



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, March 8, 2005 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

AGENDA

Page #

- I In-Camera Meeting – 6:00 p.m.
- 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. Board Policy Review Committee Presentation – J. Macri/B. Holland
 - b. Literacy / Numeracy Initiatives – J. Ouellette/E. Poirier
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 In-Camera Meeting, February 22, 2005
 - ii) Minutes of Special In-Camera Meeting, February 28, 2005
 - iii) Minutes of Regular Meeting, February 22, 2005
 - b. Items From In-Camera Meeting of February 28 and March 8, 2005
10. Communications
- a. External (Associations, OCSTA, Ministry)
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Berthiaume) 9 - 10
 - ii) Report: Good Places to Learn – Capital Renewal Needs March 2005 (P. Marchini/T. Robins) (*attachment is a handout*) 11 - 12
11. Unfinished Business
12. New Business
- a. Trustee Soulliere Notice of Motion from February 22, 2005: *“At the next meeting of the Windsor-Essex Catholic District School Board I will move or cause to be moved, that the Board begin evaluating the opportunity to expand its French Immersion program to include a program at each of St. John the Baptist Elementary School, Belle River; St. John de Brebeuf Elementary School, Kingsville; and, St. Joseph Elementary School, River Canard. Upon Board approval, a committee consisting of the principal or his/her designate from each of the named schools as well as the principal from St. Anne French Immersion School, school council representation from each of the four schools, Trustee(s) and administrative support, as required, be established to gauge community support and interest, determine availability of staff, space, transportation and general matters relating to the feasibility of the program at each proposed location with a final report of the Committee to be brought to the Board by October 2005 to allow for proper initiation of any new program(s) with the JK/SK enrolment for the 2006 school year.”*
 - b. Trustee Alexander Notice of Motion from February 22, 2005: *“At the next meeting of the Windsor-Essex Catholic District School Board I will move or cause to be moved, that in view of the St. Bernard Catholic Elementary School (Windsor) facility audit, administrative recommendations and the newly released Ministry of Education Capital Funding Initiatives, the Board proceed to immediately begin the process leading to the construction of a St. Bernard Catholic Elementary School.”*
 - c. Report: Canada Day Designation (J. Berthiaume/P. Littlejohns) 13
 - d. Field Trips:
 - i) St. Anne Catholic High School – Montreal, Quebec 14 – 21
 - ii) Stella Maris Catholic Elementary School – Bark Lake - Irondale, Ontario 22 – 24
 - iii) St. Theresa Catholic Elementary School – Muskoka Woods Sports Camp 25 - 27

13. Committee Reports

- a. Report: Board Policy Review Committee – Policy Revisions (J. Berthiaume/J. Byrne) 28 – 44
- b. Report: Special Education Advisory Committee (SEAC) - Minutes of January 27, 2005 Meeting (J. Ouellette) 45 - 48

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 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

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Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, February 22, 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
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
Student Trustee Deschamps	
Student Trustee (Alternate) Limarzi	

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	K. Power
P. Marchini	T. Robins
J. Ouellette	E. Poirier

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:20 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda

Amendments:

- Walk-on agenda item 10b(v) Report: Good Places to Learn Initiative
- Renumber agenda item 8b(i) St. Bernard Catholic Elementary School (Windsor) Delegation to agenda item 7c
- Renumber agenda item 10b(i) Report: St. Bernard Catholic Elementary School - Facility Audit to agenda item 7d

Moved by Trustee Keane and seconded by Trustee Soulliere that the February 22, 2005 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. United Way Fundraising Presentation

Tony Corona, Vice-Principal at Notre Dame Catholic Elementary School and this year's Chair of the United Way Education Division reported the Board's United Way campaign totalled more than \$140,000. Students Nick and Vanessa Fazio presented a cheque in the amount of \$13,644, which was raised by student fundraising events across the system. In addition, a cheque representing \$131,918 raised by employee contributions was presented. United Way representatives Dana Young, Chair of Board of Directors; Pat Gangnon, Senior Director of Fund Development; and, Serge Lamber, Fund Development Manager presented the Chair Macri and Director Moher a plaque of appreciation and expressed gratitude for the outstanding fundraising effort and achievement of the employees and students of the Catholic school board.

- b. St. Joseph Catholic High School – Global Awareness & Social Justice Initiatives

Students Jessica Alleva, James Paterson, Emily Charbonneau and Marcos Amaral provided an overview of the global awareness and social justice initiatives at St. Joseph Catholic High School. Highlights of the local, national and international programs and activities include the Young Global Leaders Conference, Youth for Social Action, the Model United Nations Debate Team, Multicultural Festival, school trips to historical destinations, mission collections and local fundraising efforts.

- c. Delegation: St. Bernard Catholic Elementary School Council (Windsor)

Presenters Shirley Kidd, School Council Chair; Miranda MacDougall – Grade 8 Student; Jenna McIntyre – Grade 5 Student; Ken Lewenzza Jr. – parent; Shawn Lappan, parent; Paulette Larosa, parent; and Rev. Matthew Kucharski spoke with respect to agenda item *St. Bernard Catholic Elementary School - Facility Audit*. The delegation spoke in support of building a new school to replace the current aging facility and cited concerns about the condition of the school and the learning environment. Major concerns include exterior and interior deterioration of the building, potential safety issues inside and outside the classroom, poor heating and ventilation, lack of student accessibility and indoor environmental conditions. Rev. Kucharski spoke in favour of rebuilding the school in the same location to preserve the close partnership that has developed between the parish and school community.

- d. Report: St. Bernard Catholic Elementary School - Facility Audit

Director Moher reported that, at the January 11, 2005 Board meeting, the Trustees approved a study regarding the feasibility of constructing a new St. Bernard Catholic Elementary School (Windsor). Subsequently, the services of an independent engineer *Jacques Whitford Environment Limited* were retained in order to evaluate the long-term viability of St. Bernard Catholic Elementary School.

The resulting Facility Audit report supported the Board's Renewal Capital Asset Planning Process (ReCAPP) data that indicate approximately \$1.8 million in facility repair needs and \$2,512,000 in required work over the next ten years. 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. 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.) Director Moher indicated that, based upon this analysis, it would be prudent to replace the existing facility rather than continue to repair it over the next ten years.

Superintendent Marchini reported that the Ministry of Education recently announced new funding policies that negate the previous regulations and processes under the former new pupil place grant funding. Director Moher indicated it is obvious this school is beyond repair and the government should recognize it as prohibitive to repair through the new process. Under the new four phased funding formula, the Board must prioritize its capital needs and submit its capital plan to the Ministry in October 2005. Director Moher stressed the importance of parents and community representatives being actively involved the new capital funding application process and encouraged the school community to contact their local member of parliament to convey concerns about their school needs.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the comprehensive facility audit of St. Bernard Catholic Elementary School, received from Jacques Whitford Environment Limited, as information.

Motion amended as follows upon the agreement of the mover and seconder:

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the comprehensive facility audit of St. Bernard Catholic Elementary School, received from Jacques Whitford Environment Limited, as information; and, that the Board direct administration to proceed immediately to begin the process of obtaining funding for a new school facility.

Motion amended to address the issues separately.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the comprehensive facility audit of St. Bernard Catholic Elementary School, received from Jacques Whitford Environment Limited, as information. Carried.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that a motion to direct administration to proceed immediately to begin the process of obtaining funding for a new school facility be deferred until after the March 1 Capital Study Session. Carried.

The Chair called a recess at 9:20 p.m. and reconvened the meeting at 9:30 p.m.

- e. Building a Culture of Excellence: The Use of Data to Enhance Academic Achievement – This agenda item was *deferred* to a later date to be determined by administration.

8. Presentations

- a. Delegation Regarding Items Not on the Agenda - None.
- b. Delegations Regarding Items On the Agenda
 - i. St. Bernard Catholic Elementary School (Windsor) - This item was addressed under agenda item 7c.

9. Action Items

- a. Approval of Minutes
 - i) Minutes of the In-Camera Meeting, February 8, 2005
Moved by Trustee Soulliere and seconded by Trustee Porcellini that the minutes of the In-Camera meeting of February 8, 2005 be adopted as distributed. Carried.
 - ii) Minutes of the Regular Meeting, February 8, 2005
Moved by Trustee Courtney and seconded by Trustee DiMenna that the minutes of the regular meeting of February 8, 2005 be adopted as distributed. Carried.
- b. Items From In-Camera Meeting of February 22, 2005

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on February 22, 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 Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of February 22, 2005 be approved. Carried.

