



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
Telephone: (519) 253-2481  
Joseph Berthiaume, Director of Education

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

## REGULAR BOARD MEETING Tuesday, December 12, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### AGENDA

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

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations
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, November 28, 2006
    - ii) Minutes of Regular Meeting, November 28, 2006 1 – 9
    - iii) Minutes of Special In-Camera Meeting, December 1, 2006
    - iv) Minutes of Organizational Meeting, December 5, 2006 10 - 13
  - b. Items From In-Camera Meetings of November 28 (Re-convened), December 1 (Special) and December 12, 2006
  
- 10. Communications
  - a. External (Associations, OCSTA, Ministry)
  
  - b. Internal (Reports from Administration)
    - i) Report: Administrative Staff Report (M. Seguin) 14 - 15
    - ii) Report: Special Education Budget Report for the Year Ended August 31, 2006 (P. Marchini) 16 - 17
    - iii) Report: Annual Policy Review Plan 2006 - 2007 (J. Berthiaume) 18 - 23
    - iv) Report: Legal Services – September 2006 (P. Marchini) 24 - 25
  
- 11. Unfinished Business
  - a. Deferred Report: St. Anne Catholic High School – Move to New Location (Deferred from November 28) (J. Ouellette/M. Iatonna) 36 - 32
  
- 12. New Business
  - a. Field Trips:
    - i) St. Thomas of Villanova – New York City, NY (L. Staudt) 33 - 43
  - b. Report: Budget Report for the Fiscal Year Ended August 31, 2006 (P. Marchini) 44 - 49
  - c. Report: Primary Class Size Space Needs (P. Marchini) 50 - 55
  
- 13. Committee Reports
  - a. Report: Special Education Advisory Committee Minutes of September 28, 2006 (J. Ouellette) 56 - 59
  - b. Report: Elementary School Council Meeting Notes of June 6, 2006 (J. Ouellette) 60 - 61
  - c. Verbal Report: Audit Committee Meetings of December 1, 11 and 12, 2006 (L. Soulliere)
  
- 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 Motion from October 24, 2006 to January 16, 2007: Trustee Porcellini: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board establish a series of oversight committees, chaired by trustees, not limited to budget, capital, etc., to report regularly to the Board in public session.”*
- c. Deferred Motion from October 24, 2006 to February 27, 2007: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board, in adherence with Policy A:21 Child Care, require all daycare service providers housed in Board schools to be not-for-profit, and further, that the Board encourage those daycare service providers that are currently for profit and housed in our system, to complete the conversion process prior to March 31, 2007, after which all contracts for the provision of daycare services by any for profit providers will be terminated and subject to tender, for award and installation by July 1, 2007.”*

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, January 16, 2007
- Tuesday, January 30, 2007
- Tuesday, February 13, 2007
- Tuesday, February 27, 2007
- Tuesday, March 13, 2007 (tentative due to March Break)
- Tuesday, March 27, 2007
- Tuesday, April 10, 2007
- Tuesday, April 24, 2007
- Tuesday, May 8, 2007
- Tuesday, May 22, 2007
- Tuesday, June 12, 2007
- Monday, June 25, 2007

20. Closing Prayer

21. Adjournment

***John Macri***  
*Board Chairperson*

***Joseph Berthiaume***  
*Director of Education & Secretary*



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone: (519) 253-2481

Joseph Berthiaume, Director of Education

Fax: (519) 253-0620

John Macri, Board Chairperson

**REGULAR BOARD MEETING**  
**Tuesday, November 28, 2006 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

## MINUTES

### PRESENT

#### **Trustees:**

J. Courtney, Vice-Chair	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	
L. Willson, Student Trustee	

#### **Regrets:**

F. Alexander

#### **Administration:**

J. Berthiaume (Resource)	S. Freeman
M. Iatonna	K. Gignac
P. Marchini	R. Limarzi
J. Ouellette	P. Littlejohns
M. Seguin	E. Poirier
L. Staudt	

#### **Recorder:**

E. Belanger

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 – Trustee F. Alexander sent regrets.
4. Approval of Agenda

#### Amendments:

- Renumber 12b Report: Request for Recount of the 2006 – 2010 City of Windsor Municipal Elections – English Separate Ward 2 to 8c

**Moved by Trustee Janisse and seconded by Trustee Keane that the November 28, 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, – Trustee Keane disclosed interest in 8b(i) and item 12b renumbered to 8c, due to his position as incumbent trustee representing English Separate Ward 2 and did not participate in the discussion or the vote on the resolution pertaining to these matters.
7. Presentations – None.
8. Delegations
  - a. Delegation Regarding Items Not on the Agenda – None.
  - b. Delegations Regarding Items On the Agenda
    - i. Frank Favot re: Request for Recount of the 2006 – 2010 City of Windsor Municipal Elections – English Separate Ward 2 *Trustee Keane disclosed interest in this item and did not participate in the discussion on the matter.*

Mr. Favot was present to speak in support of his petition for a board resolution supporting his request for a recount of votes cast in the 2006 – 2010 City of Windsor Municipal Elections – English Separate Ward 2. As a result of the November 13 election there was a differential of 19 votes between Mr. Favot and the incumbent, Mr. Keane. Mr. Favot informed Trustees about the Optical Scanner voting mechanism that was used in tabulating the results, presently used by 37 municipalities in Ontario, and his concerns with that specific equipment never being challenged since its inception in 2002. Based on this information, he felt it necessary to make this request to the Board for the sake of ratepayers in Ward 2. Questions by Trustees to Mr. Favot related to his decision to request a recount using the same method, the Optical Scanner tabulator, instead of requesting a manual recount through the Ontario Superior Court of Justice and the cost of the recount that will be borne by the Board.

- c. Report: Request for Recount of the 2006 – 2010 City of Windsor Municipal Elections – English Separate Ward 2 (Renumbered from 12b) *Trustee Keane disclosed interest in this item and did not participate in the discussion or the vote on the resolution pertaining to the matter*

Director Berthiaume provided background to the Trustees on the report and outlined the anticipated cost of \$12,500 as an approximate calculation provided by the Clerk of the City of Windsor, for a recount to occur in the same manner held on the day of the Municipal election. The breakdown of those costs for the period of 3 days to perform the recount was provided by the City Clerk as \$3000 for memory cards; \$6000 for voting equipment representatives; \$1350 for IT support and \$2155 for the Clerk. Discussion occurred around Mr. Favot's request for a recount of the 2,167 votes cast in the 2006 – 2010 City of Windsor Municipal Elections – English Separate Ward 2. Mr. Nolan, Board Solicitor, was present to respond to trustee questions and provide clarification with respect to the Municipal Act. Solicitor Nolan reiterated that the Act stipulates that those reasonable costs associated with a recount must be paid by the board by way of reimbursement to the clerk and that it is the responsibility of the board regardless of whether the recount was conducted pursuant to a

resolution from the board or from a successful application to the Ontario Superior Court of Justice by an eligible person.

**Moved by Trustee Holland and seconded by Trustee Soulliere that the Board hereby requires the election clerk of the City of Windsor to conduct a recount of all the votes cast in favour of the Candidates for the office of Member (Trustee) of the Windsor-Essex Catholic District School Board, namely Mr. Patrick Keane, Mr. Frank Favot and Mr. Robert J. Potomski, in Ward 2 in the municipal elections held Monday, November 13, 2006. Carried.**

Mr. Nolan indicated that, if in fact, there is an error in the count, the Act does not allow for the Board to recover any of the costs paid by the Board for the recount. Trustees saw the validity of the recount as part of the democratic process but thought costs were extremely high to do so. Administration will send a letter to the Minister of Municipal Affairs requesting a change in the Municipal Act with respect to a School Board's requirement to cover all costs associated with a recount in a Municipal Election for the position of Trustee and raise concerns with respect to Catholic Voter Lists and MPAC and the need to examine how the registry is managed and maintained. Administration will prepare a letter to the City Clerk of the City of Windsor to seek assistance with this process and a draft copy will be shared with Trustees prior to mailing.

## 9.1 Action Items

### a. Approval of Minutes

#### i) Minutes of In-Camera Meeting, November 14, 2006

**Moved by Trustee Soulliere and seconded by Trustee Holland that the minutes of the In-Camera meeting of November 14, 2006 be adopted as amended. Carried**

#### ii) Minutes of Regular Meeting, November 14, 2006

**Moved by Trustee DiMenna and seconded by Trustee Courtney that the minutes of the Regular Board Meeting of November 14, 2006 be adopted as distributed. Carried.**

### b. Items From In-Camera Meeting of November 14 (Re-convened) and November 28, 2006

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on November 14, 2006 pursuant to the Education Act - Section 207, to obtain legal advice and to consider specific personnel issues required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act and convened a closed Committee of the Whole Board meeting on November 28, 2006 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.

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of November 28, 2006 be approved. Carried.**

Vice-Chair Courtney made the following announcements:

- The acceptance of the retirement of Janet Ouellette, Superintendent of Education with regret.
- The initiation of the recruitment process for the position of Superintendent of Education.
- In relation to the Secondary Principal and Vice-Principal Roster:
  - The following individuals have been added to the 2006 – 2011 Secondary Principal Roster: Patrick Hickson, Joseph Ibrahim
  - The following individuals have been added to the 2006 – 2011 Secondary Vice Principal Roster: Dwayne Brunet, Cynthia Facchinato, Filomena Greco, Danielle Koloff, Rosemary LoFaso, Douglas Sadler
- In relation to the Elementary Principal and Vice-Principal Roster:
  - The following individuals have been added to the 2006 – 2011 Elementary Principal Roster: Carl Bull, Michelle Mailloux, Rita Raniwsky, Donna Savage, Bill Vaillancourt
  - The following individuals have been added to the 2006 – 2011 Elementary Vice Principal Roster: Michael Cusinato, Elise Daragon, Dean Favero, Kathy, Gallagher, Tony Gebrail, Filomena Greco, Fred Macapagal, Chris Merritt, Lee Ann Poisson, Mary Reynolds, Dan Zagordo

## 10. Communications

### a. External (Associations, OCSTA, Ministry)

- i) Memorandum from the Ontario Catholic School Trustees' Association (OCSTA), dated November 20, 2006 re: Standing Committee Hearings re: Ontario Pre-Budget Consultation

**Moved by Trustee Holland and seconded by Trustee Janisse that the Memorandum from the Ontario Catholic School Trustees' Association (OCSTA), dated November 20, 2006 re: Standing Committee Hearings re: Ontario Pre-Budget Consultation be received as information. Carried.**

- ii) OCSTA Brief to the Minister of Education Regarding Education Funding, dated November 17, 2006

**Moved by Trustee Soulliere and seconded by Trustee Holland that the OCSTA Brief to the Minister of Education Regarding Education Funding, dated November 17, 2006 be received as information. Carried.**

### b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated November 28, 2006 for information. Carried**

- ii) Report: Legal Services – August 2006

**Moved by Trustee Soulliere and seconded by Trustee Holland that the report *Legal Services – August 2006* be received as information. Carried.**

11. Unfinished Business – None.

12. New Business

a. Field Trips:

i) Holy Names Catholic High School – Vancouver

**Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board approve Holy Names Catholic High School field trip to Vancouver/Richmond, British Columbia for May 16 to 21, 2007. Carried.**

ii) Holy Names Catholic High School – Paris, France

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve Holy Names Catholic High School field trip to Paris, Monaco and Nice, France for May 10 to 17, 2007. Carried.**

b. Report: Request for Recount of the 2006 – 2010 City of Windsor Municipal Elections – English Separate Ward 2 – *This item was renumbered and discussed under 8c.*

c. Business Practices Review Process

Director Berthiaume reported that, since amalgamation, the Windsor-Essex Catholic District School Board has conducted in-depth departmental reviews of the organizational structure and relevant policies and procedures within several departments, including human resources, facilities services, information technology, learning support services and the delivery model for special education. Although, the business operations of the two parent boards were harmonized following amalgamation, a comprehensive review has yet to be conducted. In the spring of 2006, at the request of both the board and the Minister of Education, the Ministry of Finance recently completed a review of all the issues raised and provided the board with several recommendations to address some of the key concerns identified. The Ministry of Finance's recommendations strongly supported a review of board business practices and a comprehensive review of the board's financial plan related to long-term financing of the board's major capital expenditures. Director Berthiaume reported that the proposed scope of the review would include two areas. Project One will provide a high level review of the Board's projections to deal with funding of the St. Joseph's/St. Anne capital shortfall and Project Two will provide assistance in performing a high level and detailed review of the internal controls, policies, processes and procedures in various aspects of the business and financial areas. A report to the Board for Project One will come forward in January while it is anticipated that a report for Project Two will be received in March 2007.

**Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board engage PricewaterhouseCoopers LLP, for the contractual amount of \$71,750, exclusive of out of pocket expenses for travel, printing, courier, other incidental costs and applicable taxes, to conduct a high level review of the Board's projections to deal with the funding of the St. Anne/St. Joseph's capital shortfall and to conduct an independent review of certain internal control, policies, processes and procedures at the Windsor-Essex Catholic District School Board. Carried.**



d. Report: St. Anne Catholic High School – Move to New Location

Superintendent Ouellette reported that it was the original intention to move staff and students into the new St. Anne Catholic High School building for the beginning of Semester Two (Feb. 2007). The construction company has advised the board that the building will be “substantially completed” and turned over on January 31. This will not mean that all areas of the school will be ready to receive teachers and students. The school administrative team, senior administration, staff responsible for the move and Facilities Services have explored several different options with regard to the timing of the move. A move at the end of June and over the summer for start in new the building on Sept. 5 would result in the least disruption to the education and extra-curricular activities of the students and is recommended by the school administrative team, the St. Anne school council and parents’ club, senior administration, staff responsible for the move and Facilities Services as best meeting the educational and extra-curricular needs of the students.

Lengthy discussion was held among Trustees and Administration with respect to all three options presented in the report. Other possible options were explored and discussed to try and facilitate an earlier move than June 2007. Concerns related to additional costs for insurance specific to a vacant school building, security issues at the new school during vacancy, and transportation costs related to additional bussing for extra curricular activities to the former site need to be addressed. John Byrne, Principal of St. Anne High School and Pat Machina, St. Anne Parent Council Chairperson came forward to assist in answering Trustees’ questions and to speak to the recommendation in the report. In view of the concerns expressed by the Trustees and the need to provide accurate costs related to these concerns, a request to defer the decision to the December 12 meeting was made.

**Moved by Trustee Soulliere and seconded by Trustee Courtney that the Board defer the decision for the St. Anne Catholic High School move to its new location to the December 12, 2006 meeting, at which time administration will present additional cost estimates related to Transportation, Security and Insurance issues. Carried.**

e. Report: Trustee Group Accident Insurance

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board re-new the current trustee group accident insurance policy for elected trustees, one student trustee and one student trustee designate. Carried.**

f. Report: OSBIE Insurance Premium – Year 2007

Superintendent Marchini indicated that the increase in the insurance premium is related to renovations and new school buildings that have been added or revised to the policy.

**Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve payment for the Ontario School Boards’ Insurance Exchange Insurance Premium for the year 2007. Carried.**

13. Committee Reports

- a. High School Council Meeting Notes of October 12, 2006

**Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the minutes of the High School Council dated October 12, 2006, as information. Carried.**

14. Notice of Motion

15. Remarks and Announcements

- a. Chairperson Macri congratulated Superintendent Janet Ouellette on her decision to retire after many years of outstanding service and commended her excellent career with the Board, her dedication to her position as teacher, principal and superintendent, her ability to look at both sides of the issue, her reasoning logic and her ability to effectively work with people. He wished her well and offered his best wishes on behalf of the Board.
- b. Director of Education Berthiaume reminded Trustees that all staff of the Windsor-Essex Catholic District School Board will celebrate our system-wide *“Together in Faith Day”* the morning of Friday, December 1, 2006 at the Ciociaro Club. The featured Guest Speaker will be Fr. Tony Ricard of New Orleans, followed by Celebration of the Eucharist. He also reminded Trustees and Senior Administration of the group picture to be taken on December 5 at 6:00 p.m. Individual pictures will also be taken for the Website. Director of Education Berthiaume reported his attendance at the I.C.E. Symposium along with Trustees Holland and Keane and staff members from the system who will work together to respond to the recommendations presented to them. He also had the privilege of attending the St. Michael’s Anti-Graffiti Mural Presentation. The mural will be displayed on the YMCA building across from St. Michael’s. Sherrilynn Colley-Vegh, Vice-Principal of St. Michael’s was instrumental in involving students in this project. A framed copy of the mural was presented to the Board for display.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated Superintendent Janet Ouellette on her retirement and wished her well in her future endeavours. Trustee Porcellini advised that Catholic Central will be presenting the play *Blood Brothers* beginning Thursday, November 30, directed by Brian Raisbeck. Trustee Porcellini commented on the St. Michael’s Mural Project noting that these projects are a great way to combat graffiti, while inexpensive, they can be extremely empowering. Trustee Porcellini requested that Administration prepare a letter to Mr. Chuck Scarpelli at the City Clerks’ Office for the City of Windsor seeking his assistance in working with MPAC in the management and maintaining of the voter lists. Her constituents raised many concerns during the recent election with respect to voter status. Trustee Porcellini requested the draft letter be brought back to the Board for review.
- Trustee Janisse thanked Pat Machina, Parent Council Chairperson, St. Anne High School for her dedication to the school community during her many years of service. Trustee Janisse requested that Administration provide more detailed financial information in board reports so that appropriate decisions can be made based on all the information.

- Trustee Holland reported her attendance at the I.C.E. Symposium and the worthwhile information that was presented to the delegates. She along with Trustee Keane look forward to meeting with the Committee to discuss ways to ensure that the recommendations are reviewed and implemented. Trustee Holland congratulated Superintendent Janet Ouellette on her decision to retire and offered her best wishes. Trustee Holland also recounted the first time she met Janet Ouellette as her teacher in Grade 9 at F. J. Brennan Catholic High School.
- Trustee DiMenna offered her best wishes to Superintendent Janet Ouellette and indicated she will be missed at the Board table and at SEAC.
- Trustee Courtney thanked Superintendent Janet Ouellette for her years of dedicated service with the board and indicated it has been a privilege to work with on her and offered best wishes in her retirement. Trustee Courtney requested the status of the development of the Fair Labour Policy which she requested in January 2006 dealing with the issue of “sweatshops” and clothing purchased within our schools. Trustee Courtney anticipated that a meeting with the LSST teachers would be held with respect to feedback on the new format. In response, Superintendent Ouellette indicated an interim report is being compiled from meetings that have been occurring through family of schools meetings with all stakeholders and Supervisor Cathy Geml. The interim report will be shared with all trustees at a later date. Trustee Courtney offered congratulations to the Villanova Wildcats who won the WECSSA Football Championship and moved onto SWOSSA where they were defeated in a controversial game against St. Patrick’s of Sarnia. She also highlighted Trustee Luke Willson’s participation in the game along with his 2 brothers who are all outstanding athletes. Trustee Courtney also congratulated the student body of St. Thomas of Villanova for a successful awards evening held at the Fogolar Furlan.
- Student Trustee Luke Willson reported that there were in excess of 2000 spectators at the WECSSA Football championship game held at Windsor Stadium and that the school spirit was overwhelming. This will be a topic for discussion at the next student senate meeting along with how to improve school spirit among all schools. He requested agenda items from Trustees and administration for the next Student Senate meeting. Student Trustee Luc Willson offered his best wishes to Superintendent Janet Ouellette in her retirement.

#### 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 Motion from October 24, 2006 to January 16, 2007: Trustee Porcellini: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board establish a series of oversight committees, chaired by trustees, not limited to budget, capital, etc., to report regularly to the Board in public session.”*
- c. Deferred Motion from October 24, 2006 to February 27, 2007: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board, in adherence with Policy A:21 Child Care, require all daycare service providers housed in Board schools to be not-for-profit, and further, that the Board encourage those daycare service providers that are currently for profit and housed in our system, to complete the conversion process prior to March 31, 2007, after which all contracts for the provision of daycare services by any for profit providers will be terminated and subject to tender, for award and installation by July 1, 2007.”*

18. Continuation of In-Camera – The Board reconvened to In-Camera Committee of the Whole Board 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, December 5, 2006 (Organizational Meeting – 7:30 p.m. – preceded by Mass)
  - Tuesday, December 12, 2006
  - Tuesday, January 16, 2007
  - Tuesday, January 30, 2007
  - Tuesday, February 13, 2007
  - Tuesday, February 27, 2007
  - Tuesday, March 13, 2007 (tentative due to March Break)
  - Tuesday, March 27, 2007
  - Tuesday, April 10, 2007
  - Tuesday, April 24, 2007
  - Tuesday, May 8, 2007
  - Tuesday, May 22, 2007
  - Tuesday, June 12, 2007
  - Monday, June 25, 2007
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of November 28, 2006 adjourned at 9:20 p.m. at the call of the Chair.

*Not approved.*

***John Macri***  
*Board Chairperson*

***Joseph Berthiaume***  
*Director of Education & Secretary*



# Windsor-Essex Catholic District School Board

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

## ORGANIZATIONAL MEETING

**Tuesday, December 5, 2006 at 7:30 p.m.**  
(Preceded by Liturgy of the Eucharist in Assumption Chapel at 6:45 p.m.)  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

## MINUTES

### PRESENT

#### **Trustees:**

F. Alexander	P. Keane
J. Courtney	J. Macri
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	

#### **Regrets:**

L. Willson, Student Trustee

#### **Administration:**

J. Berthiaume (Resource)	C. Geml
M. Iatonna	K. Gignac
P. Marchini	R. Limarzi
J. Ouellette	C. Marier
M. Seguin	P. Picard
L. Staudt	E. Poirier
S. Freeman	W. Wong

#### **Recorder:**

D. Steffens

1. Call To Order – In accordance with Section Two of the Board By-laws, Joseph Berthiaume, Director of Education called the meeting to order at 7:32 p.m. and presided over the meeting until the election of the Chair.
2. Opening Prayer – Rev. Larry Brunet, Board Chaplain opened the meeting with prayer.
3. Welcome – The Director of Education welcomed everyone to this evening's meeting to elect a Chair and Vice-Chair of the Board for the first year of a four-year term.

4. Declaration of Office / Oath of Allegiance / Commissioning – Trustees read and signed their Declaration of Office and Oath of Allegiance. Afterwards, Father Brunet led a commissioning prayer reaffirming trustees’ commitment to the provision of Catholic education.
5. Recording of Attendance – The Director of Education confirmed that all members of the board were present, have been duly elected or acclaimed, and have taken the Oath of Allegiance and Declaration of Office as required. The members constituting this board are as follows:

Fred Alexander, City of Windsor Ward 4  
Joan Courtney, County Area 1 (Amherstburg, LaSalle)  
Mary DiMenna, County Area 2 (Essex, Leamington, Kingsville)  
Barbara Holland, City of Windsor Ward 5  
Chris Janisse, County Area 4 (Tecumseh)  
Patrick Keane, City of Windsor Ward 2  
John Macri, City of Windsor Ward 1  
Lisa Soulliere, County Area 3 (Lakeshore)  
Shannon Porcellini, City of Windsor Ward 3

6. Election of Chair

The Director of Education read the bylaws and procedures pertaining to election of the Chair. Trustees were asked to approve the appointment of two scrutineers.

**Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the appointment of Fr. Brunet and Superintendent Ouellette as scrutineers.**

As Presiding Officer, Director Berthiaume invited trustees who wished to serve as Chair to stand and declare their candidacy. The following trustees declared their candidacy:

- Trustee Macri

After three requests by Director Berthiaume inviting those who wished to stand to do so, there were no further declarations and the Director called that nominations be closed.

**Moved by Trustee Janisse and seconded by Trustee Macri that nominations for the position of Chair be closed.**

Director Berthiaume announced that Trustee Macri would serve as Chair of the Board.

At this point, Trustee Macri assumed the Chair and proceeded with election of the Vice-Chair.

7. Election of Vice-Chair

Chair Macri invited trustees who wished to serve as Vice-Chair to stand and declare their candidacy. The following trustees rose and declared their candidacy:

- Trustee Holland
- Trustee Courtney

After three requests by the Chair inviting those who wished to stand to do so there were no further declarations and the Chair called that the nominations be closed.

**Moved by Trustee Janisse and seconded by Trustee DiMenna that nominations for the position of Vice-Chair be closed.**

Candidates Holland and Courtney provided their comments to the assembly in support of their respective nominations.

Scrutineers Father Brunet and Superintendent Ouellette distributed the ballots and tallied the results. The Chair announced that Trustee Courtney would serve as Vice-Chair of the Board.

