



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, January 31, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

A G E N D A

- I In-Camera Meeting – 6:00 p.m. Page #
II Regular Meeting of the Board - 7:00 p.m.

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act
7. Presentations
 - a. Healthy Active Living Program – J. Ouellette/G. Peck/B. Steer
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.
 - i. Special Education Advisory Committee (SEAC) Delegation (J. McKay) 1
 - 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 Meetings, December 1, 2005 (<i>deferred item</i>)	
ii) Minutes of In-Camera Meeting, January 17, 2006	
iii) Minutes of Regular Meeting, January 17, 2006	2 – 8
b. Items From In-Camera Meeting of January 31, 2006	
10. Communications	
a. External (Associations, OCSTA, Ministry)	
b. Internal (Reports from Administration)	
i) Report: Administrative Staff Report (J. Berthiaume)	9 - 10
ii) Report: Trustee Attendance July – December 2005 (M. Moher)	11
iii) Report: Feasibility of Expanding Elementary French Immersion Program to County (J. Ouellette)	12 - 16
iv) Report: Health and Dental – Retiree Benefits Participants (P. Marchini)	17 - 18
v) Report: Board Health, Dental and Life Benefit Program (P. Marchini)	19 - 22
11. Unfinished Business	
a. Notice of Motion - Trustee Holland (<i>deferred from December 13, 2005 and January 17, 2006</i>): “At the next Board meeting, I shall move or cause to be moved that the Board strike a Committee to re-examine the role of the Board Chaplain in consultation with the Bishops of the Diocese of London.”	
b. Notice of Motion - Trustee Alexander: “At the next Board meeting, I shall move or cause to be moved that the Windsor-Essex Catholic District School Board invite submissions from interested service providers regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated.”	
c. Notice of Motion - Trustee Soulliere: “At the next Board meeting, I shall move or cause to be moved that a forensic audit of the special education budget be completed to determine what general expenses have been charged to the envelop if any.”	
d. Report: Fiscal 2005 Special Education Budget Report (<i>deferred from December 13, 2006</i>) (P. Marchini/K. Gignac)	23 - 24
12. New Business	
a. Report: Fiscal 2006 Special Education Budget Report (P. Marchini/J. Ouellette/K. Gignac)	25 - 29
b. Report: Tender – New/Refurbished Dell Computers (P. Marchini/C. Marier/R. Mousaly)	30 - 31
c. Report: Partnership Agreement Between Assumption University and the Windsor-Essex Catholic District School Board (M. Moher/S. Freeman)	32 - 34
13. Committee Reports	
a. Special Education Advisory Committee (SEAC) Minutes of November 10, 2005 (J. Ouellette)	35 - 40

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
 - a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
 - b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *“that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.”*
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, February 14, 2006
 - Tuesday, February 28, 2006
 - Tuesday, March 28, 2006
 - Tuesday, April 11, 2006
 - Tuesday, April 25, 2006
 - Tuesday, May 9, 2006
 - Tuesday, May 23, 2006
 - Tuesday, June 13, 2006
 - Monday, June 26, 2006
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

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January 24, 2006

Jennifer M. Jaco-McKay, Vice-Chair
Special Education Advisory Committee
311 Elmgrove Drive
Tecumseh, ON N8N 4G9

VIA E-MAIL: mckayjaco@sympatico.ca

Dear Jennifer Jaco-McKay:

Re: Delegation Request to Appear at the Regular Board Meeting

This letter acknowledges correspondence received January 24, 2006 from the SEAC recording secretary requesting an opportunity for you to appear as representative to a SEAC delegation at a meeting of the Windsor-Essex Catholic District School Board. The nature of the petition is identified within the following motion from the January 19 Special Education Advisory Committee (SEAC) meeting:

Motion D. Rollier and M.J. Meyer that SEAC make a presentation to the Board at the January 31, 2006 Board meeting concerning the 2004-05 financials. Carried unanimously.

This request has been granted to appear at the Tuesday, January 31, 2006 Board Meeting. The public session begins at 7:00 p.m. in the Board Room at the Catholic Education Centre located at 1325 California Avenue, Windsor. In accordance with the Board By-Laws, you will have **up to ten minutes to make your presentation**, which shall be limited to the nature of your petition. The time limit can be waived by the consent of the majority of the Board.

Pursuant to Board By-Law 3.10.3, trustees may put questions forth for clarification to presenters, but no debate or motions on matters raised by a delegation shall be made at the meeting in which the presentation is made. Administration may provide brief responses of clarification to questions raised by trustees.

Please contact Debi Steffens, Executive Assistant to the Board, at 253-2481 extension 289, as soon as possible **to confirm your attendance and to indicate whether or not any audio-visual support is required.**

Sincerely,

Michael Moher
Director of Education

cc: J. Macri, Board Chairperson
L. Soulliere, SEAC Chairperson
Trustees



Windsor-Essex Catholic District School Board

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REGULAR BOARD MEETING Tuesday, January 17, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

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	
A. Kishek, Student Trustee	
J. Devos, Student Trustee (Alternate)	
L. Willson Student Trustee Designate	

Administration:

M. Moher (Resource)	P. Littlejohns
J. Berthiaume	C. Marier
P. Marchini	R. Mousaly
J. Ouellette	P. Picard
S. Freeman	E. Poirier
C. Geml	T. Robins
K. Gignac	L. Staudt

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:30 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda – Chair Macri noted that item 9b should read: Items From In-Camera Meetings of December 13, 2005 and January 17, 2006. Trustee Soulliere noted an objection that the 2005 Fiscal 2005 Special Education Budget report, which was deferred from December 13, 2005 did not appear on this agenda as per Board motion.

Moved by Trustee Keane and seconded by Trustee Courtney that the January 17, 2006 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. Introduction of 2005 – 2006 Student Trustee Designate

Student Trustee Kishek introduced 2006/2007 Student Trustee Luke Willson who will complete an orientation period as Student Trustee Designate for the remainder of this school year. Mr. Willson is completing tenth grade at St. Thomas of Villanova Catholic High School and is looking forward to serving the Catholic school community in his new role.

b. St. Joseph Catholic Elementary School – Winning Student Essay Contests and the Message in a Bottle Community Awareness Campaign

Teacher Mr. Pelaccia and several students from St. Joseph Catholic Elementary School were present to highlight their achievements in several local essay-writing contests. Students Rachel Knapp and Mallory Reiner read their essays from the Windsor Family Credit Union Scholarship Essay Contest regarding “How People Can Work Co-operatively Together.” Laura DeMarco and Adam D’Attilo, first place and runner-up winners of the CBC Christmas Writing Contest were present. A radio recording of Ms. DeMarco’s essay was played for those present. Daniel McIntyre, grand prizewinner of the Royal Canadian Legion Remembrance Day Essay, Poetry and Poster Contest was present to read his winning poem, along with six other students who won gold medals in the contest. Students of the school also provided an overview of the community awareness project, “Message in a Bottle” a cooperative community education program between the school and the Liquor Control Board of Ontario.