10. Communications

- a. External (Associations, OCSTA, Ministry)
 - i) OCSTA Correspondence dated February 7, 2005 re: Special Education Clawbacks

Director Moher indicated that he and the Chair met with Minister Kennedy in October 2004 to discuss the status of the special education reserve funds; however, no further information has come forward from the Ministry. The Ontario Catholic Schools Trustees' Association (OCSTA) is forming a working group with representatives from all school boards to provide feedback to the Ministry.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the OCSTA Correspondence dated February 7, 2005 re: Special Education Clawbacks be received as information. Carried.

- ii) OCSTA Correspondence dated February 8, 2005 re 2005 OCSTA Regional Elections **Moved by Trustee DiMenna and seconded by Trustee Holland that the OCSTA Correspondence dated February 8, 2005 re 2005 OCSTA Regional Elections be received as information. Carried.**

b. Internal (Reports from Administration)

- i) Report: St. Bernard Catholic Elementary School - Facility Audit - This item was discussed under agenda item 7d.
- ii) Report: Administrative Staff Report
Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 22, 2005 for information. Carried.
- iii) Report: Reporting Entity Project Funding

Superintendent Marchini reported that the government announced in the 2004 budget plans to consolidate the financial information of school boards into the Province's financial statements beginning with the 2005-06 public accounts and the 2006-07 budget. Transfer payment funding in the amount of \$116,000 will be provided to the Board over a period of three years to assist with implementing processes and procedures required to deliver the necessary financial information into the province's financial reports. Superintendent Marchini responded to trustee questions pertaining to the security of Board reserves and school fundraising money once they are included in the provincial financial statements.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the report *Reporting Entity Project Funding* as information. Carried.

- iv) Report: Legal Fees – December 2004
Moved by Trustee Holland and seconded by Trustee DiMenna that the report *Legal Services – December 2004* be received as information. Carried.
- v) Walk-on Report: Good Places to Learn Initiative

Superintendent Marchini reported the Ministry of Education recently announced an annual amortization fund that will be available to school boards across the province to leverage financing for school renewal initiatives. There are four phases to the new funding model, which replaces the previous funding formula that forced Board's to close a school in order to build a new one.

The monies will be provided to fund major school renovations and repairs, to construct new schools and to construct additions to buildings to meet the space needs for new Ministry driven programs such as the primary class size reduction program, new

programs for 16- and 17-year-olds who are no longer dropping out and early learning and child care spaces through the Best Start plan.

The Windsor-Essex Catholic District School Board's first phase annual allocation is \$558,780, which will be used to cover the payments on an \$8,094,000 25-year capital debenture to fund urgent major school repairs. Individual school board allocations for phases two through four will be announced following the submission of Long Term Capital Plans to the Ministry in October 2005.

Moved by Trustee Janisse and seconded by Trustee Courtney that the report *Good Places to Learn Initiative* be received as information. Carried.

11. Unfinished Business – None.

12. New Business

a. Report: Modified School Year Calendar 2005 – 2006

Superintendent Berthiaume reported that *Ontario Regulation 304, School Year Calendar*, requires the Board to prepare, adopt and submit to the Ministry of Education a proposed School Year Calendar for the schools under its jurisdiction. The Board's proposed 2005 – 2006 School Year Calendar modifies the Christmas Vacation to begin Monday, December 26, 2005 and end Friday, January 6, 2006. In an effort to control transportation costs, the School Year Calendar parallels the one being considered by the Greater Essex County District School Board and Conseil scolaire de district des écoles catholiques de Sud-Ouest.

Moved by Trustee Courtney and seconded by Trustee Porcellini that the Board approve the modified School Year Calendar - 2005-2006 for the Windsor-Essex Catholic District School Board. Carried.

13. Committee Reports – None.

14. Notice of Motion

- Trustee Soulliere: “At the next meeting of the Windsor-Essex Catholic District School Board I will move or cause to be moved, that the Board begin evaluating the opportunity to expand its French Immersion program to include a program at each of St. John the Baptist Elementary School, Belle River; St. John de Brebeuf Elementary School, Kingsville; and, St. Joseph Elementary School, River Canard. Upon Board approval, a committee consisting of the principal or his/her designate from each of the named schools as well as the principal from St. Anne French Immersion School, school council representation from each of the four schools, Trustee(s) and administrative support, as required, be established to gauge community support and interest, determine availability of staff, space, transportation and general matters relating to the feasibility of the program at each proposed location with a final report of the Committee to be brought to the Board by October 2005 to allow for proper initiation of any new program(s) with the JK/SK enrolment for the 2006 school year.”

- Trustee Alexander: “At the next meeting of the Windsor-Essex Catholic District School Board I will move or cause to be moved, that in view of the St. Bernard Catholic Elementary School (Windsor) facility audit, administrative recommendations and the newly released Ministry of Education Capital Funding Initiatives, the Board proceed to immediately begin the process leading to the construction of a St. Bernard Catholic Elementary School.”

15. Remarks and Announcements

- a. Chair Marci commented on the high calibre of the presentations to the Board this evening.
- b. Director Moher commended the presenters and principals for their excellent leadership and support of Catholic education.
- c. Board Chaplain Brunet indicated that he had no comments tonight.

16. Remarks/Questions by Trustees

- Trustee Alexander congratulated the participants and organizers for the success of the recent All Ontario Catholic Senior Girls Annual Volleyball Tournament. The highlight was the Mass celebrated by Bishop Daniels and commended Margaret Palmer-McCann and Renee Fuerth for their work on the liturgy.
- Trustee Holland commented on the new capital funding announcements and commended Director Moher and Superintendent Marchini for their leadership and fiscal management of the New Pupil Place Grants. Trustee Holland commented on the quality of the Lenten resources provided to schools through Barry Elliott’s office. Trustee Holland acknowledged the resignation of Margaret Palmer-McCann and wished her and her family the best. Trustee Holland suggested a meeting be held with two new deans, bishop, chair and director to explore avenues to strengthen the bond between the board, schools and parishes.
- Trustee Courtney reminded fellow trustees of St. Thomas of Villanova Catholic High School’s theatrical production of Joseph and the Amazing Technicolour Dreamcoat and congratulated Holy Cross Catholic Elementary School on being selected as a lighthouse school in the province.
- Trustee Porcellini congratulated the Catholic Central High School basketball teams on their successful season. Trustee Porcellini indicated that she attended the annual luncheon for Daughters of the Underground Railroad, which is a fundraiser for their scholarship program and inquired into the possibility of receiving a report on school activities celebrating Black History Month.
- Trustee Keane inquired into the advertising space in the OCSTA AGM booklet and commented on the success of the International Baccalaureate information night at Assumption College Catholic High School. Trustee Keane congratulated Student Trustee Limarzi on her appointment as Miss Teen Windsor.
- Student Trustee Deschamps congratulated Board on the success of the e-learning program and reported that she and Alternate Student Trustee Limarzi will be attending a meeting of the Ontario Student Trustees Association - English Catholic Board Council conference in Toronto this weekend.
- Alternate Student Trustee Limarzi thanked the participants and those who assisted with the recent Ontario Catholic Senior Girls Annual Volleyball Tournament.

17. Pending Items – None.
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, 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 – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Meeting of the Board of February 22, 2005 adjourned at 10:10 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 8, 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 and retirement of staff dated March 8, 2005 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated March 8, 2005

February 22, 2005

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Sergio Blasetig	Part-Time Custodian	Supply	February 16, 2005	
	Avril Caley	Part-Time Custodian	Supply	February 16, 2005	
	Bruce Chapman	Part-Time Custodian	Supply	February 16, 2005	
	Stephen McMahon	Part-Time Custodian	Supply	February 16, 2005	
RETIREMENT:	Timothy Beaudoin	Elementary Teacher	Sacred Heart	June 30, 2005	
	Peter Carom	Elementary Teacher	Immaculate Conception	June 30, 2005	
	Connie Hale	Elementary Teacher	St. William	June 30, 2005	
	Rosemary Johnson	Elementary Teacher	St. Christopher (J/I)	June 30, 2005	
	Florence Lapadat	Secondary Teacher	F. J. Brennan	June 30, 2005	
	Thomas Lovell	Elementary Teacher	Holy Cross	June 30, 2005	
Teacher Retirements - Upcoming *Have given notice; have yet to retire		Elementary: 7	Secondary: 2	Total: 9	
Teacher Retirements - Year to Date ** Have retired as of this date		Elementary: 4	Secondary: 6	Total: 10	
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0	
Teacher Resignations - Year to Date		Elementary: 1	Secondary: 0	Total: 1	



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 8 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 Facility Services

SUBJECT: GOOD PLACES TO LEARN CAPITAL RENEWAL NEEDS

RECOMMENDATION:

That the report *Good Places to Learn Capital Renewal Needs* be received as information.