**Moved by Trustee Janisse and seconded by Trustee Porcellini that the ballots for the election of the Vice-Chair of the Windsor-Essex Catholic District School Board be destroyed.**

8. Chairperson's Address

Chair Macri addressed the Board and thanked his colleagues for their continued support and endorsement. Chair Macri congratulated his fellow trustees for their successful re-election / acclamation and indicated that it was a reflection of their past work and their continued efforts for the betterment of Catholic education. Chair Macri thanked the entire board staff for their dedication and contributions to making Catholic education such a success in Windsor and Essex County. Chair Macri commented on the accomplishments of the Board over the last term, including the construction of two new "state of the art" high schools that will service the school community for many years to come, balanced budgets, stable JK/SK enrolments, increase in academic test scores, and a fully accredited International Baccalaureate Programme at Assumption College Catholic High School. Chair Macri outlined some of the challenges for Catholic education in Windsor and Essex County for the upcoming term, including maintaining a balanced budget, continued stable enrolment projections, efforts to rebuild the St. Bernard school facility, continued increases in academic test scores and working with the ministry to address recommendations resulting from the recent Ministry review.

Vice-Chair Courtney thanked colleagues for their continued confidence and thanked everyone at the board for their support in her role as vice-chair.

9. Establishment of Committees

Chair Macri asked trustees to review the present list of Committee appointments and to contact him with their preferences as soon as possible. Committee appointments will be confirmed at a later meeting.

10. Next Regular Meeting of the Board

- Tuesday, December 12, 2006 – 7:00 p.m.

11. Closing Prayer – Fr. Brunet closed the meeting with a prayer.

12. Adjournment – There being no further business, the Organizational Meeting adjourned at 8:00 p.m. at the call of the Chair.

*Not approved*

**John Macri**  
*Board Chairperson*

**Joseph Berthiaume**  
*Director of Education & Secretary*





# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
M. Seguin, Superintendent of Human Resources  
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 December 12, 2006 for information.

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### BACKGROUND:

### FINANCIAL:

### COMMENTS:

### TIMELINES:

### APPENDICES:

- Administrative Staff Report dated December 12, 2006

December 12, 2006

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

<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>
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**HIRING:**

<b>RESIGNATION:</b>	Magdalena Jamka-Galea	Occasional Teacher	Supply	November 24, 2006
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<b>RETIREMENT:</b>	Ruth Thornton	Custodian	St. Mary	June 30, 2007
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# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Peter S. Marchini, Superintendent of Business  
Ken Gignac, Controller of Finance

**SUBJECT:** **SPECIAL EDUCATION BUDGET REPORT FOR THE YEAR  
ENDED AUGUST 31, 2006**

### RECOMMENDATION:

**That the Board receive the Special Education Budget Report for the year ended August 31, 2006 as information.**

---

### BACKGROUND:

The Special Education allocation was \$24,518,901 for fiscal 2006 and the expenditures were \$25,207,074. The expenses in excess of the allocation will be offset by apportioning some of the miscellaneous revenues that the Board has received as well as a portion of the flexibility grant. In addition to the annual allocation, the Special Education Program also received \$250,000 from the Council of Ontario Directors of Education.

The most significant change in the allocation is the elimination of the \$884,000 for Net New Needs included in our original estimates.

Last year, the grant for Special Education equipment was not confirmed until January 2006 after the year-end financial statements had been prepared. We have not received final confirmation of this year's grant, but the amount of \$572,786 is the amount that we have submitted for reimbursement. If the Ministry changes our reimbursement, the adjustment will be absorbed in 2007.

**FINANCIAL:**  
**COMMENTS:**  
**TIMELINES:**

**APPENDICES:** 2005/2006 Special Education Budget Report



**2005/2006 SPECIAL EDUCATION  
BUDGET REPORT**

ENVELOPE	Staffing	Original Budget	Year end Actual	Special Ed Allocation	Surplus < Deficit >
<b>LEARNING SUPPORT SERVICES</b>					
<b>TEACHERS</b>					
Elementary	102.0	6,574,000	6,505,165		
Secondary	32.0	2,328,000	1,913,571		
Supply		60,000	195,232		
Fringe Benefits		1,142,400	1,156,221		
<b>Sub-Total</b>	<b>134.0</b>	<b>10,104,400</b>	<b>9,770,189</b>	<b>9,524,525</b>	<b>(245,664)</b>
<b>EDUCATIONAL ASSISTANT</b>					
Salaries		9,623,700	9,412,184		
Fringe Benefits		2,540,600	2,407,301		
<b>Sub-Total</b>	<b>272.0</b>	<b>12,164,300</b>	<b>11,819,485</b>	<b>11,469,778</b>	<b>(349,707)</b>
<b>PROFESSIONAL and PARAPROFESSIONAL</b>					
Psychological	2.0	133,000	123,117		
Speech/Sign language interpreters	10.6	460,000	461,233		
Social Work/Behavioural	18.6	965,000	944,793		
Fringe Benefits		456,867	399,012		
Supplies /services			70,675		
<b>Sub-Total</b>	<b>31.2</b>	<b>2,014,867</b>	<b>1,998,830</b>	<b>1,944,584</b>	<b>(54,246)</b>
<b>COORDINATOR</b>					
Supervisor	1.0	105,000	105,099		
Coordinators	4.5	374,000	320,675		
Fringe Benefits		63,032	49,902		
<b>Sub-Total</b>	<b>5.5</b>	<b>542,032</b>	<b>475,676</b>	<b>457,133</b>	<b>(18,543)</b>
Text & Learning Materials		72,000	275,966	485,635	
Computers		60,000	19,674	19,635	
Transportation		30,000	18,046	0	
Professional Development/Travel		50,000	28,377	44,825	
ISA Equipment		240,000	800,831	572,786	
		<b>452,000</b>	<b>1,142,894</b>	<b>1,122,881</b>	<b>(20,013)</b>
<b>GRAND TOTAL</b>	<b>442.7</b>	<b>25,277,599</b>	<b>25,207,074</b>	<b>24,518,901</b>	<b>(688,173)</b>



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Colleen Norris, Coordinator of Policy Development

**SUBJECT:** **ANNUAL POLICY REVIEW PLAN 2006 -2007**

### RECOMMENDATION:

**That the Board receive the report, Annual Policy Review Plan 2006-2007, as information.**

---

### BACKGROUND:

The Board adopted Policy A:01 Policy Development, Approval and Review Process on July 26, 2006. Pursuant to that policy, the Director is to provide the Board with an annual plan for policy review for each year.

### FINANCIAL:

Not applicable at this time.

### COMMENTS:

The attached policy review plan includes those policies that were endorsed for review in 2006, those policies where reviews were commenced but not completed in 2005, those policies put over by the 2005 Review Committee, and those which have not been reviewed in the last five years.

The reports on the general effectiveness of each policy were prepared after consultation with senior administration.

These policies are scheduled for review. This is separate and apart from those policies which may be brought forward to the Board from time to time over the course of the year for recommendations on policy development.

The policies shall be reviewed pursuant to the provisions of Policy A:01 and the supporting Procedure Pr:01. All Board policies are posted on the Board web site at [www.wecdsb.on.ca](http://www.wecdsb.on.ca)

Subsequent to the review, which shall include consultation with stakeholders, senior administration shall report back to the Board with recommendations.

**TIMELINES:**

The reviews shall be conducted over the course of the 2006-2007 school year and a report, with recommendations on each policy, shall be filed with the Board on completion.

**APPENDICES:**

- Appendix 1: Annual Policy Review Plan 2006 – 2007

## Appendix 1

### Windsor Essex Catholic District School Board Annual Plan for Policy Review 2006-2007

#### A 02 Inclement Weather-Emergency School Closures

##### History of Policy

- Initially approved September 22, 1998.
- Amended to provide for fog announcement October 24, 2000.
- 2005 review not completed.

##### General Effectiveness of Current Policy

- Generally effective, however titles contained within the policy need to be amended to reflect creation of Superintendent of Facilities position.
- Certain provisions require review to determine if they reflect current procedure.

#### A 12 Code of Ethics/Conflict of Interest

##### History of Policy

- Initially approved April 25, 2000.
- Policy review not completed from 2005.

##### General Effectiveness of Current Policy

- Generally effective, but requiring some clarification. Senior administration feels a review would be of benefit given recent appointment of new Director and several new Superintendents.

#### B 01 Smoke Free Schools and Sites

##### History of Policy

- Initially approved June 23, 1998.
- Scheduled for first review.

##### General Effectiveness of Current Policy

- The policy has been effective. It must be reviewed in relation to new legislation passed in 2006, wherein the Tobacco Control Act mentioned within the policy became the Smoke Free Ontario Act.

## **B 02 Mould in Portable Classrooms**

### History of Policy

- Initially approved December 15, 1998.
- Last recorded review date 1999.

### General Effectiveness of Current Policy

- Policy requires review and revision.
- The current policy refers to inspections of portables only, but perhaps should be expanded to include all facilities.
- Responsibility for applying policy requires clarification to ensure reference to Facilities Department.

## **F 01 Donations**

### History of Policy

- First approved January 11, 2000.
- Review from 2005 not completed.

### General Effectiveness of Current Policy

- Policy requires review and revision.
- Policy Committee of 2005 identified certain concerns.
- Policy does not address right to ownership of donations or the Board's right to accept only those donations that are consistent with the Board's Mission, Vision and Goals.

## **H 01 Principal Supervision/Evaluation**

### History of Policy

- First approved June 23, 1998.
- Set aside to 2006 review by the 2005 Policy Review Committee.

### General Effectiveness of Current Policy

- Policy requires revision and review to reflect improved methods of evaluation currently being used.



## **H 16 Teacher Performance Appraisal**

### History of Policy

- First approved November 2002.
- Set aside to 2006 review by the 2005 Policy Review Committee.

### General Effectiveness of Current Policy

- Policy requires revision and review to include the provisions of the Ministry of Education's New Teacher Induction Program.

## **SC 06 Corporate Sponsorship**

### History of Policy

- First approved December 15, 1998.
- Last review date 2000.

### General Effectiveness of Current Policy

- Policy requires review for clarification, including the possibility of incorporating a definition of "Corporate Sponsorship".
- The Board may also wish to consider clearer directions for authorization for entering into contracts and agreements.
- Should be reviewed in conjunction with Donations Policy since there appears to be some overlap of terms.

## **SC 12 Co-Instructional Activities**

### History of Policy

- First approved January 29, 2002.
- Scheduled for first review.

### General Effectiveness of Current Policy

- Policy requires review, particularly the requirement set out in Appendix A to file a School Co-Instructional Plan by October 15. This is not being done, and may be particularly onerous for Secondary schools due to the number of co-instructional activities and the continuous development of those activities.
- Policy and attached appendix require review, with consultation from principals.

## **SC 17 Video Security Surveillance**

### History of Policy

- Scheduled for first review.

### General Effectiveness of Policy

- Policy requires review and revision
- The Facilities Department anticipates the need for the development of a comprehensive security policy.

## **ST 13 Safe Arrival- Elementary**

### History of Policy

- First approved January 11, 2000.
- 2005 review not complete.

### General Effectiveness of Policy

- There is a recommendation for review of policy including consultation with Principals.
- Review committee of 2005 considered possibility of amending to include arrival/dismissal procedure.
- May also wish to address responsibilities for secondary students under the age of 18.

## **ST 17 Alcohol Drug Students**

### History of Policy

- First approved April 25, 2000.
- First review.

### General Effectiveness of Policy

- Policy requires review.
- Policy requirements, particularly those set out under section IV Recovery and Follow-up for Secondary Students, have proven impractical and difficult to fulfill.
- Policy review should include consultation with schools and Board Administration.



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Peter S. Marchini, Superintendent of Business  
**SUBJECT:** **LEGAL SERVICES – September 2006**

### RECOMMENDATION:

**That the report *Legal Services – September 2006* be received as information.**

### BACKGROUND:

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

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

### FINANCIAL:

For the month of September 2006 legal fees submitted are as follows:

* Real Estate and property matters	\$10,458
* Labour, incl. Negotiations, contract administration and arbitration	\$23,245
* Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$0
* Other Misc. (on-going legal advice and consultation)	<u>\$26,816.50</u>

<b>TOTAL</b>	<b>\$60,519.50</b>
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**COMMENTS:** A portion of the real estate fees (\$1,890.00) will be charged to the St. Joseph project.

**TIMELINES:**

- October, 2006 Report – January Board meeting.

**APPENDICES:**

- None



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## DEFERRED BOARD REPORT

**Meeting Date:**  
December 12, 2006  
**Deferred from:**  
November 28, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Janet Ouellette, Superintendent of Education  
Mario Iatonna, Superintendent of Facilities Services

**SUBJECT:** **ST. ANNE CATHOLIC HIGH SCHOOL  
- MOVE TO NEW LOCATION**

### RECOMMENDATION:

**That the Board approve the plan for the move to the new St. Anne High School in June, July and August 2007.**

### BACKGROUND:

It was the original intention to move staff and students into the new St. Anne Catholic High School building for the beginning of Semester Two (Feb. 2007). The construction company has advised the board that the building will be "substantially completed" and turned over on January 31. This will not mean that all areas of the school will be ready to receive teachers and students.

