



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 2Z8
Telephone (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, August 31, 2004 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

A G E N D A

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

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest
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 the In-Camera Meeting, June 21, 2004
 - ii) Minutes of the Special In-Camera Meeting, August 10, 2004
 - iii) Minutes of the Regular Meeting, June 21, 2004 1 - 10
- b. Items From In-Camera Meeting of August 10 and 31, 2004

10. Communications

- a. External (Associations, OCSTA, Ministry)
 - i) Letter to the Minister of Education dated August 16, 2004 re: Special Education Funding 11 – 12
13 - 16
 - ii) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum dated August 19, 2004 re: OCSTA Fall Regional Meetings
- b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Berthiaume) 17 - 19
 - ii) Report: Primary Class Size Reduction Plan For 2004-2005 (J. Berthiaume) 20 – 24
 - iii) Report: Legal Services – April, May and June 2004 (P. Marchini) 25 – 26
 - iv) Report: Facilities Services Project List – Summer 2004 (T. Robins) 27 - 31

11. Unfinished Business

- a. Report: Holy Cross Catholic Elementary School, LaSalle – Four (4) Classroom Addition - Formal Record of Tender Approval 32 - 34
- b. Report: 2004/2005 Fiscal Year Budget – Final Approval (*handout*) (M. Moher/P. Marchini) 35 - 36
- c. Notice of Motion - Trustee Soulliere
“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Capital Strategy Plan for 2004 – 2007 address the removal of port-a-paks/portables at all schools in the system.”

12. New Business

- a. Report: School Boards' Co-Operative Inc. – Proposed Workers' Compensation Assistance Program (P. Marchini/K. Gignac) 37 – 56

13. Committee Reports

- a. Report: Special Education Advisory Committee Minutes – May 27, 2004 57 – 61

14. Notice of Motion

15. Remarks and Announcements

- a. Chairperson
- b. Director of Education
 - Fall Workshop – Capital Strategy: Blueprint for the Future
 - Ministry News Release dated August 17 re: New Supports to help Struggling Students
- c. Board Chaplain

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16. Remarks/Questions by Trustees

17. Pending Items

18. Continuation of In-Camera, if required

19. Future Board Meetings:

(unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, September 14 – 7:00 p.m.
- Tuesday, September 28 – 7:00 p.m.
- Tuesday, October 12 – 7:00 p.m.
- Tuesday, October 26 – 7:00 p.m.

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8

Telephone (519) 253-2481

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

REGULAR BOARD MEETING

Monday, June 21, 2004

385 Cameron Avenue

MINUTES

PRESENT:

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
H. Gaspard, Student Trustee	
S. Favot, Student Trustee (Alternate)	

Regrets:

Rev. L. Brunet, Board Chaplain

Administration:

M. Moher, Resource	T. Halford
J. Berthiaume	T. Robins
J. Ouellette	E. Poirier
P. Marchini	C. Geml
P. Littlejohns	C. Marier
J. Byrne	K. Gignac

Recorder:

D. Steffens

1. Call To Order - Chair John Macri called the meeting to order at 7:55 p.m.

Secondary school students Hiyam El-Akkari and Jerry Kluytmans sang O'Canada.

2. Opening Prayer – Trustee Porcellini led the opening prayer.
3. Recording of Attendance – All trustees present. Father Brunet sent his regrets.
4. Approval of Agenda - Chair Macri noted that the report pertaining to agenda item 12(c) *Tender – St. Christopher Catholic Elementary School* – Renovations is at trustee places.

Additions to the Agenda:

10 a(i) External Correspondence: Letter from the Ministry of Education re Special Education ISA Funding (Handout)

12(j) New Business: Holy Cross Catholic Elementary School, LaSalle – Addition (Handout)

13 (i) Committee Reports: Windsor Safety Patrol Association (Verbal Report)

Moved by Trustee DiMenna and seconded by Trustee Keane that the June 21, 2004 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 Porcellini declared a possible interest in agenda item 10 b(ii) *Report: Primary Class Size Reduction Allocation* due to her husband's employment.
7. Presentations

- a. Day of Champions – Secondary Life Skills Program

Karen Hessler, Department Head of Special Education at Cardinal Carter Catholic High School, along with teacher Ryan Coristine provided a brief overview of the first annual *Day of Champions* that was hosted on June 3rd by Cardinal Carter in Leamington. The event was organized to promote a sense of community among students and staff of the Life Skills program in local Catholic high schools. Jerry Kluytmans spoke of his experience at the Day of Champions. Next year's event has been planned for Thursday, June 2, 2005.

- b. Introduction Student Trustees 2004 – 2005 School Year

Trustees thanked Student Trustees Gaspard and Favot for the Catholic leadership and dedicated service that they have demonstrated this school year. The outgoing Student Trustees introduced 2004/2005 Student Trustee Natalie Deschamps and new Student Trustee Alternate Emily Limarzi.

- c. Ontario Student Trustees' Association

Student Trustee Gaspard presented a handout and information pertaining Vision and Mission of the Ontario Student Trustees' Association (OSTA), which advocates on behalf of students of the Province of Ontario. Student Trustee Gaspard asked that the Board consider providing Trustee Mentorship for Student Trustees in order to assist the new student representatives. Chair Macri thanked both outgoing Student Trustees for their efforts of proudly representing our Board provincially at OSTA and for their leadership in the Student Senate.

8. Delegations
 - a. Delegation Regarding Items Not on the Agenda – None.
 - b. Delegations Regarding Items On the Agenda – None.

9. Action Items

- a. Approval of Minutes

- i) Minutes of the In-Camera Meeting, June 8, 2004

Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the In-Camera meeting of June 8, 2004 be adopted as distributed. Carried.

- ii) Minutes of the Regular Meeting, June 8, 2004
Moved by Trustee Holland and seconded by Trustee Porcellini that the minutes of the regular meeting of June 8, 2004 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of June 21, 2004

Trustee Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting this evening beginning at 6:00 p.m., pursuant to the Education Act - Section 207, to consider specific personnel and real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its meeting of June 21, 2004 be approved. Carried.

Vice-Chair Courtney announced the following Department Head appointments:

- o Susan MacKinnon to be appointed Catholic Studies Department Head at F.J. Brennan Catholic High School, effective September 7, 2004
- o Robert Ouellette to be appointed Catholic Studies Department Head at St. Anne Catholic High School, effective September 7, 2004

Vice-Chair Courtney announced the following amendments to the principal and vice-principal for September 2004:

- o Greg Jolicoeur appointed as Vice Principal at St. John Catholic Elementary School, for the 2004-2005 school year.
- o Karen Drago appointed *Acting* Principal at St. Jules Catholic Elementary School for the 2004-2005 school year.
- o Louie Urso appointed as Principal at L.A. Desmarais Catholic Elementary School for the 2004-2005 school year.

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Letter from Minister of Education dated June 18, 2004 re: ISA Funding Issues (Handout)

Director Moher reported that he attended a meeting with the Minister of Education and the Council of Directors of Education (CODE.) Members of CODE are encouraging the Ministry to honour the previously approved Special Education Intensive Support Amount (ISA) cycle five funding. The Minister indicated that it would be undertaking an administrative review of cycle five applications across the province and advised that Boards may have to be flexible.

Moved by Trustee Courtney and seconded by Trustee Holland that the Board receive the letter from the Minister of Education regarding Special Education ISA Funding Issues as information. Carried.

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report on hiring, retirement and resignation of staff dated June 21, 2004 for information. Carried.*

ii) Report: Primary Class Size Reduction Allocation

The Ministry of Education has announced the allocation of additional funds to school boards to help implement the government's literacy and numeracy initiatives in both the primary and junior division. The multi-year primary class size reduction implementation plan will reach full realization by the 2007-08 school year. In deciding the assignment of new teachers, administration will take into consideration the system needs based on the Education Quality and Accountability (EQAO) results, pupil teacher ratios, special consideration, school capacity, etc. Superintendent Ouellette and Elaine Poirier, Supervisor of Curriculum, were present to respond to questions regarding the local use of the additional funding.

Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive as information the report on the *Ministry of Education's Primary Class Size Reduction Allocation. Carried.*

iii) Report: Trustee Attendance – December 2003 – May 2004

Moved by Trustee Keane and seconded by Trustee Soulliere that the Board receive the report *Trustee Attendance – December 2003 to May 2004 as information. Carried.*

iv) Report: Elementary School Council - New Format

Superintendent Ouellette presented the report *Elementary School Council - New Format* and indicated there would be a commissioning service, mass, and training session in the fall. Trustee Soulliere requested that Trustees be informed of the dates for School Council meetings.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board accept the report *Elementary School Council – New Format as information. Carried.*

v) Report: High School Council – Minutes of April 15, 2004

Moved by Trustee Keane and seconded by Trustee Holland that the Board receive the *Minutes of the High School Council dated April 15, 2004, as information. Carried.*

vi) Report: Fiscal 2003/2004 Budget Report for period ending May 31, 2004

Superintendent Marchini indicated that the Fiscal 2003/2004 Budget Report represents the Board's financial transactions for the nine-month period from September 1, 2003 to May 31, 2004. The Board has spent 84% of its estimated year-end expenditures.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the fiscal 2004 Budget Report for the period ending May 31, 2004 be accepted as information. Carried.

- vii) Rural Education Strategy
Superintendent Marchini indicated that, on September 2, 2003, the Ministry of Education provided funding through the Rural Education Strategy to help school boards ensure quality education and student success in remote, rural and northern schools. Director Moher reported that the majority of the funds are used to offset the costs of maintaining fulltime principals and school secretaries at the smaller rural schools that do not qualify under the current funding mode. Reimbursement for special transportation needs will be taken under consideration for future rural strategy plans. The full report concerning implementation of the Rural Education Strategy during the 2003/2004 school year will be available to the public on the Board's website at: www.wecdsb.on.ca.

Moved by Trustee Holland and seconded by Trustee Porcellini that the Board accept the *Rural Education Strategy* report as information. Carried.

11. Unfinished Business – None.

12. New Business

- a. Report: New Administrative Office – Official Name
Director Moher indicated the new administrative office located at *1325 California Avenue* in Windsor is expected to be ready for occupation by late- to mid-August. The move into the new facility will be in two stages, the first scheduled to begin Thursday, August 26 and the second will tentatively occur September 30.

Moved by Trustee DiMenna and seconded by Trustee Keane that the Board designate the new administrative facility located at 1325 California Avenue, Windsor, as the “Windsor Essex Catholic Education Centre.” Carried.

- b. Report: Increase in Secondary School Class Size by Board Resolution
Ontario Regulation 276/01 – Increase in Secondary School Class Size allows school boards to increase their pupil-teacher ratio (PTR) in the secondary panel from 21:1 to 22:1 by Board motion. The Board believes the change in PTR will allow both financial savings and more effective delivery of a full range of educational services to students.

Moved by Trustee Holland and seconded by Trustee Soulliere that the Windsor-Essex District School Board resolves to increase the permissible average class size in the aggregate in the secondary panel for the school year 2004-2005 and 2005-2006 to 22 to 1 according to Ontario Regulation 276/01 – Increase in Secondary School Class Size by Board Resolution;

and, that the Board will use the available resources to provide for flexibility in staffing and facilitate the provision of other program and school related activities. Carried.

c. Report: Tender – St. Christopher Catholic Elementary School Renovations

A tender opening for the St. Christopher Catholic Elementary School additions and renovations took place on Thursday, June 17. Present at the tender opening were: Trustee Keane, Trustee Porcellini, Peter Marchini, Claude Marier, Tim Robins, Gerry Racine, Rick Tolmie, Debbie Maurice, Melissa Farrand, Joe Passa (Architect), and various representatives from the contractor bidding firms. The successful tender came in \$253,584 under the Board approved budget for the project. The sale proceeds of St. Christopher (Woodward site) may reduce the project cost further.

Moved by Trustee Alexander and seconded by Trustee Porcellini that the Board approve the successful tender bid from Oscar Construction Co. Limited of \$4,302,007.66 for St. Christopher Elementary School additions & renovations, and that a purchase order contract be issued upon board approval.

and, that the Board approve the project cost of \$4,836,416 to be debentured and financed through New Pupil Place Grants (NPPG.)

Carried.

d. Report: Special Education Plan Amendments

In accordance with Regulation 3056 under the *Education Act*, school boards are required to develop and maintain a Special Education Plan every two years. Each board is required to review annually and amend their Plan to meet the current needs of its students, and to submit the amendments to the Ministry of Education. Superintendent Ouellette briefly summarized the amendments that were discussed at the Special Education Advisory Committee (SEAC) meeting on Thursday, June 17, 2004.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve the amendments to the 2003 Special Education Plan and forward them to the Ministry of Education for approval. Carried.

e. Report: Learning Commons Positions

Superintendent Ouellette reported that an increase from the present 19 Learning Commons Specialist positions to a total of 28.5 positions would provide for a minimum of 0.5 Learning Commons Specialist at every elementary school. Superintendent Marchini indicated that the cost for the additional positions is included in the 2004/2005 budget and clarified that the cost is not part of Special Education funding.