BACKGROUND:

The attached capital renewal document has been prepared in anticipation of the Ministry of Education and Training release of grants under Stage One of the Good Places to Learn Capital Renewal funding.

The document provides a capital renewal plan for each of the boards school facilities including Principal submissions.

The 2005 recommended plan targets repairs to:

Roofs	\$3,241,000
HVAC systems	\$1,485,000
Windows	\$790,000
Exterior doors	\$456,000
Lighting	\$1,768,000
Flooring	<u>\$521,000</u>

TOTAL \$8,261,000

The total planned expenditure of \$8,261,000 matches the high and urgent needs criteria established under Stage One of the Ministry's Good Places to Learn funding.

Most of these repairs should be undertaken in the spring/summer of 2005.

The 2006 recommended plan is an estimate of additional facility needs and will be adjusted once the board receives final Stage Two approvals, subsequent to the October 2005 Capital Plan submission.

The repair work outlined under this area will be performed in the spring/summer 2006.

The final grouping entitled Capital Renewal, are major repairs to be funded through the boards annual School Renewal Grants. These grants are provided for under the Pupil Accommodation Grant envelope and are approximately \$3.2 million annually.

The list of repairs (\$4,826,000) will be completed over the next two fiscal years once grants are determined.

FINANCIAL:

The Stage One allocation of \$588,780 annually will be used to fund the interest and principal payments on an \$8,094,000 capital renewal debenture over the next 25 years.

COMMENTS:

As part of the Ministry's Good Places to Learn criteria for funding, grants will be based on "high and urgent need" renewal projects in school buildings. Boards can choose the projects but the funds may not be used for other capital needs.

Once this report has been approved administration will proceed with the preparation of tender documents for the various repair projects.

A follow-up report will be forwarded to the Trustees providing the results of the tender process.

TIMELINES:

March 8, 2005 - Board approval
April 12, 2005 – Administrations report Re: tender
May 2005 – Project initiation
August 2005 – Project completion

APPENDICES:

- Good Places to Learn Capital Renewal Needs (*Handout: provided to Trustees on March 1, 2005*)



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 8, 2005

Public **In-Camera**
PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Human Resources
Paulette Littlejohns, Manager of Human Resources

SUBJECT: CANADA DAY DESIGNATION

RECOMMENDATION:

**That the Board approve designation of the following days as Canada Day:
Ten-Month Support Staff Employees - June 30, 2005; and, Twelve-Month
Employees – July 1, 2005**

BACKGROUND:

Canada Day is a statutory holiday that falls on Friday this year. The collective agreement with CUPE Local 1358.1 outlines that their members are paid for the holiday on the last scheduled day of work in June.

FINANCIAL:

Not applicable

COMMENTS:

By designating June 30, 2005 as a holiday for the ten-month employees, they are eligible to collect employment insurance benefits earlier during the summer months.

TIMELINES:

Not applicable

APPENDICES:

Not applicable



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 8, 2005

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet Ouellette, Superintendent of Education

SUBJECT: **ST. ANNE CATHOLIC HIGH SCHOOL**
- **MONTREAL – APRIL 21 – 24, 2005**

RECOMMENDATION:

That the Board approve the St. Anne Catholic High School field trip to Montreal for the study of Catholic Culture and Spiritual Pilgrimage from April 21st to 24th, 2005.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Letter from Department Head of Catholic Studies
- Itinerary
- Student Expectations and Itinerary Match



Request for Approval of Field Trip

School	St. Anne Secondary School		Date of Trip	Ex. mm/dd/yyyy 04/21/05 to 04/24/05	
Destination	Montreal		Mode of Transportation	Charter Bus	
School Departure Time	6:00	School Arrival Time	20:00	Name of Carrier	Shoreline Tours
# of Male Students	25	Grade of Students	11 and 12	Number of Supervisors	Female <input type="text" value="3"/> Male <input type="text" value="2"/>
# of Female Students	20	Personal Cost Per Student	\$450.00	Travel Company Involved	Ellison Travel and Tours
Total Cost Per Student	\$416.23				

EDUCATIONAL RATIONALE

Name of Teacher Mr. R. Ouellette, Mr. Jim Houlahan, Monique Lundi, Chaperones, other,...

Purpose of Trip Catholic Culture and Spiritual Pilgrimage trip

Relationship to Students' Program/Course World Religion, grade 11, Catholic Social Teaching, grade 12

Pre-Trip Preparation(s) by Students Information meeting, parent meeting/communication, fundraising

Follow-Up Activities Planned Spiritual Formation/Discussion group will be offered to students

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration Several prayer services planned, Mass Saturday Morning

Date Submitted	01/11/2004	Name of Teacher	Robert Ouellette
Approval Date	02/13/2005	Name of Principal	John Byrne
Approval Date	02/25/2005	Name of Superintendent	Janet Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 1980.



FIELD TRIP INFORMATION AND CONSENT FORM

PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)			
To the Parent/Guardian Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete Part 2 below and return it to the school as soon as possible.			
School	Date(s) of Trip	Mode of Transportation	
St. Anne High School	April 21 -24, 2005	Carlson Wagonlit	
Destination Name and Phone#			Cost per Student
Montreal, 1(519)919-6833 (cell of Mr. Ouellette)			\$450.00
Time of Departure from School	Approximate Time of Return to School		
6:00.am	8:00 pm		
No. Of Students	No. of Supervisors		
40	5		
Purpose/Relationship to program			
Spiritual Pilgrimage/Catholic Cultural/Religious History/World Religion Appreciation			
Students should come prepared with Spending money, appropriate clothes, snacks, cameras, etc.			

Parent/Guardian to cut-off from here and Retain Part 1; **Part 2 below to be returned to the school**

Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip	
To the Windsor-Essex Catholic District School Board and the Principal of	St. Anne Catholic School.
As the Parent(s)/Guardian(s) of (print name in full)	
We hereby request that the above-named student be permitted to participate in the trip to (Note destination)	
Montreal	
I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another student/parent .	
Signature(s)	Student Health Card #
Medical Condition (if any) or Prescribed Medication	
Date	Signature of Parent(s) or Guardian(s)
Student Home Telephone #	Emergency Contact Name
	Emergency Phone Number

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Tuesday, February 14, 2005

Dear Members of the WECD SB,

I am very pleased to have put together a very exciting proposition for a Spiritually enriching "Pilgrimage to Montreal, Canada." On this trip, students will visit the great Catholic Cathedrals of Notre Dame and St. Joseph's Oratory as well as the "natural Cathedral, the internationally renown "Biodome," which houses four unique ecosystems from different climates. In addition, the students will visit a Jewish Synagogue, a Ukrainian Catholic Cathedral as well as a Buddhist Monastery, in order to foster a spirit of "empathy" and "ecumenism" for other religious traditions. Students will participate in daily prayer as well as the celebration of the Mass. Finally, among other planned activities, they will enjoy the culturally enriching experience of the dinner theatre, "Le Cabaret du Roy."

Respecting the necessity of students to be in school, as well as the value of such an enriching pilgrimage, the dates I propose, Thursday, April 21 to Sunday, April 24, 2005, will require the students to miss only one day of class as Friday is a scheduled P.A. Day.

Please refer to the information that follows for a more detailed description of the pilgrimage. Thank you very much for your time and consideration. I look forward to meeting with you at the information meeting and/or speaking to you by phone. I will keep in touch by memo in regards to further information that you will need.

Sincerely,

Robert W. Ouellette
Department Head of Catholic Studies

Proposed Schedule of Events

Thursday, April 21, 2005

Arrive in Montreal at about 3:00
Visit the Jewish Synagogue 3:30-4:30
Go to the Hotel Sandman and unpack
Dinner at the Pepsi Forum restaurant 5:00-6:00
Pre-paid option of Bowling, Arcade or Rock Climbing 6:00-8:00
Social Justice Street Missions: Dans La Rue:
Presentation/Activity by Fr. Emmett Johns
Prayer Service
Possible Group Movie at Forum or swimming at Hotel

Friday, April 22, 2005

Breakfast at Sandman (provided)
Guided tour of Montreal 9:00-10:00
St. Joseph's Oratory: Tour by St. Joseph's staff
Prayer Service 11:30
Lunch 12:00-1:00
Visit of the Biodome 1:30-3:00
Visit to the Ukrainian Catholic Cathedral and Youth Group:
3:30-5:00
Dinner: Ukranian dinner and dance, cultural experience 5:00-6:30
Prayer Service: 6:30-7:00
Movie: Imax Theater
Return to Hotel

Saturday, April 23, 2005

Breakfast: 7:00-8:00
Prayer Service: 8:15-8:30
Buddhist Monastery: 9-11:00
Lunch and free time in Old Montreal: 11:30-2:30
Notre Dame Cathedral Tour by Cathedral staff: 3:00-5:00
Mass at Notre Dame Cathedral: 5:00-6:00
Dinner at La Cabaret du Roy: 6:00-8:00
Swimming at Motel

Sunday, April 24, 2005

Breakfast at 6:00-7:00
Mass
Depart at 7:30
Return to Tecumseh at 8:00 p.m.