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 In-Camera Meeting, December 1, 2005 – This item was deferred.

ii) Minutes of Organizational Meeting, December 6, 2005

Moved by Trustee Holland and seconded by Trustee Keane that the minutes of the Organizational Meeting of December 6, 2005 be adopted as distributed. Carried.

iii) Minutes of In-Camera Meeting, December 13, 2005

Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the In-Camera meeting of December 13, 2005 be adopted as amended. Carried.

iv) Minutes of Regular Meeting, December 13, 2005

Amendments:

- Page 3 – Item 10b(iv) Fiscal 2005 Special Education Budget Report – First sentence amended to read: Ken Gignac, Controller of Finance responded to trustee questions about the application of specific rules under the Education Act with respect to how special education funding is spent, preparation time, LET teacher allocation, **LET supply budget**, budgeted allocations for the psychology department, the use of special education funding **to** fund lunchtime supervision through the use of educational assistants and the use of the Learning Opportunities Grant (LOG) to supplement the special education budget.
- Page 4 – Item 12(b) 2005 Fiscal Year End Financial Statements: Amended to add: Ken Gignac, Controller of Finance, indicated that to the best of his knowledge, the auditor was not advised that lunchtime supervision was charged to the Special Education budget.
- Page 7 – Item 16 Remarks/Questions by Trustees amended to read: Trustee Porcellini congratulated the Catholic Central High School community on their rendition of Leader of the Pack and St. Angela Catholic Elementary School for the wonderful turkey dinner provided to the students.

Moved by Trustee Holland and seconded by Trustee Porcellini that the minutes of the Regular Meeting of December 13, 2005 be adopted as amended. Carried.

b. Items From In-Camera Meetings of December 13, 2005 and January 17, 2006

Vice-Chair Courtney reported The Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting January 17, 2006 and reconvened to In-Camera on December 13, 2005, pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, 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. Trustee Soulliere declared a conflict of interest in the December 13, 2005 In-Camera Session and excused herself from the relevant discussion item. Trustee Soulliere again declared a conflict of interest in the January 17, 2006 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meetings of December 13, 2005 and January 17, 2006 be approved. Carried.

Vice-Chair Courtney made the following announcement: At the December 13, 2005 In-Camera meeting trustees approved that a donation of \$100.00 be made to the Canadian Diabetes Association or the Lung Association; and, that an evergreen tree and a memorial plaque by placed on Board grounds in memory of Tim Halford.

10. Communications

- a. External (Associations, OCSTA, Ministry) – None.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated January 17, 2006 for information. Carried.*

ii) Report: Retiree Benefits Report

Superintendent Marchini presented the retiree benefits report and provided a general overview of the annual cost of providing Life and Health benefits to retirees of the six non-teaching employee groups. The annual cost of \$975,355 is not funded through the current Ministry grant formulas; however, the board, to date, has been able to fund this expenditure through efficiencies in the applicable employee or other expenditure envelopes. On an annual basis, approximately 10 - 15 new retirees are added to the six employee groups at an average annual board cost of \$55,000 - \$60,000. Superintendent Marchini indicated that the last time the Board issued a Request for Proposals for a benefit services provider and a benefits consultant was around the time of amalgamation. Discussion occurred around the Board's ability to continue to fund the escalating liability for retiree benefits, the feasibility of initiating a new Request for Proposal and the cost to the Board for the administration of employee benefits. Superintendent Marchini will provide a summary of retired directors and superintendents from the former Boards who are receiving retiree benefits.

Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board receive the report *Retiree Benefits – Board Annual Cost as information. Carried.*

iii) Report: Legal Services – October 2005

Moved by Trustee Alexander and seconded by Trustee Janisse that the report *Legal Services – October 2005 be received as information. Carried.*

iv) Report: Legal Services – November 2005

Moved by Trustee Alexander and seconded by Trustee Janisse that the report *Legal Services – November 2005 be received as information. Carried.*

11. Unfinished Business

- a. Notice of Motion - Trustee Holland (*deferred from December 13, 2005*): “*At the next Board meeting, I shall move or cause to be moved that the Board strike a Committee to re-examine the role of the Board Chaplain in consultation with the Bishops of the Diocese of London.*”

Trustee Holland indicated that this notice would be deferred to the next meeting to provide her with an opportunity to speak with Fr. Brunet.

- b. Establishment of Committees – Chair Macri indicated the list of 2006 Trustee Committee Appointments is at trustee places.

12. New Business

a. Fieldtrips:

- i) St. Anthony Catholic Elementary School – Muskoka Woods Sports Resort
Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board approve the St. Anthony Catholic Elementary School field trip to Muskoka Woods Sports Resort, May 2 to 5, 2006. Carried.
- ii) St. Jules Catholic Elementary School – Mount Brighton, Michigan
Moved by Trustee Alexander and seconded by Trustee Janisse that the Board approve the St. Jules Catholic Elementary School field trip to Mount Brighton, Michigan on February 2, 2006. Carried.
- iii) Notre Dame Catholic Elementary School - Mount Brighton, Michigan
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the Notre Dame Catholic Elementary School field trip to Mount Brighton, February 9, 2006. Carried.

13. Committee Reports – None.

14. Notice of Motion

- Notice of Motion - Trustee Alexander: *“At the next Board meeting, I shall move or cause to be moved that the Windsor-Essex Catholic District School Board invite submissions from interested service providers regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated.”*
- Notice of Motion - Trustee Soulliere: *“At the next Board meeting, I shall move or cause to be moved that a forensic audit of the special education budget be completed to determine what general expenses have been charged to the envelop if any.”*

15. Remarks and Announcements

a. Chairperson Macri - No comments this evening.

b. Director of Education

Director Moher reported that the Junior Kindergarten and Senior Kindergarten “Joyful Beginnings” registration program is scheduled for February 13 to February 24. An Open House has been scheduled at all elementary schools the evening of February 15 in addition to an interactive display at Devonshire Mall from February 8 to 11. Catholic High school open houses have also been scheduled to provide an opportunity for Grade 8 students and their parents to visit the secondary school they plan to attend next September.

c. Board Chaplain – No comments this evening.

16. Remarks/Questions by Trustees

- Trustee Keane commented that, out of respect for the public, the board be diligent of meeting schedule in order to begin the Public session at its designated time as much as possible.
- Trustee Soulliere commented on the need for trustees to receive financial statements and financial information from administration so that they can have opportunity to respond and provide input into the budgeting process. Trustee Soulliere inquired into the provision of quarterly special education financial statements as directed in a board motion from years past.
- Trustee Holland inquired into the possibility of receiving a list of community supporters that regularly donate to our school system so that they can be recognized for their efforts.
- Trustee DiMenna thanked Cardinal Carter High School for providing her with a copy of their recipe booklet.
- Trustee Courtney provided a brief overview of the session topics at the recent OCSTA conference for Chairs, Vice Chairs and Directors, including discussion around a leadership shortage in the province, streamlining of the appraisal system and individual board initiatives for sweatshop-free uniforms.
- Student Trustee Kishek reported that the issue of sweatshop free uniforms was recently raised by English Catholic sector of the Ontario Student Trustees Association.
- Student Trustee Devos welcomed new Student Trustee Designate Willson.