Moved by Trustee Courtney and seconded by Trustee Holland that the Board approve the addition of 9.5 Learning Commons Specialist positions, effective September 2004.

Carried.

f. Report: Literacy/Numeracy Consultant (Full-Time)

Superintendent Ouellette reported that the Ministry of Education has provided the board with approximately \$500,000 in new funding to cover the costs of professional development necessary to implement several Ministry initiatives related to Literacy, Numeracy and Student Pathways to Success (At Risk.) An additional Curriculum Consultant is needed to meet the significant demands placed on the Board to successfully implement these initiatives. The grant monies provided by the Ministry are used for training including costs related to supply teachers and resource materials.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board hire one additional Literacy/Numeracy Consultant for a two year term beginning September 2004 and ending June 2006, with the opportunity for one renewal period at the discretion of the Board. Carried.

g. Report: Board Literacy Teachers

In September 2004, the Board hired two Board Literacy Teachers to work intensively in seven schools. The Literacy Teachers supported classroom teachers in building the knowledge and skills needed to provide effective instruction to students who have difficulty on achievement tests. This support model has proven to be very effective in supporting student achievement in targeted individual schools. With the addition of two additional Board Literacy Teachers, a total of sixteen schools would directly benefit from this learning support model.

Moved by Trustee Keane and seconded by Trustee Holland that the Board hire two additional literacy teachers for a three-year term beginning September 2004 and ending June 2007. Carried.

h. Report: Employee Wellness Program – Budget Item

Superintendent Berthiaume indicated that the Employee Wellness Committee is requesting the Board's support by providing a budget of \$8,000 to support the system-wide activities and wellness resources they provide for all employees. Trustees asked that the Employee Wellness Committee provide the Board with a budget outlining the use of the requested funds.

Moved by Trustee Holland and seconded by Trustee Alexander that the Board defer the request by the Employee Wellness Program Committee for consideration in 2004/2005 budget deliberations. Carried.

i. Field Trip Requests

- i) St. Joseph High School and St. Thomas Villanova High School – Europe March 2005
Superintendent Berthiaume clarified the field trip requests are related to a previously approved requested by St. Anne Catholic High School.

Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve the St. Joseph High School and the St. Thomas of Villanova Secondary Schools – Europe field trip for March 4 to March 19, 2005. Carried.

- ii) St. Thomas Villanova High School – Costa Rica 2005
Superintendent Berthiaume will follow-up with the school principal regarding to the preparation of the teacher accompanying the students.

Moved by Trustee Keane and seconded by Trustee Alexander that the Board approve the St. Thomas of Villanova Secondary School – Monteverde Bio Station, Costa Rica field trip for May 23 to May 30, 2005. Carried.

- j. Holy Cross Catholic Elementary School, LaSalle – Four (4) Classroom Addition

Administration presented a report recommending a four-classroom addition to Holy Cross Catholic Elementary School in LaSalle. A licensed urban planner has been consulted to research the demographics and identify the future needs of the entire LaSalle area. Principal Picard was present to respond to Trustee questions with regard to the school organization and the course of action that has been implemented to accommodate the growing pupil enrolment. After the administrative presentation, debate occurred around the use of portables, school organization, use of classroom space and the ability of the school to manage the increased enrolment in September.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve a tender for a four (4) classroom addition at Holy Cross Catholic Elementary School in LaSalle.

Moved by Trustee Porcellini and seconded by Trustee Soulliere that the report *Holy Cross Catholic Elementary School, LaSalle – Four (4) Classroom Addition* be deferred until the fall after Trustees have been presented with the Capital Strategy Plan. Defeated.

Recorded vote of the original recommendation: Trustee Alexander – yea; Trustee Holland – yea; Trustee Soulliere – nay; Trustee Porcellini – nay; Trustee Janisse – yea; Trustee Keane – yea; Trustee DiMenna – nay; Trustee Courtney – yea. *Motion Carried.*

13. Committee Reports

- a. Windsor Safety Patrol Association – Trustee Keane reported on the events and successes of this year's Windsor Safety Patrol Association.

14. Notice of Motion

Trustee Soulliere - At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Capital Strategy Plan for 2004 – 2007 address the removal of port-a-paks/portables at all schools in the system.

Moved by Trustee Holland and seconded by Trustee Courtney that the Regular Meeting of the Board continue past 11:00 p.m. Carried.

15. Remarks and Announcements

- a. Chairperson Macri thanked Student Trustees Gaspard and Favot for their exceptional leadership over the past year and extended the Board's best wishes for a safe summer.
- b. Director of Education Moher indicated that the next regularly scheduled Board meeting is August 31 and will be held at the new Catholic Education Centre located 1325 California Avenue, Windsor.
- c. Board Chaplain – Father Brunet sent his regrets.

16. Remarks/Questions by Trustees

Trustee Soulliere commented on issues related to the Communication Guidelines for Parents, the parent notice process for student suspensions, county accessibility for French Immersion and kindergarten delivery models.

Trustee Porcellini conveyed the disappointment of the St. Angela Elementary School community in the transfer of their vice-principal.

Trustee Janisse inquired into the status of the Ad Hoc Elementary Uniform Committee and the Beverage Report.

Trustee Keane congratulated Chair Macri and Vice-Chair Courtney on their leadership during the Board meetings and congratulated the outgoing Student Trustees.

Trustee DiMenna thanked the school community of St. John de Brebeuf Elementary School for their representation at the Town of Kingsville meeting.

Trustee Courtney commented on the Windsor Star article regarding St. Therese Catholic Elementary School.

Student Trustee Gaspard thanked the Board and members of administration for their support for this year.

Student Trustee Favot thanked the Board for their support over the past year.

17. Pending Items – None.

18. Continuation of In-Camera - Not required.

19. Future Board Meetings:
(held at 1325 California Avenue, Windsor unless stated otherwise)

- Tuesday, August 31 – 7:00 p.m.
- Tuesday, September 14 – 7:00 p.m.

- Tuesday, September 28 – 7:00 p.m.
- Tuesday, October 12 – 7:00 p.m.
- Tuesday, October 26 – 7:00 p.m.

20. Closing Prayer – Chair Macri closed the meeting with a prayer.

21. Adjournment - There being no further business, the meeting adjourned at 11:10 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-8397

Michael B. Moher, Director of Education

John Macri, Board Chairperson

August 16, 2004

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

VIA FAX: 416-325-2608
(original to follow)

Dear Minister Kennedy:

We are writing to you today to put forward the concerns of the Windsor-Essex Catholic District School Board with regard to the funding levels for Special Education for the 2003/04 and 2004/05 school years. We appreciate the fiscal realities facing the government and the Ministry of Education with regard to increasing costs for special education, and the need to develop a new method of calculating the level of funding. However, we would like to make you aware of the particular situation facing our Board.

In 2002/03, the Board was in a position to receive an increase in funding for special education. The Board had struggled with deficits in this area since amalgamation in 1998. The Board decided that it would be advantageous, before spending the "new" money, to review the provision of service for special needs students and to develop a long-range plan for meeting their needs.

To this end, the Board engaged the services of an external expert panel, which in April, May and June of 2003 conducted an extensive review of Special Education programming. This resulted in a report outlining nine recommended changes required to meet unmet needs. The report was presented to the Board in September of 2003, along with a plan for implementation which would take place over a period of two to three years. Because some of the proposed changes would affect delivery models, collective agreements, and construction and renovation projects which were ongoing, the funding necessary to carry out the plan was placed in the reserve fund for special education, to be used at various stages in the implementation. In doing so, the Board was following, to the letter, the Ministry guidelines.

The basic principle underlying all of the changes is a move to a more locally responsive, diversified and results-driven model. The first phase involved an expenditure in 2003/04 of \$3.2 million for 30 additional support teachers and 27 additional Educational Assistants. For the 2004/05 school year, the board has moved to a family of schools model of delivery (a secondary school and the elementary schools which "feed" it).

.../2

Support teams have been assigned to each family of schools with the intention of developing, implementing, assessing and monitoring programming for special needs students within the family. We intended to use the special education funds held in reserve to meet the needs of each family as they emerged. This would include the establishment of special classes and programs in each family, which would create options for students and parents and reduce transportation time and costs.

Our Board and our Special Education Advisory Council believe that we have acted responsibly by seeking expert advice and developing long range plans to more effectively deliver and assess the value of services for special needs students. We have also not spent money that, until just the past few weeks, we did not have, and did not know for certain we would be receiving. As you know, Boards became aware early in 2004 that there could possibly be some difficulty in the release of the cycle 5 ISA funds. These dollars will now be added to the surplus, which had been retained for the reasons outlined above. Now we have learned that our prudence and foresight have put us in a position to lose \$2.5 million in anticipated revenues, upon which we were relying to make the recommended changes to better meet the needs of our students.

We are respectfully requesting that our unique situation be given special consideration and that we have full access, without penalty, to our special education reserves. This will allow us to implement the changes we have already planned.

If you require additional information or if you would like to meet with us to discuss this further, we are available at your convenience.

Sincerely,

signed by:

John Macri
Chairperson

Lisa Soulliere
Chairperson,
Special Education Advisory Committee

:ds

cc: Sandra Papatello, MPP Windsor West (Fax: 977-7029)
Bruce Crozier, MPP Essex (Fax: 776-5763)
Dwight Duncan, MPP Windsor - St. Clair (Fax: 251-5299)
Patrick Hoy, MPP Chatham-Kent – Essex (Fax: 519-351-7714)
WECDSD Trustees



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President: Paul C. Whitehead
Vice-President: Bernard Murray
Executive Director: John Stunt

August 19, 2004

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

FROM: John Stunt, Executive Director

RE: **OCSTA Fall Regional Meetings**

As you know, the meeting for your region is scheduled as follows:

Tuesday, September 21 – 9:00am to 3:00pm
Windsor-Essex Catholic District School Board
1325 California Drive, Windsor (directions attached)

If you are unable to attend the meeting in your region you can register for a meeting in any of the other areas if more convenient.

The trustees' and staff of the Windsor-Essex Catholic District School Board have kindly extended an invitation to all those attending the regional meeting on September 21 to join them for dinner the night before (September 20). A copy of their invitation is attached. The Windsor Board will also co-ordinate a paraliturgy at 9:00 a.m. prior to the meeting.

In response to suggestions gleaned from the evaluations of last year's regional meetings, the format for this year's meetings is designed to engage the membership in more dialogue with OCSTA Directors and staff.

The morning session will begin with the report of the OCSTA President, Paul Whitehead, who will outline the critical issues that OCSTA is dealing with at this time. This presentation will be followed by an interactive session with the participants discussing the impact of these issues on their boards and how OCSTA can best manage the issues provincially. It will not be necessary to prepare individual board reports this year.

Following lunch the professional development component will take place. This year it will focus on the Religious Education Program in Catholic schools and particularly the trustees' role in ensuring the faithful delivery of the program in each jurisdiction. A full description of the workshop is in the attached agenda.

Kindly share this information with your board members, administrative staff and student trustees and encourage their participation in this year's OCSTA Regional Meeting.

Registration

Meetings are open to trustees, student trustees and senior board personnel (both academic and finance). The registration fee is \$80.00 and \$50.00 for student trustees (includes GST). **Please register your delegates as soon as possible.**

Hotels (for delegates requiring overnight accommodation)

Sudbury

Ramada Inn (closest to Sudbury CDSB)

85 Ste Anne Road

Tel: (705)675-1123 or 1-800-436-4449

(Gvt. Rate: \$90/night single room including breakfast with I.D.)

Quality Inn, 390 Elgin Street

Tel: (705)675-1273

(Gvt. Rate: \$85/night single/double with I.D.)

Best Western, 151 Larch Street

Tel: (705)673-7801 or 1-800-387-0697

(Gvt. Rate: \$86/night with I.D.)

Toronto

Novotel, 3 Park Home Avenue

416-733-2929 or 1-800-668-6835

(Gvt. Rate \$142/night + taxes with I.D.)

Windsor

Hilton Windsor (see info attached)

277 Riverside Drive West

Tel: 1-519-973-5555 or 1-800-445-8667

Cornwall

Best Western Parkway Inn & Conference Centre

1515 Vincent Massey Drive

Tel: (613)932-0451

Rate: \$99.00

(Ref: Catholic District School Board of Eastern Ontario)

We would like to thank the trustees and staff of the Catholic District School Boards who have offered to host these events:

Sudbury
Windsor-Essex
Eastern Ontario
Toronto
&

Thunder Bay Diocesan Catholic School Trustees' Association

Attachments

- Draft Agenda
- Chart of Dates, Regions, Host Boards & Venues
- Maps/Directions to Meeting Venues & Hotels
- Registration Form

2004 OCSTA Regional Meetings

AGENDA

9:00 a.m. PARA LITURGY (CO-ORDINATED BY THE WINDSOR-ESSEX CATHOLIC DSB)

9:40 a.m. WELCOMING REMARKS (BOARD CHAIR)

Business Session

9:45 a.m. PRESIDENT'S REPORT (PAUL WHITEHEAD)
- An overview of the critical issues that OCSTA is dealing with at this time.