St. Anne High School

St. Anne Montreal Pilgrimage/Trip

Course Profile/Relationship of trip to curriculum expectations.

Student Expectations and Itinerary Match

1- Students will develop an appreciation for the historical and spiritual significance of some of the most beautiful **Catholic Shrines in Canada**, along with an awareness of the importance and influence of the **Catholic Faith on Canadian Culture**.

Students will be asked to do a **report on a piece of art, a statue, station, architectural design, writing, plaque, etc., found in one of the Cathedrals.*

2- Students will develop an appreciation for the Catholic Faith and Spirituality through the visits to the shrines of St. Joseph's Oratory, Notre Dame Basilica and also through **morning and evening prayer as well as the celebration in Mass**.

Students will participate in morning and evening prayer through song and guided prayer, "the **Liturgy of the Hours." All students attending will be interviewed by the teacher and the clear expectation and understanding that this is a **Spiritual Pilgrimage** will be explained. Full participation in all of the spiritual activities, including **Mass**, visits to the Holy Sites and prayer will be mandatory.*

3- Students, in conjunction with the grade 11 and 12 World Religions program, will come to appreciate other **religious holy places**, such as the **Jewish Synagogue, the Ukranian Cathedral and the Buddhist Monastery**. Students will experience "empathy" for other faith Traditions while celebrating and embracing the beauty of the Catholic Faith. They will learn the meaning of the Second Vatican Council's teaching on true "**Ecumenism**," and the freedom of religious worship, while appreciating the reality and truth of Christ, His teaching and the teachings of His Church. In coming to understand others traditions,

students will learn first hand the nature of the sin of discrimination and prejudice against others due to religion or ethnicity (grade 12 social sin)

Students will reflect on these holy sites by charting on their "observation forms" holy symbols, objects, books, art, architecture, religious leaders, as well as things in common and things different from our Catholic Faith. This will be part of their **commutative trip assignment, which will go toward their application and communication grade for these courses.*

4- By visiting the **Biodome**, students will come to an appreciation and respect for God's creation, learning that we are to be Stuart's and caretakers of the world God has entrusted to us. Students will experience this **Natural Cathedral and learn how God exists in and communicates His love for us in His creation.**

Students will be expected to make notations and relate this experience to the other "Cathedrals" visited, as part of their final project.

5- Students will grow and Christian charity for God and neighbour, not only through the spiritual experiences on this trip, but also through the social activities planned. At the dinner theatre, "**Le Cabaret du Roi**," as well as at the **Pepsi Forum**, the students and staff will "**break bread**" together, celebrate the God given talents of **art, music and drama** and learn of the value of **good healthy fun**. Students will broaden their horizons spiritually, culturally and socially.

Grade 11, World Religions Curriculum Link

CGE1b -participates in the **sacramental life** of the church and demonstrates an understanding of the centrality of the Eucharist to our Catholic story;

CGE1c -actively reflects on God's Word as communicated through the Hebrew and Christian scriptures;

CGE1f -seeks intimacy with God and celebrates **communion** with God, others and creation through prayer and worship;

CGE1h -respects the **faith traditions**, world religions and the life-journeys **of all people of good will**; **RBV.01** · summarize the major historical influences on and events in the development of various religions;

RBV.02 · analyse the **similarities and differences between the central beliefs of various religions**;

RBV.03 · analyse and describe the **connection** between the human experience and sacred writings and oral teachings;

RBV.04 · demonstrate how practice, **ritual, and symbolism** are external representations of the beliefs and principles of religion.

HEV.01 · identify the function of religion in human experience;

HEV.03 · analyse the significance of religion or **other belief systems** in the lives of various **historical figures**;

Grade 12, Catholic Social Teaching Curriculum Link

PFV1.01- demonstrate an understanding of the relationship between **religious faith and contemporary culture**;

PFV1.06- demonstrate an understanding of the Holy Spirit as God's love alive in the world

PFV1.07- perceive the challenge of how the People of God are called to be a transforming force in relation to **contemporary culture**;

FLP2.01 - realize the meaning of the intrinsic **dignity of each human person**, and its impact on our inherent sense of responsibility towards the self and others.

CGE1d -develops attitudes and values founded on Catholic social teaching and acts to promote **social responsibility, human solidarity, and the common good**;

CGE5e - respects the **rights, responsibilities, and contributions of self and others**.

PSL4.07 - participate in the **liturgical life of the Church**



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:
March 8, 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: **ST. THERESA CATHOLIC ELEMENTARY SCHOOL**
- Muskoka Woods, Ontario - May 24 to May 27, 2005

RECOMMENDATION:

That the Board approve the St. Theresa Catholic Elementary School field trip to Muskoka Woods for Leadership and Team Building Training on May 24 to 27, 2005.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Letter from team to parents



Request for Approval of Field Trip

School	St. Theresa		Date of Trip	Ex. mm/dd/yyyy Tues/May/24-Fri/May/27/05	
Destination	Muskoka Woods Sports Resort		Mode of Transportation	Highway Coach	
School Departure Time	6:00 am	School Arrival Time	6:00 pm	Name of Carrier	Coach Canada
# of Male Students	17	Grade of Students	7&8	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="4"/>
# of Female Students	26	Personal Cost Per Student	\$380.00	Travel Company Involved	
Total Cost Per Student	\$380.00				

EDUCATIONAL RATIONALE

Name of Teacher Vic DiNardo, Josh Scharlach, Mike McNamara, Larry Morneau, Lorraine Roy, Mary Welsh

Purpose of Trip Physical Activity & Leadership Development

Relationship to Students' Program/Course Health & Physical Education Expectations

Pre-Trip Preparation(s) by Students Muskoka Journal & Spirit Presentation Preparation

Follow-Up Activities Planned Trip Evaluation and Recommendations



If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration Liturgical Celebration at Muskoka Woods Sports Resort

Date Submitted	03/02/2005	Name of Teacher	V.DiNardo, M.McNamara, J.Scharlach, L.Roy, L.Morneau
Approval Date	10/11/2004	Name of Principal	Mary Welsh
Approval Date		Name of Superintendent	Joseph Berthiaume
Approval Date		Board of Trustees Approval (per Superintendent)	

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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	<p style="text-align: center;">St. Theresa Catholic School 6101 Cty. Rd.20, RR #5, Harrow. Ontario N0R 1G0 Tel: (519) 736-5478 Fax: (519) 736-1145 "Learning Together in Faith and Service"</p> <p>Mary M.Welsh, Principal Linda Pedro , Secretary</p> <p>Joseph Berthiaume, Superintendent Joan Courtney. Trustee</p>	
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October 25, 2004

Dear Parents/Guardians of Grade 7 & 8 students:

This year our grade seven and grade eight students will go on a four-day, three-night field trip to Muskoka Woods Sports Resort. Our trip is planned for **Tuesday May 24, Wednesday May 25, Thursday May 26, Friday May 27, 2004.**

Muskoka Woods is in the heart of the Muskoka Lake Region, 2 km east of the township of Rosseau.

The site has over 1,000 beautiful wooded acres and 2,800 feet of shoreline on Lake Rosseau. This field trip will allow our students an opportunity to experience a facility that combines sports and physical recreation with an unforgettable outdoor setting. An evening parent information meeting will take place in the near future.

The cost of the trip is approximately **\$380.00** per student. This price includes transportation, meals, snacks, accommodations and programming. A CD Photo Album, Muskoka Log Book, T-shirt, refreshments for the bus trip, money for dinner on the return trip will be paid by fundraising initiatives. Specific details will be forthcoming in the following months.

