiveness & Equity Fund. Hence, the formality of this letter.

I had hoped to convey to you personally, in the strongest possible terms, the critical importance of your releasing immediately to boards who meet the provincial criteria, the money that was recalled from board special education reserves and placed in the Effectiveness and Equity Fund.

When we met with you, the other trustee associations and the directors of education on October 18, 2004, there was a fair degree of consensus on the criteria for accessing these funds. Expectations were raised again that boards would be able to access this money in the very near future. This has not happened. It is now over six months since the issue of the B:11 memo and as yet there have been no announcements from your office.

In today's Toronto Star, one of your officials is quoted as saying that, "the government would announce how the funds will be distributed by the end of the school year." I do not know if that would have been the answer that you would have provided had we spoken. I must tell you, however, that such a response is unacceptable to our Association and to school boards whose funding has been recalled. I know that you have heard directly from many of our boards about their current special education needs and the impact that this lack of money is having on the programs for their special education students.

For many months, anticipating an announcement, we have counselled our boards to be patient. The letter and articles recently published in the media signal the end of boards' patience. I must tell you that this may well be the beginning of a concerted effort to bring public pressure to bear on this issue.

1/2

President, Paul C. Whitehead

Vice President, Bernard Murray

Executive Director, John Stunt

I regret that such a position has become necessary but boards can no longer simply wait for this long overdue decision, at the expense of our most vulnerable students.

OCSTA remains committed to working with you in every way possible to ensure the delivery of programs and services that foster success for all students. I continue to be available to take your call to discuss this matter more directly.

Sincerely,



Paul C. Whitehead
President

c.c. Ben Levin, Kevin Kobus, Katie Telford
All Catholic District School Boards



Ontario Catholic School
Trustees' Association



February 8, 2005

TO: Chairpersons & Directors of Education
- All Catholic District School Boards & School Authorities

FROM: John Stunt, Executive Director

RE: **2005 Elections**

New Regions

As you know, a resolution was passed at our 2004 AGM to re-organize the OCSTA regions to ensure fair and equitable representation of member boards. The new regions will come into effect for the regional elections at our 2005 Annual General Meeting. For your reference, I attach a copy of the resolution and an outline of the new regions.

Please be sure that all of your trustees are provided with this information in order to familiarize themselves with the changes prior to the elections.

Voters Lists

A draft voters' list for your region is attached. Please review the list of trustees for your board and inform us by return email of any errors or omissions. **If we do not hear from you we will assume that the list is correct.** It is very important that the lists are correct as any errors or omissions could affect a trustee's eligibility to vote in the election.

Nominations

Nominations are open for regional representatives on the OCSTA Board of Directors. A nomination form is attached. A list of all nominations received in the OCSTA office, as at April 8, 2005, will be distributed to member boards no later than April 11, 2005. Nominations may still be submitted to the OCSTA office after April 8, 2005 and will be accepted at the Annual General Meeting up to the close of nominations on Friday, April 29 at 8:45 a.m.

Attachments

- *Resolution re: Reorganization of Regions*
- *Outline of New Regions*
- *Voters List*
- *Nomination Form*

President, Paul C. Whitehead

Vice President, Bernard Murray

Executive Director, John Stunt

MOVED BY: Paula Peroni

**RESOLUTION # 52
OCSTA BOARD OF DIRECTORS**

SECONDED BY: Bernard Murray

TOPIC: Re-Organization of OCSTA Regions & Board of Directors

WHEREAS: OCSTA conducted a review of the governance structure of the Association to ensure fair and equitable representation of member boards; and

WHEREAS: a re-organization of the current regions is required to attain these ends; and

WHEREAS: the Board of Directors has examined this issue in detail; and

WHEREAS: the by-laws of the Association require that changes to the regions and number of directors must be approved by two-thirds (2/3) of the votes of the Members cast at the next Annual General Meeting.