10:40 a.m. BREAK

Business Session (continued)

11:00 a.m. CRITICAL ISSUES (JOHN STUNT)
- Facilitated discussion of the impact of critical issues at the board level and an opportunity to advise OCSTA how best to deal with these issues at the provincial level.

12: noon LIGHT LUNCH, INFORMAL DISCUSSION & NETWORKING

Professional Development Workshop

12:45 p.m. "FROM BUTLER TO BALTIMORE & BEYOND" (JIM FOGARTY)

- Mention the word "catechism" and many older Catholics slip into a warm, fuzzy nostalgia about "the good old ways" we passed on the Catholic tradition to our children. How good were these resources, these times anyway? Have our new programs "kept the faith" for this generation of your children and adolescents? More importantly, for all those engaged in Catholic education, this informational workshop will present, assess and analyse some of the ways "we passed on the faith" before Vatican II and how "we pass it on today". By the end of the workshop, all participants should be familiar with our current catechetical resources, but realize that these programs on their own are incomplete. In our contemporary culture, other sociological considerations have to be factored in before we can "judge" these resources. The presentation will culminate with a brief look at these factors.

2:45 p.m. CLOSING REMARKS (PAUL WHITEHEAD)

3:00 p.m. ADJOURNMENT

2004 OCSTA Regional Meetings

Date	Area	Boards / OCSTA Region #	OCSTA Director / Region #	Location
Sep 17 9:30am to 3:30pm	North East	Hornepayne (2) Huron-Superior (1) Moosonee (1) Nipissing-Parry Sound (1) Northeastern (1) Sudbury (1)	Peter Delguidice (1) Gerry Rousseau (2) Paula Peroni (3)	Sudbury CDSB 165A D'Youville Street Sudbury, ON (705) 673-5620
Sep 21 9:00am to 3:30pm	West	Brant Haldimand Norfolk (5) Bruce-Grey (4) Huron-Perth (4) London (5) Niagara (5) St. Clair (6) Waterloo (4) Wellington (4) Windsor/Essex (6)	Brenda Kormendy (6) Dan Whipple (5) Bill Goetz (4) Paul Whitehead, President Bernard Murray, Vice President Louise Ervin, Past President	Windsor-Essex CDSB 1325 California Drive Windsor ON (519) 253-2481
Sep 23 9:30am to 3:00pm	Central	Dufferin-Peel (8) Durham (10) Halton (12) Hamilton-Wentworth (12) Parry Sound (10) Simcoe Muskoka (10) Toronto (7) York (9)	Oliver Carroll (7) Ken Adamson (8) Elizabeth Crowe (9) Catherine LeBlanc-Miller (7) Alice Anne LeMay (12) Suzanne Youngs (10)	Toronto CDSB Catholic Education Centre 80 Sheppard Avenue E Toronto, ON (416) 222-8282 ext. 2296
Sep 24 9:30am to 3:00pm	East	Algonquin & Lakeshore (11) Eastern Ontario (13) Ottawa-Carleton (13) Peterborough-Victoria - Northumberland & Clar. (11) Renfrew (11)	Bob Schreader (11) A.J.M. (Art) Lamarche (13)	Best Western Parkway Inn & Conference Centre 1515 Vincent Massey Drive, Cornwall ON Tel: (613)932-0451
Oct 01 3:00pm	North West	Atikokan (2) Kenora District (2) Northwest (2) Red Lake (2) Superior North (2) Thunder Bay (2)	Gerry Rousseau (2) Paula Peroni (3)	Thunder Bay Diocesan Catholic School Trustees' Association Valhalla Inn 1 Valhalla Inn Road (807) 577-1121

**Walk-On Item
External Correspondence**

Minister of Finance



Mli

AUG 19 2004

Ottawa, Canada K1A 0G5

Mr. John Macri
Chairperson
Windsor-Essex Catholic District School Board
385 Cameron Avenue
Windsor, ON N9B 1Y8

RECEIVED

AUG 25 2004

Dear Mr. Macri:

Thank you for your correspondence of March 10, 2004, a copy of which was also forwarded by the Honourable Susan Whelan, former Member of Parliament. I have noted your request that school boards receive a 100-per-cent rebate of the Goods and Services Tax (GST), as was recently provided to municipalities. Please accept my apologies for the delay of this reply.

As was emphasized in the February 2, 2004 Speech from the Throne, the Government of Canada is committed to a new deal for municipalities that will provide reliable, predictable and long-term funding. As an immediate down payment to municipalities of all sizes across Canada, the Government of Canada increased the rebate in respect of the GST and the federal portion of the Harmonized Sales Tax from 57.14 per cent to 100 per cent, effective February 1, 2004. This measure is targeted to municipalities and marks a significant advance toward a national priority: namely, helping to fund much-needed municipal infrastructure spending, which is essential for the well-being and prosperity of all Canadians.

That being said, learning is the cornerstone of Canada's economic and social foundations and as such is also a clear priority for this government. While the government has decided not to support this priority through a similar increase in the GST rebate for school authorities, learning priorities have been, and will continue to be, pursued through other initiatives, as set out in Budget 2004.

Providing a solid foundation for the future education of our children is among the finest commitments government can make. That is why the Government of Canada is committed to ensuring access to affordable learning opportunities for all Canadians.

Canada

*John: J. Macri
cc: Trustees*

To that end, Budget 2004 increases funding under the new Canada Social Transfer by \$150 million over the next two fiscal years to accelerate the implementation of the Multilateral Framework on Early Learning and Child Care, agreed to in March 2003 by federal, provincial and territorial ministers responsible for social services. This new funding amounts to a two-thirds increase over previously committed funds, or a total of \$375 million over those two years, and is intended to improve access to affordable, quality and provincially regulated early learning and child care programs. As well, Budget 2004 provides increased resources to the Understanding the Early Years pilot project so that it may be extended to 100 more communities.

The Government of Canada also understands how difficult it is for low- and middle-income families to save for their children's post-secondary education. This is why the government has introduced important new measures in Budget 2004 to help these families overcome the financial barriers to post-secondary education and training. Specifically, the budget introduces a new Canada Learning Bond, which will provide up to \$2,000 for every child born to low-income families after 2003. As well, the government has enhanced significantly the matching rates under the Canada Education Savings Grant for low- and middle-income families and has introduced a new up-front grant of up to \$3,000 for first year post-secondary dependent students from low-income families. Budget 2004 also improves the Canada Student Loan Program to better reflect the true cost of post-secondary education and encourage lifelong learning. These initiatives will help build on the government's current assistance to students and improve access to all forms of higher education for all Canadians.

I trust my comments are helpful in explaining the government's commitment to ensuring all Canadians have access to learning opportunities.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ralph Goodale', written in a cursive style.

Ralph Goodale



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
Aug. 31, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated Aug. 31, 2004 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated Aug. 31, 2004

August 31, 2004

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

HIRING:	Employee Name	Position	Location	Date	Reason
	Annette Aversa-Cappalino	Elementary Teacher	St. William (.5)	September 1, 2004	
	Kristin Bertrand	Elementary Teacher	Sacred Heart (.5)	September 1, 2004	
	Jaclyn Bracken	Elementary Teacher	Our Lady of Annunciation	September 1, 2004	
	Aaron Chan	Elementary Teacher	St. Anthony	September 1, 2004	
	Robert DePape	Elementary Teacher	St. Anne Fr. Immersion	September 1, 2004	
	Danielle Dillon	Elementary Teacher	St. Christopher J/I	September 1, 2004	
	Teresa Festa	Learning Commons Spec.	Queen of Peace	August 30, 2004	
	John Foglia	Elementary Teacher	W. J. Langlois	September 1, 2004	
	Darcie Friest-Valente	Secondary Teacher	Catholic Central	September 1, 2004	
	David Fuerth	Secondary Teacher	Cardinal Carter	September 1, 2004	
	Vanessa Gagne	Secondary Teacher	Catholic Central	September 1, 2004	
	Mary Gervais	Elementary Teacher	St. William	September 1, 2004	
	Kerri Gilbert	Secondary Teacher	F. J. Brennan	September 1, 2004	
	Shelaine Hadland	Elementary Teacher	Our Lady of Mt. Carmel (.5)	September 1, 2004	
	Jodi Hawkins	Elementary Teacher	Our Lady of Lourdes (.5)	September 1, 2004	
	Cathy Innocente	Elementary Teacher	Sacred Heart (.5)	September 1, 2004	
	Rita Lopez	Elementary Teacher	Glengarda	September 1, 2004	
	Mike Matheson	Elementary Teacher	Our Lady of Mt. Carmel	September 1, 2004	
	Cheryl McFarlane	Elementary Teacher	Immaculate Conception	September 1, 2004	
	Joal McMahan	Elementary Teacher	St. Anthony	September 1, 2004	
	Yvonne O'Neil	Learning Commons Spec.	St. Alexander/ Langlois	August 30, 2004	
	Ruth Paesano	Elementary Teacher	Holy Cross (.5)	September 1, 2004	
	Angela Paesano-Brisson	Elementary Teacher	St. John Vianney	September 1, 2004	
	Tony Palermo	Secondary Teacher	St. Thomas of Villanova (.5)	September 1, 2004	
	Joyce Picco	Elementary Teacher	St. Anne Fr. Immersion	September 1, 2004	
	Tina Radigan	Elementary Teacher	St. Francis	September 1, 2004	
	Leigh-Ann Reaume	Elementary Teacher	St. James	September 1, 2004	
	Jennifer Reid	Secondary Teacher	Assumption Secondary	September 1, 2004	
	Vivien Revin	Secondary Teacher	Catholic Central	September 1, 2004	

August 31, 2004

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

Randy Samrah	Elementary Teacher	St. John the Evangelist	September 1, 2004
Michaela Sheehan	Elementary Teacher	St. John (.75)	September 1, 2004
Andrea Templeton Serra	Elementary Teacher	St. John the Baptist/St. Greg	September 1, 2004
Allison Tremblay	Elementary Teacher	Immaculate Conception (.5)	September 1, 2004
Robin Wilson (Burns)	Elementary Teacher	OLPH/ St. Christopher	September 1, 2004

RETIREMENT: Colleen Adams Secondary Teacher Catholic Central June 30, 2004
John Berek Psychologist Learning Support Services August 31, 2004
John Trella Secondary Vice-Principal St. Michael's Alternate June 30, 2004

RESIGNATION: Brenda Bilokraly Educational Assistant Unassigned (On MLOA) June 30, 2004
Bryan Hayes Educational Assistant Holy Names (Leave) July 15, 2004
Shannon O'Neill Occasional Teacher Supply July 22, 2004



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
August 31, 2004

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education

SUBJECT: **PRIMARY CLASS SIZE REDUCTION PLAN FOR 2004-2005**

RECOMMENDATION: That the Board receive the plan for the Primary Class Size Reduction that will be submitted to the Ministry of Education for the allocation of funds for the 2004-2005 school year.

BACKGROUND:

Each school board in Ontario is required to submit a plan, approved by the board, outlining how it will use the *Primary Class Size Reduction Amount* to lower primary classes.

School board plans for primary class size reduction in 2004-2005 must:

1. Include information about the board's priorities regarding the categories of schools or classes selected;
2. Outline how the new funding will be allocated for teachers, learning materials and classroom supplies, and, is applicable, temporary accommodations; and
3. Identify the schools where class sizes will be reduced.

FINANCIAL:

Our board's allotment is \$1,211,000. The cost of salary and benefits for 14 teachers is \$1,030,000. The remaining \$181,000 will be used for learning materials and classroom supplies.

COMMENTS:

The board brought together a team that included senior administration and elementary school principals to determine a rationale and to develop a plan to suit the needs of our school system. This team decided that an equitable way for all schools to benefit from this initiative was to lower the PTR in all of the Junior Kindergarten and Senior Kindergarten classes across the system. This decision resulted in seven new half-time positions (3.5 FTE) at the Junior and Senior Kindergarten level. To address situations where the enrolment would increase in late August and early September, three (3) half-time positions (1.5 FTE) were kept open to staff classes that would exceed twenty students.

In addition, the board team decided to add one teacher to the primary staff in schools that consistently scored the lowest in Grade Three EQAO Testing. The team reviewed the school organizations to determine nine schools that met both criteria.

The board is required to make its plan available to parents and the public through school councils and on the Board's website.

TIMELINES:

August 27, 2004 – submission of Board Plan to the Ministry of Education

December 15, 2004 – Final Report to the Ministry of Education

APPENDICES:

- Appendix One – Primary Class Size in 2004-2005 – Proposed Board Plan



*Windsor-Essex Catholic
District School Board*

PRIMARY CLASS SIZE

REDUCTION PLAN

FOR

2004 - 2005

**Director of Education
Michael B. Moher**

**Chairperson
John Macri**

Primary Class Size in 2004-05 - PLAN

Overview

To improve learning for Ontario's youngest students, the government has made a commitment to put a cap of 20:1 on primary (JK- Grade 3) classes. As a first step the government is investing \$90M in primary class size in the 2004-05 school year. The purpose of this funding is to allow all school boards to achieve a measure of class size reduction in the primary grades in 2004-05.