The school administrative team, senior administration, staff responsible for the move and Facilities Services have explored several different options with regard to the timing of the move.

The three possible options are as follows:

1. Move during exams (Jan. 25 - 31) for Semester Two which starts Feb. 1, 2007
2. Move during the March Break – March 12 – 16
3. Move at the end of June and over the summer for start in new building on Sept. 5

Both options 1 and 2 would result in some loss of instructional time for students. The possibility of altering the school calendar to gain some days at either the end of Semester One, the beginning of Semester Two or an extension of the March Break, has been pursued with the Regional Office of the Ministry of Education. Senior Administration has

been advised that any alteration in the number of instructional days in the school calendar would require the permission of the Minister of Education.

In option 1, there may be the possibility of moving some materials in before Jan. 30, provided that agreement is reached with the contractor, but it is not possible in this short period of time to ensure that all equipment, laboratories, computer labs, etc. will be fully installed, inspected and ready to use. The relatively simple movement of student and teacher desks and books could be accomplished but almost everything else would have to be completed over several weeks.

Option 2 may be feasible. If some materials, i.e. tech equipment, labs, etc were gradually dismantled and moved during February and early March, it would be possible to accomplish the final movement of student and teacher desks, books and other equipment during one week. This would likely involve the use of more than one moving company and could increase overall costs. The dismantling, moving and reassembling of equipment would almost certainly result in some “down time” in some subjects. Another complicating factor is the fact that, after the March Break, all extra-curricular spring sports begin and these are outdoors. While the track may be ready, it is assumed that all other landscaping and outdoor work cannot be completed until the warmer weather, resulting in a great deal of mud and unplayable fields. In order to continue the season, teams would likely have to be bused to other fields for practice and for games.

Option 3 would result in the least disruption to the education and extra-curricular activities of the students. A gradual move would allow some materials which are not in use to be moved toward the end of the school year. During exams, all other materials, except for student and teacher desks could be moved. Teachers could move to the new site during the last week in June. The remainder of the move plus safety inspections, IT connectivity and landscaping could be completed. The 2007/08 school year would begin in the new building.

#### **FINANCIAL:**

While the costs of a move under each option would be somewhat different, the very recent experience with the St. Joseph’s High School move does provide a baseline for assessing the St. Anne’s move. For both Option 1 (move during exams) and Option 2 (move during the March Break), the work in undertaking the relocation would be accelerated. This acceleration would result in increased costs through double shifts and overtime for both contract movers and Board employees, particularly Facilities Services staff. It is emphasized that Facilities Services would be more heavily involved under these two options, given the tight timelines. When compared to Option 3 (move at the end of June), it is estimated that an additional \$40,000 in moving expenses would be required under Options 1 and 2.

For Option 3 (move at the end of June), moving costs would be similar to St. Joseph’s. However, there would be additional costs incurred in maintaining both the old and new St. Anne school sites during the interim. The incremental costs would be primarily for utilities at the new school. These additional costs under Option 3 have been estimated at \$110,000 from Feb. 1 through June 30<sup>th</sup> when compared to Option 1 and \$65,000 from Mar. 16<sup>th</sup> through June 30<sup>th</sup> when compared to Option 2.

**COMMENTS:**

Option 3 is recommended by the school administrative team, the St. Anne school council and parents' club, senior administration, staff responsible for the move and Facilities Services as best meeting the educational and extra-curricular needs of the students.

**TIMELINES:****APPENDICES:**

- Letter from Patricia Machina, St. Anne's School Council Chair and Parents' Club President, dated November 21, 2006

**ADDITIONAL APPENDICES PROVIDED FOR THE DECEMBER 12 MEETING:**

- Follow-up to Nov. 28/06 St. Anne's Move Options Board Report
- Letter from St. Anne High School Parents' Club – dated December 4, 2006

**St. Anne Catholic High School  
School Council and Parents' Club**

12050 Arbour Street  
Tecumseh, Ontario  
N8N 1N8  
Telephone: 519-979-4416  
Fax: 519-979-0422

November 21, 2006

**VIA EMAIL**

Windsor Essex Catholic Education Centre  
1325 California Avenue  
Windsor, Ontario N9B 3Y6

Attention: Mrs. Janet Ouellette

Dear Mrs. Ouellette:

Re: New St. Anne Catholic High School

In accordance with your request we are happy to provide this letter indicating the feelings of the majority of the parents at our last meeting held Tuesday, November 14, 2006, regarding the move to the new St. Anne.

After careful consideration and much discussion the St. Anne parents feel that a timely move in June, 2007, would be preferable. The reasons are as follows:

1. An earlier move would compromise student learning and education
2. Busing nightmare to revamp already established bus routes
3. The move itself which, from what we understand of the St. Joseph experience, would take over a month to be up and running efficiently
4. If the school is not totally finished athletic programs would be non-existent and academic programs would be postponed

Please feel free to contact us at any time.

Sincerely,

PM:la Patricia Machina,  
School Council Chair and Parents' Club President

Cc: Mr. John Byrne,  
St. Anne Catholic High School Principal



## **FOLLOW-UP TO NOV. 28/06 BOARD REPORT ST. ANNE HIGH SCHOOL MOVE OPTIONS**

The following will clarify the financial information provided in the original administrative report considered by the Board on November 28, 2006. In order to provide a basis for cost comparison of the various options, the experience of the St. Joseph's High School move and the historical expenditures at the existing St. Anne's High School were examined.

### **MOVING EXPENSES:**

As indicated in the original Board report, the work in undertaking the relocation under both Option 1 (Move in February) and Option 2 (Move at March Break) would be accelerated given the desire to minimize lost class time for students. Increased costs would result from the need to utilize double shifts and overtime for both contract movers and Board employees. When compared to Option 3 (Move in June), it is estimated that an additional \$40,000 in additional moving expenses would be required under Options 1 and 2.

### **UTILITY EXPENSES:**

The actual historical utility bills for the current St. Anne buildings for Feb/06 to Jun/06 include \$8000 for water and sewerage, \$63,000 for hydro and \$33,000 for natural gas for a total utility expenditure of \$104,000. Costs at the new building could be expected to be lower, given the demand for utilities would be lower in an empty building. An amount of \$45,000 has been estimated for Option 2 and \$65,000 has been estimated for Option 3.

### **SECURITY EXPENSES:**

Security costs at the new facility while it is vacant would depend on the desired level of service. If monitoring were done through alarms and cameras only, by an off-site security monitoring company, the cost would be about \$450 for Option 2 and \$1,120 for Option 3. As an alternative or in addition to monitoring, full-time on-site security guards would cost approximately \$21,000 and \$53,000 respectively for the two options. This cost of full time security could be reduced if only part-time security is considered for nights and weekends only, for example. It is noted that, based on the St. Joseph's experience, workers are expected to be in the new St. Anne's school daily for several months to address items remaining to be finalized after substantial completion of the original work.

Other costs would include required periodic maintenance on heating/ventilating/air conditioning (HVAC) equipment and other equipment at approximately \$10,000 and \$25,000 respectively for the two options. There may also be some site maintenance for vandalism, litter and similar items, however this is difficult to quantify and would be related to level of security provided. Amounts of \$6,000 and \$15,000 respectively for each option have been projected.

### **INSURANCE EXPENSES:**

OSBIE has confirmed there would be no extra cost for any of options presented.

**PROJECTED INCREMENTAL COSTS  
ST. ANNE HIGH SCHOOL MOVE OPTIONS**

With due regard to all of the foregoing, and not including insurance costs, the range of costs for maintaining the new high school vacant under the two options are projected as follows:

	<b>OPTION 1 Move In February</b>	<b>OPTION 2 Move At March Break</b>	<b>OPTION 3 Move In June</b>
Additional Moving Expenses	40,000	40,000	---
HVAC	---	45,000	65,000
Security	---	450 - 21,450	1,120 to 54,120
Equipment Maintenance	---	10,000	25,000
Miscellaneous (Litter, etc.)	---	6,000	15,000
<b>Total Projected Incremental Costs</b>	<b>40,000</b>	<b>101,450 to 122,450</b>	<b>106,120 to 159,120</b>

**BUSSING EXPENSES:**

Additional information has also been provided from Transportation Services. There are approximately 250 students that walk to the current St Anne site. The new site will have only 30 walkers, so the net gain in rider-ship will be 220 students requiring 5 additional school routes at least at the outset. There are no new elementary routes to attach immediately so the cost of these buses will be entirely for St Anne relocation. Once the move is complete, route adjustments can be reviewed. As routes are planned throughout the remainder of the school year and particularly over the summer these routes will become blended into growth across the North Shore.

The daily cost for 5 routes including gst per day would total \$860.

Starting Feb 1 ..... 94 days x \$860 = \$80,840

Starting Mar 19.....67 days x \$869 = \$57,620

Should a June start date be a consideration, the cost would be significantly lower at \$860 times the number of operating days based on the start date.

As far as sports shuttles to the former site after the move, the cost per shuttle would each be \$91 return.

# St. Anne High School Parents' Club

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12050 Arbour Street, Tecumseh, Ontario N8N 1N8  
www.stanneparentsclub.ca

E-mail: info@stanneparentsclub.ca  
Telephone (519) 979-4416 • Fax (519) 979-0422

December 4, 2006



VIA FAX and SCHOOL COURIER

Windsor Essex Catholic District School Board  
1325 California Avenue  
Windsor, Ontario

To All Trustees:

Further to the meeting held November 28, 2006, we understand that a decision has yet to be made regarding the opening of the new St. Anne. Our parents feel strongly that our students' education should not be disrupted by having a mid semester move. **We highly recommend option number 3 of the Board Report Handout and support the recommendation that the Board approve the plan for the move to the new St. Anne High School in June, July and August, 2007.**

The health and safety of our staff and students is paramount. We do not believe a "substantially completed" facility is a proper learning and working environment. Again we believe the St. Anne community will be better served by moving to the new site in June, July and August, 2007.

We look forward to moving to our beautiful new school with great anticipation.

A handwritten signature in blue ink that reads "Patricia Machina".

Patricia Machina

Sincerely,

A handwritten signature in blue ink that reads "Anna Pierre".

Anna Pierre

Cc: Mr. John Byrne, Principal

CC: Mrs. Janet Ouellette, Superintendent of Education



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

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

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Linda Staudt, Superintendent of Education

**SUBJECT:** **FIELD TRIP - ST. THOMAS OF VILLANOVA CATHOLIC  
SECONDARY SCHOOL TO NEW YORK CITY**

### RECOMMENDATION:

**That the Board approve the field trip for St. Thomas of Villanova Catholic  
Secondary School to travel to New York, N. Y. from May 17 to May 20, 2007.**

### BACKGROUND:

St. Thomas of Villanova's Music Department, Senior and Junior Concert Band, Jazz Band and Vocalists will travel to New York where the groups will perform and take in the rich culture the city has to offer.

### FINANCIAL:

The cost per student is \$699.00, with \$300.00 paid by each student.

### 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:

May 17 - 20, 2007

### APPENDICES:

- Request for Approval of Field Trip SC:04 Form A
- Ministry of Education Curriculum Expectations - Performance Field Trips
- Preliminary Itinerary and Overall Expectations
- Tour Package - School Voyageurs



### Request for Approval of Field Trip

<b>School</b>	St. Thomas Of Villanova		<b>Date of Trip</b>	Ex. mm/dd/yyyy May 17/07-May 20/07	
<b>Destination</b>	New York, NY		<b>Mode of Transportation</b>	Coach	
<b>School Departure Time</b>	6:00 pm	<b>School Arrival Time</b>	4:30 pm	<b>Name of Carrier</b>	TBA
<b># of Male Students</b>	36	<b>Grade of Students</b>	9-12	<b>Number of Supervisors</b>	Female <input type="text" value="4"/> Male <input type="text" value="4"/>
<b># of Female Students</b>	48	<b>Personal Cost Per Student</b>	\$300.00	<b>Travel Company Involved</b>	School Voyageurs
<b>Total Cost Per Student</b>	\$699.00				

### 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**

<b>Date Submitted</b>	<input type="text" value="11/13/2006"/>	<b>Name of Teacher</b>	<input type="text" value="Nino Palazzolo"/>
<b>Approval Date</b>	<input type="text" value="11/13/2006"/>	<b>Name of Principal</b>	<input type="text" value="Mrs. JoAnne Shea"/>
<b>Approval Date</b>	<input type="text"/>	<b>Name of Superintendent</b>	<input type="text"/>
<b>Approval Date</b>	<input type="text"/>	<b>Board of Trustees Approval (per Superintendent)</b>	<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.