This trip is not to be seen as a right, but rather a privilege earned. Students going on this trip must display respect, responsibility, co-operation and compliance to rules throughout the school year. Any student who is suspended from school during this time will place their trip in jeopardy. Allowing a student who has been suspended to go on the trip will be in consultation with the grade eight teachers, parents/guardians and the principal.

Please note the following:

- 1) **All checks are to made payable to St. Theresa School**
- 2) **A deposit of \$50.00 is due on Monday November 1st**
- 3) **The remaining amount of \$330.00 due March 1, 2005**

In addition, the grades seven and eights are doing pizza sales fund raising over the course of the year to reduce the price of the trip. Another fund-raising initiative this year is the Pasta Family Dinner (tentative date) on February 10th at the K of C in Amherstburg. All profits will go directly to the Muskoka trip to help offset the costs. Your participation in attending the dinner will be a great support for all the kids. At this time we are requesting parents to volunteer some time to assist in planning of the Family Pasta Dinner. Please return the slip that is found at the bottom of this notice if you are interested. A meeting will be established once all forms are returned.

Fund raising totals will be returned to each child after the trip and before school ends. Should a student lose the privilege of attending the trip, the money raised during the fund raising activities will be divided among the remaining students.

Should school trip rules or facility rules be disregarded while on this trip, parents/guardians will be informed immediately and the child will be sent home at parents'/guardians' expense. In addition, any damage incurred will be billed to the student, parent or guardian.

This is certainly a Leadership experience that our students will remember for many years to come.

Sincerely,

Mrs. Welsh
Principal Teacher

Mr. McNamara

Mr. Morneau
Teacher

Mr. Scharlach
Teacher

Mr. DiNardo
Teacher

Volunteer Family Pasta Dinner:
(please return by Friday November 5, 2004)

Name: _____ **Phone Number:** _____



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:
March 8, 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: **STELLA MARIS CATHOLIC ELEMENTARY SCHOOL**
- Bark Lake, Iroindale, Ontario - May 11 to May 13, 2005

RECOMMENDATION:

That the Board approve the Stella Maris Catholic Elementary School field trip to Bark Lake for Leadership and Team Building Training on May 11 to 13, 2005.

BACKGROUND:

This trip is in relation to the students' program/courses.

FINANCIAL: None.

COMMENTS:

This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed.

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Letter from M. DeThomasis, Grade 8 Teacher



Request for Approval of Field Trip

School	<input type="text" value="Stella Maris"/>		Date of Trip	<input type="text" value="05/11/05 - 05/13/05"/>	
Destination	<input type="text" value="Bark Lake, Irondale, Ontario"/>		Mode of Transportation	<input type="text" value="Bus"/>	
School Departure Time	<input type="text" value="6:00 AM"/>	School Arrival Time	<input type="text" value="10:00 PM"/>	Name of Carrier	<input type="text" value="Greyhound"/>
# of Male Students	<input type="text" value="29"/>	Grade of Students	<input type="text" value="8"/>	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="2"/>
# of Female Students	<input type="text" value="17"/>	Personal Cost Per Student	<input type="text" value="\$324.00"/>	Travel Company Involved	<input type="text" value="Greyhound"/>
Total Cost Per Student	<input type="text" value="\$324.00"/>				

EDUCATIONAL RATIONALE

Name of Teacher

Purpose of Trip

Relationship to Students' Program/Course

Pre-Trip Preparation(s) by Students

Follow-Up Activities Planned

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration

Date Submitted	<input type="text" value="02/24/2005"/>	Name of Teacher	<input type="text" value="M. DeThomasis"/>
Approval Date	<input type="text"/>	Name of Principal	<input type="text" value="D. Pagliaroli"/>
Approval Date	<input type="text"/>	Name of Superintendent	<input type="text" value="J. Berthiaume"/>
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>

For Same Day Local/Regional Trip, submit request to Principal 2 weeks prior to trip.
For Multiple Days Local/Regional Trips, submit request to Superintendent 4 weeks prior to trips.
For Special Trips, submit request to Superintendent for Board approval 8 weeks prior to trip.

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip.

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Stella Maris Catholic Elementary School

140 Girard St., Amherstburg, Ontario, N9V 2X3

Phone: (519) 736-6408 Fax: (519) 736-1144

Principal: Mr. Danté Pagliaroli

Secretary: Mrs. Denise Myre

February 24, 2005

To: Joseph Berthiaume, superintendent of Schools

Dear Mr. Berthiaume:

On behalf of the grade 8 students at Stella Maris Catholic School, we would like to respectfully request permission from the board to attend a Leadership Camp at Bark Lake in Irondale, Ontario. (Near Haliburton)

This is a 3 day/2 night program with a special focus on preparing our grade 8's for leadership roles within their elementary school community and prepare them for personal involvement in high school.

Students have been participating in fund raising activities to help offset their personal cost of the field trip.

Male and female chaperons are attending in accordance with board policy. If you have any questions, please do not hesitate to call.

Yours truly,

Mark DeThomasis
Grade 8 Teacher
Stella Maris Catholic School



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:
March 8, 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: BOARD POLICY REVISIONS

RECOMMENDATION:

That the Board approve the policies: A:17 Education Research & Related Surveys; F:01 Donations Channels of Communication; H:13 HIV Presence in Employees; and, SC:02 Fundraising.

BACKGROUND: The Board Policy Review Committee, consisting of representatives from the Trustees, School Councils and Administration, conducts an annual review of Board policies.

FINANCIAL: n/a

COMMENTS: The Board Policy Review Committee reviewed the following ten policies. Of the ten policies, four are being brought forward for Board approval. Stakeholders, including school principals, have reviewed all policies.

Policies that have been amended:

- A:17** Education Research & Related Surveys
- F:01** Donations Channels of Communication
- H:13** HIV Presence in Employees
- SC:02** Fundraising

Policies with no changes:

- A:13** Board Solicitor - Contact
- A:14** Anti-Racism & Ethno-cultural Equity
- A:16** Information/Materials Distribution to Parents/Guardians
- A:18** Continuing Education/Summer School Programs
- H:11** Alcohol & Drug Abuse by Employees
- H:14** Teacher Exchange

TIMELINES: n/a

APPENDICES: Relevant amended Board policies.



Windsor-Essex Catholic District School Board

Section: **Administration**

Policy: **Educational Research and Related Surveys**

A:17

POLICY

1. The Windsor-Essex Catholic District School Board supports valid educational and related surveys which are designed to add to the accumulated knowledge relating to schools and their programs.
2. The Board reserves the right to cancel the permission to conduct research in its schools at any time and/or set other conditions as deemed necessary.

PROCEDURES

1. All requests for research must be submitted to the appropriate superintendent at Central Office.
2. For requests to be considered, they must be at the graduate level or beyond, comply with the ethics requirements of the Post Secondary Institution and have the written approval of the Professor involved in the research project.
3. The Superintendent of Education responsible for research projects may grant or refuse requests.
4. Approved research must be conducted according to the following conditions:
 - a. Will not interfere with the normal progress of education in schools
 - b. Have the support and/or willingness of the Principal of the school(s) selected or to be selected;
 - c. Signed parental consent of those students to be involved if deemed necessary;
 - d. Ensure that the Board receives a copy of the study if deemed necessary.

Approved by the Board:

November 9, 1999

Amended by the Board

March 8, 2005

Related Policy:

Related Board Committees:

Policy Review Date:

2009



Windsor-Essex Catholic District School Board

Section: **Finance**

Policy: **Donations**

F:01

POLICY

1. The Windsor-Essex Catholic District School Board recognizes the important contribution of donations to the enhancement of learning opportunities for students.
2. The Board shall accept donations of
 - a. Cash
 - b. Negotiable securities and
 - c. Any other donations, subject to approval of the Board expressed by resolution.
3. Upon request, the Board shall issue a receipt for income tax purposes provided such is permitted by law.

PROCEDURES

1. Donations other than cash or negotiable securities must first be offered to the Board in writing and must include a valuation of the donation by a person competent to make such appraisal and such donations are subject to formal acceptance by the Board.
2. Receipts for income tax purposes, if required, shall be issued by December 31 of the year that the donation was received.
3. Any donation made to a school shall be acknowledged by the Principal or designate, in writing, accompanied with the Income Tax Receipt which will be sent to the school by the Business Department.

Approved by the Board: January 11, 2000

Amended by the Board: March 8, 2005

Related Policy:

Related Board Committee:

Policy Review Date: 2009



Windsor-Essex Catholic District School Board

Section: **Human Resources**

Policy: **HIV Presence in Employees**

H:13

POLICY

1. The Windsor-Essex Catholic District School Board's Mission and Vision call forth the Gospel values of compassion which must be consistent with our treatment of individuals suffering from Human Immunodeficiency Virus (HIV). It is essential not only to understand the cause and prevention of HIV but to empathize with members of the school community who may be infected with the disease
2. The Board recognizes that it must provide a safe environment for all students and employees.