THEREFORE BE IT RESOLVED THAT:

The OCSTA By-Laws, *Section 03 Regions & Regional Directors*, be amended as outlined in the accompanying chart effective for the election of regional directors at the 2005 Annual General Meeting & Conference.

Significant Changes

1. Criteria for identification of a board as a region entitled to one representative on the Board of Directors changed from 40,00 FTE to 35,000 FTE.
Implication
Ottawa-Carleton becomes a region entitled to one representative on the Board of Directors.
2. Criteria for identification of a board or region entitled to two representatives on the Board of Directors changed from 90,000 FTE to 85,000 FTE.
Implication
No immediate changes.
3. Eastern Ontario, Algonquin & Lakeshore and Renfrew Catholic District School Boards combine to form a new Region 10.
4. Peterborough Victoria Northumberland & Clarington moves into Region 9 with Durham, Simcoe-Muskoka and Parry Sound Catholic District School Boards.
5. Brant Haldimand Norfolk moves into Region 4 with Wellington, Waterloo, Bruce-Grey and Huron Perth Catholic District School Boards.
6. Halton, Hamilton-Wentworth & Niagara Catholic District School Boards combine to create new Region 11.
7. London District moves into Region 5 with Windsor-Essex and St. Clair Catholic District School Boards.
8. The overall number of Regional Directors is reduced from fourteen(14) to thirteen(13).

Regions & Regional Directors

The Province of Ontario shall be divided into Regions, and for the purpose of the election of Regional Directors, such division and the number of Regional Directors to be elected shall be as follows:

Reg. #	Catholic District School Board	No. of Directors
1	Northeastern Catholic District School Board Nipissing-Parry Sound Catholic District School Board Huron-Superior Catholic District School Board Sudbury Catholic District School Board Moosonee RCSS Board	1
2	Northwest Catholic District School Board Kenora Catholic District School Board Superior North Catholic District School Board Thunder Bay Catholic District School Board Atikokan RCSS Board Hornepayne RCSS Board Red Lake RCSS Board	1
3	Northern Regions No. 1 & 2	1 at large
4	Bruce-Grey Catholic District School Board Brant Haldimand-Norfolk Huron-Perth Catholic District School Board Wellington Catholic District School Board Waterloo Catholic District School Board	1
5	London District Catholic School Board Windsor-Essex Catholic District School Board St. Clair Catholic District School Board	1
6	Toronto Catholic District School Board	2
7	Dufferin-Peel Catholic District School Board	1
8	York Catholic District School Board	1
9	Simcoe-Muskoka Catholic District School Board Durham Catholic District School Board Parry Sound RCSS Board Peterborough, Victoria, Northumberland & Clarington Catholic District School Board	1
10	Algonquin & Lakeshore Catholic District School Board Renfrew County Catholic District School Board Catholic District School Board of Eastern Ontario	1
11	Halton Catholic District School Board Hamilton-Wentworth Catholic District School Board Niagara Catholic District School Board	1
12	Ottawa-Carleton Catholic District School Board	1
TOTAL		13

Effective for the 2005 elections, the criteria to determine regional boundaries and representation on the OCSTA Board of Directors will be as follows:

- (1) any board with a student enrolment in excess of 35,000 FTE shall be identified as a region entitled to one (1) representative on the Board of Directors
- (2) any board **or region** with a student enrolment in excess of 85,000 FTE shall be identified as a region entitled to two representatives on the Board of Directors

2005 Voter's List
REGION 5

London DCSB

Almeida, Pedro
Demelo, Loren
Ferris, John
Hall, William
Kavelaars, Anne
Roach, Clifford
Smith, Patrick
Whitehead, Paul

St. Clair CDSB

Cadotte, Marie
Daly, Ross
Fisher, Barbara
Kormendy, Brenda
Labadie, Anita
Neuts, Mike
Ward, Linda

Windsor-Essex CDSB

Alexander, Fred
Courtney, Joan
DiMenna, Mary
Holland, Barbara
Janisse, Chris
Keane, Patrick
Macri, John
Porcellini, Shannon
Soulliere, Lisa



Ontario Catholic School
Trustees' Association

2005 NOMINATION FORM FOR REGIONAL DIRECTOR

REGION NO. _____

MOVED BY:

Name of Board:

SECONDED BY:

Name of Board:

That:

Name of Board:

BE NOMINATED FOR THE POSITION OF DIRECTOR OF OCSTA FOR THE PERIOD APRIL 2005 TO APRIL 2007.