17. Pending Items

- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
- b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna *“that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.”*
- c. Deferred from December 13, 2005: Fiscal 2005 Special Education Budget Report

18. Continuation of In-Camera – The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, January 31, 2006
- Tuesday, February 14, 2006
- Tuesday, February 28, 2006
- Tuesday, March 28, 2006
- Tuesday, April 11, 2006
- Tuesday, April 25, 2006
- Tuesday, May 9, 2006
- Tuesday, May 23, 2006

- Tuesday, June 13, 2006
- Monday, June 26, 2006

20. Closing Prayer – Father Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of January 17, 2006 adjourned at 8:53 p.m. at the call of the Chair.

Not approved

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:
January 31, 2006

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
 P. Picard, 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 January 31, 2006 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated January 31, 2006

January 31, 2006

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Mary DeBellis	Occasional Teacher	Supply	December 1, 2005	
RETIREMENT:	Dan Alaica	Secondary Teacher	St. Joseph's Secondary	June 30, 2006	
RESIGNATION:	Jessica Walker	Occasional Teacher	Supply	January 9, 2006	
OTHER:	Paul Fraidoon-Pour	Occasional Teacher	Supply	December 27, 2005	Deceased
Teacher Retirements - Upcoming *Have given notice; have yet to retire		Elementary: 2	Secondary: 4	Total: 6	
Teacher Retirements - Year to Date ** Have retired as of this date		Elementary: 2	Secondary: 1	Total: 3	
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0	
Teacher Resignations - Year to Date		Elementary: 3	Secondary: 0	Total: 3	



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

REVISED BOARD REPORT

Meeting Date:
January 31, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
SUBJECT: **TRUSTEE ATTENDANCE – JULY TO DECEMBER 2005**

RECOMMENDATION:

That the Board receive the report *Trustee Attendance – July to December 2005* as information.

BACKGROUND:

At the Regular Board Meeting of December 16, 2003, the following motion was passed:

“That, the Board establish a policy providing that Trustee attendance be publicly recorded twice yearly.”

COMMENTS:

Nine regularly scheduled meetings of the Board were scheduled during the period of July to December 2005. The following chart summarizes Trustee attendance.

Trustee	Meetings Attended
Fred Alexander	9
Joan Courtney	9
Mary DiMenna	9
Barbara Holland	9
Chris Janisse	8
Patrick Keane	9
John Macri	9
Shannon Porcellini	8
Lisa Soulliere	9

Student Trustee	Meetings Attended
Amy Kishek	9
Jennifer Devos (Alternate)	8



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 31, 2006

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **FEASIBILITY OF EXPANDING ELEMENTARY FRENCH
IMMERSION PROGRAM TO COUNTY**

RECOMMENDATION:

That the Board receive the report Feasibility of Expanding Elementary French Immersion Program to County as information.

BACKGROUND:

At the March 8, 2005 Regular Board Meeting, the following motion was introduced:

That the Board consider expanding its French Immersion program and that a committee be established consisting of Trustee(s) and administration to conduct a feasibility study with a final report presented to the Board by the end of this school year. Carried.

As a result of this motion, an administrative report was submitted to the Board at meeting of June 27. At that same meeting, the following motion was introduced and approved:

That the Board direct administration to move forward with public consultation meetings and the survey of parents to determine if there is interest in expanding the elementary French Immersion program and report the findings back to the Board. Carried.

At the meeting of November 22, 2005, results of the surveys, the attendance at the public consultation meetings and a summary of the comments generated was presented. At the same meeting of November 22, 2005, the following motion was presented and approved:

*That the Board receive the Report on Public Consultation Process Re:
Expansion of Elementary French Immersion Program to County as information;*

*and, that administration provide an additional report to the Board, by the end of
January, that provides an outline of the implementation process, an estimate the
total costing and requests further direction from the Board in terms of the
feasibility of expanding the French Immersion program to the county. Carried.*

FINANCIAL:

See Appendix A - French Immersion Expansion Financial Analysis.

COMMENTS:

In response to discussion from the Board meeting of November 22, 2005, and in preparation of this report, "Family of Schools" meetings were held with the County Principals on November 28, 29 and December 7, 2005. It was the unanimous conclusion from each group that ONE site, centrally located, such as **Holy Name Catholic Elementary School (Essex)**, be selected to begin this expansion for a number of reasons. **More than one site would impact negatively on the sustainability of the program long-term.** A true commitment to the program from the parents needs to be made. Holy Name has immediate space, with potential for classroom additions. As transportation was of paramount importance to parents, Essex would be the most feasible for access from all points of the county.

TIMELINES:

Registration may commence immediately, with a deadline recommended for March 10, 2006, in order to allow sufficient time for school organization. **Implementation, to begin Sept 2006, will be dependent on numbers enrolled.** A firm number of at least 25 students is required in order to proceed, since there will be some attrition and a class size of 20 would be advisable.

With regard to process, please refer to the attached Appendix B - Implementation Process Outline.

APPENDICES:

- Appendix A: French Immersion Expansion Financial Analysis
- Appendix B: Implementation Process Outline

Appendix A
FRENCH IMMERSION EXPANSION FINANCIAL ANALYSIS

EXPENSES

Transportation\$194,275 (per year)
Based on current costs using five minibuses x \$204.50 per day x 190 days would be \$194,275 (tax included). As additional grades develop, more units as necessary would cost, at current rates, another \$38,855 each, per year. Up to 9 vehicles may be required as additional grades are added.

New Classroom Set-up..... \$11,700
A new classroom package for Grade One, 2005-06 (eg. *Shelving, furniture, etc.*, \$11,700).

Teacher Salary\$76, 049
The average salary for an elementary teacher, including benefits is \$76,049.00 (*according to payroll*).

Educational Assistant Salary.....\$42,500 *
The average salary for an educational assistant, including benefits is \$42,500.00 (*according to payroll*).

* An Educational Assistant may or may not be required for this class.

Literacy Support Teacher \$9,126
The cost of providing prep time through a literacy support teacher is calculated at 0.12 (12%) of salary per class, as a full schedule entails 8 classes. Of course this cost will increase as additional grades/classes begin.

Learning Materials Resources.....\$4, 124 *
* The Learning Materials and Resources (e.g. texts/teacher guides) for French Immersion that is **beyond** the Grade One English resources amounts to \$4,124. 00 Additional costs of these resources includes, Language Arts French, Literacy Support Materials French, resource materials, see attached breakdown. There is a slight difference in price (\$60) for the French version of the same resource (*i.e., Social Studies and Sciences*). Textbook prices are not subject to the significant discounts normally received through bulk ordering with such small numbers. Additionally, there is a limited amount of surplus texts from Central Textbook Inventory as there is only ONE school to draw from.