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.

## Ministry of Education Curriculum Expectations Synopsis - Performance Field Trips

### **Taken from the 3 strands: Theory, Creation, Analysis**

#### **A.) Overall Expectations relating to performance:**

Students will:

1. demonstrate the ability to read and understand musical notation;
2. demonstrate an understanding of the broad overview of the historical and stylistic context of music;
3. explain methods of production and editing of musical recording (e.g., analog, digital, Midi);
4. play or sing technical exercises and diverse repertoire (including their own creations when appropriate) that reflect the theory expectations;
5. make artistic decisions that affect the stylistic accuracy of their playing or singing (e.g., articulation, phrasing, posture, dynamics, tone quality, intonation, rhythm, balance, blend);
6. demonstrate the effective use of analog and /or digital technology in music applications;
7. demonstrate an understanding of music literacy, at a level appropriate for the grade, using the creative process (perception, production, and reflection);
8. demonstrate an understanding of music history and its cultural context;
9. demonstrate the ability to listen attentively and with discernment to live and recorded music, using the stages of critical analysis (initial reaction, description, analysis, interpretation and judgment);
10. demonstrate an understanding of the function of music in society;
11. identify connections between music education and various careers;
12. demonstrate an understanding of rehearsal, performance, and audience etiquette;
13. describe the distinctive nature of participating in the various roles associated with music activities (e.g., soloists and accompaniments, ensemble members or leaders);
14. demonstrate an understanding of the relationship of the audience and performer (e.g., attend a live performance and respond to it orally or in writing, using terminology appropriate to the grade);
15. identify how skills developed in music are applied in various music/ related careers;

The Ontario Curriculum Gr.9-12

The Arts 1999 & 2000; pg. 36-42; pg. 56-67 respectively

## Ministry of Education Curriculum Expectations Synopsis - Performance Field Trips

16. analyse, orally and in writing, the quality and impact of a variety of live and/ or recorded performances, using appropriate music vocabulary;

17. analyse the quality of their own and their peer's performances, using appropriate music vocabulary to suggest ways of improving those performances (e.g., style/ groove, intonation, tone quality, dynamics, articulation, phrasing, rhythm, balance and blend, overall effect);

18. demonstrate an understanding of basic elements of arts project design

### **B) Specific Expectations:**

1. perform musical works proficiently in a variety of styles for various ensembles;

2. demonstrate the specific technical skills necessary for the expressive performance of repertoire (e.g., skills in handling articulation, phrasing, intonation, dynamics, tempi, rhythms, balance, blend) through the performance of studies (e.g., solo studies, studies for small or large ensembles);

3. accurately play or sing notated or stylistically correct articulations (e.g., accent, *staccato*, slur);

4. play or sing with an understanding of musical phrase structure (i.e., notated, improvised, or stylistically correct);

5. demonstrate consistently correct body posture;

6. control notated or stylistically correct dynamics while maintaining good tone quality;

7. play or sing with tone quality appropriate to the repertoire being performed;

8. play or sing with accurate pitch;

9. play or sing with accurate intonation both melodically and harmonically;

10. play or sing maintaining a consistent tempo;

11. play or sing in simple and compound metres (e.g., 4/4, 3/4, 2/4, 6/8);

12. accurately play or sing notated or improvised rhythms (e.g., sixteenths through whole notes and rests, including dotted values);

13. play or sing with sensitivity to balance and blend;



## Preliminary Itinerary

St. Thomas Of Villanova S S

New York

Thursday, May 17, 2007 to Sunday, May 20, 2007

### **Thursday, May 17, 2007**

NOTE: Please abide by US Federal laws regarding your coach driver's on-duty hours. Your driver can be on duty a daily maximum of 15 hours, driving a maximum of 10 of those hours. (On-duty hours include servicing, cleaning and travel time prior to your first pick-up time and after your last drop-off at night.) Your driver is required to have a minimum of 8 hours sleep nightly.

Arrival at your school of an air-conditioned, climate controlled, washroom equipped highway motor coach.

Depart for New York City, appropriate rest and meal stops will be made en route.

Pick-up your School Voyageurs tour manager en route.

SPECIAL INSTRUCTIONS: Ensure each passenger has readily available either a valid Canadian passport OR a government issued photo identification along with a proof of citizenship to be presented at the border crossing. Non-Canadian residents need to contact the US Embassy prior to their departure for their entry

Lunch and dinner at your own cost en route.

Quick check-in at the Ramada Newark International Airport. LOCATION: 550 Route 1 South, NJ. PHONE: 973-824-4000.

Two-way transfer from your accommodation to Empire State Building and return you to your accommodation.

Visit the Empire State Building observation deck and exhibits, and enjoy a panoramic view of New York City and its suburbs.

Depart for your accommodation where students will settle into their rooms for the night.

Night watch will patrol the hallways between the hours of 11:00 p.m. and 6:00 a.m. No. of personnel: 1.

### **Expectation:**

13. describe the distinctive nature of participating in the various roles associated with music activities (e.g., soloists and accompaniments, ensemble members or leaders)

### **Friday, May 18, 2007**

Full American breakfast at your hotel.

Set-up and warm-up for your performance.

Perform at a venue site which has been selected based on criteria provided by you. NOTE: performing at attractions and/or public buildings will incur additional costs to your group.

Pack-up and load your equipment onto your coach. Remember to double check that you have all of your



## Friday, May 18, 2007

Lunch at your own cost and time to visit the Rockefeller Center, an art deco marvel consisting of 19 commercial buildings covering 11 acres in midtown Manhattan from 49th to 52nd Streets, Fifth to Seventh

Guided tour of the Lincoln Center for the Performing Arts which includes the three main theatres: the Metropolitan Opera House, Avery Fisher Hall and the New York State Theater. Students will hear stories of great artists, great builders and great institutions.

Visit the Julliard School (arranged by your school).

Dinner at Ellen's Stardust Diner, a retro 1950's theme diner complete with singing wait staff!

\$40 ticket allowance to attend a Broadway show - subject to availability.

Meet your local transfer coach and return to your hotel for the night.

Night watch will patrol the hallways between the hours of 11:00 p.m. and 6:00 a.m. No. of personnel: 1.

### Overall Expectations:

4. play or sing technical exercises and diverse repertoire (including their own creations when appropriate) that reflect the theory expectations;
5. make artistic decisions that affect the stylistic accuracy of their playing or singing (e.g., articulation, phrasing, posture, dynamics, tone quality, intonation, rhythm, balance, blend);
6. demonstrate the effective use of analog and /or digital technology in music applications;
7. demonstrate an understanding of music literacy, at a level appropriate for the grade, using the creative process (perception, production, and reflection);
9. demonstrate the ability to listen attentively and with discernment to live and recorded music, using the stages of critical analysis (initial reaction, description, analysis, interpretation and judgment);
10. demonstrate an understanding of the function of music in society;
11. identify connections between music education and various careers;
12. demonstrate an understanding of rehearsal, performance, and audience etiquette;
13. describe the distinctive nature of participating in the various roles associated with music activities (e.g., soloists and accompaniments, ensemble members or leaders);
14. demonstrate an understanding of the relationship of the audience and performer (e.g., attend a live performance and respond to it orally or in writing, using terminology appropriate to the grade);
15. identify how skills developed in music are applied in various music/ related careers;
16. analyse, orally and in writing, the quality and impact of a variety of live and/ or recorded performances, using appropriate music vocabulary;
17. analyse the quality of their own and their peer's performances, using appropriate music vocabulary to suggest ways of improving those performances (e.g., style/ groove, intonation, tone quality, dynamics, articulation, phrasing, rhythm, balance and blend, overall effect);
18. demonstrate an understanding of basic elements of arts project design
3. accurately play or sing notated or stylistically correct articulations (e.g., accent, *staccato*, slur);
4. play or sing with an understanding of musical phrase structure (i.e., notated, improvised, or stylistically correct);
5. demonstrate consistently correct body posture;
6. control notated or stylistically correct dynamics while maintaining good tone quality;
7. play or sing with tone quality appropriate to the repertoire being performed;

### Specific Expectations:

1. perform musical works proficiently in a variety of styles for various ensembles;
2. demonstrate the specific technical skills necessary for the expressive performance of repertoire (e.g., skills in handling articulation, phrasing, intonation, dynamics, tempi, rhythms, balance, blend) through the performance of studies (e.g., solo studies, studies for small or large ensembles);
8. play or sing with accurate pitch;
9. play or sing with accurate intonation both melodically and harmonically;
10. play or sing maintaining a consistent tempo;
11. play or sing in simple and compound metres (e.g., 4/4, 3/4, 2/4, 6/8);
12. accurately play or sing notated or improvised rhythms (e.g., sixteenths through whole notes and rests, including dotted values);
13. play or sing with sensitivity to balance and blend;

## **Saturday, May 19, 2007**

Full American breakfast at your hotel.

Guided coach/walking tour of Manhattan with a local professional tour guide from Levy's Unique New York Tour Company. Discover New York City with an enthusiastic student friendly tour guide who will lead your group through various sites in the city offering descriptions of the sites and stories along the way.

Lunch at your own cost.

Broadway Classroom Conservatory Workshop conducted by Theatre Direct. For groups with considerable performing arts experience, a private workshop with a Broadway musician, casting director or choreographer. These workshops explore the different aspects of a Broadway professional, and do not include show-specific

Visit the Metropolitan Museum of Art, displaying over 2 million precious objects spanning 5,000 years of

### **Attend Saturday evening Mass at a local Catholic church.**

Dinner and entertainment at B.B. King Blues Club & Grill. This famous club is located in the heart of Times

Time to explore in small groups, New York's famous Times Square! This is often considered to be the core of the Big Apple, surrounded by neon signs and New York's famed theatre district and made famous worldwide for its New Year's Eve celebrations. The dazzling lights of the Great White Way's theaters have fascinated fans nationwide for over a century, drawing our collective imagination like moths to a flame - or rather, to a blazing neon sign. Given its name in 1904 to commemorate the opening of the NY Times new headquarters, Times Square is a center for music and the arts and was the home of the music publishing industry -- also known as "Tin Pan Alley" during the first half of the 20th Century. Today you can find MTV Studios and Store, Planet Hollywood, Bubba Gump Shrimp Co., Gap, Sketchers, and many other restaurants and shopping

Depart by coach for your accommodation.

Students will settle into their rooms.

Night watch will patrol the hallways between the hours of 11:00 p.m. and 6:00 a.m. No. of personnel: 1.

## **Sunday, May 20, 2007**

### **Overall Expectations:**

6. demonstrate the effective use of analog and /or digital technology in music applications;
7. demonstrate an understanding of music literacy, at a level appropriate for the grade, using the creative process (perception, production, and reflection);
9. demonstrate the ability to listen attentively and with discernment to live and recorded music, using the stages of critical analysis (initial reaction, description, analysis, interpretation and judgment);
10. demonstrate an understanding of the function of music in society;
11. identify connections between music education and various careers;
12. demonstrate an understanding of rehearsal, performance, and audience etiquette;
13. describe the distinctive nature of participating in the various roles associated with music activities (e.g., soloists and accompaniments, ensemble members or leaders);
14. demonstrate an understanding of the relationship of the audience and performer (e.g., attend a live performance and respond to it orally or in writing, using terminology appropriate to the grade);
15. identify how skills developed in music are applied in various music/ related careers;
16. analyse, orally and in writing, the quality and impact of a variety of live and/ or recorded performances, using appropriate music vocabulary;
17. analyse the quality of their own and their peer's performances, using appropriate music vocabulary to suggest ways of improving those performances (e.g., style/ groove, intonation, tone quality, dynamics, articulation, phrasing, rhythm, balance and blend, overall effect);
18. demonstrate an understanding of basic elements of arts project design

**Specific Expectations: recognize the ability to:**

1. perform musical works proficiently in a variety of styles for various ensembles;
2. demonstrate the specific technical skills necessary for the expressive performance of repertoire (e.g., skills in handling articulation, phrasing, intonation, dynamics, tempi, rhythms, balance, blend) through the performance of studies (e.g., solo studies, studies for small or large ensembles);
3. accurately play or sing notated or stylistically correct articulations (e.g., accent, *staccato*, slur);
4. play or sing with an understanding of musical phrase structure (i.e., notated, improvised, or stylistically correct);
5. demonstrate consistently correct body posture;
6. control notated or stylistically correct dynamics while maintaining good tone quality;
7. play or sing with tone quality appropriate to the repertoire being performed;
8. play or sing with accurate pitch;
9. play or sing with accurate intonation both melodically and harmonically;
10. play or sing maintaining a consistent tempo;
11. play or sing in simple and compound metres (e.g., 4/4, 3/4, 2/4, 6/8);
12. accurately play or sing notated or improvised rhythms (e.g., sixteenths through whole notes and rests, including dotted values);
13. play or sing with sensitivity to balance and blend;

**Saturday, May 19, 2007**

Full American breakfast at your hotel.