I, _____ consent to stand for election to the above position.



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
February 22, 2005

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business
Tim Robins, Controller of Facilities Services
**SUBJECT: ST. BERNARD CATHOLIC ELEMENTARY SCHOOL
- FACILITY AUDIT**

RECOMMENDATION:

That the Board receive the comprehensive facility audit of St. Bernard Catholic Elementary School, received from Jacques Whitford Environment Limited, as information.

BACKGROUND:

At the January 11, 2005 Board meeting, the Trustees approved the following motion:

"That administration undertake a feasibility study regarding the construction of a new St. Bernard Catholic Elementary School (Windsor), and that a report be submitted to the Board of Trustees as soon as possible."

Administration obtained the services of an independent engineer *Jacques Whitford Environment Limited* in order to evaluate the long-term viability of St. Bernard Catholic Elementary School.

This firm visited the school on January 25, 2005 and drafted their report on February 2, 2005. The report supports administrations RECAP data that indicated approximately \$1.8 million in facility repair needs. The engineers' report indicated \$2,512,000 in required work over the next ten years. (See attached)

The cost to construct a new 28,158 square foot facility at \$130/sq. ft. would be \$4,160,540 including \$500,000 for site work. Therefore, the total cost to upgrade this facility (\$2,512,000) represents approximately 60% of the cost to build a new school (based on 28,158 square feet at \$130/sq. ft.)

Based upon this analysis, it would be more prudent to replace the existing facility rather than continue to repair it over the next ten years.

FINANCIAL:

This report does not provide financial implications on closing the existing school and constructing a new facility. The facility size and total estimated project cost are to be reviewed with a Board architect. This information would be provided in a subsequent report.

COMMENTS:

Administration will prepare a follow-up report on the various options available to the Board regarding repair/replacement of the existing facility.

TIMELINES:

APPENDICES:

- Handout – Comprehensive Facility Audit – St. Bernard Catholic Elementary School (prepared by Jacques Whitford Environment Limited dated February 2, 2005)



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
February 22, 2005

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
J. Berthiaume, Superintendent of Education
P. Littlejohns, Manager of Human Resources
J. Byrne, Supervisor of Human Resources, Academic

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 22, 2005 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 22, 2005

February 22, 2005

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Robert Charbonneau	Occasional Teacher	Supply	February 3, 2005	
	Jamie Croft	Secondary Teacher	St. Anne Secondary	January 3, 2005	
	Elizabeth Ferreira	Elementary Teacher	St. William	February 1, 2005	
	Michelle Grondin	Occasional Teacher	Supply	January 28, 2005	
	Lisa Lamphier	Elementary Teacher	St. Pius X (.5)	February 7, 2005	
	Anita Lemay	Elementary Teacher	St. John the Baptist (.5)	February 10, 2005	
	Nadira Mrnik	Occasional Teacher	Supply	January 25, 2005	
	Nicole Palameta	Occasional Teacher	Supply	January 27, 2005	
	Fotoula Santarossa	Occasional Teacher	Supply	January 27, 2005	
	James Staley	Occasional Teacher	Supply	February 3, 2005	
	Charlie Sylvestre	Secondary Teacher	F. J. Brennan Secondary	February 3, 2005	
	Carina Ymana	Elementary Teacher	Our Lady of Lourdes (.5)	February 7, 2005	
RETIREMENT:	Gloria Burling	Elementary Teacher	St. William	January 31, 2005	
	Gary Groulx	Elementary Teacher	St. Alexander	June 30, 2005	
RESIGNATION:	Rosario Oliverio	Part-Time Custodian	Supply	February 10, 2005	
	Margaret Palmer-McCann	Faith Animator	Catholic Education Centre	February 28, 2005	
Teacher Retirements - Upcoming		Elementary: 2	Secondary: 1	Total: 3	
*Have given notice; have yet to retire					
Teacher Retirements - Year to Date		Elementary: 4	Secondary: 5	Total: 9	
** Have retired as of this date					
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0	
Teacher Resignations - Year to Date		Elementary: 1	Secondary: 0	Total: 1	