Classroom Space..... \$ To Be Determined
One room at Holy Name, Essex, may be available in September 2006. This will depend on the possibility of receiving another Primary classroom under the Ministry's Primary Class Reduction Initiative. There is also a second room assigned as a Music Room, that is heavily used during the day, so the first year of this program could be accommodated within the existing school.

Within one year, the Capital costs associated with creating the additional necessary space must be added to the cost of offering the program.

Estimated Total Costs.....\$337,774
Estimated total costs for Year One Implementation.

REVENUES FOR YEAR ONE

French Immersion Grant (**\$317 per student per year**).....**\$6,340**

The Board will receive, in addition to the Per-Pupil Foundation Grant, for each student enrolled in the French Immersion Program, \$317 per school year. (*E.g. A class of 20 students would amount to \$6,340*). This is completely new revenue for the Board and would continue to be received as new revenue until the students reach Grade 4. Note: Our current students from Grades 4 to 8 in CORE French receive \$248.73. In effect, the subsidy for French Immersion from Grade 4 to 8 would be the difference, \$68.27 per student.

Foundation Grant.....**approximately \$4,000 per student per year**

The Board will receive, for each student, approximately \$4,000 per school year. (E.g. A class of 20 students would amount to \$80,000). It is difficult to determine how much of this would be **additional** revenue for the Board, because the students enrolled may not be new to our system.

Total Additional Revenues **\$ 6, 340**

Appendix B

IMPLEMENTATION PROCESS OUTLINE

- Notification would be sent immediately to all County Schools announcing the Board's intent
- County School Principals will be asked to circulate the French Immersion information via school newsletters, PACs, calendars of event, notices, etc.
- Information on the program to be included in JK/K Registration at mall displays and if possible, included in all the Windsor Star ads, community newspapers, Parish bulletins, etc.
- A brochure or letter explaining the French Immersion program along with a registration form will be distributed to all the current SK parents
- All parents who attended Public Consultation meetings as well as those who made phone inquiries, will be contacted as promised, and apprised of the Board's intent
- A registration deadline will be set for mid-March
- Parameters limiting enrolment, demitting student surplus and addressing mid-year transfers need to be established and clearly communicated (with the eventual establishment of a Board policy on French Immersion)
- A meeting of those registered to personally address concerns/questions will be scheduled for late Spring at Holy Name
- Staffing for the position to begin in April in accordance to teacher contract posting procedures
- New personnel to meet with St. Anne French Immersion Primary Teachers
- Classroom set-up to begin in May with the ordering of new resources/materials, continues in June with setting up the classroom
- September 2006 program begins at Holy Name Elementary



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:
January 31, 2006

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: HEALTH AND DENTAL – RETIREE BENEFITS PARTICIPANTS

RECOMMENDATION:

That the Board receive the report Health and Dental - Retiree Benefits Participants as information

BACKGROUND: As a follow-up and addendum to the January 17th, 2006 board report entitled Retiree Benefits – Board Annual Cost, the attached “Appendix A” provides the number of former Windsor and Essex Catholic School Board Directors and Superintendents currently enrolled in the board’s retiree benefit plan.

FINANCIAL: As presented in the January 17th report, the annual board cost of providing health, dental and life benefits to these individuals is \$62,310.

COMMENTS: The extent of health and dental coverage and amount of life insurance included in the retiree plans were a result of individual negotiated settlements at the time of retirement or contract language provisions.

TIMELINES:

APPENDICES:

- Appendix A: Health, Dental and Life Insurance Director and Supervisory Officers Retiree Participants

Appendix A

Health, Dental and Life Insurance Director and Supervisory Officers Retiree Participants

Former Windsor Employees	% of Benefits Paid by Board
7	100%
Former Essex Employees	
4	100%
2	0%



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PRESENTED BY: Senior Administration

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

SUBJECT: BOARD HEALTH, DENTAL AND LIFE BENEFIT PROGRAM

RECOMMENDATION:

That the Board receive the report Board Health, Dental and Life Benefit Program as information.

BACKGROUND: As a follow-up to the January 17th, 2006 board report entitled “Retiree Benefits – Board Annual Cost, the following information and financial data is presented for additional clarification.

FINANCIAL: The board’s projected annual cost of Life, AD&D, Health and Dental premiums for all employee groups including retirees for 2005/06 is \$10,635,000.

The board’s share of this cost is estimated at \$9,146,000 since most employee groups pay a share of the monthly premiums.

The teachers and non-union employee groups pay 15% of the monthly premiums, while CAW and CUPE 1 employees pay 5% and CUPE 2 pay 10%.

Retiree benefits are covered 100% by the board for all non-teaching groups except CUPE & Non-Union. Teachers pay 100%, Non Union 15%, CUPE 1 5%, CUPE 2 10%. After age 65, CUPE employees pay 100% of monthly premiums.

Health and Dental Premiums

Benefit claims are paid by the board’s benefit provider in accordance with the applicable employee contracts.

The board also is charged an administrative fee, generally in the area of 5% to cover the cost of plan administration, providing employee benefit booklets, benefit plan reports and the adjudication and issuing payment for employee claims. The board's benefit consultant is paid a commission to assist the board with the administration, financial reporting and planning of its benefit program (see attached). The board must pay a provincially enacted 2% premium tax and 8% retail sales tax on monthly paid benefit premiums.

The above noted costs, provide a break even value amount of approximately 92% of the annual premiums paid. This means 92% of the board's premiums are available to pay employee claims.

Over the past few years the board has experienced lower than estimated employee claims resulting in year end health and dental premium surpluses (\$450,000 - \$850,000) which is remitted to the board by the benefit provider.

The end result of the lower claims experience has meant minimal year to year monthly premium increases. As an example monthly Family Health and Dental premiums for board elementary teachers amounted to **\$331.50** in **2005/06** as compared to **\$292.62** in **2000/01**, an increase of **13.2%** over five years or an average **2.64%** per year. This is well below the expected annual increases for these benefits of approximately 8 to 10%

The board last issued a Request for Proposal to a number of benefit providers at the time of amalgamation.

The board's benefit consultant has confirmed that the tendering of the board's benefit provider was an agenda item included in the February 7th, 2006 planning meeting.

Any reduction in the administrative fee provides potential cost savings to the board. The board must be assured that a reduction in this fee is not offset by a reduction in service to employee groups or board administrators.

Life and AD&D

The board pays the benefit provider a Life and AD&D monthly premium based on employee contracts. The amount of Life insurance varies from one contract to another. Custodians receive \$40,000 term insurance while teachers are three (3) times earnings to a maximum of \$200,000 or \$220,000 depending on the group.

The benefit provider pays death claims from the annual premiums, as well as an administrative fee similar to the Health and Dental agreements.

Any balance of premiums less claims remaining at year-end is reimbursed to the board. For 2004/05 the board was reimbursed \$440,000 from the benefit provider.

The board last issued a Request for Proposal to a number of providers in 1999.

COMMENTS: The issuance of an RFP for benefit provider would normally take a few months.

Employee contracts permit the change in providers, however, benefits and benefit coverage must remain equal to current plans. Benefit booklets must also be provided.