Instructions

School boards are required to submit a report on its plan that targets its *Primary Class Size Reduction Amount* to lowering primary classes in selected schools or classes of the board. This plan is to be submitted to the Ministry at the same time as the board's 2004-05 Estimates. This plan should be e-mailed to the following email address : ClassSize.TeachingAssignment@edu.gov.on.ca The due date for the Estimates is **June 30, 2004** with an extension to **August 27, 2004**. School boards are also required to report on the implementation of their plans and results achieved on the *Primary Class Size Reduction Amount*. This final report (see worksheet "Final" of this file) is to be submitted together with the 2004-05 Elementary Average Class Size Report. This final report should be e-mailed to the following email address: **ClassSize.TeachingAssignment@edu.gov.on.ca** no later than **December 15, 2004**. These reports are to be made available to school councils and on each board's website.

Plan Date

Director of Education/
Secretary of the Board

is required to certify, by checking this box that the plan was developed according to ministry requirements. Re Memo 2004: B6, dated May 26, 2004

1. Outline briefly the board's rationale for the categories of schools or classes chosen as priorities for the *Primary Class Size Reduction Amount*.

The board brought together a team that included senior administration and elementary school principals to determine a rationale and to develop a plan to suit the needs of our school system. This team decided that an equitable way for all schools to benefit from this initiative was to lower the PTR in all of the Junior Kindergarten and Senior Kindergarten classes across the system. This decision resulted in seven new half-time positions (3.5 FTE) at the Junior and Senior Kindergarten level. To address situations where the enrolment would increase in late August and early September, three (3) half-time positions (1.5 FTE) were kept open to staff classes that would exceed twenty students. In addition, the board team decided to add one teacher to the primary staff in schools that consistently scored the lowest in Grade Three EQAO Testing. The team reviewed the school organizations to determine nine schools that met both criteria.

2. Identify the categories of schools or classes chosen as priorities: (check one or both)

Schools where primary class sizes are large

Schools where primary student's achievement levels show they need extra supports

3. Outline how the new funding will be allocated for teachers, learning materials and classroom supplies and if relevant, temporary accommodation.

Teachers

Learning Materials and Classroom Supplies

Temporary Accommodation

Total

(Note -- that the *Primary Class Size Reduction Amount* is to be spent in 2004-05 for the purpose intended. Any unspent amount must be returned to the Ministry.)



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

REVISED BOARD REPORT

Meeting Date:
August 31, 2004

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **LEGAL SERVICES – April, May and June 2004**

RECOMMENDATION:

That, the report *Legal Services – April, May and June 2004* be received as information.

BACKGROUND:

By the terms of the agreement with 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.

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

FINANCIAL:

- | | |
|---|-----------------|
| ▪ Real Estate and Property matters | \$9,338 |
| ▪ Labour, incl. negotiations, contract administration and arbitrations | \$7,052 |
| ▪ Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues). | \$3025 |
| ▪ Other Misc. (ongoing legal advice and consultation). | <u>\$14,881</u> |

TOTAL APRIL 2004: **\$34,296**

COMMENTS:

A portion of the April 2004 fees for real estate (\$8,430) will be charged to New Pupil Place Grant Capital project accounts.

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

FINANCIAL:

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

▪ Real Estate and Property matters	\$2,961
▪ Labour, incl. negotiations, contract administration and arbitrations	\$21,678
▪ Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$550
▪ Other Misc. (ongoing legal advice and consultation).	<u>\$16582</u>
TOTAL MAY 2004:	<u>\$41,771</u>

COMMENTS:

A portion of the May 2004 fees for real estate (\$1,324) will be charged to New Pupil Place Grant Capital project accounts.

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

FINANCIAL:

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

▪ Real Estate and property matters	\$7,576
▪ Labour, incl. negotiations, contract administration and arbitrations	\$4,440
▪ Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$10,400
▪ Other Misc. (ongoing legal advice and consultation).	<u>\$14,460</u>
TOTAL	\$36,876

COMMENTS:

A portion of the June 2004 fees for real estate (\$7,544) will be charged to New Pupil Place Grant Capital project accounts.

TIMELINES:

July 2004 Report – September 2004

APPENDICES:

- None



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
August 31, 2004

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Timothy J. Robins, Controller of Facilities Services

SUBJECT: **Facilities Services Project List - Summer 2004**

RECOMMENDATION:

That, the Board receive the report *Facilities Services Project List - Summer 2004* as information.

BACKGROUND:

During the summer months, while schools are closed for regular operations, the Facilities Services Department undertakes approved building and site construction projects across the system.

FINANCIAL:

Funding to complete the approved projects is taken from the New Pupil Palaces Grant (NPPG), the 2003-2004 Pupil Accommodation Grant (PAG) – Operations Grant, 2004-2005 Capital Renewal Grant and the Community.

COMMENTS:

The Facilities Services Department undertakes approved school facility improvement projects throughout the school year, with the majority of work completed during the summer school closure period.

Board Policy and Standard Construction Guidelines outline the steps associated with the administration of the projects (i.e. purchasing policy and construction related documentation/process). In general, projects are completed through the process of project approval, design, pricing, construction, final inspection and completion.

The Facilities Services Department has undertaken 84 projects during the 2004 summer months with an estimated total value of \$83,932,250.

The Facilities Services Supervisory personnel, with the assistance of the Board custodians, maintenance and utility staff coordinated the summer project work to ensure that all schools are ready for September start-up.

TIMELINES:

June to September 2004

APPENDICES:

- Appendix A – Facilities Services Project Listing, Summer 2004
- Appendix B – Project Pictorial Presentation (to be presented and distributed at the meeting)



Facilities Services Summer Project Listing 2004

<u>School Name</u>	<u>Project Description</u>	<u>Approved Project Budget</u>	<u>Funding Source</u>	<u>Assigned Project Manager</u>	<u>Consultant</u>	<u>Status and/or % Completed</u>
Assumption	New School	11,500,000	NPPG	Gerry Racine	GM	In Progress
St. Anthony	New School	5,000,000	NPPG	Gerry Racine	JPT	Planning Stage
St. Christopher	Renovations & Addition	5,000,000	NPPG	Gerry Racine	JPT	In Progress
St. John de Brebeuf	New School	7,419,000	NPPG	Karen Goetz	JPT	90%
St. Anne High School	New School	28,000,000	NPPG	Karen Goetz	JPT	Planning Stage
St. Joseph High School	New School	23,500,000	NPPG	Karen Goetz	JPT	Planning Stage
Holy Cross	Addition	750,000	NPPG	Karen Goetz	JPT	In Progress
Boiler Replacement	Contingency	50,000	04-05 Renewal	Tim Robins		
	St. Edmond, replace boiler	20,000	04-05 Renewal	Gerry Racine		Sept./Oct.
Boilers	Opening all boilers			Gerry Racine		100%
	checking all safety devices			Gerry Racine		100%
Energy Conservation	Program	450,000	04-05 Renewal	Tim Robins/Karen Goetz	WDA	10%
Painting	St. Bernard (Amh.) - interior painting	5,000	04-05 Renewal	Ken Anderson	JPT	100%
	St. Jules - paint old section	40,000	04-05 Renewal	Ken Anderson	JPT	100%
	St. Alexander - interior painting	10,000	04-05 Renewal	Ken Anderson	JPT	100%
	St. Pius X - paint west section	40,000	04-05 Renewal	Ken Anderson	JPT	100%
	Catholic Central - original building	70,000	04-05 Renewal	Ken Anderson	JPT	100%
Portables	Christ the King - 1 portable	50,000	04-05 Renewal	Gerry Racine		100%
	St. Gabriel - 1 portable		04-05 Renewal	Gerry Racine		100%
	St. John de Brebeuf		04-05 Renewal	Gerry Racine		Sold to GECDSB
	St. Bernard (AMH)		04-05 Renewal	Gerry Racine		1 Sold to GECDSB
	St. Pius X		04-05 Renewal	Gerry Racine		2 Sold to Coxon's
Roof Replacement	St. T. of Villanova - PM inspections/repairs	10,000	04-05 Renewal	Gerry Racine	Tremco	100%
	C. Carter - PM inspections/repairs	10,000	04-05 Renewal	Gerry Racine	Tremco	100%
	Catholic Central - roof B	61,000	04-05 Renewal	Gerry Racine	Tremco	100%
	Holy Names H. - roof H	71,000	04-05 Renewal	Gerry Racine	Tremco	100%
	CTK - Replace A, C1, D	135,000	04-05 Renewal	Gerry Racine	Tremco	100%
	ICS - A1, C2, D1, D3	150,000	04-05 Renewal	Gerry Racine	Tremco	100%
	Queen of Peace - C1, C2	105,000	04-05 Renewal	Gerry Racine	Tremco	100%
	St. Pius X - C1, B1	191,000	04-05 Renewal	Gerry Racine	Tremco	100%



Facilities Services Summer Project Listing 2004

<u>School Name</u>	<u>Project Description</u>	<u>Approved Project Budget</u>	<u>Funding Source</u>	<u>Assigned Project Manager</u>	<u>Consultant</u>	<u>Status and/or % Completed</u>
School Improvements	St. Bernard - AMH, replace Gym Floor	15,000	03-04 Operations	Tim Robins		Sept.
	St. Bernard - AMH, installs walls in open area	5,000	03-04 Operations	Gerry Racine		100%
	W. J. Langlois - install partition wall in classrooms	2,000	03-04 Operations	Gerry Racine		100%
	Sacred Heart - relocate office	2,000	03-04 Operations	Gerry Racine		100%
	Sacred Heart - remove exterior canopy	2,000	03-04 Operations	Gerry Racine		100%
	Sacred Heart - replace eavestrough/facia old section	5,000	03-04 Operations	Gerry Racine		100%
	Stella Maris - create new meeting room	5,000	03-04 Operations	Gerry Racine		100%
	St. Anthony - install new window air conditioners	10,000	03-04 Operations	Gerry Racine		100%
	Holy Name (Essex) - old bldg. reinstall a/c's from St. Anthon	0	03-04 Operations	Gerry Racine		100%
	St. John the Baptist - new asphalt & catch basins - front sch	10,000	03-04 Operations	Tim Robins/Belle River		100%
	St. John Vianney - relocate soccer posts	1,500	03-04 Operations	Gerry Racine		100%
	St. Peter - minor touch-up painting - corridor/classrooms	1,000	03-04 Operations	Gerry Racine		100%
	F. J. Brennan - renovate change rooms	5,000	03-04 Operations	Gerry Racine		100%
	F. J. Brennan - change lighting North Gym	10,000	03-04 Operations	Gerry Racine	Should be Completed in August	
	F.J. Brennan - install windows a/c's	9,000	03-04 Operations	Gerry Racine		100%
	Catholic Central - convert photo copy room to classroom	5,000	03-04 Operations	Gerry Racine		100%
	St. James - Renovate LET Rooms	6,000	03-04 Operations	Gerry Racine		100%
	St. Jules - Asphalt Parking Lot - Joint Project City	15,000	03-04 Operations	Gerry Racine		100%
	Catholic Central - rewire computers (Resource)	3,000	03-04 Operations	Gerry Racine		100%
	St. Anne High School - relocate PAC Office	2,000	03-04 Operations	Gerry Racine		100%
	St. Louis - install lockers (Brebeuf)	1,000	03-04 Operations	Gerry Racine		100%
	St. Pius X - a/c's Resource Centre	1,000	03-04 Operations	Gerry Racine		100%
	St. Mary - install sink	1,500	03-04 Operations	Gerry Racine		100%
	Sacred Heart - replace skirting (portable)	750	03-04 Operations	Gerry Racine		100%
	Catholic Central - fountains	1,000	03-04 Operations	Gerry Racine		100%
	St. Francis - staff room (floor)	2,500	03-04 Operations	Gerry Racine		100%
	St. John Vianney - room 6 (floor)	2,000	03-04 Operations	Gerry Racine		100%
	Holy Names High School - new compressor (head/tank)	10,000	03-04 Operations	Gerry Racine		100%
	Holy Names High School - room E04 (floor)	4,000	03-04 Operations	Gerry Racine		100%
	Holy Names High School - portable complex (vinyl tile flr.)	3,000	03-04 Operations	Gerry Racine		100%
Watermains	St. Joseph (R. C.)- repair septic drainage/clean-out	1,000	04-05 Renewal	Tim Robins		100%
	St. Therese - clean-out	1,000	03-04 Operations	Gerry Racine		100%
	Queen of Peace - clean-out	1,000	03-04 Operations	Gerry Racine		100%
	St. John Evangelist - clean-out	1,000	03-04 Operations	Gerry Racine		100%