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
February 22, 2005

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business
Ken Gignac, Controller of Finance

SUBJECT: REPORTING ENTITY PROJECT FUNDING

RECOMMENDATION:

That the Board receive the report *Reporting Entity Project Funding* as information.

BACKGROUND:

The government announced in the 2004 Budget its plans to consolidate the financial information of school boards in the Province's financial statements starting with its 2005-06 public accounts and the 2006-07 Budget.

This information was brought to the Board in a report dated June 8, 2004 that described the transition in financial reporting to the Public Sector Accounting Board (PSAB) format. Moving the Ontario School Boards to the PSAB format was the first step in preparing for the consolidation of the financial statements with the Province. At that time, there was no information regarding how this would be implemented

The latest announcement dated January 25, 2005, sets the deadline for full consolidation with the Province's financial statements starting with the 2005-06 public accounts. The Ministry has established a Reporting Entity Project team to develop the appropriate reporting mechanisms and school boards will be advised of the status of the project over the coming months.

The agreement that accompanied the announcement states that the Ministry will provide funding over a three year period to assist school boards in implementing the processes required to deliver the financial information (including capital asset information) required for the consolidation. These reports will include the Provincial Budget with associated three-year projections, updated quarterly projections and variance reporting, as well as the Provincial Annual Report.

The Windsor-Essex Catholic District School Board, in anticipation of these reporting changes, has been implementing procedures, which will enable us to deliver the necessary information. Procedures that have been implemented include the standardization of accounting for all school and parent council funds, the on-going training of staff responsible for this task, and the installation of asset management software to begin recording our capital assets.

The Ministry has not yet determined how we will be evaluating our largest financial assets, our buildings and, we are anxious to hear from the Project team in this regard.

FINANCIAL:

The Ministry grant of \$116,000 will flow to the Board over the next three fiscal years and financial reports of our expenditures are required in each of the three and four years.

The eligible expenditures for this project include audit and consulting fees, staff training and development and software acquisition or development. A more detailed plan can be formatted once the project team reports to the Boards.

COMMENTS:

TIMELINES:

APPENDICES:

- Ministry Memorandum 2005:B1 and its Schedule B Agreement

Ministry of Education
Office of the ADM
Business & Finance Division
900 Bay Street
22nd Floor, Mowat Block
Queen's Park
Toronto ON M7A 1L2
Telephone (416) 325-6127

Ministère de l'Éducation
Bureau du sous-ministre adjoint
Division des opérations et des finances
900, rue Bay
22 étage, Édifice Mowat
Queen's Park
Toronto ON M7A 1L2
Téléphone (416) 325-6127



2005:B1

MEMORANDUM TO: Directors of Education
Secretaries of School Authorities

FROM: Kevin Kobus
Assistant Deputy Minister
Business and Finance Division

DATE: January 25, 2005

SUBJECT: Reporting Entity Project Funding

The government announced in the 2004 Budget its plans to consolidate the financial information of school boards in the Province's financial statements starting with its 2005-06 public accounts and the 2006-07 Budget.