PROCEDURES

1. The identity of an employee with HIV shall be protected. The employee's right to privacy and to have private medical information held in the strictest of confidence according to law shall be upheld.
2. An employee infected with HIV ~~should~~ **shall** have the right to continue his/her employment.
3. An employee with an HIV related illness, when becoming too ill to work, shall have access to all Board approved health plans.

Approved by the Board: November 9, 1999

Amended by the Board: March 8, 2005

Related Policy:

Related Board Committee:

Policy Review Date: **2009**



POLICY

1. The Windsor-Essex Catholic School Board permits fundraising [through school councils and/or staff in school communities with the approval of the principal acting in consultation with the School Council](#). All fundraising activities, whether for the school or for an approved organization, shall be related to charitable, humanitarian, educational, or service activities that are in keeping with the Board's Mission and Vision.
2. The Board acknowledges and shall adhere to the requirements of Provincial Legislation concerning canvassing and fundraising:

"No principal, vice-principal or teacher, without the prior approval of the board that operates the school at which they are employed, shall authorize any canvassing or fundraising activity that involves the participation of one or more pupils attending the school." R. R. O. 1990, Regulation 298, section 25 (2).
3. The Board recognizes that [school councils and/or staff](#) may wish to enhance the learning environment of the school in accordance with provincial and local regulations governing fundraising.
4. The Board acknowledges its responsibility for the safety and well being of students entrusted to its care.
5. The Board shares accountability with the Catholic School Councils and schools for the full disclosure of all funds raised through the support of parents, students and staff and expended for the benefit of the students. [A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board](#).
6. Schools and/or School Councils are the only vehicles through which funds may be raised. [No person](#) shall engage in fundraising activities without consent of the Principal acting in consultation with the School Council. All funds generated within a school community must be accounted for through the [school](#) account [or the School](#) Council account (see ACCOUNTING PROCEDURES AND INTERNAL CONTROLS – page 4).
7. The best interests of the school community must be taken into consideration at all times when raising and dispersing funds.
8. All fundraising activities conducted under the jurisdiction of the Board as well as the purposes toward which the proceeds of fundraising are directed must be consistent with the mission, values and goals of the Board.

REGULATIONS

~~Ontario Gaming Commission~~ Alcohol and Gaming Commission of Ontario (AGCO) – lottery terms and conditions

~~Municipal By-laws-Charitable Fundraising~~ Lottery Licensing Provincial Policies (AGCO) – use of lottery revenue

Municipal Policies – use of lottery revenue

Education Act and Regulations including 612/22 – Fundraising

- (1) Subject to subsection (2), a school council may engage in fundraising activities.
- (2) A school council shall not engage in fundraising activities unless,
 - (a) the activities are conducted in accordance with any applicable policies established by the board; and
 - (b) the activities are to raise funds for a purpose approved by the board or authorized by any applicable policies established by the board.
- (3) A school council shall ensure that the funds raised by it are used in accordance with any applicable policies established by the board.

BOARD REGULATIONS

1. All major fundraising campaigns and all licensed events such as lotteries, Nevada tickets and bingos shall be carried out under the joint jurisdiction of the Principal and the School Council. The Proposal (Form A) will be prepared at the end of a school year by the Principal (**Part 1**) and the School Council (**Part 2**) after seeking sufficient and appropriate input from the school community for the upcoming school year. The School Council is an advisory body that may make recommendations as to the use of funds to the school principal. The Proposal will include all anticipated money generated in the name of the school regardless of its source or use and indicate the following:
 - The source of revenue
 - The time period during which it will be generated
 - The person responsible for the activity
 - The anticipated proceeds
 - The anticipated net proceeds
 - The purpose for which the net proceeds will be used.

The Proposal (Form A – **Parts 1 & 2**) is to be submitted to the School Superintendent by May 31. The School Superintendent will review the Proposal, and in consultation with the principal, make any necessary adjustments. A signed copy of the Proposal (Form A – **Parts 1 & 2**) should be returned to the school by October 31. For the months of September and October, activities similar to those of the previous years may be undertaken.

2. Schools and school councils are encouraged to conduct annual budget discussions at the beginning of the school year. ~~The financial needs of the school community should be identified with fundraising activities geared towards these goals.~~ The newly elected school council with the principal shall review the needs of the school community and formally approve the fundraising activities designed to address those needs.

A copy of the approved Proposal (Form A – [Parts 1 & 2](#)) will be kept in the school and used in conjunction with the review of the monthly and annual financial reports.

In the event that a fundraising need presents itself after the Proposal (Form A – [Parts 1 & 2](#)) has been accepted and such a fundraising need is in keeping with the requirements of Board policy on fundraising, the school's Superintendent shall have discretionary powers to authorize fundraising activities not included on the Proposal for the current year. Such activities shall be submitted to the School Superintendent for inclusion in a revised Proposal (Form A – [Parts 1 & 2](#)).

3. It is expected that the fundraising activity alone, or in combination with other activities, shall neither interfere with program delivery nor place undue burdens on the staff, the students or their families. The Principal shall approve the content and/or posting of any advertising materials, or the distribution of notices dealing with fundraising events.
4. The Board recommends that no more than two (2) major campaigns be undertaken in a school year. As a guideline, a major campaign may be defined as an event whose purpose is to generate significant revenues, large enough to support the needs and involve the participation of the whole school community [for that school year](#) as outlined in Proposal (Form A – [Parts 1 & 2](#)).
5. Campaigns of a minor, parish sponsored, or charitable nature as outlined in the Proposal (Form A – [Parts 1 & 2](#)) shall be permitted in each school at the discretion of the Principal in consultation with the School Council. As a guideline, a minor campaign shall be defined as one that involves a selected portion of the student body and may include, but is not limited to: Juice/milk sales, school lunches, mission raffles, etc.
6. Specific prohibition shall be placed on:
 - a. Canvassing on streets, in malls, public places, and door-to-door canvassing by elementary students; and
 - b. Unaccompanied canvassing by secondary students. Students at this level shall canvass in pairs or be accompanied by an adult.
7. The Principal shall ensure that schools consider the concepts of “value for money” and “wellness” in the selection of fundraising activities. Fundraising activities are to be scheduled so as not to overburden each household at any one time.
8. Where a family has more than one child in the same school, the number of children participating in any fundraising activity shall be a family decision. Student participation shall be on a voluntary basis.
9. [Decision making as to the disbursement of funds generated through any fundraising is the responsibility of the Principal in consultation with the School Council. Their joint role is to ensure that there is a fair and equitable distribution of fundraising proceeds for the direct benefit of the students.](#)
All monies raised in a given school year are to be utilized, whenever possible, on behalf of the students in the same school year. When monies raised in a given year are not spent but held for future contingencies, the amount of the contingency fund and the reasoning for the contingency must be

described on the Proposal (Form A – [Parts 1 & 2](#)) submitted to the School Superintendent. If the School Superintendent does not approve by his/her signature, permission may not be granted for future fundraising.

10. Schools shall be encouraged to ensure, through Proposal (Form A – [Parts 1 & 2](#)), that a percentage of the net proceeds of fundraising are directed to a charity selected by the school.
11. An annual financial summary of all fundraising activities conducted during the previous school year shall be presented to the school community and submitted to the Superintendent of Education by the Principal and the School Council no later than October 31. The following forms reports are required to be used:
 - **FORM B – School Council Fund Raising Activities: Annual Summary Record**
 - **The ‘DETAILED CATEGORY SUMMARY’ from the School Banking Program**
12. The Board will require a copy of the audited financial statements from schools involved in licensed fundraising activities; for example, bingo ([where applicable](#)).

ACCOUNTING PROCEDURES AND INTERNAL CONTROLS

PREFACE

Proper accounting procedures and internal controls must be followed by schools and School Councils to ensure the safekeeping of school funds and to protect Principals, Parents and other Board employees from charges of impropriety.

1. Accounts

1.1 School Funds Account:

School Funds are cash and cheques collected by students or school staff or realized from outside sources which are to be deposited and administered through a single bank account in the school name. The school bank account requires two signing officers one of which must be the Principal or designate.