Facilities Services Summer Project Listing 2004

<u>School Name</u>	<u>Project Description</u>	<u>Approved Project Budget</u>	<u>Funding Source</u>	<u>Assigned Project Manager</u>	<u>Consultant</u>	<u>Status and/or % Completed</u>
	St. Mary - install French drain	5,000	03-04 Operations	Gerry Racine		
Site Improvements	Christ the King - Kiss & Ride driveway	20,000	04-05 Renewal	Tim Robins	JPT	80%
	St. Alexander - yard drain repairs	10,000	04-05 Renewal	Gerry Racine		50%
	Notre Dame - asphalt playground	15,000	04-05 Renewal	Gerry Racine		100%
	St. Gregory - new office/entrance/gym extension	135,000	04-05 Renewal	Gerry Racine	JPT	80%
	Queen of Peace - Site Planning	10,000	04-05 Renewal	Tim Robins	GM	
	St. Louis - New Parking Lot	200,000	04-05 Renewal	Gerry Racine	GM	80%
	Contingency - emergency repairs	50,000	04-05 Renewal	Gerry Racine		
	St. Bernard (Wind.) - coal bin bunker	40,000	03-04 Operations	Karen Goetz		100%
	OLPH - JK/SK Fence Improvements	5,000	03-04 Operations	Gerry Racine		
Special Needs Modifications	St. Peter					In Progress
	F. J. Brennan					In Progress
	St. Thomas of Villanova					In Progress
	St. Bernard (Windsor)					In Progress
Playground Equipment	Various site repairs - 03/04 Inspections	100,000	03-04 Operations	Larry Lajoie		100%
	Landing Areas Repairs		03-04 Operations	Larry Lajoie		In Progress
New Playground Equipmen	St. Pius	27,000	Community	Larry Lajoie		Planning Stages
New Playground Equipmen	St. William	34,000	Community	Larry Lajoie		Planning Stages
New Playground Equipmen	Holy Names - Daycare	10,000	Daycare Funds	Larry Lajoie		Planning Stages
New Playground Equipmen	L.A. Desmarais	10,000	Community	Larry Lajoie		Planning Stages
New Playground Equipmen	St. Anne FI	15,000	Community	Larry Lajoie		Planning Stages
TOTALS		83,932,250				



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
August 31, 2004

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **HOLY CROSS CATHOLIC ELEMENTARY SCHOOL, LASALLE
- TENDER FOR FOUR (4) CLASSROOM ADDITION**

RECOMMENDATION:

That, the following Board motion be entered into the Minutes as a matter of record: "That the Board approve the successful tender bid from Gulf Construction of \$760,652 for Holy Cross Catholic Elementary School four classroom addition and that a purchase order contract be issued upon board approval and, that the Board approve the project cost of \$817,808 to be debentured and financed through New Pupil Place Grants (NPPG)".

BACKGROUND:

On June 21, 2004, the Windsor-Essex Catholic District School Board approved a four-classroom addition to Holy Cross Catholic Elementary School, LaSalle. A tender for the construction project was initiated and closed on July 14, 2004.

In accordance with Board By-Law 3.3.4, a report was provided to trustees on July 14 and a vote was conducted by telephone on July 15. Of the seven trustees who voted, five voted in favour of the recommendation. Trustee Holland was not available due to vacation and Trustee Porcellini did not vote.

COMMENTS:

This report is being presented as a formality to enter the approved motion as part of the official Board minutes. A copy of the July 14, 2004 Board Report is attached.

APPENDICES:

- Board Report dated July 14, 2004



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Date:
July 14, 2004

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

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter S. Marchini, Superintendent of Business
Claude Marier, Mgr. of Purchasing & Administrative Services

SUBJECT: **TENDER – HOLY CROSS CATHOLIC ELEMENTARY SCHOOL
- FOUR CLASSROOM ADDITION**

RECOMMENDATION:

That the Board approve the successful tender bid from Gulf Construction of \$760,652 for Holy Cross Catholic Elementary School four classroom addition and that a purchase order contract be issued upon board approval *and*, that the Board approve the project cost of \$817,808 to be debentured and financed through New Pupil Place Grants (NNPG.)

BACKGROUND:

A tender opening for the Holy Cross Catholic Elementary School (LaSalle) four classroom addition took place on Wednesday, July 14, 2004. Six contractors had previously completed a pre-qualification process and all six companies successfully closed on the call to tender.

FINANCIAL:

Contractor bids are as follows: (GST Included)

	<u>Base Bid</u>	<u>Separate Price "A"</u>
Adine Builders Ltd.	\$898,000	\$17,067
Front Construction	\$844,400	\$18,618
Gulf Construction	\$745,672	\$14,980
Mattassa Inc.	\$790,000	\$17,120
Oscar Construction	\$853,000	\$19,902
Wincon Construction	\$813,504	\$16,291

Project Cost Summary

"Learning together in faith and service"

Project Tender Costs		\$710,890
G.S.T. on Construction Cost		\$49,762
Architectural fees on new construction 7.2%	\$54,767	
G.S.T. on fees	\$3,834	
Total project costs before G.S.T. rebate		\$819,253
G.S.T. rebate (\$53,596 x 68%)		<u>(\$36,445)</u>
Total project costs after G.S.T. rebate		\$782,808
Other Expenses: Furniture & Equipment allowance		<u>\$35,000</u>
Total projected final project costs		\$817,808
Board approved budget		<u>\$1,080,000</u>
Project expense under approved amount		\$262,192

COMMENTS:

The debenture cost for the project based on \$817,808 at 6% amounts to \$63,800 annually.

Present at the tender opening: Mike Moher, Joe Berthiaume, Peter Marchini, Bruno Bortollotti, John Bortollotti, Paul Picard, Tim Robins, Claude Marier, Debbie Maurice along with various representatives from the contractor bidding firms.

TIMELINES:

A telephone survey will be taken for Board approval on July 15, 2004. Formal Board approval at the Regular Board Meeting of August 31, 2004.

APPENDICES: None



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
August 31, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: 2004/2005 Fiscal Year Budget – Final Approval

RECOMMENDATION:

That the board approve the expenditures and revenue budget for the fiscal year budget – September 1, 2004 to August 31, 2005 in the amount of \$203,951,854.

BACKGROUND:

Special Education Impact

This year's budget presentation has been delayed due to the numerous grant announcements not released by the Ministry until August.

The most significant impact on the 2004/2005 draft budget involved Special Education. The Ministry released a B memo in late July detailing the impact on each board as a result of Cycle 5 ISA II and ISA III approvals.

The WECDSB in August did receive Cycle 5 funding of \$2,199,000, which due to timing of receipt of these funds, was placed in a Special Education Reserve Fund.

The board will also receive the same amount for 2004/2005. For 2004/2005, however, the board's Special Education funding will be reduced by a similar amount (\$2,339,534) due to the fact that the board booked a Special Education Reserve as of August 31, 2003. This reserve was transferred into the operating fund during 2003/2004 to fund Special Education expenditures approved by the board.

As a result of these changes to Special Education funding the board's draft Special Education budget for 2004/2005 will be in a deficit position of \$202,000.

Overall the board revenues include special grant adjustments announced by the Ministry for Learning Opportunities (\$504,510) Class Size Reduction (\$1,211,000) and ESL (\$244,000).

It is anticipated that the Ministry will make further announcements over the next few months regarding grants for School Operations, Focused Curriculum Targeted Supports and Intensive Teacher Development and Support.

Enrolments and Staffing

This years draft budget has been calculated based on 16,600 and 9300 FTE elementary and secondary students. There have been a number of staffing changes mainly attributable to the release of new grants.

Capital

- Reserve for Proceeds of Disposition. This reserve balance at August 31, 2004 is estimated at \$4,601,442. During the 2004/2005 fiscal period, this reserve should increase significantly due to potential property sale proceeds (\$5.0 million) from seven (7) board properties.
- NPPG the balance in this fund at August 31, 2005 is estimated at \$1,602,098. This fund will be supplemented by the Reserve for Proceeds of Disposition of \$4.6 + \$5.0 million less approximately \$1.5 million set aside for the construction of the board's new administration facility.

The board has not yet placed a debenture to cover the expected cost of St. Anne's and St. Joseph Secondary School's. Upon completion of these two projects and St. Anthony Elementary School, the board will have expended \$137.9 million in replacing or renovating 18 of its facilities.

FINANCIAL:

The board will submit a balanced budget for 2004/2005 to the Ministry. The surplus/deficit position for 2003/2004 will not be finalized until the completion of the audit in November 2004.

COMMENTS:

TIMELINES:

August 27, 2004 – Grant Estimates submitted to the Ministry.

APPENDICES:

- WECDSB 2004/2005 Draft Budget (provided in a Binder handout)



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
August 31, 2004

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

PRESENTED BY: Senior Administration

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

SUBJECT: **SCHOOL BOARDS' CO-OPERATIVE INC. (SBCI) PROPOSED
WORKERS' COMPENSATION ASSISTANCE PROGRAMME**

RECOMMENDATION:

That the Board approve Resolution 2004:03 "Approval to Participate in the Assistance Programme of the School Boards' Co-operative Inc."

BACKGROUND:

Every year the Windsor-Essex Catholic District School Board purchases Excess Workers' Compensation Insurance to cover us in the event of a catastrophic event resulting in a Workers' Compensation claim exceeding \$350,000 per event per employee.

The School Boards' Co-operative Inc. (SBCI) arranges this insurance through an RFP process. SBCI is a non-profit School Board Co-operative that provides advice and guidance to school boards on all Workers' Compensation matters. They also provide us with estimates of our workers compensation for budgeting purposes as well as providing the actuarial reports required for the year-end financial statements.

SBCI is now proposing to set up a Workers' Compensation Assistance Programme whereby the participating members would pool their funds in the form of a fee to SBCI that would provide reimbursement of workers' compensation claims costs between the board's 2004 insured deductible and \$1,000,000.

As a member of the School Boards' Co-operative Inc., we are eligible to join their proposed Workers' Compensation Assistance Programme.

For example, our cost for the 2004 coverage was \$48,144 for coverage beyond the \$350,000 deductible not including provincial sales tax.

Had we purchased a policy with \$1,000,000 deductible, our premium would have been approximately \$22,100, a reduction of \$26,000. This means that the \$26,000 was for coverage between \$350,000 and \$1,000,000. In 2005, this \$26,000 would be our contribution to the Assistance Programme and the board would buy \$1,000,000 deductible excess loss insurance at the going rate.

It is anticipated that after a few years when the Assistance Programme has built up adequate reserves, the coverage may be extended above the \$1,000,000 level.

FINANCIAL:

COMMENTS:

Attached, for your information, is a legal opinion from Miller Thomson, a copy of the Rules and Regulations of the Assistance Programme and a list of questions and answers that SBCI has prepared for their members.

TIMELINES:

The deadline for members to submit their application to participate is October 1, 2004.

APPENDICES:

- Appendix A - Resolution 2004:01: Approval to Participate in the Assistance Programme of the School Boards' Co-operative Inc.
- Appendix B - Legal Opinion from Miller Thomson, dated April 6, 2004
- Appendix C – SBCI's Workers' Compensation Assistance Program Rules and Regulations, dated April 26, 2004
- Appendix D – SBCI'S Frequently Asked Questions, dated April 23, 2004

**Windsor-Essex Catholic District School Board
Resolution 2004:03**

**Approval to Participate in the Assistance Programme
of the School Boards' Co-operative Inc.**

WHEREAS the Windsor-Essex Catholic District School Board is a member of School Boards' Co-operative Inc. (SBCI");

AND WHEREAS SBCI has established an assistance programme (the "Assistance Programme") to provide, on a fully-discretionary basis, financial and other assistance to members of SBCI that choose to participate in the Assistance Programme ("Participating Members") in respect of benefit claims made by their employees pursuant to the *Workplace Safety and Insurance Act* (Ontario);

NOW THEREFORE, ON MOTION duly made, seconded and unanimously carried, it was RESOLVED that:

1. the Windsor-Essex Catholic District School Board participate in the Assistance Programme and to apply to SBCI to become a Participating Member for the period January 1, 2005 to December 31, 2009;
2. the Director of Education of the Windsor-Essex Catholic District School Board is hereby authorized and directed to complete and to execute the application form (the "Application Form") to become a Participating Member and to deliver such completed and executed Application Form to SBCI;
3. the Windsor-Essex Catholic District School Board observe and perform its obligations, covenants and agreements provided for in the Application Form upon and in accordance with the terms and conditions thereof; and
4. the Director of Education of the Windsor-Essex Catholic District School Board is hereby authorized, for and on behalf of the Windsor-Essex Catholic District School Board to execute [,whether under the seal of the Windsor-Essex Catholic District School Board or otherwise,] and deliver and/or file all such documents, agreements and instruments as may be necessary or desirable to give effect to the intent and purpose of this resolution.

Read a first, second and third time and finally passed this 31ST day of August, 2004.

John Macri, Chairperson

Michael Moher, Director of Education

MILLER THOMSON LLP

Barristers & Solicitors, Patent & Trade Mark Agents

600, 60 Columbia Way
Markham, ON, Canada L3R 0C9
Tel: 905 415 6700
Fax: 905 415 6777
www.millerthomson.com

April 6, 2004

Peter D. Lauwers
Direct Line: 905.415.6470
plauwers@millerthomson.ca

Delivered Via Fax

Brian Brown
School Boards' Cooperative Inc.
2180 Steeles Avenue West
Suite 302
Concord, Ontario
L4K 2Z5

Dear Sir:

Re: Workers' Compensation Assistance Program -- WSI Act

You have asked for our opinion as to whether a district school board ("DSB") under the *Education Act*, RSO 1990, c.E.2, as amended ("*Education Act*") has authority to become a Participating Member of the Workers' Compensation Assistance Program ("Assistance Program") proposed by School Boards' Cooperative Inc. ("SBCI").