I am pleased to inform you that transfer payment funding of \$8.85M over 3 years will be provided to school boards and school authorities to assist them in implementing processes and procedures to provide the information requested (including capital asset information) for consolidation in the Province's financial reporting entity.

As part of the accountability measures related to this funding, each school board is required to sign the attached agreement between the Ministry of Education and the school board. The agreement outlines the eligible expenditures under this project and requires the board to report through a schedule in the financial statements on how the funds have been used. Schedule I of the agreement provides an outline of the report. Eligible expenditures under this project will include audit and consulting costs, software costs, training costs and direct staff costs devoted to the project.

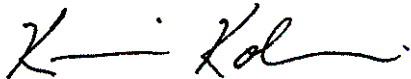
To ensure the success of this project, the ministry has established a Reporting Entity Project team to address implementation issues and to work with school boards in developing appropriate reporting mechanisms. School boards and school authorities will be advised of the status of the project over the coming months.

Please sign and return two copies of the agreement to the ministry by February 4, 2005 to the following address:

Attn: Farida Jaffer
Transfer Payment and Financial Reporting Branch
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

Once both parties sign the agreement, payment of the first instalment of the funding per schedule II of the agreement will be made to the board.

If you have any questions on the above, please contact Marion Jarrell at (416) 325-2057 or (519) 865-0044 (email: Marion.Jarrell@edu.gov.on.ca).



Kevin Kobus
Assistant Deputy Minister
Business & Finance Division

cc. Superintendents of Business

SCHEDULE B

THIS AGREEMENT made in duplicate the ____ of January 2005.

BETWEEN : the Minister of Education

(the "Ministry")

AND : the _____
(Name of board or school authority)

("the Board")

This agreement defines the terms and conditions of the funding provided to the Board under the *Reporting Entity Project* (the Project) to assist school boards in implementing the processes and procedures required to deliver the necessary financial information (including capital asset information) required for the consolidation of school board financial information into the provinces financial reports. These reports will include the Provincial Budget (starting in 2006-07) with associated multi-year (3 year) projections and updated quarterly projections and variance reporting as well as the Provincial Annual Report (starting in 2005-06).

The Ministry will develop all processes, procedures and data collection mechanisms to correspond with and/or augment the existing reporting framework for school boards (Estimates, Revised Estimates and Financial Statements). The Board will provide to the Ministry as required the necessary financial information for consolidation into the provinces financial reports.

The Ministry and the Board agree that the funding is subject to the following terms and conditions:

1. The agreement shall be in effect from the 3rd day of January 2005 up to and including the 31st day of August 2007.
2. Upon receipt of the signed agreement, the ministry will pay the first installment listed in schedule II for the board. The 2nd and 3rd installments shall be included in the transfer payment to the board in September 2005 and September 2006 respectively subject to the availability of funds approved in the ministry's printed estimates. The amount available will be confirmed each fiscal year by the Ministry once the printed estimates are tabled in the legislature.
3. The Board agrees to use the funds solely for the purposes as set out in the attached Schedule I.

4. The Board agrees to participate in any training sessions arranged for or provided by the Ministry relating to the Reporting Entity Project.
5. The Board agrees to submit a report to the Minister in its 2004-05, 2005-06 and 2006-07 financial statements indicating the expenditure incurred by the Board for the purposes set out in Schedule I.
6. The Board agrees to repay any funds to the Ministry of Education that are not dispersed in accordance with the purposes set out in Schedule I.
7. The Board shall keep and maintain proper financial records and books of account relating to the Project and shall make them available for inspection and audit at the Ministry's request. The Board shall furnish forthwith all information that may be required by the Ministry at any time with respect to the Project.
8. The Board and the Ministry warrant that they have read this Agreement including the attached Schedule I, understand and agree to be bound by it.
9. This Agreement, including Schedule I and Schedule II, constitutes the entire agreement between the parties.

In witness whereof, the Board and the Ministry have respectively executed and delivered this Agreement on the dates set out below.