Board policy F:02 would govern the issuance of a RFP (item #6).

TIMELINES:

- Board approval to issue an RFP – January 31, 2006
- Draft RFP with Benefit Consultant and report to Board. – March 28, 2006
- Issuance of RFP to Benefit Providers – March 31, 2006
- Receipt of RFP's April 21, 2006
- Committee analysis of RFP's, interview with prospective providers and report to board – May 23, 2006
- Board approval of benefit provider May 23, 2006
- Notification to all employee groups – June 2006
- Benefit provider term commencement September 1, 2006

APPENDICES:

- Mercer Human Resource Consulting – Benefit Consulting Services

MERCER

Human Resource Consulting

BENEFIT CONSULTING SERVICES

The following provides details on the specific services we provide to Windsor-Essex Catholic District School Board utilizing our Mercer Value Plus program.

Ongoing

- Annual Planning meeting.
- Review of program costs, design, funding and administration.
- Regular review of plan design to ensure it remains effective.
- Assistance in cost-containment and review costs of alternate benefit arrangements.
- Advice on trends, legislative change, opportunities to manage costs.
- Assertive monitoring of carrier and provider services.
- Quarterly review of claims experience, advice on developing trends and costs.
- Review for accuracy and legality of all associated benefit documentation, such as group insurance contracts, employee final draft booklets, and announcement letters.
- Advice on benefits administration.
- Assistance in resolving unusual or important claims or administration issues with your benefit providers or other service providers.
- Assistance in complying with government submissions and requirements, such as EI plan registration.
- Recommendation to market.
- Costing of union demands and recommendations.

Financial and Renewal

- Annual verification and assessment at least 60 days before renewal of the appropriateness and competitiveness of the underwriting arrangements, the insurer's renewal terms, current and future required reserve levels, and recommendation for changes where necessary.
- Advice on managing costs and strategies.
- Analysis of financial results along with comments including budget projections utilizing our Market System.



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 31, 2006

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
Ken Gignac, Controller of Finance

SUBJECT: **FISCAL 2005 SPECIAL EDUCATION BUDGET REPORT**

RECOMMENDATION:

That the Board accept the report Fiscal 2005 Special Education Budget Report and attachment as information.

BACKGROUND:

On December 13, 2005, the Fiscal 2005 Special Education Budget Report was deferred.

Subsequent to filing the annual financial statements, a review of the Special Education expenses revealed that some of the supply costs should have been charged to the FSL program.

FINANCIAL:

The adjustment will be made in the current fiscal year, but in order to distinguish between the general surplus and the Special Education surplus, the year-end report has been changed to reflect the revised results. The adjustment to the supply expense is \$192,312.

In addition to the expense adjustment, the revenue allocation has been increased by \$333,000. When the year-end statements were filed, we used an estimated grant of \$500,000. We received confirmation from the Ministry on January 24, 2006 that the Special Education Equipment grant is \$833,000.

The revised report for the Special Education Program includes the reduction in supply expense and the increased revenue and the resultant surplus of \$175,168 for the fiscal year ending August 31, 2005.

APPENDICES:

- Special Education Report as at August 31, 2005

**Windsor Essex Catholic District School Board
Special Education Report
as at August 31 , 2005**

ENVELOPE	Original Budget	Year end Actual	Allocation	Surplus < Deficit >
CLASSROOM TEACHER				
Salaries				
-Glengarda	387,000	459,911		
-Elementary	6,386,000	6,327,656		
-Secondary	2,178,000	2,167,787		
Supply Revised	60,000	123,857		
Prep Time	110,000	110,000		
Fringe Benefits	1,333,400	1,276,140		
Sub-Total	10,454,400	10,465,351	9,206,848	(1,258,503)
EDUCATIONAL ASSISTANT				
Salaries	9,523,000	9,574,504		
Fringe Benefits	2,380,000	2,390,000		
Sub-Total	11,903,000	11,964,504	10,338,987	(1,625,517)
PROFESSIONAL and PARAPROFESSIONAL				
<u>Salaries</u>				
-Psychological services	133,000	88,762		
-Speech	440,000	446,704		
-Social Work	610,000	612,232		
-Child Youth workers	280,000	281,500		
Fringe Benefits	424,000	424,000		
Sub-Total	1,887,000	1,853,198	1,602,017	(251,181)
COORDINATOR				
Salaries	412,000	405,074		
Fringe Benefits	59,000	59,000		
Sub-Total	471,000	464,074	396,866	(67,208)
Text & Learning Materials	64,000	92,619		
Computers	60,000	56,260		
Transportation	70,000	24,480		
Professional Development	50,000	108,089		
Community Living	36,000	33,938		
ISA 1 Equipment	400,000	957,231		
	680,000	1,272,617	1,108,845	(163,772)
GRAND TOTAL	25,395,400	26,019,744	22,653,563	(3,366,181)
Adjustment to Revenue Allocation based on Special Equipment approvals of \$833,000			333,000	
Revised Totals	25,395,400	26,019,744	22,986,563	(3,033,181)
Amount drawn from Special Ed Reserve				3,208,349
Special Ed surplus for fiscal 2005				175,168



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BOARD REPORT

Meeting Date:
January 31, 2006

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
Janet Ouellette, Superintendent of Curriculum Services

SUBJECT: **FISCAL 2006 SPECIAL EDUCATION BUDGET REPORT**

RECOMMENDATION:

That the Board receive the Fiscal 2006 Special Education Budget Report as information;

and, that commencing in the fiscal period 2005/2006 the Special Education Financial Statement be charged with 95% of the salary and benefit cost of Educational Assistants and 80% of the salary and benefit cost of Social Workers and Behavioral Specialists.

BACKGROUND: The attached report summarizes the expenditures and grant allocations by envelope for the Special Education program.

The staffing levels and expenditure for all areas except Educational Assistants increased in the 2005/06 fiscal budget. The board is no longer providing staff for Glengarda as the contract for services at this facility is now entirely with the Greater Essex County District School Board.

The draft budget attached did not include three Special Education staff employed in various schools. The cost of salaries and benefits for these staff is \$228,000 and has been included in the projected year-end expenditures and as a note to the financial statement. The board budget included, 10.5 Social Workers, the current complement is 9.6. The budget included, 8 Behavioral Specialists, the current complement is 9. These changes are reflected in the year-end expenditure estimates.

FINANCIAL: For the fiscal year the Special Education revised estimate of grant revenues are \$24,455,587 as compared to expenditures of \$24,625,900 resulting in a projected deficit of **\$170,313**. The 2004/05 fiscal period, ended with a Special Education surplus of **\$175,168**. The net 2005/06 surplus is \$4,855.

COMMENTS: For 2005/06 the board is yet to receive confirmation of its Net New Needs funding. \$408,000 has been included in the board's Revised Grant Estimates.