You have provided to us copies of:

draft By-law number 3 of SBCI, amending By-law number 1 by permitting establishment of reserves prior to distribution of surplus, and fixing service fees;

draft dated February 16, 2004, of minutes of a meeting of Directors of SBCI, at which resolutions are to be passed establishing the Assistance Program ("Establishing Resolutions");

draft Schedule "E" to the Establishing Resolutions; and

draft Assistance Program Rules and Regulations ("Rules") that are a schedule to the Establishing Resolutions.

Relevant Legislation

For the purposes of this opinion, it is necessary to consider the provisions of several statutes and regulations.

Corporations Act

The following sections from the *Corporations Act*, RSO 1990, c.C.38, as amended, are relevant:

23. (1) A [corporation] possesses, as incidental and ancillary to the objects set out in the letters patent or supplementary letters patent, power,

...

(d) to enter into . . . any arrangement for . . . co-operation, . . . reciprocal concession or otherwise with any person or [corporation] carrying on or engaged in or about to carry on or engage in any . . . transaction that the [corporation] is authorized to carry on or engage in or any . . . transaction capable of being conducted so as to benefit the [corporation] . . .

...

(g) to establish and support . . . of associations, institutions, funds or trusts for the benefit of employees or former employees of the [corporation] or its predecessors . . . and make payments towards insurance or for any object similar to those set forth in this clause . . .

...

(v) to do all such other things as are incidental or conducive to the attainment of the above objects and of the objects set out in the [constating legislation].

Education Act

The following section of the *Education Act*, RSO 1990, c.E.2, as amended, is relevant:

58.5 (1) Every district school board is a corporation and has all the powers and shall perform all the duties that are conferred or imposed on it under this or any other Act.

Workplace Safety and Insurance Act

The following are relevant extracts from the *Workplace Safety and Insurance Act*, S.O. 1997, C.16, Schedule A, as amended ("*WSI Act*").

68. The exercise by the following entities of their powers and the performance of their duties shall be deemed to be their trade or business for the purposes of the insurance plan:

1. A municipal corporation.
2. A public utilities commission or any other commission or any board (other than a hospital board) that manages a work or service owned by or operated for a municipal corporation.
3. A public library board.
4. The board of trustees of a police village.
5. A school board.

90. (1) Every Schedule 2 employer is individually liable to pay the benefits under the insurance plan respecting workers employed by the employer on the date of the accident.

...

93. (1) The [WSI] Board may direct a Schedule 2 employer to obtain insurance for injuries in respect of which the employer may become liable to make payments under the insurance plan. The insurance must be for an amount specified by the [WSI] Board and with an insurer approved by the [WSI] Board.

(2) If the employer fails to comply with the direction of the [WSI] Board, the [WSI] Board may obtain the required insurance for the employer. The employer shall pay the [WSI] Board for the cost of the insurance.

...

Ontario Regulation 175/98 enacted under the *WSI Act* provides in part as follows:

2. Schedules 1, 2, 3 and 4 to this Regulation are established as Schedules 1, 2, 3 and 4 for the purposes of the [*WSI Act*].

...

SCHEDULE 2
INDUSTRIES THE EMPLOYERS IN WHICH ARE INDIVIDUALLY LIABLE
TO PAY BENEFITS UNDER THE INSURANCE PLAN

1. Any trade or business within the meaning of section 68 of the Act.

...

Analysis

As we understand the scheme of the Assistance Program, broadly, the Participating Members will spread the risk of benefit payments, by pooling the collective predicted amounts that each would otherwise become liable to pay as benefits, and required payments will then be made by SBCI on account of the individual claims.

Although there are specific provisions in the *Education Act* authorizing a DSB to contract for accident, public liability and property damage insurance (see §176) and group life, accident, sickness, accident and health insurance (see §177), there is nothing in the *Education Act* that expressly addresses the funding of the benefits payable by a DSB under the *WSI Act* or OR 175/98. From this flows the conclusion that a DSB would have to fully fund all employee benefits that are payable under the *WSI Act* out of its grants. Correspondingly, there is nothing in the *Education Act* that expressly permits a DSB to become, or prohibits a DSB from becoming, a Participating Member as defined in the Rules.

It is then necessary to consider whether the entering into of an agreement to become a Participating Member is one of the incidents of the operations of a DSB. Conventional wisdom asserts that a DSB, in much the same way as a municipality, has only those powers that have been given to it by the legislation. Such conventional wisdom, however, admits of numbers of exceptions, where a DSB is clothed with authority to take such action as is reasonably necessary

to carry out its other powers and duties. For example, the *Education Act* does not itself authorize a DSB as an employer to deduct the amount of withholding tax required under the *Income Tax*, and yet it is indisputable that a DSB has this authority in order to comply with the withholding requirements of the federal legislation. Similarly here, the *Education Act* does not itself authorize a DSB to pay benefits to which its employees are entitled and the DSB is liable, but it could not be disputed that a DSB has the authority to make such payments.

The issue to be considered, therefore, is whether a DSB can enter into an agreement by which the payments to which it may become liable may be spread across the group that includes the Participating Members. There are similar instances in which two or more DSB's have joined together in order to spread the cost of doing what each must otherwise do independently, as for example, in the case of collaboration in the provision of school bus transportation, or capital fund-raising.

In considering the legislative provisions quoted above, and the jurisprudence that has interpreted these provisions, as well as the learned texts related to statutory interpretation (details of those that we consulted for the purposes of this opinion are available on request), it is apparent that in addition to the authority granted expressly in the *Education Act*, a DSB has the general power and authority to provide the reasonable means of fulfilling its statutory obligations in the same way that an individual person would possess.

Since it has a statutory obligation under the *WSI Act* to pay the benefits under the insurance plan respecting workers it employs, the DSB has the authority to use reasonable means for the purpose of payment of such obligations. In our opinion, such reasonable means would include becoming a Participating Member of SDCI for the funding of the *WSI Act* obligations. This is particularly so in the light of the power granted in §23(1)(d) of the *Corporations Act* noted above.

Conclusion

It is our opinion, for the reasons set out herein, that a DSB has the requisite power and authority to enter into an arrangement such as is contemplated in the Assistance program, by becoming a Participating Member.

While we believe that this responds to your inquiry, we would be pleased to provide any further assistance that you might require.

Yours very truly,

MILLER THOMSON LLP

Per:

Peter D. Lauwers

[Draft: April 7, 2004]

SCHOOL BOARDS' CO-OPERATIVE INC.

WORKERS' COMPENSATION ASSISTANCE PROGRAMME

RULES AND REGULATIONS

April 26, 2004

SCHOOL BOARDS' CO-OPERATIVE INC.
WORKERS' COMPENSATION ASSISTANCE PROGRAMME
RULES AND REGULATIONS

Interpretation

1.1 In these Rules and Regulations:

“Accident Date” with respect to a WSI Act Claim means the date established by the Board as the date on which such WSI Act Claim occurred or is deemed to have occurred.

“Act” means the Co-operative Corporations Act (Ontario) and all regulations, orders and guidelines promulgated thereunder.

“Annual Fees” has the meaning set forth in section 4.1.

“Assistance Committee” has the meaning set forth in section 5.1.

“WSIB” means the Workplace Safety and Insurance Board.

“Board of Directors” means the board of directors of the Co-operative.

“Claims Management Service” means the full workers’ compensation claims management service provided by the Co-operative.

“Claims Manager” means a claims manager assigned by the Co-operative to provide the Claims Management Service in respect of any WSI Act Claim.

“Closure” has the meaning set forth in section 7.3.

“Closure Date” has the meaning set forth in section 7.3.

“Co-operative” means School Boards’ Co-operative Inc., a corporation incorporated under the Act as a co-operative without share capital.

“Fund” has the meaning set forth in section 7.1.

“Participating Members” has the meaning set forth in section 3.1.

“Relevant Assistance Period” has the meaning set forth in section 5.2(e)(i).

“Special Levy” has the meaning set forth in section 4.2.

“Specified Amount” means in respect of WSI Act Claims (i) an amount(s) per accident, regardless of the number of workers injured in such accident; and (ii) an amount(s) per worker injured by an “occupational disease” (as such term is used in the WSI Act), in each case as determined from time to time by the Board of Directors in its discretion.

“Assistance Period” means, in the case of the first Assistance Period, the five-year period commencing at 12:00:00 a.m. on January 1, 2005 and expiring at 11:59:00 p.m. on December 31, 2009 and, in the case of any subsequent Assistance Period, means the subsequent five-year period commencing at 12:00:00 a.m. on the first day of January immediately following the end of the preceding Assistance Period and ending at 11:59:59 p.m. on the 31st day of December of the fifth year of such subsequent Assistance Period.

“WSI Act” means the Workplace Safety and Insurance Act (Ontario) and all regulations, orders and guidelines promulgated thereunder.

“WSI Act Claim” means a claim made by a worker for benefits under the WSI Act and includes any administrative fees charged by the WSIB in respect of such claim, but excludes any fines or penalties incurred by any Member in relation to such claim.

- 1.2 Words importing the singular number only shall include the plural and vice versa, and words importing a specific gender shall include the other genders.
- 1.3 The headings used in these Rules and Regulations are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms and provisions hereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.

Objects and Purpose of the Assistance Programme

- 2.1 The objects of the Assistance Programme are to provide, on a fully-discretionary basis, financial and other assistance to Participating Members in respect of WSI Act Claims made by their employees pursuant the WSI Act that exceed the Specified Amount in accordance with these Rules and Regulations and, if thought advisable, to purchase insurance in respect of such WSI Act Claims to protect Participating Members.

Participating Members

3.1 Participating Members

Only the following Members (herein referred to as “Participating Members”) are eligible to receive assistance under the Assistance Programme:

- (a) Members that have elected to be Schedule 2 employers under the WSI Act;
- (b) Members that have contractually agreed to pay for and receive the Claims Management Service;
- (c) Subject to section 3.2, Members that have agreed to pay the Annual Fees in respect of the Assistance Programme for each year of the Relevant Assistance Period and Special Levies, if any, in respect of the Relevant Assistance Period and have fully paid all Annual Fees and Special Levies that are, at the time that such assistance is requested, due and payable; and
- (d) Members that have agreed to abide by these Rules and Regulations.

3.2 Becoming a Participating Member During an Assistance Period

Notwithstanding section 3.1(c), any Member that satisfies the requirements described in sections 3.1(a), (b), and (d) may become eligible to receive assistance under the Assistance Programme by becoming a Participating Member after the commencement of an Assistance Period effective as of any anniversary of the commencement of such Assistance Period, by agreeing to pay the Annual Fee in respect of the Assistance Programme for each remaining year(s) of such Assistance Period. Such a Member may only become a Participating Member on an anniversary of the commencement date of such Assistance Period and will only be eligible for assistance under the Assistance Programme in respect of WSI Act Claims with Accident Dates on or after the date on which such Member became a Participating Member.

3.3 Ceasing to be a Participating Member

A Participating Member may only elect to cease being a Participating Member at the end of an Assistance Period and only by giving notice of such election in writing to the Co-operative at least 180 days prior to the expiration of such Assistance Period. If a Participating Member does not give such notice to the Co-operative in compliance with the foregoing sentence, such Participating Member will be deemed to have agreed to be a Participating Member for the next Assistance Period. If a Participating Member gives such notice in compliance with the first sentence of this section 3.3, such Participating Member will remain liable for all unpaid Annual Fees and any Special Levies assessed in respect of each Assistance Period, or part thereof, in respect of which such Participating Member is eligible for assistance under the Assistance Programme, will remain bound by these Rules and Regulations in respect of any assistance provided or distributions declared with respect to such Assistance Period(s) and, provided that it pays all unpaid Annual Fees and Special Levies, such Participating Member will remain eligible to receive assistance under the Assistance Programme in respect of such Assistance Period(s).

Fees

4.1 Annual Fees

Every Participating Member will pay to the Co-operative such annual fees on such date or dates and in such manner as the Board of Directors may from time to time determine (the "Annual Fees"). The Board of Directors may determine different rates, frequencies and methods of payment of the Annual Fees for Participating Members according to such criteria as to it may seem fit.

4.2 Special Levies

The Board of Directors may in circumstances which it considers to be urgent or exceptional give notice to the Participating Members that have agreed to participate for a particular Assistance Period, either at any time during or at any time after the expiration of such Assistance Period, requiring them to pay a special levy (a "Special Levy") to the Co-operative in addition to any Annual Fees payable. A Special Levy shall be payable in such amount and on such date or dates and in such manner as the Board of Directors may determine; provided that no Special Levy shall be payable:

- (a) in an amount exceeding the amount of the aggregate of the Annual Fees payable by such Participating Members in respect of such Assistance Period; or
- (b) on a date earlier than 21 days after the date of the notice of the Special Levy.