Per: Name :	Date
Title :	
School Board :	

Per: Wayne Burtnyk	Date
Director	
Transfer Payment and Financial	
Reporting Branch	



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
February 22, 2005

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business

SUBJECT: LEGAL SERVICES – DECEMBER 2004

RECOMMENDATION:

That the report *Legal Services – December 2004* be received as information

BACKGROUND:

By the terms of the agreement with the board the board's solicitors, Shibley Righton LLP are requested to report fees and services on a regular basis.

This report is supported by documentation that has been provided to and reviewed by senior administration. Records provided indicate hourly rates, time billed, description of services and total amount invoiced.

FINANCIAL:

For the month of December 2004 legal fees submitted are as follows:

▪ Real Estate and property matters	\$8,786
▪ Labour, incl. negotiations, contract administration and arbitrations	\$9,822
▪ Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$1,856
▪ Other Misc. (ongoing legal advice and consultation).	<u>\$1,766</u>
TOTAL	<u>\$22,230</u>

COMMENTS:

A portion of the December fees for real estate (\$6,688) will be charged to New Pupil Place Grant Capital project accounts.

TIMELINES:

January 2005 Report – March 2005 Board meeting.

APPENDICES:

- None



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BOARD REPORT

Meeting Date:
February 22, 2005

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education
SUBJECT: **MODIFIED SCHOOL YEAR CALENDAR 2005-2006**
RECOMMENDATION:

That the Board approve the modified School Year Calendar - 2005-2006 for the Windsor-Essex Catholic District School Board.

BACKGROUND:

FINANCIAL: None.

COMMENTS:

TIMELINES:

September 1, 2005 to June 30, 2006

APPENDICES:

- DRAFT School Year Calendar Outline 2005 - 2006

Windsor-Essex Catholic District School Board
School Year Calendar Outline
2005 - 2006

DRAFT

Holidays	
Labour Day	September 5th
Thanksgiving Day	October 10th
Christmas Break	December 26 - January 6
March Break	March 13th - 17th
Easter	April 14th (Good Friday) April 17th (Easter Monday)
Victoria Day	May 22nd

Elementary Schools (including Glengarda)

Classes commence	September 6			
P.A. Day	December 2	Dec. 1 - 3 hrs. evening interviews -----	9-12 noon - 'Together in Faith' Day	PM - Curriculum Review & Implementation
P.A. Day	February 3	Curriculum Review & Implementation		
P.A. Day	April 7	April 6 - 3 hrs. evening interviews -----	April 7 9-noon Parent Teacher Interviews	PM - Curriculum Review & Implementation
EQAO Assessment	May	Grade 3/6 Reading/Writing/Mathematics		
Classes end	June 28			
P.A. Day	June 29 (full day)	Curriculum Review & Implementation		
School Year ends	June 29			

Secondary Schools

Classes commence	September 6			
EQAO Assessment	October	Grade 10 - Literacy		
2nd half of Semester 1 begins	November 9			
Interviews	week of November 14	one evening - 3 hrs. Parent/Teacher Interviews		
P.A. Day	December 2	9-12 noon - 'Together in Faith' Day -----	P.M. - Curriculum Review & Implementation	
EQAO Assessment	January	Grade 9 - Mathematics		
Examinations	Jan. 26, 27, 30, 31, Feb. 1			
Semester 2 begins	February 2			
2nd half of Semester 2 begins	April 13			
Interviews	week of April 24	one evening - 3 hrs. Parent/Teacher Interviews		
P.A. Day	April 7	Curriculum Review & Implementation		
Examinations	June 21, 22, 23, 26, 27			
Classes end	June 27			
P.A. Day	June 28 (full day)	Curriculum Review & Implementation		
P.A. Day	June 29 (full day)	Curriculum Review & Implementation		
School Year ends	June 29			

Early Release Days (all Thursdays) - September 29, November 3, February 16 & May 4