TIMELINES:

APPENDICES:

- WECDSB 2005/06 Special Education Financial Statement
- WECDSB Section 2: Revised Grant Estimates

**Windsor-Essex Catholic District School Board
2005/2006 Special Education Financial Statement**

	(1) Envelope	(2) Budget	(3) Revised Grant Allocation	(4) Projected Year End Expenditure	(5) (4-3) Surplus (Deficit)
					Jan 23,2006
(A) Classroom Teachers					
96.5 Elementary @ 67,300		\$6,494,000		\$6,695,900	
32.5 Secondary @ 70,700		<u>\$2,298,000</u>		<u>\$2,298,000</u>	
		\$8,792,000		\$8,993,900	
Benefits @ 12.9%		<u>\$1,134,000</u>		<u>\$1,160,200</u>	
		\$9,926,000	\$9,880,072	\$10,154,100	(\$274,028)
(B) Supply Teacher		\$60,000			
Benefits @ 12.9%		<u>\$8,400</u>			
		\$68,400	\$66,482	\$68,400	(\$1,918)
(C) Educational Assistant					
270 @ \$35,640		\$9,623,700			
Benefits @ 26.4%		\$2,540,600		\$12,164,300 x 95%	
		\$12,164,300	\$11,801,753	\$11,556,000	\$245,753
(D) Texts/Supplies/Equipment		\$72,000	\$234,576	\$72,000	\$162,576
(E) Computers		\$60,000	\$0	\$60,000	(\$60,000)
(F) ISA Equipment		\$240,000	\$0	\$240,000	(\$240,000)
(G) Prep Time		\$110,000	\$0	\$110,000	(\$110,000)
(H) Professional and Para Professional					
2 Psychological @ \$66,500		\$133,000			
7.1 Speech Pathologists @ 64,000		\$460,000			
10.5 Social Workers @63,800		\$670,000			
8 Behavioral Specialists		\$295,000			
		\$1,558,000			
Benefits @ 29.4%		<u>\$456,867</u>		Less 20% Social Work Behav Special. \$1,988,400	
		\$2,014,867	\$1,894,560	\$1,743,400	\$151,160
(I) (4.5) Coordinator @ \$83,000		\$374,000			
(1) Supervisor		\$105,000			
		\$479,000			
Benefits		<u>\$63,032</u>			
		\$542,032	\$529,545	\$542,000	(\$12,455)

Windsor-Essex Catholic District School Board 2005/2006 Special Education Financial Statement					
	(1) Envelope	(2) Budget	(3) Revised Grant Allocation	(4) Projected Year End Expenditure	(5) (4-3) Surplus (Deficit)
(J)	Transportation	\$30,000	\$0	\$30,000	(\$30,000)
(K)	Staff Development	\$50,000	\$48,599	\$50,000	(\$1,401)
	TOTAL	\$25,277,599	\$24,455,587	\$24,625,900	(\$170,313)

Notes

- (i) Item (A) classroom Teachers Projected Expenditures include salaries and benefits for three (3) teachers not included in the original budget at a cost of \$228,000
- (ii) Item (F) Special Education Equipment budget adjusted to reflect 120% of the Grant Estimate of \$200,000.
- (iii) Item (H) – Social Workers, the actual number of staff is 9.6 rather than the 10.5 budgeted. The projected year-end expenditure has been **reduced** by \$74,300 to reflect this change in staffing.
- (iv) Item (H) – Behavioral Specialists, actual number of staff is 9 rather than the 8 budgeted. The projected year-end expenditure has been **increased** by \$47,700 to reflect this change in staffing.
- (v) The Special Education expenditures have been reduced by **\$853,215** by the following:
 - (a) Item (C) - **95%** of Educational Assistants salaries and benefits were charged to Special Education. (**\$608,215** reduction in reported expenditures).
 - (b) Item (H) - **80%** of Social Worker and Behavioral Specialists salaries and benefits were charged to Special Education **\$245,000** reduction in reported expenditures.
- (vi) The adjustment of \$853,215 is for reporting purposes only and would not impact on the board's overall 2005/06 financial position.
- (vii) The Special Education Financial Statement for 2004/05 indicated a surplus of **\$175,168**, which will be used to offset the 2005/06 deficit of **\$170,313**.

WECD SB Section 2: Revised Grant Estimates

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
2.1 SEPPA			
2.1.1 Total SEPPA	8,522,531	2,763,056	11,285,587
....(Elem: (JK to Gr.3 ADE x Col. A) + (Gr. 4-8 ADE x Col. B))			
Col. A			Col. B
608			459
....(Sec: Secondary ADE x Col. A)			
Col. A			Col. B
296			
2.2 Special Education Equipment Amount			
2.2.1 Total approved personalized special education equipment	150,000	50,000	200,000
High Needs Amount			
2.3 ISA 2 and 3 amounts - 2003/04			12,462,000
2.3.1 Net New Needs:			
2.3.1.1 Number of high needs students enrolled on Oct 31, 2005 but were not enrolled on Oct 31, 2003			146
2.3.1.2 Less: Number of students on ISA baseline list no longer enrolled on Oct 31, 2005			122
2.3.1.3 Number of Net New Needs students (Item 2.3.1.1 - Item 2.3.1.2)			24
2.3.1.4 Net New Needs Allocation before adjustment (Item 2.3.1.3 x Col. C)	Col. C 17,000		408,000
2.3.2 Adjustment for special education reserve:			
2.3.2.1 Special Education reserve as of August 31, 2005			0
2.3.2.2 2% of 2003/04 ISA 2 & 3 claims			249,240
....(2% of Item 2.3)			
2.3.2.3 Adjustment on special education reserve			0
....(Item 2.3.2.1 less 2.3.2.2, 0 if negative)			
2.3.3 High Needs amount (Note 1)	12,870,000	0	12,870,000
....(Items 2.3 + 2.3.1.4 - 2.3.2.3)			
2.4 Approved Special Incidence portion (SIP)	100,000	0	100,000
2.5 Total High Needs allocation including SIP (Items 2.3.3 + 2.4)	12,970,000	0	12,970,000
Section 20 Facilities amount			
2.6 Salary and supplies in approved facilities	0	0	0
2.7 Furniture and Equipment in approved facilities	0	0	0
2.8 Approved Costs under section 20(5)	0	0	0
2.9 Total Section 20 Facilities amount (sum of Items 2.6, 2.7 and 2.8)	0	0	0
2.10 Total Special Education Allocation	21,642,531	2,813,056	24,455,587
....(Item 2.1 + 2.2 + 2.5 + 2.9)			

Note 1 : High Needs amount should be allocated proportionally to Elementary / Secondary panel according to the ratio of the Elementary/Secondary split of ISA 2 & 3 allocation in 2004/05



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BOARD REPORT

Meeting Date:
January 31, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter Marchini, Superintendent of Business
Claude Marier, Manager of Purchasing & Administrative Services
Rose Mousaly, Supervisor of Information Technology

SUBJECT: TENDER – “REFURBISHED DELL COMPUTERS”

RECOMMENDATION:

That the Board approve the tender bid from Dell for \$412.85 taxes included per refurbished computer; and, that a purchase order contract be issued upon Board approval for 750 computers totaling \$309,637.50.