Assistance Committee

5.1 Mandate and Powers

The mandate of the Assistance Committee is to operate and manage all aspects of the Assistance Programme. In carrying out its mandate, the Assistance Committee:

- (a) shall review and assess applications by Members to become Participating Members and accept or decline such applications;
- (b) shall recommend to the Board of Directors the Annual Fees payable by Participating Members in respect of each year in each Assistance Period, and the manner and date or dates for payment of such fees;
- (c) may, in circumstances which the Assistance Committee considers to be urgent or exceptional, recommend to the Board of Directors the

assessment of a Special Levy against the Participating Members that participate in the Relevant Assistance Period;

- (d) may recommend to the Board of Directors the amount or amounts to be established from time to time as the Specified Amount(s);
- (e) may give to any Participating Member financial or other assistance in respect of any WSI Act Claim that exceeds the relevant Specified Amount with respect to such Participating Member; provided that:
 - (i) the Assistance Committee is satisfied that Accident Date of such WSI Act Claim occurred during an Assistance Period in which the Participating Member participated (the “Relevant Assistance Period”);
 - (ii) the assistance is provided from the specific Fund established in respect of the Relevant Assistance Period;
 - (iii) the Claims Manager assigned by the Co-operative to provide Claims Management Service with respect to such WSI Act Claim confirms to the Assistance Committee that, prior to such WSI Act Claim exceeding the Specified Amount selected by such Participating Member, such Participating Member has made reasonable diligent efforts to follow any advice with respect to such WSI Act Claim provided by the Claims Manager;
 - (iv) if the Assistance Committee decides to provide such assistance, the Participating Member requesting such assistance shall use its reasonable efforts to abide by the decisions of the Assistance Committee and the advice of the relevant Claims Manager with respect to such WSI Act Claim, and shall not, without the prior written consent of the Assistance Committee, take any action that would conflict in any material respect with any such decision or advice; and
 - (v) any such assistance may be granted or terminated by resolution of the Assistance Committee and the giving of such assistance in every case shall be made only upon such terms and conditions as the Assistance Committee shall think proper and it shall rest only in the absolute discretion of the Assistance Committee in every case to limit or restrict the giving of such assistance or altogether to decline to give such assistance or to terminate any assistance so given without assigning any reason;
- (f) may purchase, on behalf of the Co-operative or on behalf of the Participating Members, using such portion of the Annual Fees collected from Participating Members as the Assistance Committee determines is appropriate, insurance that covers WSI Act Claims with Accident Dates

that are within a particular Assistance Period that exceed, or are likely to exceed, either individually or in the aggregate, an amount determined by the Assistance Committee from time to time;

- (g) if the insurance referred to in section 5.1(f) is purchased, shall file such claims as may be recoverable under such insurance with the insurer(s) issuing such insurance and prosecute recoveries of such claims under such insurance; and
- (h) may enter into or authorize the making of such contracts and do or authorize the doing of all acts or things as it may deem expedient or advisable for the purposes of Assistance Programme.

Assistance

6.1 Requests for Assistance

Any Participating Member may request that the Co-operative consider a request for financial or other assistance in respect of any WSI Act Claim that exceeds, the Specified Amount. Any such request will be directed to the Assistance Committee and shall include such information as the Assistance Committee, in its discretion, may require.

6.2 Appeals of Decisions of the Assistance Committee

A Participating Member may appeal any decision of the Assistance Committee as to the giving of assistance or the refusal to give assistance under the Assistance Programme, the level or amount of any such assistance or the termination of any such assistance, to the Board of Directors. The decision of the Board of Directors in respect of any such appeal shall be final and binding upon the appealing Participating Member for all purposes.

Financial

7.1 Accounts

Separate accounts will be maintained by the Co-operative for each Assistance Period and each annual period in each Assistance Period, which will record all Annual Fees and Special Levies, if any, payable by the Participating Members that participate in such Assistance Period and all financial or other assistance provided to such Participating Members in respect of WSI Act Claims that exceed, or are likely to exceed, the Specified Amount. The amount from time to time in each such separate account is herein referred to as a "Fund". Financial statements for each Fund will be prepared annually by the Co-operative.

7.2 Distributions

The Board of Directors may, in its discretion, decide to declare and pay distributions in such amount or amounts as the Assistance Committee may determine from the surplus standing in any Fund to the Participating Members that participate in the Assistance Period to which such Fund relates; provided that such distributions:

- (a) may not be declared and paid before the date that is the fifth anniversary after the last day of such Assistance Period;
- (b) may not be declared and paid without the written opinion of the Co-operative's actuary that, after the payment of such distribution(s), such Fund will have sufficient assets to pay the assistance that the Assistance Committee has previously approved; and
- (c) may only be declared and paid to each such Participating Member in proportion to the amount of paid-up Annual Fees and Special Levies (if any) received by the Co-operative from such Participating Members in respect of such Assistance Period.

7.3 Closing on Assistance Period

The Board of Directors may, in its discretion, declare any Assistance Period closed to any new requests for financial or other assistance (a "Closure") as of a particular date declared by the Board of Directors (the "Closure Date"), to fix and to declare and pay the amounts of assistance that the Co-operative will pay or provide to Participating Members that participate in such Assistance Period that have requested such assistance prior to such Closure Date, and to fix and to declare and pay distributions to Participating Members that participate in such Assistance Period in an amount equal to the amount of the surplus, if any, standing in the Fund in respect of such Assistance Period after the payment of such assistance; provided that:

- (a) such Closure Date may not be declared before the date that is the [fifth] anniversary after the last day of such Assistance Period;
- (b) such Closure Date may not be declared without at least 90 days' written notice having been given to each such Participating Member that the Board of Directors propose to meet and to consider the advisability of such closure, which, notice shall include the proposed Closure Date and the estimated amounts that the Board of Directors propose to pay or provide as assistance to Participating Members that participate in such Assistance Period that have requested such assistance prior to the proposed Closure Date and propose to pay as distributions to Participating Members that participate in such Assistance Period;

- (c) such Closure may not be declared without the written opinion of the Co-operative's actuary that the amounts proposed to be fixed as the amount of assistance that the Co-operative will pay or provide to Participating Members that participate in such Assistance Period that have requested such assistance prior to the proposed Closure Date are fair and reasonable, taking into account all the relevant circumstances; and
- (d) such distributions may only be declared and paid to Participating Members that participate in such Assistance Period in proportion to the amount of paid-up Annual Fees and Special Levies (if any) received by the Co-operative from such Participating Members in respect of such Assistance Period.

7.4 Fee Holidays

In lieu of, and in full satisfaction of, payment of any distribution declared pursuant to section 7.2, the Board of Directors may, in its discretion, apply all or part of such declared distribution to reduce the Annual Fees otherwise payable by any Participating Member in respect of any future Assistance Period.

7.5 Investments

The assets in the Funds shall be segregated from the other assets of the Co-operative and shall be invested in accordance with the Act, any guidelines or directives of the Ministry of Education (Ontario) regarding school board investments and with the investment policy established from time to time by the Board of Directors, which policy will embody investment policies, standards and procedures that a reasonable and prudent person would apply in respect of a portfolio of investments to avoid undue risk of loss and obtain a reasonable return.

7.6 Audit

The accounting books and records of the Co-operative related to the Assistance Programme and the financial statements of each Fund shall be audited by the auditor of the Co-operative annually and the report of the auditor thereon shall be delivered by the Co-operative to each Participating Member not later than March 31st in each year. The auditor may, in conducting the audit referred to above, rely upon the valuation of the actuary of the Co-operative described in section 7.6.

7.7 Actuarial Valuation

The liabilities of the Co-operative related to the Assistance Programme and each Fund shall be valued by the actuary of the Co-operative annually and the report of the actuary thereon shall be delivered by the Co-operative to each Participating Member not later than March 31st in each year. Although the assistance given by the Co-operative under the Assistance Programme is entirely discretionary and may be terminated at any time without assigning any reason, such actuarial

valuation will be conducted using the assumption that the Co-operative intends to provide all the assistance that the Assistance Committee has approved.

7.8 Fidelity Bond

The Co-operative will maintain at all times when it has assets in the Funds, a fidelity bond insuring against dishonesty, disappearance and destruction in an amount not less than the amount determined from time to time by the Board of Directors.

PASSED by the Board of Directors on the [] day of [], 2004.

[], President

Diane Clark, Secretary

CONFIRMED by the members the [] day of [], 2004.

Diane Clark, Secretary

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1. Is January 1, 2005 the only opportunity to join the Programme?

No. But entry will only be permitted on a January 1 (with a few days grace, probably, to backdate to a very recent January 1)

2. How long is a school board's commitment to the Programme?

Each Assistance Period will run for 5 years, i.e. covering five years of accidents. A board's commitment is for 5 years if it enters the Programme at the start of an Assistance Period. If a board enters at any other January 1, its commitment will be for the balance of that Assistance Period and the whole of the following Period.

3. When will an Assistance Period be finally settled?

The intention is to get a final actuarial review of an Assistance Period [ten] years after the end of the Period. At that time, cases getting assistance will receive a capitalised pay-out and any remaining surplus will be distributed or credited.

4. What happens if Excess of Loss insurance becomes unavailable in the market?

It is expected that the Assistance Programme will increase the limit to which it will assist claims. Depending on an actuarial review, the limit of \$1 million would probably be increased at least to \$5 million.

5. Is there a legislative framework for an Assistance Programme?

In effect, there is not. We have obtained written legal opinion that an Assistance Programme is legal for school boards. However, such entities are not subject to insurance or other regulatory oversight. The accounts will be audited and financial statements issued to participating boards. But no special compliance filings are required.

6. Is the Ministry aware of this initiative and is there support for it?

The Ministry is aware of this Assistance Programme initiative. We are told that the Ministry does not intend formally to support the initiative. Its position is that it will leave the decision whether to participate up to individual school boards.

7. What Investment Policy will there be for pooled funds?

The intention is to view the Assistance Programme assets as school board funds and to invest them in accordance with the Education Act. The term of any investments will take into account the term of the liabilities, i.e. when it is expected that the funds for an Assistance Period will be paid out, either in claims on in return of surplus.

8. What will be the Governance of the Assistance Programme?

A Standing Committee will be formed consisting of five people, at least 3 of whom will be SBCI Directors. Requests for Assistance will be presented to that Committee and it will have the authority to make discretionary payments in accordance with the Guidelines and the Rules and Regulations. Appeals against a decision of the Committee may be made to the SBCI Board of Directors.

9. How will the fee structure be determined?

For 2005, participating boards will pay for their own excess of loss insurance premium above a \$1 million deductible plus a fee into the Programme of the difference between their 2004 premium and the 2004 \$1 million deductible premium. Hence, if the 2005 \$1 million deductible premium rate is the same as 2004's, a board will pay the same amount in 2005 as it did in 2004. However, it is anticipated that the Programme will refund or credit participating boards with a significant proportion of their Programme fees.

10. What if things go wrong? What is the maximum that a board will have to pay?

An actuarial analysis has indicated that 99 years out of 100, this Programme will have to pay out \$800,000 or less in claims. If all SBCI member boards participate in this Programme, there should be around \$1.4 million paid into the Programme each year, in fees. However, it is always possible that claims will exceed the amount available. The Rules enable the Standing Committee to levy additional payments from participating boards in these circumstances. But the maximum levy in any Assistance Period is an additional 100% of the fees.

If even this 100% levy is insufficient to pay all valid claims, the Committee will use its discretion and limit the payments made for claims.

11. What expenses will be drawn from Programme?

Expenses will be needed to cover Legal, Actuarial and Audit expenses as well as a small amount for SBCI's Administration. However, it is also proposed to use the "unused" 8% of Retail Sales Tax to finance a Risk Management programme in order to assist boards in preventing serious accidents that might cause a request for assistance from the Programme.

12. Will boards still be able to select their own deductible level?

Yes they will. The fee paid to the Programme is calculated based on the deductible chosen. For 2005, the deductibles will be \$300,000, \$350,000 or \$500,000.



Windsor-Essex Catholic District School Board

Meeting
Date: August 31, 2004
Item #:

■ Public

In-Camera

Walk On Item

PRESENTED FOR: ■ Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Claude Marier, Manager of Purchasing &
Administrative Services

SUBJECT: REFURBISHED DELL COMPUTERS - 2004

RECOMMENDATION: THAT THE BOARD APPROVE THE SUCCESSFUL TENDER BID FROM CDI FOR \$369.00 PER REFURBISHED COMPUTER AND THAT A PURCHASE ORDER CONTRACT BE ISSUED UPON BOARD APPROVAL FOR 1000 COMPUTERS TOTALLING \$424,350.00.

BACKGROUND: A tender opening for "Refurbished Dell Computers - 2004" took place on Tuesday, August 24, 2004. Five companies were invited to bid with four closing.

FINANCIAL IMPLICATIONS: Costs shown are per computer including all taxes based on a 3 year warranty. The successful bidder was chosen because of the better specifications offered. The results are as follows:

CDI	\$369.00
DELL CANADA	\$442.00
SMART BIZ	\$309.00
TECHNOTRADE	\$299.25

TIME LINE: Require Board approval at the Board Meeting of August 31, 2004.