1.2 Source of School Funds:

- Fees: e.g. student activity fees, student council, yearbook, uniform, athletics
- Refundable Deposits: e.g. book uniform, instrument
- Sales: e.g. beverage, milk funds, food items, pizza and hot dogs days etc.
- Co-curricular: e.g. field trips, guest appearances, buses
- Special Events: e.g. walk-a-thons, read-a-thons, dances, dramatic performances, etc.
- Fundraising activities through sale of chocolate bars, poinsettias, coupon_books, etc.
- Contribution from School Councils
- Donations

- Funds collected for charitable endeavours e.g. mission drives, Canadian Cancer Society, etc.

1.3 School Council Funds Account

School Council Funds are cash and cheques collected by the School Council acting in partnership with the school and with the approval of the principal. School Council funds are to be deposited and administered through a single bank account in the School Council name. The School Council bank account requires two signing officers one of which must be the Principal or designate. The following shall be authorized to sign cheques:

- a. At least one parent on the Executive of the School Council, usually the Treasurer or the Chairperson;
- b. The Principal, Vice-Principal or designate.

All School Council records and ledgers must be stored on the school premises **in a dedicated lockable space, clearly marked "School Council Records." The records must be readily accessible to School Council members.**

1.4 Source of School Council Funds

- Funds generated from fundraising activities sanctioned and conducted by the School Council with the approval of the principal.
- Other lesser sources of funds such as interest, donations, etc.

1.5 Activity Reports

All schools are required to use the school banking software program. This program provides for the generation of 'activity reports'. Each individual 'activity report' contains the record of all revenues deposited to and disbursements from the school account for any given school activity. The school is required to produce and maintain an on-going activity report for each school activity.

1.6 Security Procedures

Each school is to ensure adequate security procedures for cash and deposits on hand. Proper procedures include:

- Frequent deposits limiting cash on hand
- Secure restricted area for cash and deposit reconciliations in a designated locked and safe location which has limited access.
- **Dual custody of cash/cheques during counting.**
- **Ensuring funds not leave the premises to be counted.**
- Minimum petty cash balances

1.7 Petty Cash Procedures

School Councils and schools may have petty cash on hand for incidental expenses. A separate ledger shall be used to record these disbursement and all receipts shall be kept on file. Once petty cash has been depleted, it shall be replaced only by a cheque drawn on the school or council account, not cash collections.

1.8 Use of Funds

- When funds have been received for a specific purpose the school/school council shall ensure the proceeds are directed toward that specific purpose.
- Minutes of the School Council meetings shall record the purpose for which the School Council funds are to be used as well as the motion authorizing the expenditure.
- Expenditures related to each of the above sources shall not exceed revenue received from that source, except where prior approval is received from the principal.
- Payments made for benevolent purposes shall be made only for the benefit of students. An example of a benevolent fund payment would be the payment of the cost of a school field trip for a student.
- Funds raised for no specific purpose such as profits from vending machines can be used only for student related activity at the discretion of the principal.
- Where long term contracts (greater than a year) are being contemplated by the School or School Council, the original agreement should be sent to the Superintendent of Business or designate for review and approval.

2. Accounting Records & Documentation

2.1 It is the principal's responsibility that detailed record keeping practices are utilized in the recording of receipts and disbursements generated by fundraising activities in accordance with those prescribed by the Superintendent of Business and Treasurer of the Board. All receipts and disbursements must be recorded in a general ledger, which must be balanced monthly. All schools are required to use the School Banking Program to facilitate their record keeping requirements. School accounts shall be reviewed by the Superintendent of Business, or his/her designate.

2.2 Revenue and Expenditure Records

- a. For money received, the following information is required:
- Date received
 - Amount collected
 - Purpose of funds
 - Name and signature of person from whom money is received
 - Date of deposit

When funds have been collected from a classroom ~~for a school's major fundraising event(s), a control listing~~ **a sealed envelope containing the funds** shall be submitted **immediately** to the school office. The **envelope** ~~classroom control list~~ will indicate the following **information**:

- Teacher
- Classroom
- ~~The fundraising event~~ **A class list indicating the funds collected by each student**
- ~~The funds collected by each student~~ **Teacher's signature on class list confirming total amount submitted**
- ~~The total amount submitted~~
- The date of submission to the office

~~The teacher will retain a signed copy of each classroom control list submitted to the school office.~~

- b. All disbursements of school funds are to be made by cheque, and must be supported by supplier invoices or receipts. The following information is required to be kept on file at the school:
- Date cheque issued
 - Amount of cheque
 - Name of payee
 - Reason issued

A signature on a cheque indicates that supporting documentation has been examined and that approval has been granted. Thus, signatures shall not be provided without proper supporting documentation (i.e. Blank cheques shall not be signed).

- 2.3 The following records and supporting documents are to be kept by the school and the School Council for seven (7) years as per the dictates of the Canada Customs and Revenue Agency.

- monthly bank statements/passbooks;
- deposit books;
- month-end bank reconciliations;
- cancelled cheques
- void cheques
- deposit slips, voucher slips(with invoices, receipts or other supporting documentation attached);
- accounting reports: the month-end general journal and/or the general ledger by account reports;
- GST reports.

It is required that the School, School Council, and the Lottery & Gaming records of each year be boxed, labelled and stored on school premises. Permission from Revenue Canada must be obtained before any records are destroyed.

2.4 Lotteries and Games of Chance

- Before obtaining a license the local municipality shall be contacted to explain the type of activity being contemplated by the school or school council. The application shall be prepared in the name of the school and signed by the principal.
- The terms and conditions of the Alcohol and Gaming Commission of Ontario (AGCO) regulations require that the expenditures incurred are within the guidelines of the established budget and are consistent with the revenues received.
- The reporting for a licensed event shall be in accordance with established regulations and procedures of the AGCO.
- ~~The extent of their involvement~~, The principal and any person with signing authority for lotteries and games of chance funds ~~should~~ shall ensure that the school is in compliance with the rules and regulations of the AGCO, particularly the audit or the review requirements.
- The principal shall conduct appropriate consultation with the Bingo Committee and/or other members of the School Council regarding bingo revenues and expenditures.

2.4 BELOW HAS BEEN MOVED FROM 1.3

A separate bank account is required for the Bingo proceeds. A school bingo bank account requires two signing officers, one of which must be the Principal or designate. If the School Council is involved in the running of bingos, the following shall be authorized to sign cheques:

- a. At least one parent on the Executive of the School Council, usually the Treasurer or the Chairperson;
- b. The Principal, Vice-Principal or designate.

3. Reporting

SCHOOL FUNDS ACCOUNT

~~In addition to Form B, the following reports generated by the school banking program shall be required on all school funds (this does not apply to School Council funds).~~

- 3.1 A report for each account or activity shall be printed upon completion of the event and forwarded to the appropriate class or club. The teacher in charge shall review, ensure accuracy and retain the report.
- 3.2 Copies of all activity reports which record disbursements from the school funds account shall be provided to the school community for inclusion in the School Council minutes on a monthly basis.
- 3.3 A bank reconciliation shall be prepared monthly accompanied by the report entitled "Summary of All Account Balances by Account Type" and filed at the school.
- 3.4 ~~At the end of the school year~~ On October 31st, the bank reconciliation and the "Detailed Category Summary – All Transactions to Date" shall be signed by the Principal and School Council Chair and submitted to the Superintendent of Business with a copy to the School Council

SCHOOL COUNCIL FUNDS ACCOUNT

3.5 A bank reconciliation, prepared monthly and accompanied by a general ledger summary, shall be presented at each regular meeting of the School Council.

3.6 At the end of the school year the bank reconciliation of the School Council Account and the detailed general ledger of all transactions for the year shall be submitted to the School Council, the Principal and the Superintendent of Business.

4. Audit

4.1 The Superintendent of Business or his/her designate shall have the option to audit the school records to ensure that all records are in proper order and that policies and procedures are understood and correctly implemented.

4.2 All school accounts and School Councils accounts are subject to audit by the Board's external auditors.

4.3 A copy of the audit results will be distributed to the school Principal, the School Council and the Treasurer of the Board. The Principal will be required to provide a written follow-up letter outlining any changes or explanations from the audit report.