BACKGROUND: A tender opening for “Refurbished Dell Computers” took place on Thursday, January 12, 2006. Five companies were invited to bid with all of them closing. Present at the tender opening: Rose Mousaly, Patricia Cruickshank, Sam Papaefthimiou, Claude Marier and Debbie Maurice.

FINANCIAL: Costs shown are per computer including all taxes and delivery to up to 50 locations. The successful bidder was chosen because of the better specifications offered. The results are as follows:

<u>Company</u>	<u>Bid Price</u>
CDI Computer Dealers	\$ 454.25
CommuniTek Inc.	\$ 457.70
Dell Canada	\$ 412.85
Micro Alternative Solutions	\$ 575.00
TechnoTrade	\$ 339.25

The purchase will be for 750 computers at \$412.85 each totaling \$309,637.50. Funding for this project will come from the computer envelope.

TIMELINES: Require Board approval at the Board Meeting January 31, 2006.

APPENDICES: Bid Summary Form

Bid Summary Form

TENDER - REFUBISHED DELL COMPUTERS

19-Jan-06

Base Minimum Spces:	
Manufacturer	Dell Optiplex GX240 or Dell Optiplex GX260 or higher
	Small Form Factor or Regular Desktop (No Towers)
Processor	Inter Pentium 4 (1GHz or higher)
Operating System	Windows XP Professional
Memory	512 mb RAM or higher
NIC	100 mb network Card or higher
Audio	Sound Blaster Compatible audio card of higher
CD	CD-ROM (8x or higher)
Ports	USB ports
Video	SVGA Video Card 8 mb RAM or higher
Hard Disk	40 GB hard Drive or higher
Keyboard/Mouse	Standard Mouse and Keyboard
Monitor	17" Monitor SVGA or higher
Warranty	1 year or higher

Supplier	Specs	Price	Notes
CDI Computer Dealers	<ul style="list-style-type: none"> · Intel Pentium 4 - 1.8 GHz · Black Monitor 17" · 3 year warranty on both PC + Monitor · Shipping to individual schools in price 	\$395.00	No model information was specified. GX240 260 ? Etc.
CommuniTek Inc	<ul style="list-style-type: none"> · Dell Optiplex GX 260 · Intel Pentium 4 - 1.8 GHz · Black name brand (IBM or Dell or Compaq) 17" · 3 year depot warranty on PC · 1 year depot warranty on monitor 	\$398.00	
Dell	<ul style="list-style-type: none"> · Dell Optiplex GX 260 · Intel Pentium 4 - 2.0 GHz · 1 year exchange warranty · Delivery included · Dell Black Monitors 	\$359.00	Can guarantee the volume and that each system will be identical. Monitors will also be Dell monitors.
Secondary Source / Micro Alternative Solutions	<ul style="list-style-type: none"> · Dell Optiplex GX270 · Intel Pentium 4 - 2.4 GHz · 17 monitor Dell CRT SVGA · 3 year return to depot labor + parts 	\$500.00	
Technotrade	<ul style="list-style-type: none"> · Could only guarantee this price for 1.5 - 1.7 GHz units. Anything above that would alter the price. · Could not guarantee the volume of computers above 100 units. We are looking at 700 units. · Could not guarantee identical configuration systems. · Non Dell monitors 	\$295.00	Only a price was given. No modifications or additional information were provided. Contacted vendor for further clarification.



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BOARD REPORT

Meeting Date:
January 31, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Steven Freeman, Supervisor of Faith Development

SUBJECT: **PARTNERSHIP AGREEMENT BETWEEN ASSUMPTION
UNIVERSITY AND THE WINDSOR-ESSEX CATHOLIC DISTRICT
SCHOOL BOARD**

RECOMMENDATION:

**That the Board approve the Partnership Agreement with Assumption
University to further mutual goals for Catholic education.**

BACKGROUND: In November 2005, Michael Moher – Director of Education and Stephen Freeman – Supervisor of Faith Development, had an initial meeting with Fr. Paul Renick and Ann Shore of Assumption University. Discussion was held on the possibility of forming a partnership agreement and resulting benefits for both the Windsor-Essex Catholic District School Board and Assumption University. On January 19, 2006, Stephen Freeman and Ann Shore met to formulate the attached Partnership Agreement.

FINANCIAL: No cost to the Board.

COMMENTS: The Partnership Agreement would be to the benefit of both Partners as they promote the concept of Catholic education being a life long process. The Partners would work together to further expand the ongoing faith development of adults within the Catholic school system community. Provision would be made to share human resources and programs where applicable.

TIMELINES: The Partnership Agreement would run from May 1, 2006 until April 30, 2008, and thereafter would be in force from year to year unless one of the Partners gave the other three months' notice in writing to dissolve the Partnership.

APPENDICES:

- Proposed Partnership Agreement between the Board and Assumption University

PARTNERSHIP AGREEMENT

Assumption University Logo

WECDSB Logo

COPY

Partners in Catholic Education

Assumption University (the University), together with the Windsor-Essex Catholic District School Board (the Board), hereinafter called the Partners, hereby declare their partnership.

The purpose of the partnership is to promote the belief that Catholic Education is a life long process. Furthermore, the Partners also see themselves involved in ongoing professional faith development of adults in the Catholic school system community. Their partnership will provide the Partners with opportunities to share human resources and programmes through the Articles of the Partnership attached hereto.

The term of the Partnership shall be for a fixed period beginning May 1, 2006 and ending April 30, 2008 and thereafter it shall continue in force from year to year unless, in any one year, one of the Partners gives to the other three months' notice in writing of its desire to dissolve the Partnership.

For
Windsor-Essex Catholic
District School Board

For
Assumption University

Chair of the Board

Chair of the Board

Director of Education

President

Date

Date

Articles of Partnership

In recognition of the Declaration of Partnership between the Windsor-Essex Catholic District School Board and Assumption University, the Partners set forward the Articles of the Partnership.

THE PARTNERS SHALL:

- ARTICLE I** Establish a Partnership Committee made up of one member appointed by each Partner.
- ARTICLE II** Promote professional development for the staff of both partners which would include but not be limited to courses, programmes, seminars, staff exchange and developing specialized offerings that meet the needs and interests of the Partners.
- ARTICLE III** Cooperate in the development of curricula that meet the distinctive needs of Catholic education.
- ARTICLE IV** Agree to include the adult faith community in opportunities for Religious Education and Faith Development in existing, or future programmes and public fora as deemed appropriate.
- ARTICLE V** Conduct periodic needs assessments in partnership with the Board and other Catholic District School Boards to determine the needs of the Boards and design appropriate programmes to meet these needs.
- ARTICLE VI** Provide opportunities for leadership and faith development in Catholic Education.