APPENDICES: No.



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
August 31, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

RECOMMENDATION:

That the Board receive the Minutes of the May 27, 2004 Special Education Advisory Committee meeting.

BACKGROUND:

All Minutes of the Special Education Advisory Committee meetings are to be received by the Board.

FINANCIAL:

n/a

COMMENTS:

n/a

TIMELINES:

Meeting date: May 27, 2004

APPENDICES:

- Minutes of May 27, 2004 SEAC meeting.

/psh/M05/04 06 18



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, ON N9B 1Y8

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE

Minutes of a meeting of the Special Education Advisory Committee, Thursday, May 27, 2004, 7:00 p.m., in the Board Room, 385 Cameron Ave.

Present:	Lisa Soulliere	Trustee Member (Chair)
	Mary DiMenna	Trustee Member
	Michelle Friesen	Integration Action for Inclusion
	Michelle Mastellotto	Down Syndrome Parent Association
	Deborah Rollier	WCLSS/ECACL
	Jennifer Jaco-McKay	Association for Bright Children
	Sandra Slogan	Autism Society of Ontario
	Gerry Gignac	Learning Disabilities Association (Vice-Chair)
	Jane Wysman	Member-at-large, High School Council
	Janet Ouellette	Superintendent

The Chair called the meeting to order and the SEAC prayer was read together. Regrets were noted from M. Nouvion.

There were no Agenda questions from observers.

Approval of Agenda:

Discussion on the presentation by A.M. McGillis at the April meeting will take place under Business Arising.

Motion by M. Mastellotto and G. Gignac that the Agenda be approved with the above addition. CARRIED.

There was no disclosure of pecuniary interest.

Presentation:

Linda Staudt, Supervisor of Pathways for Success, distributed copies of the 2004-05 Secondary Course Calendar, and explained the various levels available. She explained the K courses, noting that they are not shown in the calendar as these courses are always designed for the individual student. Information on the K courses could be added in future calendars. J. Ouellette will obtain school information on the courses for students with special needs. The Chair thanked Linda Staudt for her informative presentation.

SEAC eTraining:

M. Mastellotto and D. Rollier introduced the members to the new SEAC eTraining web site, which will be most informative, not only for SEAC members, but for parents and staff as well.

Approval of Minutes:

Motion by M. Mastellotto and D. Rollier that the Minutes of the April 22, 2004 meeting be approved as printed and circulated. CARRIED.

Business Arising:

Discussion was held on Special Education funding allocated to lunchtime supervision.

Motion by D. Rollier and G. Gignac that, because the Education Act specifies that Special Education funds be directed only to Special Education, funding for Educational Assistants to cover lunchtime supervision not be taken from the Special Education budget, but be charged to the regular budget. CARRIED.

Discussion was held on the International Baccalaureate program. Superintendent Ouellette explained that funding on a 50-50 basis from Curriculum support and Special Education was approved by the Board on May 27, 2003.

Motion by J. Jaco-McKay and G. Gignac that SEAC wholeheartedly support the International Baccalaureate program. DEFEATED.

Motion by D. Rollier and M. Mastellotto, that SEAC recommend to the Board that the costs associated with the International Baccalaureate program be broken down annually per student, and that the cost of the program for students who are gifted be charged back to the Special Education Budget. CARRIED.

Discussion was held on the development of a screening process for students who are gifted.

Motion by J. Jaco-McKay and M. Mastellotto, that a system-wide screening process for students who are gifted be developed as soon as possible so that the students may be identified and prepared to be potential candidates for the International Baccalaureate program, or other gifted program. CARRIED.

Discussion took place on the presentation by Anne-Marie McGillis at the April 22nd meeting. The following comments/questions were noted.

- One member stated that Ottawa-Carlton Catholic Board has an excellent program.
- The member asked that because their board is twice the size, would that have any implications in using their approach?
- Administration reported that both boards are almost identical geographically.
- Administration also commented that Ottawa-Carlton does not have as much rural transportation, but has huge transportation costs as they do not share a transportation system with other boards.
- Administration stated that Ottawa-Carlton have more community services, enabling many children to be involved in community-based programs.

- Administration stated that the presentation gives us a chance to think about the broader definition of inclusion; e.g., some programs outside community school, and the way Ottawa-Carlton uses their Educational Assistants.
- Administration noted that Ottawa-Carlton has a very well defined structure, that they have more students but fewer Educational Assistants.
- Administration commented that they capped the number of E.A.s, so each year they match that number to the needs of the system. J. Ouellette will provide the number of students in each exceptionality in both boards.
- One member stated that in her opinion there is only one definition of inclusion – either you include or you don't.
- The member also stated that when students with disabilities are grouped, the individual's needs are not met, and there are consequences in the community.
- Administration commented that our board is able to draw on 65-70 spots for students who are mentally or emotionally ill, but Ottawa-Carlton may be looking at three times that number of spots. Students who are not in one of our area's 65-70 spots are in our schools.

Information Items:

Discussion was held concerning the Board Report on the implementation plan for Learning Support Services. The following comments/questions were noted.

- The GEMS teacher will be replaced by a program in each family of schools. Students will continue to do activities in grades 6-8, with opportunities to bring them together from within their family of schools, as well as programming in the individual schools. Learning Enrichment teachers will be responsible in the individual schools.
- The Learning Enrichment teachers will form an expert panel consisting of eight people, one from each family of schools, who will be trained to work with all LETs in the schools. One of the Coordinators will oversee the gifted program. This will become part of next year's Special Education Plan.
- In reference to "a wider spectrum regarding complexity of needs," who determines complexity of needs/how is this determination being developed?
- Research is requested on models of other boards regarding special education.
- Development of a social skills program similar to the Glengarda program, but accessible to all elementary schools, will assist teachers in developing strategies for dealing with primary grade children.
- The proposed allocation of additional Ministry funding refers to hiring additional staff if the funding is available; e.g., Learning Support Services Department suggestions for 2004-05 are an additional person in Psychological Services, and two additional Behavioural Specialists.
- What is the process to vet concerns? Concerns are to be conveyed by motions to the Board from SEAC.

Notice of Motion by M. Friesen: That SEAC cannot recommend that students be excluded from their neighbourhood schools based on physical accommodations.

Notice of Motion by M. Friesen: That SEAC recommend to the Board that programs be developed based on individual needs, rather than based on group programming.

Motion by M. Mastellotto and D. Rollier that the information items be received. CARRIED.

Report from Chair:

Motions made, debated and carried at this meeting will go to the Board as budget information, prior to approval of the Minutes by SEAC.

Discussion was held on the format for the June meeting.

In discussion on budget, it was noted that if SEAC has recommendations on how the Board is spending Special Education money, they should be put forward. The amount of money available is irrelevant, as there is no discretionary funding.

Next Agenda:

- Essex – June 17, 2004, 7:30 p.m.
- Special Education Plan amendments
- Notices of motion
- Budget discussion

Report from Trustees:

L. Soulliere reported that the Ontario Catholic School Trustees' Association has requested receipt of Cycle 5 ISA funds, and that our Board is sending a similar letter to the Minister.

New Business:

Notice of Motion by J. Jaco-McKay: That SEAC recommend to the Board that congregated classes be held regularly and frequently throughout the year for children who are gifted, so that they may reach their full potential.

Notice of Motion by J. Jaco-McKay: That SEAC recommends to the Board that the gifted program be a continuum of services from Kindergarten through Grade 12.

J. Ouellette led the closing prayer.

On motion by G. Gignac and J. Jaco-McKay the meeting adjourned at 9:55 p.m. CARRIED.

**NEXT MEETING
CIVIC & EDUCATION CENTRE**

**JUNE 17, 2004
7:30 P.M.**

Patricia Hickmott
Recording Secretary

E&OE/psh/M06seac/04/06/01

Ministry of Education – NEW RELEASE – August 17, 2004

New supports to help struggling students

Increase To Help Ontario Teachers Close The Learning Gap

TORONTO, Aug. 17 /CNW/ - The McGuinty government is helping students who are struggling the most by providing additional support for programs to help them succeed in school, Education Minister Gerard Kennedy announced today.

"Our government recognizes the need to support students from low-income and single-parent families and those who have recently settled in Canada by giving them extra help to succeed in literacy and math," said Kennedy at the annual meeting of the Elementary Teachers' Federation of Ontario. "We're targeting funding to school boards that is flexible and that individual schools, principals and teachers can adapt into programs to meet student needs - new literacy teachers, for example."

The province is providing an additional \$65 million under the Learning Opportunities Grant. This investment is in addition to a \$95 million investment announced in December 2003 and will improve education achievement for students from low-income or single-parent families and those who have recently settled in Canada.

"We believe that all teachers and Ontarians share our goal of having every student able to improve and do well," said Kennedy. "The investments we made in December have already produced results in schools across Ontario and are giving students the learning boost they need to succeed."

The funding is part of the \$854 million increase for this school year announced in the Ontario budget and will flow to all school boards across the province, helping support these students' literacy and other learning needs right away. Boards will be required to report to the community on how this new funding is used.

"A one-size-fits-all approach doesn't work to address the local needs of our schools," said Kennedy. "Responding to the unique needs of each student is one example of how schools will be better this September."

Backgrounder - August 17, 2004

CLOSING THE LEARNING GAP TO HELP STRUGGLING STUDENTS

Ontario school boards will receive an additional \$65 million in funding to assist students who struggle the most to improve their achievement in the next school year.

Ontario students will benefit from this investment, which is in addition to an earlier increase of \$95 million announced in December 2003. This additional \$160 million investment in the demographic component of the Learning Opportunities Grant (LOG) will help support education achievement for students from low-income or single-parent families, families with low parental education and those who have recently settled in Canada who may be at risk of not reaching their goals. The entire LOG, including dedicated funds for literacy and numeracy and to prevent high school students from dropping out, will now total \$520.7 million for 2004-05.

The funding is designed to help students from low-income families, single-parent families, families with low parental education and families that have recently immigrated to Canada. These students have been shown to be more at risk of academic difficulties.

These investments support the government's commitment to improving student achievement by closing the learning gap and strengthening supports for students most in need.

Students from low-income families

Analysis of provincial testing by the Education Quality Accountability Office in 2001-02 reveals that schools with a higher percentage of students from low-income neighbourhoods have a lower achievement level in Grade 3 reading:

- schools with the highest percentage of students from low-income neighbourhoods saw only 42 per cent of their students achieve the provincial standard
- schools with the lowest percentage of students from low-income neighbourhoods saw 55 per cent of students achieve the provincial standard - 13 percentage points or 31 per cent higher.

Types of programs supported by the new funding

Boards provide a wide variety of supports and programs for students with academic difficulties, including:

- lower pupil/teacher ratios
- teacher aides, tutors, counsellors and social workers
- augmented literacy and numeracy programs
- expanded kindergarten
- intensified remedial reading programs
- computer-aided instruction
- before- and after-school programs
- homework help
- breakfast/lunch programs

Research indicates that students from families with low income, low parental education, as well as students from single-parent families and of recent immigrants face higher risks of not reaching their academic goals. The demographic component of the grant will provide increased funding to urban boards where a high proportion of these students live.

Schools from across Ontario have already benefited from increased funding for the LOG announced in December 2003. Some examples of the programs initiated as a result of that \$95 million increase include:

Windsor-Essex Catholic District School Board

- **Hired two elementary literacy teachers to help principals and teachers gather and interpret assessment data to identify "at-risk" students.**
- **Provided an "at-risk support period" for one teacher in each of nine secondary schools to give assistance to students who had not successfully completed the Grade 10 Literacy Test or who were at risk of not passing the test on their first attempt.**

Waterloo Region District School Board

- Hired early intervention teachers to provide literacy intervention support.
- Provided new lead literacy teachers for Grades 7-8 with text resources and professional development for at-risk readers.
- Provided music resources to meet the needs of at-risk learners in the arts.

- Created a professional development plan for new technology and to support a variety of students' learning styles and needs.

Thames Valley District School Board

- Placed additional support staff in 47 schools through the Partnerships for Excellence Program: participants included literacy teachers, educational assistants, speech pathologists, school councillors and psychological staff.
- Hired two reading recovery teacher trainers, two social service workers and a learning coordinator.

Thunder Bay Catholic District School Board

- Hired two literacy teachers to assist teachers in Grades 7-12 with literacy programming.

Huron-Superior Catholic District School Board

- Purchased literacy software for at-risk students, language software for Grades 4-8 and math software for Grades 1-8.

Peterborough Victoria Northumberland and Clarington Catholic District School Board

- Hired six full-time literacy teachers.
- Supported Rebound and Target Programs to assist students in social and academic development.

Algonquin and Lakeshore Catholic District School Board

- Hired three senior kindergarten teachers to support an all-day kindergarten program where students received additional help in math and literacy to prepare them for the first grade.

Ottawa-Carleton District School Board

- Offered professional development workshops on balanced literacy, early numeracy, guided reading, guided writing, literacy centres, literature circles, using computers in the classroom and math and math games.

Disponible en français

www.edu.gov.on.ca

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For further information: Amanda Alvaro, Minister's Office,
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