Room inspection and loading of luggage onto the coach.

Depart for home, appropriate rest and meal stops will be made en route.

Lunch and dinner at your own cost en route.

**SPECIAL INSTRUCTIONS:** Ensure each passenger has readily available either a valid Canadian passport OR a government issued photo identification along with a proof of citizenship to be presented at the border crossing. Permanent residents of Canada, who are landed immigrants returning to Canada are reminded that they must have a Permanent Resident Card. Lead teacher to have a list of student names, as they appear on their travel identification, and citizenship to present at the border. **\*\*ALL** passengers may be required to disembark the coach and individually present their I.D. along with all receipts for purchases made while in the United States. Have receipts and I.D. available in your carry-on bag and not in the luggage bays.

Approximate time of arrival at your school.

**Expectation:**

13. describe the distinctive nature of participating in the various roles associated with music activities (e.g., soloists and accompaniments, ensemble members or leaders)

**VANCOUVER**

ATLANTIC CANADA

402 West Pender St., Suite 306

48134

Vancouver, BC V6B 1T6

[www.schoolvoyageurs.com](http://www.schoolvoyageurs.com)

**TORONTO**

55 Eglinton Ave E., Suite 406

Toronto, ON M4P 1G8

P.O. Box

Bedford, NS



**St. Thomas Of Villanova S S**

**New York**

**Thursday, May 17, 2007 to Sunday, May 20, 2007**

**4 Day and 3 Nights**

Your Package Price Includes:

The Basics

3 Nights Accommodation at the Ramada Newark International Airport

Motor Coach Transportation

Two-way transfer New Jersey to Manhattan

Academy Coach - Manhattan to New Jersey - One-way transfer

3 Nights, Night watch (11:00 p.m. - 6:00 a.m.) (No. of personnel: 1)

Tours and Attractions

Visit the Empire State Building Observatory

Guided tour of the Lincoln Center for the Performing Arts

Visit the Julliard School (arranged by your school)

\$40 ticket allowance to attend a Broadway show - subject to availability

Broadway Classroom Conservatory Workshop provided by Theatre Direct

Visit the Metropolitan Museum of Art

Attend Saturday evening Mass at a local Catholic Church

Time to explore Times Square in small groups

Guided walking and coach tour of Manhattan with a local professional tour guide from Levy's Unique New York!

Meals

3 Full American breakfast at the Ramada Newark International Airport

1 Dinner at Ellen's Stardust Diner

1 Dinner at B.B. King Blues Club & Grill

Performances and Workshops

Venue site selected based on criteria provided by you

The School Voyagers Difference

24 hour Emergency Phone Service

U.S. Exchange

Your School Voyagers tour manager(s) will be picked up en route

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Page 1 of 3

Your Package Price Includes:

The School Voyageurs Difference

Full time School Voyageurs tour manager (1 per coach)

Teacher Travel Kit

School Voyageurs "Call Home For Free!" phone card for every passenger

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Page 2 of 3

**Quote 5090-D-01**

Your Package Price, Per Paying Passenger, is Based On:

**100 Paying Passengers** in **Quad** **rooms**  
**8 Complimentary Passengers** in **Double** **rooms**  
**2 56 Passenger Motor Coaches**

Your Package Price, Per Paying Passenger, Is:

<b>\$699.00</b>	<b>+ GST</b>	<b>\$0.00</b>	<b>Total</b>	<b>\$699.00</b>
-----------------	--------------	---------------	--------------	-----------------

Optional Comprehensive Insurance (per student)	\$40.00
Optional Comprehensive PLUS Insurance (per student)	\$55.00

Due to increases in fuel costs, your price may be subject to a fuel surcharge.

Additional

Costs:

PLEASE NOTE: THE TOTAL PACKAGE PRICE MAY VARY IF NUMBER OF PASSENGERS CHANGES.

Quote prepared by: John Galbraith

Quote ID# Accepted: \_\_\_\_\_ Quote Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

St. Thomas Of Villanova S S

Quote Printed: 03-Nov-06      Quote ID: 5090-D      Version# 1 C TV

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Bedford, NS

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Page 3 of 3



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Peter S. Marchini, Superintendent of Business  
Ken Gignac, Controller of Finance

**SUBJECT:** **BUDGET REPORT FOR THE FISCAL YEAR ENDED  
AUGUST 31, 2006**

### RECOMMENDATION:

- That the Board
- a) receive the Budget Report for the fiscal year ended August 31, 2006; and,
  - b) approve the transfer of the year-end surplus of \$416,988 to the Reserve for Working Funds; and,
  - c) approve the transfer of \$610,685 from the Working Fund Reserve to the school budgets for fiscal 2007

### BACKGROUND:

The audit of the 2005-2006 financial statements has been completed and the year-end reports are attached. The auditors' report on the Board's financial statements was not complete in time for the preparation of the agenda and will be brought to the Board on January 16, 2007.

### FINANCIAL:

The Board has ended this year with a surplus of \$416,988 in its Operating Fund, which increases our accumulated surplus to \$1,005,736.

The Board's Operating Fund expenditures for fiscal 2006 totaled \$212,650,309 as follows:

• Instruction	\$168,594,094
• School Operations & Maintenance	21,154,225
• Administration	8,258,541
• Transportation	7,767,095
• Pupil Accommodation	<u>6,876,354</u>
	<u>\$212,650,309</u>

The accounting for the Operating Fund is detailed in Appendix A. Appendix B is a report comparing the original budget to the year-end results.

During the year, the Board received more than 7 million dollars in miscellaneous revenue and education program grants over and above the GLG allocations. The miscellaneous revenues include 1 million of benefit premium rebates applicable to fiscal 2005 and \$750,000 for fiscal 2006.

The education program grants are announced by the Ministry throughout the year. The quarterly report presented in May 2006 estimated 1.7 million in other grants and the estimate was increased to 3.9 million in the September 26<sup>th</sup> report. By year-end, the Board had received over 4.5 million in other education grants for the following programs:

• Textbooks	582 k
• Teacher Training	1,050
• Literacy, Basic Skills, Early Years	1,300
• Transportation	143
• Natural Gas	324
• MISA	436
• CODE Special Education	250
• Turnaround	133
• Parent Engagement	52
• OYAP	212
• Reporting Entity Project	<u>51</u>
	4,533 k

The increase in expenditures in the Classroom Category of Appendix B is primarily due to the additional education program grants. The majority of the money was spent in the Classroom for supplies, textbooks and teacher training and the additional grants will be used to offset the variance.

The change in the Administration envelope is due to increases in certain expenses that were not included in the original budget such as:

• Legal Fees	280 k
• Professional Development	315
• JK/SK Registration	100

The P.D. expenses were covered by a Ministry grant mentioned earlier.

The recommendation to transfer \$610,685 out of the reserve fund is to cover the surplus in the school budgets that has in past years been rolled over to the next year.

A little history regarding school budgets will help to explain the reason for the recommendation. For the past eight years, schools have been allowed to roll over any unspent portion of their budget to the following year. The rationale behind this practice is to eliminate the need to spend the entire budget before August 31 or lose it. This helps the Principals plan for their bigger purchases that if made in a single year would put a strain on their current budget. The reason why the school budget rollover is embedded in a recommendation is primarily due to materiality. In the past, the school budget surplus has amounted to \$200,000 to \$350,000. The magnitude of this year's school budget surplus at \$610,685 is considered material for Generally Accepted Accounting Principles (GAAP) and requires us to transfer it to the reserve account. The increase is partly attributable to the increase in the number of grants that have flowed to the schools in mid-year. When the transfer is made back to the school budget accounts, the accumulated surplus will be \$395,050.



Moving on to the Capital Fund, the Board made \$61,788,302 in capital expenditures this year in the following general categories:

• New Pupil Places	\$49,470,751
• Good Places to Learn	6,622,774
• Operations/School Renewal	2,927,818
• Best Start	104,513
• Classroom Computers	1,049,701
• 55 School Board Trust Debenture	<u>1,612,745</u>
	<u>\$61,778,302</u>

Long term financing of our projects has been accomplished through debentures and this year the Board was successful in issuing one for \$45,000,000. To date the Board has issued \$132,176,740 worth of debentures since 2002 to finance its expenditures in the New Pupil Place Capital Program.

The Board presently has \$27,642,010 in unfinanced capital expenditures in its Capital Fund. Appendix C provides a summary of the Capital Fund.

The Board presently has \$3,824,148 in its internally restricted reserve fund, which includes the \$1,005,736 of working fund reserve mentioned earlier. The pupil accommodations debt reserve amounts to \$2,818,410 and will be used to pay our debenture debt. This year the Board drew \$711,683 to make up the difference between the New Pupil Place allocation and the amount of the debenture payments. Appendix A is a report comparing the original budget to the year-end results. The working fund reserves of \$1,005,736 includes the \$610,685 earmarked for the schools.

The Board also has externally restricted reserves referred to as deferred revenues. This fund consists entirely of proceeds realized in the sale of our closed schools and excess properties. The balance in the fund is \$8,103,996 and will be used to pay our debenture debt. The Board has not drawn on this reserve fund.

**COMMENTS:**

The process of consolidating the school board's accounting into the Province's financial statements continues. Each year, for the past three years, we have been adding schedules to our financial statement package in order to parallel the provincial structure.

Although we have been tracking all capital expenditures by school in order to get a revised cost of our land and buildings, we are not yet including these values on our Statement of Financial position.

**TIMELINES:**

**APPENDICES:**

- Appendix A: Schedule of Operating Fund for the year ended August 31, 2006
- Appendix B: Comparison of Original Budget to Actual for the year ended August 31, 2006
- Appendix C: Capital Fund – Expenditures and Financing 2005 - 2006

## Appendix A

Schedule 2.1  
Schedule of Operating Fund  
For the year ended August 31

## Appendix A

	2005-06 Budget	2005-2006 Actual	2004-05 Actual
<b>1 REVENUES</b>			
1.1 Local taxation	59,404,000	59,931,615	60,053,096
1.2 Provincial legislative grants	148,139,146	148,721,603	142,381,883
1.3 Provincial grants - Other	738,329	4,534,389	1,988,951
1.4 Federal grants & fees	125,000	0	3,955
1.5 Other revenues - School boards	0	31,751	0
1.6 Other fees & revenues	945,669	3,089,162	1,300,763
1.7 Investment income	3,000	95,299	312,263
<b>1.8 TOTAL REVENUE</b>	<b>209,355,144</b>	<b>216,403,819</b>	<b>206,040,911</b>
<b>2 EXPENDITURES</b>			
2.1 Instruction	164,657,078	168,594,094	159,418,608
2.2 Administration	6,743,980	8,258,541	6,829,775
2.3 Transportation	7,645,000	7,767,094	7,524,758
2.4 School operations & maintenance	20,862,100	21,154,225	20,823,886
2.5 Pupil Accommodation	5,956,233	6,876,354	5,797,716
2.6 Other	0	0	0
<b>2.7 TOTAL EXPENDITURES</b>	<b>205,864,391</b>	<b>212,650,308</b>	<b>200,394,743</b>
<b>3 NET REVENUE (EXPENDITURE)</b>	<b>3,490,753</b>	<b>3,753,511</b>	<b>5,646,168</b>
4.1 Increase (Decrease) in Prepaid Expenses	0	662,283	-390,166
4.2 Increase (Decrease) in Inventories of Supplies	0	0	0
<b>4.3 INCREASE (DECREASE) IN NON-FINANCIAL ASSETS</b>	<b>0</b>	<b>662,283</b>	<b>-390,166</b>
5.1 Debt principal repayments and sinking fund contributions	-3,078,429	-3,102,836	-3,540,657
5.2 Increase/(Decrease) in Unfunded liabilities	1,513,426	4,133,632	1,524,838
5.2.1 CPP and EI prior years	0	0	0
<b>5.3 CHANGE IN AMOUNTS TO BE RECOVERED</b>	<b>-1,565,003</b>	<b>1,030,796</b>	<b>-2,015,819</b>
<b>6 NET TRANSFERS (TO)/FROM OTHER FUNDS</b>			
6.1 Transfers (to)/from Capital Fund	-1,921,761	-5,029,600	-4,366,105
6.2 Transfer (to)/from Reserve Fund	0	-416,990	1,125,922
6.3 Transfer (to)/from School Activities Fund	0	0	0
<b>6.4 NET TRANSFERS (TO)/FROM OTHER FUNDS</b>	<b>-1,921,761</b>	<b>-5,446,590</b>	<b>-3,240,183</b>
<b>7 CHANGE IN OPERATING FUND BALANCE</b>	<b>3,989</b>	<b>0</b>	<b>0</b>
8.1 Opening Balance - Operating Fund	0	0	0
8.2 Closing Balance - Operating Fund	3,989	0	0