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BOARD REPORT

Meeting Date:
January 31, 2006

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
- NOVEMBER 10, 2005**

RECOMMENDATION:

That the Board receive the minutes of the November 10, 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: November 10, 2005

APPENDICES:

- Minutes of the November 10, 2005 Special Education Advisory Committee (SEAC) meeting



Windsor-Essex Catholic District School Board

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SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, November 10, 2005 – 7:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

MINUTES

Present:	Jennifer Jaco-McKay	Association for Bright Children (Chair)
	Lisa Soulliere	Trustee Member (Vice-Chair)
	Mary DiMenna	Trustee Member
	Michelle Mastellotto	Down Syndrome Parent Association
	Bev Clarke	Learning Disabilities
	Michelle Friesen	Integration Action for Inclusion
	Claudio Del Duca	High School Council
	Rita Raniwsky	Principals' Association
	Janet Ouellette	Superintendent of Education
	Cathy Geml	Supervisor of Special Education
	John Kern	Special Education Coordinator
	Ellen Sebben Cerchie	Special Education Coordinator

1. Call to order – J. Jaco-McKay
2. Opening Prayer – SEAC prayer together
3. Welcome/Introductions
Principal Course candidates: Ian Drago, Annie Touma, Sabrina Graziano, Carm Casalena, Sue Easby, Dwayne Brunet, Don Garant.
4. Recording of Attendance - no regrets received.
5. Approval of Agenda
Motion by L. Soulliere and M. Mastellotto that the Agenda be approved as printed and circulated. Carried.
6. Disclosure of Pecuniary Interest - None
7. Presentation:
 - New ADDitudes – Julie Fader and Theresa Simpson

New ADDitudes provides information for families, educators and professionals through workshops, public awareness, a resource library and special interest groups. The PowerPoint presentation shown described the functional differences between people with ADHD and those without, gave an overview of the symptoms, and explained the challenges when ADHD persists into adolescence and adulthood. The best treatment for this highly inheritable disorder is multi-modal, including medication, changes in the home, and support for families. New ADDitudes is a for-profit business, but no one who needs help is turned away. Julie Fader and Theresa Simpson were thanked for sharing this valuable information.

- Education for All – Cathy Geml

A valuable Power Point presentation containing details on the Ministry of Education document “Education For All” was given to each SEAC member detailing the changes that will be made in the way students are identified, and how the focus has changed from categories to ways of moving children forward and avoiding labelling. Children should be observed and evaluated in the learning situation, with the focus on strengths and needs with an outcomes-based approach. Research is based on evidence of good teaching practices, universal design and differentiated instruction. The following areas of concern were responded to:

- family involvement? – at every step of the process;
- time lines? – two year commitment to formalized assessment and IPRC development if this is what the evidence presents;
- programming? – increased use of Kurzweil software, specialized literacy and numeracy workshops;
- ability and motivation of teachers to identify issues? – through in-service, support, and performance appraisal.

8. Approval of Minutes – October 6, 2005
 - regrets were received from M. Friesen
 - A.B.C. has not disbanded but still hold meetings

Motion by B. Clarke and M. Mastellotto that the Minutes of the October 6, 2005 meeting be approved with the above amendments. Carried.

Further discussion was held on the process for implementing the Education for All document, the increased formalized assessments that may be necessary, and ways of achieving the goals the Ministry has identified. Superintendent Ouellette indicated that there is a plan in place, that if current staff cannot accommodate required assessments, they will be contracted out and additional staff requested for the following year. She noted that a process is in place to identify needs, and needs identified by this process will be met.

In response to a request, final Special Education budget figures for 2004-05 will be presented at the next meeting. It was noted that the Ministry has changed the term “ISA I” to “Special Equipment Allowance”.

9. Business Arising
- Behaviour interventions for students who are gifted
- C. Geml explained that John Kern is following up on the request, and that

amendments will be made as the document is reviewed.

10. Information Items – none.
11. Report from Chair
A letter from Thames Valley District School Board was received as information, and copies distributed to the SEAC members.
12. Report from Trustees
 - Minutes of the September 8, 2005 SEAC meeting were received at the October 25th Board meeting.
 - L. Soulliere's motion to hire two Psychologists was deferred for six months to provide administration an opportunity to implement the Education for All document and review the needs.
 - Notice has been received from C.U.P.E. Local 1358, Educational Assistant Group and Special Services Unit to negotiate the collective agreements. Negotiations will begin at the end of November.
 - Copies of a Toronto Star political commentary on Special Education were distributed to the members.
 - A lengthy debate was held at the Board meeting over the motion to hire two Psychologists. L. Soulliere spoke with teachers, principals, and coordinators, prior to the meeting. Some comments received gave her cause for concern as well as a new understanding and appreciation for how staffs feel about Special Education.
13. Report from Superintendent/Supervisor
 - Special Education Plan Amendments
 - Role of Program Planner
This position was developed in response to a need to show staff how to use equipment and to help with programming. The Program Planners have been to all schools, are presently seeing 339 students and their Educational Assistants, and administration are receiving positive feedback. There are now 126 books on Kurzweil.
 - Referral Process
Principals will review protocols to clarify understanding. In some cases six weeks is not sufficient to make a determination, but if nothing were working, action would be taken long before the two-year timeline.
 - Final Report – Special Education Review
The report takes recommendations made by the Expert Panel and gives progress on those recommendations.
Concerns:
2.6 - Some items from last year were not mentioned.
Past progress was not re-reported.
2.9 – There was no information on psychological services staff.
The Expert Panel did not recommend a number in terms of psychological services; the area with considerable increase is Learning Enrichment teachers and Educational Assistants.

2.5 – Development of programming for gifted in conjunction with secondary.
There are additional supports in approximately eight schools.

Motion by B. Clarke and C. Del Duca that SEAC support the inclusion of the Program Planner Role in the 2006 Special Education Plan Amendments. Carried.

Discussion was held on the inclusion of Board Memo #027, Referral Process for Psychology, Vision and Hearing, in the 2006 Special Education Plan Amendments. The chair asked if there was a motion from the Committee for support of the inclusion of this memo in the 2006 Special Education Plan Amendments. No motion was forthcoming from the Committee on this memo. Therefore, the chair asked the administration to look into this issue. Administration will edit the document, taking into consideration the recommended changes, and bring it back to SEAC in March 2006.

14. **Motion by M. Mastellotto and L. Soulliere that SEAC support the inclusion of the Final Report of the Special Education Review in the 2006 Special Education Plan Amendments. Carried.**

New Business

15. Brief discussion was held on the application for CODE Special Education Project. Superintendent Ouellette will report in January on what was applied for and what the intentions are regarding the grant.

Association Reports

M. Mastellotto delivered 25 “Effective Teaching Strategies for Inclusion” books to the board today, for distribution to teachers and parents of students with Down Syndrome.

16. M. Friesen reported that the annual conference of Integration Action for Inclusion and Family Alliance Ontario will be held in Windsor on May 6 and 7, 2006.
17. There will be no SEAC meeting in December; the next meeting is January 19, 2006.
- Closing Prayer – Hail, Mary

Adjournment

On motion by M. DiMenna and M. Friesen, the meeting adjourned at 9:31 p.m. Carried.

**NEXT MEETING
CATHOLIC EDUCATION CENTRE**

**JANUARY 19, 2006
7:00 P.M.**

Patricia Hickmott
Recording Secretary

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