Amended by the Board: November 13, 2001 (Accounting/Reporting Procedures)

Amended by the Board: April 25, 2000

Amended by the Board: March 8, 2005

Approved by the Board: September 28, 1999

Related Policy:

Related Board Committee:

Policy Review Date: **2010**



FORM A – Part 1

School Fundraising Activities: Proposal

School	School Year
Principal	School Council Chair

SCHOOL GENERATED FUNDS

MAJOR FUNDRAISING ACTIVITIES

	Activity	Purpose	Time Period	Person Responsible	Estimated Proceeds	Estimated Net Proceeds	Purpose of Net Proceeds
1							
2							
SUB-TOTAL							

MINOR FUNDRAISING ACTIVITIES

	Activity	Purpose	Time Period	Person Responsible	Estimated Proceeds	Estimated Net Proceeds	Purpose of Net Proceeds
1							
2							
3							
4							
5							
6							
SUB-TOTAL							

CASHFLOW SUMMARY

Cash (School Funds) on hand at the beginning of the period (September 1)	
Estimated Proceeds for Fundraising activities	
Estimated Expenditures for Fundraising activities	
Estimated Cash on hand at the end of the period (August 31) – A WRITTEN EXPLANATION MUST BE SUBMITTED WITH THIS FORM IF THE BALANCE IS GREATER THAN \$5,000	

I recommend the approval of these activities to be conducted according to the Provincial and Municipal regulations and the procedures approved by the Windsor-Essex Catholic District School Board.

Principals' Signature	Date
Superintendent's Signature	Date

To be submitted to the Superintendent of Education before May 31



FORM A – Part 2

School Fundraising Activities: Proposal

School	School Year
Principal	School Council Chair

SCHOOL COUNCIL GENERATED FUNDS

MAJOR FUNDRAISING ACTIVITIES

	Activity	Purpose	Time Period	Person Responsible	Estimated Proceeds	Estimated Net Proceeds	Purpose of Net Proceeds
1							
2							
SUB-TOTAL							

MINOR FUNDRAISING ACTIVITIES

	Activity	Purpose	Time Period	Person Responsible	Estimated Proceeds	Estimated Net Proceeds	Purpose of Net Proceeds
1							
2							
3							
4							
5							
6							
SUB-TOTAL							

CASHFLOW SUMMARY

Cash (School Council Funds) on hand at the beginning of the period (September 1)	
Estimated Proceeds for Fundraising activities	
Estimated Expenditures for Fundraising activities	
Estimated Cash on hand at the end of the period (August 31) – A WRITTEN EXPLANATION MUST BE SUBMITTED WITH THIS FORM IF THE BALANCE IS GREATER THAN \$5000	

I recommend the approval of these activities to be conducted according to the Provincial and Municipal regulations and the procedures approved by the Windsor-Essex Catholic District School Board.

Principals' Signature	Date
School Council Chair's Signature	Date
Superintendent's Signature	Date

To be submitted to the Superintendent of Education before May 31



FORM B – School Council



School Council Fundraising Activities: Annual Summary Record

School	School Year
Principal	School Council Chair

Opening Balance at the beginning of the period (September 1)	[A]	\$
--	-----	----

INCOME: Fundraising Activities (ex: Lotteries, Read-a-thons)

	Activity	Proceeds	Less expenses (related to activity)	Net Proceeds
1				
2				
3				
4				
5				
6				
Continue on a separate sheet if necessary				

Total Net Proceeds from Fundraising Activities	[B]	\$
--	-----	----

OTHER INCOME: (ex: Interest, Donations, etc.)

	Source	Amount
1		
2		
3		
4		
5		

Total Net Proceeds from Other Sources	[C]	\$
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Total annual income for reporting period ending (August 31) [A] + [B] + [C] = [D] \$ _____

Total Annual Income

[D]\$ _____

Expenditure Description (ex: Graduation Expenses)		Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
Continue on a separate sheet if necessary		

Total Annual Expenditures:	[E]	\$
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Final Balance as of reporting period ending August 31	[D]-[E]=	\$
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The above accurately reflects the fundraising activities undertaken and funds raised were disbursed for the direct benefit of students during the school year.

Principals' Signature	Date
School Council Chair's Signature	Date
Superintendent's Signature	Date

To be submitted to the Superintendent of Education before **June 30th**.

(Include the reasoning for funds held for future contingencies. (For balances in excess of \$5000.00))



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:
March 8, 2005

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet Ouellette, Superintendent of Education

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING
- JANUARY 27, 2005**

RECOMMENDATION:

That the Board receive the minutes of the January 27, 2005 Special Education Advisory Committee meeting as information.

BACKGROUND:

All minutes of the Special Education Advisory Committee (SEAC) are to be received by the Board.

FINANCIAL:

n/a

COMMENTS:

n/a

TIMELINES:

Meeting date: January 27, 2005

APPENDICES:

- Minutes of the January 27, 2005 Special Education Advisory Committee (SEAC) meeting



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, January 27, 2005

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

MINUTES

Present:	Lisa Soulliere	Trustee Member (Chair)
	Gerry Gignac	Learning Disabilities Association (Vice-Chair)
	Mary DiMenna	Trustee Member
	Michelle Friesen	Integration Action for Inclusion
	Michelle Mastellotto	Down Syndrome Parent Association
	Jane Wysman	Member-at-large, High School Council
	Jennifer Jaco-McKay	Association for Bright Children\
	Deborah Rollier	WCLSS/ECACL
	Cathy Geml	Principals' Association/Supervisor
Also Present:	Barbara Holland	Trustee
	Shannon Porcellini	Trustee

1. The Chair called the meeting to order.
2. Opening Prayer – the SEAC prayer was read together.
3. Welcome/Introductions – Trustees Barbara Holland and Shannon Porcellini were welcomed to the meeting.
4. Regrets – Superintendent Ouellette and Pat Hickmott.
S. Slogan was not in attendance.
5. Approval of Agenda

Moved by G. Gignac and J. Jaco-McKay that the January 27, 2005 SEAC Agenda be approved as printed and distributed. Carried.

6. Disclosure of Pecuniary Interest – None.
7. Presentation

Bev Clarke gave a very informative presentation on the Learning Disabilities Association, noting the history of the provincial and local associations and

outlining the range of services provided to children, youth and adults. She explained that a learning disability is a neurological disorder that affects information processing (understanding, communicating and /or remembering). The Association is involved in social skills training for children and youth, youth recreation programs, an adult support group, and the “Job Fit” program. Learning Disabilities also supports individual families during crisis situations. Bev shared personal experiences, involved the Committee members in a couple of interesting exercises, provided a copy of a literature kit for information (enclosed), and responded to questions. The Chair thanked Bev Clarke for her interesting presentation.

8. Presentation

Ellen Sebben-Cerchie, Special Education Coordinator, shared information concerning the Board’s Behaviour Committee, outlined the goals, and how service is provided to teachers. The Committee plans to provide a binder for teachers to use when situations arise, will develop a lending library, and a mentoring program for new and inexperienced teachers. Presently the Committee is gathering information and strategies in areas of prevention, support, and corrective action. Several questions were responded to and discussed.

9. Approval of Minutes

Motion by G. Gignac and M. DiMenna, that the Minutes of the November 25, 2004 meeting be approved as printed and circulated. Carried.

10. Business Arising – None.

11. Information Item – Letter from Rosario Marchese, MPP

Moved by J. Wysman and M. DiMenna, that the information item be received. Carried.

No responses to letters concerning the claw-back of funds and mental health funding have been received from the Minister.

12. Report from Chair

Follow-up to discussion of November 25, 2004 meeting:
Lengthy discussion was held on the problems between SEAC and the Board, and the feasibility of holding some form of study session or retreat, with the assistance of a mediator, in an attempt to resolve some of the issues. Also, trustees Porcellini and Holland responded to the material submitted in the fall from M. Friesen. Funding issues, the term of appointment, dwindling membership, and programming issues were included in the discussion. The

Committee agreed to a half-day Saturday session in early April, and to review a list of potential facilitators at the next meeting.

13. Report from Trustees

M. DiMenna reported on the Board meeting where the October 28th SEAC Minutes were received.

14. Report from Superintendent/Supervisor

The Special Education Plan documents were briefly discussed. C. Geml noted that new items for inclusion in the Plan would be brought to SEAC as they are prepared. Brief discussion was held on the position descriptions and titles.

15. New Business

M. Friesen will provide list of concerns and numbers of each to C. Geml. Congratulations were extended to Laurie Eberhardt and family on the birth of a son, and to Michelle Friesen and family on the birth of twin grandchildren.

16. Closing Prayer – C. Geml closed the meeting with prayer.

17. Adjournment

On motion by G. Gignac and M. Mastellotto, the meeting adjourned at 9:28 p.m. Carried.

**NEXT MEETING
CATHOLIC EDUCATION CENTRE**

**FEBRUARY 25, 2005
7:00 P.M.**

Celeste DiPonio
Recording Secretary

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E&OE