## Appendix B

THE WINDSOR ESSEX CATHOLIC DISTRICT SCHOOL BOARD						
COMPARISON OF ORIGINAL BUDGET TO ACTUAL						
FOR THE YEAR ENDED AUGUST 31, 2006						
	ORIGINAL BUDGET	ENVELOPE ALLOCATION	SURPLUS (DEFICIT)	YE 2006 EXPENSE	YE 2006 ALLOCATION	SURPLUS (DEFICIT)
<b><u>CLASSROOM</u></b>						
Classroom Teachers	\$113,153,900	\$109,630,249	(\$3,523,651)	\$112,909,530	\$108,834,597	(\$4,074,933)
Occasional/Supply	3,291,000	2,558,585	(732,415)	5,665,430	3,427,191	(2,238,239)
Teacher Assistants	12,164,300	13,198,382	1,034,082	12,441,564	12,747,613	306,049
Classroom Computers	2,031,478	1,611,018	(420,460)	1,514,528	1,540,985	26,457
Textbooks, Learning etc.	6,841,400	6,490,854	(350,546)	8,084,820	7,375,307	(709,513)
Professional/Para Prof/Techs	6,408,000	5,286,134	(1,121,866)	5,008,344	4,847,269	(161,075)
Library & Guidance	1,677,000	4,828,094	3,151,094	3,089,388	4,728,075	1,638,687
Staff Development	800,000	481,195	(318,805)	1,000,899	661,266	(339,633)
Department Heads	463,000	358,333	(104,667)	500,747	402,354	(98,393)
Sub-total	146,830,078	144,442,844	(2,387,234)	150,215,250	144,564,657	(5,650,593)
<b><u>NON CLASSROOM</u></b>						
Coordinators/Consultants	1,078,000	2,150,893	1,072,893	1,077,331	2,043,185	965,854
Principals, Vice Principals	9,490,000	9,489,567	(433)	9,729,275	9,086,081	(643,194)
School office	5,141,000	5,065,387	(75,613)	5,141,347	4,747,810	(393,537)
Continuing Ed, Intrnl Language	1,347,000	1,344,000	(3,000)	1,305,079	890,484	(414,595)
Sub-total	17,056,000	18,049,847	993,847	17,253,032	16,767,560	(485,472)
<b><u>ADMINISTRATION</u></b>						
Trustees	105,000	105,000	0	95,130	105,000	9,870
Director & S.O.'s	705,000	920,000	215,000	856,458	961,955	105,497
Board Administration	5,509,980	5,375,000	(134,980)	6,408,338	5,567,624	(840,714)
Sub-total	6,319,980	6,400,000	80,020	7,359,926	6,634,579	(725,347)
<b><u>TRANSPORTATION</u></b>						
Pupil Transportation	7,645,000	8,050,656	405,656	7,767,095	7,995,509	228,414
<b><u>PUPIL ACCOMMODATION</u></b>						
New Pupil Places	6,441,700	4,263,461	(2,178,239)	6,508,961	5,757,434	(751,527)
Operations & Maintenance	20,452,600	20,114,822	(337,778)	20,025,206	19,206,194	(819,012)
Other Non Operating	1,612,745	1,612,745	0	1,612,745	1,612,745	0
School Renewal	3,200,000	3,333,054	133,054	3,275,273	3,433,509	158,236
Direct Capital & Approved Debt	2,681,025	2,681,025	0	2,681,025	2,681,025	0
Sub-total	34,388,070	32,005,107	(2,382,963)	34,103,210	32,690,907	(1,412,303)
Total	212,239,128	208,948,454	(3,290,674)	216,698,513	208,653,212	(8,045,301)
<b><u>OTHER</u></b>						
<b><u>Transfer to/from reserves -</u></b>						
New pupil places		2,178,239	2,178,239		711,683	
Working funds	0		0		0	
Other operating grants & revenue		1,563,964	1,563,964		7,383,652	
Transfer from deferred revenue			0		366,949	
Sub-total	0	3,742,203	3,742,203		8,462,284	
<b>TOTAL</b>	<b>\$212,239,128</b>	<b>\$212,690,657</b>	<b>\$451,529</b>	<b>\$216,698,513</b>	<b>\$217,115,496</b>	<b>416,983</b>

**Schedule 3 - Capital Fund - Expenditures and Financing**

**Appendix C**

Expenditure Categories (as used in Uniform Code of Accounts)	Total Capital Expenditures	Capital Fund Revenues	Transfer from Operating Fund	Transfer (to) Operating Fund	Transfer from (to) Internally Restricted Reserves	Transfer from (to) School Activities Fund	Long-term Financing	Change
	01	02	03	04	05	06	07	08
<b>CLASSROOM</b>								
Class. Teachers	51	0	0	0	0	0	0	0
Supply Teachers	52	0	0	0	0	0	0	0
Teacher Assistants	53	0	0	0	0	0	0	0
Textbooks/Supplies	55	0	0	0	0	0	0	0
Computers	54	1,049,701	0	664,511	0	0	0	385,190
Prof./ParaProf./Tech.	56	0	0	0	0	0	0	0
Library/Guidance	57	0	0	0	0	0	0	0
Staff Develop.	58	0	0	0	0	0	0	0
Department Heads	67	0	0	0	0	0	0	0
<b>Subtotal</b>		1,049,701	0	664,511	0	0	0	385,190
<b>NON-CLASSROOM</b>								
Principals and VPs	61	0	0	0	0	0	0	0
School Office	62	0	0	0	0	0	0	0
Coord. and Consult.	59	0	0	0	0	0	0	0
Continuing Ed.	63	0	0	0	0	0	0	0
<b>ADMINISTRATION</b>								
Trustees	64	0	0	0	0	0	0	0
Dir./Supv. Officers	65	0	0	0	0	0	0	0
Board Admin.	66	0	0	0	0	0	0	0
<b>TRANSPORTATION</b>								
Pupil Transp.	68	0	0	0	0	0	0	0
Transp.- Prov. sch.	69	0	0	0	0	0	0	0
<b>PUPIL ACCOMODATION</b>								
Sch. Oper./Maint.	70	17,317	0	148,910	0	0	0	-131,593
School Renewal	71	2,910,501	0	3,275,273	0	0	0	-364,772
Good Places to Learn	75	6,622,774	0	0	0	0	0	6,622,774
New Pupil Places	72	49,470,751	0	39,844	-711,683	711,683	45,000,000	4,430,907
Other Cap./Appr.Debt	73	104,513	0	0	0	0	0	104,513
<b>OTHER</b>								
Other Non-Oper. Exp.	78	1,612,745	0	1,612,745	0	0	0	0
<b>TOTAL</b>		61,788,302	0	5,741,283	-711,683	711,683	45,000,000	11,047,019

<b>Summary of Tangible capital assets expenditures included in the above table (Col. 1):</b>						
Categories	Land	Building	Construction in Progress	Portable	Improvements to leased property	Total
New Pupil Places (Line 72)	802,586	0	48,668,165	0	0	49,470,751
School Renewal - Regular (Line 71)	0	2,910,501	0	0	0	2,910,501
School Renewal - GPL (Line 75)	0	6,622,774	0	0	0	6,622,774
Other Capital (Line 73)	0	0	104,513	0	0	104,513
Other (Please specify expenditure categories and line item from above):						
	0	0	0	0	0	0
	0	0	0	0	0	0
<b>Total Tangible capital assets expenditures</b>	802,586	9,533,275	48,772,678	0	0	59,108,539

Note: Only report capital expenditures which fall within the criteria for Tangible capital assets (Please refer to "School Board & School Authorities Tangible Capital Assets - Draft Accounting policies for 05/06 Reporting Period")



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Peter S. Marchini, Superintendent of Business

**SUBJECT:** **PRIMARY CLASS SIZE SPACE NEEDS**

### RECOMMENDATION:

**That the report Primary Class Size Space Needs be received as information.**

**That the Board resolve to use the Primary Class Size Capital funding for only those projects that address the Primary Class Size space requirements.**

---

### BACKGROUND:

Administration prepared a detailed analysis of the board's additional facility space needs as a result of the Primary Class Size program (PCS).

The board has met the PCS regulation for both the 2005/2006 and 2006/2007 school years by reducing the JK to grade 3 class sizes. As a result a number of classrooms that were previously not being used or were constructed to accommodate future enrolment growth have been placed into service. A number of board facilities may require classroom additions or portables to be added over the next few years.

The PCS funding provided by the Ministry is to be used to address these needs.

### FINANCIAL:

The initial Ministry PCS capital funding approved for the WECDSB was 494 pupil spaces resulting in an annual grant of \$555,000.

Through the negotiation process that occurred this past summer, the final approval (see attached correspondence from Nancy Whynot dated November 20, 2006) has been

adjusted to 552 spaces or \$620,000 in annual grants for twenty-five years. The annual increase of \$65,000 will fund an additional \$1,000,000 in facility needs. The board's final grant of \$620,000 annually will cover the cost of the \$9M in construction needs associated with the PCS program.

**COMMENTS:**

The funding allocation is effective with the 2005/2006 fiscal period. The attached appendix *Windsor-Essex Catholic District School Board – Primary Class Size Analysis* provides information and data regarding the schools considered by the Ministry and the board as PCS space needs candidates.

**TIMELINES:**

**APPENDICES:**

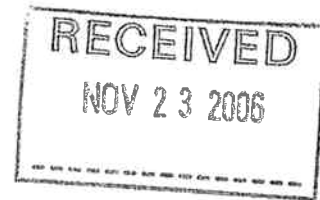
- Correspondence from Nancy Whynot, Ministry of Education, dated November 20, 2006 re – Confirmation of Primary Class Size Spaces Needs

**Ministry of Education**  
Business Services Branch  
21<sup>st</sup> Floor, Mowat Block  
900 Bay Street  
Toronto ON M7A 1L2

**Ministère de l'Éducation**  
Direction des services opérationnels  
21<sup>e</sup> étage, Édifice Mowat  
900, rue Bay  
Toronto ON M7A 1L2



November 20, 2006



Mr. Joseph Berthiaume  
Director of Education  
Windsor-Essex Catholic District School Board  
1325 California Avenue  
Windsor, ON N9B 2Z8

Dear Mr. Bethiaume:

**Re: Confirmation of Primary Class Size Spaces Needs**

I am writing to inform you that the Ministry has completed its review of Windsor-Essex Catholic DSB's Primary Class Size (PCS) space needs. With the collaboration of the school board, the Ministry has reviewed the PCS space needs your board has identified at each school in comparison to the needs that were calculated for these schools by the Ministry.

Based on the school-by-school review, the Ministry is proposing to recommend to the Lieutenant Governor in Council (LGIC) that your school board's PCS space needs in the 2005-06 and 2006-07 Grants for Student Needs regulations be adjusted from 494 to 552 as part of a future grant regulation amendment. If this recommendation is accepted, the adjustments will be applied to your board's Financial Statements. The attached report details how this recommended number of PCS space needs was derived.

Before the Ministry will make its recommendation to the LGIC, your school board is required to confirm in writing to the Ministry of Education that it agrees with this revised PCS space needs number as it accurately reflects your school board's PCS-related space needs. As well, your board is required to attach to its confirmation letter a copy of a board resolution indicating that Primary Class Size capital funding will only be used for projects that address the PCS space requirements.

If you have any questions about your Primary Class Size capital funding, please contact Grant Osborn at (416) 325-6268 ([grant.osborn@ontario.ca](mailto:grant.osborn@ontario.ca)) or Lise Bolduc at (416) 212-1180 ([lise.bolduc@ontario.ca](mailto:lise.bolduc@ontario.ca)).

Yours sincerely,

A handwritten signature in cursive script that reads "Nancy Wynnot".

Nancy Wynnot  
Director  
Business Services Branch

Attachment

**Windsor-Essex Catholic District School Board - Primary Class Size Analysis**

Note: The schools in the table below were identified by the Ministry or the board as having a PCS space need.

SFIS #	School Name	Grade From	Grade To	2005/06 OTG	Total Non-permanent spaces	Total Spaces	2005-06 ADE	Calculated PCS Space Needed	Board Identified Additional PCS Space Need	Total PCS spaces (Calculated + Board Additional)	Why Board Requested Additional Spaces	Ministry Approved Spaces	Ministry Rational
7810	Christ The King	JK	8	331	92	423	440.5	21	2	23	Classroom needed for PCS for 2007/08	23	Space need at school based on available spaces and enrolment. No apparent available space in area schools.
7813	H. J. Lassaline	JK	8	345	46	391	429.5	30	16	46	Two additional classrooms need for PCS.	46	Space need at school based on available spaces and enrolment. No apparent available space in area schools.
10165	Holy Cross Elementary School	JK	8	699	0	699	835.6	45	1	46	Two classroom need because of PCS	46	Space need at school based on available spaces and enrolment. No apparent available space in area schools.
7819	Notre Dame	JK	8	489	0	489	516.5	27.5	18.5	46		46	Space need at school based on available spaces and enrolment. No apparent available space in area schools.
7821	Our Lady of Mount Carmel	JK	8	460	0	460	508	37.5	8.5	46	Two classrooms needed because of PCS	46	Space need at school based on available spaces and enrolment. No apparent available space in area schools.
7856	Our Lady of Perpetual Help	JK	8	368	138	506	505	31.5	-8.5	23		23	Space need at school based on available spaces and enrolment. No apparent available space in area schools. (A need to protect a specialty room)



SFIS #	School Name	Grade From	Grade To	2005/06 OTG	Total Non-permanent spaces	Total Spaces	2005-06 ADE	Calculated PCS Space Needed	Board Identified Additional PCS Space Need	Total PCS spaces (Calculated + Board Additional)	Why Board Requested Additional Spaces	Ministry Approved Spaces	Ministry Rational
3084	Our Lady of the Annunciation	JK	8	141	92	233	170.5	14	9	23	Not clear why this need.	0	Space available at school to deal with PCS pressure based on 2005-06 data when non-permanent space factored into analysis.
3602	Queen of Peace Sep S	JK	8	365	138	503	483	34	12	46	Board reports all available space converted into classrooms.	23	Space available at school to deal with PCS pressure based on 2005-06 data when non-permanent space factored into analysis. There is also a fair amount of space at the other school in town (78 spaces).
3645	Sacred Heart Sep S	JK	8	569	138	707	648	50	19	69	Board said all interior space has been converted into classroom space.	0	Space available at school to deal with PCS pressure based on 2005-06 data when non-permanent space factored into analysis.
7825	St Alexander	JK	8	331	46	377	379	21	2	23	One classroom need because of PCS.	23	Need to discuss with board regarding non-permanent space. Formula generates one classroom.
7823	St Anne	JK	8	282	92	374	385	20.5	2.5	23	One classroom need because of PCS.	23	Space need at school based on available spaces and enrolment. No apparent available space in area schools. Only FI school in board.
7849	St Christopher Jr./Int.	4	8	449	0	449	456	7	39	46		46	School grade structure means it does not require PCS spaces.
7831	St Gabriel	JK	8	417	69	486	561	32	14	46	Two classrooms needed because of PCS	46	Space need at school based on available spaces and enrolment. No apparent available space in area schools.

SFIS #	School Name	Grade From	Grade To	2005/06 OTG	Total Non-permanent spaces	Total Spaces	2005-06 ADE	Calculated PCS Space Needed	Board Identified Additional PCS Space Need	Total PCS spaces (Calculated + Board Additional)	Why Board Requested Additional Spaces	Ministry Approved Spaces	Ministry Rational
3882	St Gregory Sep S	JK	8	457	0	457	456.5	0	23	23		23	School appears to need one additional classroom to meet the cap.
4054	St John Sep S	JK	8	210	0	210	210.5	0.5	-0.5	0		0	
4055	St John the Baptist Sep S	JK	8	509	0	509	521.5	12.5	10.5	23	Need for one classroom because of PCS.	23	Space need at school based on available spaces and enrollment. Not a lot of surplus space available in area.
7837	St Maria Goretti	JK	8	239	46	285	315	15	8	23	Need for one classroom because of PCS	23	Space need at school based on available spaces and enrollment. Not a lot of surplus space available in area.
4406	St Peter Sep S	JK	8	345	184	529	488	30	16	46	Want two additional classrooms to deal with growth, as surplus space is expected to be needed for growth.	23	Space available at school to deal with PCS pressure based on 2005-06 data when non-permanent space factored into analysis.
4436	St Pius X Sep S	JK	8	670	92	762	756.5	58.5	10.5	69	Board reports that portable will not be on site for 2006-07 but we are looking at 2005-06.	46	Space available at school to deal with PCS pressure based on 2005-06 data when non-permanent space factored into analysis.
4540	Stella Maris Sep S	JK	8	288	0	288	293	5	18	23		23	School appears to need one additional classroom to meet the cap.
<b>Totals</b>								<b>492.5</b>	<b>220.5</b>	<b>713</b>		<b>552</b>	



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Janet Ouellette, Superintendent of Education

**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING  
- SEPTEMBER 28, 2006**

### RECOMMENDATION:

**That the Board receive the Minutes of the September 28, 2006 Special Education Advisory Committee meeting as information.**

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### 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: September 28, 2006

### APPENDICES:

- Minutes of the September 28, 2006 Special Education Advisory Committee (SEAC) meeting.

/psh/M05/11 29 2006



## 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, September 28, 2006 – 7:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

### MINUTES

Present:	Lisa Soulliere	Trustee Member (Chair)
	Mary DiMenna	Trustee member
	David Beresford	Community Living (alternate)
	Claudio Del Duca	High School Council
	Bev Clarke	Learning Disabilities Association
	Rita Raniwsky	Principals' Association
	Michelle Mastellotto	Down Syndrome Parents
	Cathy Geml	Supervisor of Special Education

Prior to the meeting, C. Geml provided information concerning the Board's Special Education Advisory Committee to the Board's Principal Course candidates, and the C.Y.W. students from St. Clair College, who were in attendance at the SEAC meeting.

1. Call to order - L. Soulliere, Chair
2. Opening Prayer - SEAC Prayer together
3. Welcome/Introductions - The Special Education Coordinators were welcomed, along with several Principal Course candidates, and C.Y.W. students from St. Clair College.
4. Recording of Attendance  
M. Friesen and D. Rollier were excused.
5. Approval of Agenda  
Additions: M. Mastellotto: One item under New Business - Membership

**Motion by M. Mastellotto and C. Del Duca that the Agenda be approved as amended. Carried.**

6. Agenda Questions from Observers - None

7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes – April 20, 2006

**Motion by B. Clarke and M. DiMenna that the April 20, 2006 SEAC Minutes be approved as printed and distributed. Carried.**

9. Business Arising
  - Approval of behaviour interventions for gifted

During brief discussion, it was noted that the interventions outlined in the document, "Behavioural Interventions for Students with Special Needs" should apply to all students with special needs, including those who are gifted.
10. Information Items
  - Special Education Transformation - Recommendations of the Working Table on Special Education

Brief discussion was held on the portion of the document concerning the informal dispute resolution process, plus a mandatory dispute resolution process when all attempts to resolve issues have been exhausted. C. Geml may have further information following the Regional Special Education Council meeting Oct. 12<sup>th</sup>, and she noted that discussion within the Board is ongoing concerning this issue. Further discussion on the recommendations of the Working Table will be held at a future SEAC meeting.

**Motion by M. Mastellotto and D. Beresford that the information item be received. Carried.**

11. Report from Chair
 

The Chair noted that Jennifer Jaco-McKay has resigned as there is no longer a local chapter of the Association for Bright Children, and Melissa-Jo Meyer has resigned as she is no longer involved with Autism Ontario.

L. Soulliere asked that SEAC members bring forth names of qualifying organizations that could be approached for membership on SEAC. The recommendation was made to solicit representation for students with physical and mental health challenges.

SEAC members were asked to consider the possibility of holding daytime meetings to improve attendance.

12. Report from Trustees – none
13. Report from Superintendent/Supervisor
 

C. Geml reported that the Special Education Coordinators spent a great deal of time in September investigating situations and requirements resulting from the influx of several new students with special needs who registered at the

beginning of the school year.

The Coordinators introduced themselves and briefly explained their individual portfolios.

C. Geml, the Coordinators and the Program Planner attended a very informative conference called Tools for Learning, dealing with the effective use of assistive technology. She also explained that the Special Education Department is offering professional development for interested teachers one Wednesday evening each month, and that response is very positive. She is also presenting a session on the I.E.P. for parents in conjunction with the public board, noting that the new I.E.P. is tied to the curriculum document and the report card. In response to a question regarding psychological services staff, C. Geml explained that two applicants have been interviewed, and that two University of Windsor students are doing contact assessments this school year. She hopes to have additional information at the next SEAC meeting.

14. New Business - none.

15. Association Reports

- The Learning Disabilities Association report was briefly outlined by B. Clarke.
- M. Mastellotto noted that funding was again received to provide copies of the book, "Effective Teaching Strategies for Successful Inclusion," and to provide other books recommended by the Down Syndrome Society. Upcoming activities include the Buddy Walk on October 22nd and the annual gala at the Ciociaro in November. She also noted that "High School Plus" is being piloted at St. Anne High School, a program that enables students with special needs to participate in after-school school life, provides child care for parents, and volunteer hours for students after school.

16. Closing Prayer - Our Father together.

17. Adjournment

The meeting adjourned at 8:10 p.m. at the call of the Chair.

**Next Meeting**  
**Catholic Education Centre**

**October 26, 2006**  
**7:30 p.m.**

Patricia Hickmott  
Recording Secretary



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone (519) 253-2481 Fax: (519) 253-0620

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
December 12, 2006

**Public**  **In-Camera**

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Janet Ouellette, Superintendent of Education

**SUBJECT:** **NOTES FROM THE ELEMENTARY SCHOOL COUNCIL  
MEETING – June 6, 2006**

### RECOMMENDATION:

**That the Board receive the notes from the Elementary School Council dated June 6, 2006, as information.**

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### BACKGROUND:

All minutes of the Elementary School Council are to be received by the Board.

**FINANCIAL:** None.

**COMMENTS:**

**TIMELINES:**

### APPENDICES:

- Notes from the June 6, 2006 meeting are attached.



**Windsor-Essex Catholic District School Board**  
1325 California Avenue, Windsor, Ontario N9B 3Y6

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**ELEMENTARY SCHOOL COUNCIL COMMITTEE MEETING**  
Tuesday, June 6, 2006  
7:00 p.m.  
Catholic Education Centre – 1325 California Avenue

**Parent Representatives**

Our Lady of Mount Carmel	Lisa Berthiaume
Sacred Heart	Tony Rimac
St. Bernard (city)	Kim Regnier, Lucy MacDonnell
St. Christopher	Lisa Ducharme
St. Gabriel	Louis Koeniesberger
St. James	Heather McGuire-Rainone
St. Mary	Greg Farrah

**Others**

Administration	Paul Picard
Recording Secretary	Jo-Anne McCaffrey

**NOTES**

1. Supervisor Paul Picard called the meeting to order, thanked everyone for coming and led the opening prayer.
2. Parents, representing 7 elementary schools, attended the meeting in the John Paul II Board Room.
3. Mr. Picard spoke to some changes that will take place in the school system in 2006-2007:
  - ✓ Delivery of Prep Time
    - The Board is devoting a huge amount of resources to Differentiated Instruction & Special Education to enhance student performance and achievement
    - To support learning in the classroom, 150-200 Learning Support Services Teachers (LSST) will now work with the classroom teachers
  - ✓ Healthy Active Living
    - As part of the instructional day, every student in elementary school will participate in 20 minutes of physical activity as mandated by the Ministry of Education
    - Thirty-four (34) of our forty (40) elementary schools have already been shown how this can be achieved
  - ✓ Primary Reduction of Class Size (23 and below)
    - Presently, 90% of primary classes are not split classes
    - By the 2007-08 school year, 90% of our Primary classes will have 20 students or less and to accommodate these numbers, 20 to 30 portables will be needed system-wide
4. Round table Discussion:

These are some of the issues that were addressed:

  - Concern about necessity of having portables on St. Christopher School site, effective September 2006, when it is a new school
  - New 'state of the art' schools vs. schools with leaky roofs, leaky windows, etc.
  - Have and have-not schools

A general meeting will be held in November that will allow representatives from all elementary schools to come together to share ideas/best practices, etc. By scheduling a meeting at that time, all schools will have their councils in place and will have held at least one meeting in their home school.

This general meeting will provide a great opportunity for newly elected council members to interact with parents who have experience in dealing with fund raising, field trips, graduation, etc.