



# Windsor-Essex Catholic District School Board

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

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

### A G E N D A

I In-Camera Meeting – 5:30 p.m. Page #  
II Regular Meeting of the Board - 7:00 p.m.

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act
7. Presentations
  - a. Student Pathways to Success Video and Presentation (J. Ouellette/L. Staudt)
8. Delegations
  - a. Delegation Regarding Items Not on the Agenda  
*3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.*
  - b. Delegations Regarding Items On the Agenda  
*3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.*

|  |         |
|--|---------|
| 9. Action Items  |         |
| a. Approval of Minutes   |         |
| i) Minutes of In-Camera Meeting, February 14, 2006   |         |
| ii) Minutes of Special In-Camera Meeting, February 16, 2006  |         |
| iii) Minutes of Regular Meeting, February 14, 2006   | 1 - 9   |
| b. Items From In-Camera Meetings of February 16 and February 28, 2006  |         |
| 10. Communications   |         |
| a. External (Associations, OCSTA, Ministry)  |         |
| i) Letter from Essex-Kent Building Trades re St. Joseph's and St. Anne Catholic High School Projects, dated February 13, 2006  | 10      |
| ii) Letter from Windsor & District Labour Council re St. Joseph's and St. Anne Catholic High School Projects, dated February 13, 2006  | 11      |
| iii) Letter from St. Bonaventure's College, Newfoundland re Request for Sponsorship Support, dated February 3, 2006  | 12      |
| iv) Letter from OECTA Windsor-Essex Occasional Teacher Local re Notice to Bargain, dated January 30, 2006  | 13 - 14 |
| b. Internal (Reports from Administration)  |         |
| i) Report: Administrative Staff Report (J. Berthiaume)   | 15 - 16 |
| ii) Report: Corporate Credit Cards and Purchasing Cards - 2006 (P. Marchini)   | 17 - 38 |
| 11. Unfinished Business  |         |
| a. Notice of Motion - Trustee Alexander: <i>"At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the administration prepare a comprehensive report detailing the process and procedures that all vendors, contractors, must use in order to become pre-qualified to be eligible to provide goods and/or services to the Windsor-Essex Catholic District School Board; and further, that the report will be complete with detailed recommendations outlining a system-wide protocol that must be used by all departments in order to maintain or employ these goods and services."</i> |         |
| b. Report: Request for Proposal – Benefits Consultant (P. Marchini)  | 39 - 50 |
| 12. New Business   |         |
| a. Fieldtrips:   |         |
| i) Assumption College Catholic High School – Washington, DC  | 51 – 55 |
| ii) St. William Catholic Elementary School – Ottawa-Toronto  | 56 - 64 |
| b. Report: Temporary Borrowing Resolution (P. Marchini/K. Gignac)  | 65 - 66 |
| c. Report: Trustee Distribution (P. Marchini)  | 67 - 80 |
| 13. Committee Reports  |         |
| a. Special Education Advisory Committee (SEAC) Minutes of January 19, 2006 (J. Ouellette)  | 81 - 86 |

14. Notice of Motion
15. Remarks and Announcements
  - a. Chairperson
  - b. Director of Education
  - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items
  - a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
  - b. Deferred for six months from October 25, 2005: Motion by Trustee Soulliere and seconded by Trustee DiMenna “*that the Board add two (2) more psychologists to its psychology department for a total of four (4), and that the cost be applied to the general budget to offset the cost of educational assistant lunch supervision to the Special Education budget.*”
18. Continuation of In-Camera, if required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
  - Tuesday, February 28, 2006
  - Tuesday, March 28, 2006
  - Tuesday, April 11, 2006
  - Tuesday, April 25, 2006
  - Tuesday, May 9, 2006
  - Tuesday, May 23, 2006
  - Tuesday, June 13, 2006
  - Monday, June 26, 2006
20. Closing Prayer
21. Adjournment

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

***Michael Moher***  
*Director of Education & Secretary*



# Windsor-Essex Catholic District School Board

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

## REGULAR BOARD MEETING Tuesday, February 14, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### MINUTES

#### PRESENT

##### **Trustees:**

|                                       |                 |
|---------------------------------------|-----------------|
| F. Alexander                          | P. Keane        |
| M. DiMenna                            | J. Macri, Chair |
| B. Holland                            | S. Porcellini   |
| C. Janisse                            | L. Soulliere    |
| Rev. L. Brunet, Board Chaplain        |                 |
| A. Kishek, Student Trustee            |                 |
| J. Devos, Student Trustee (Alternate) |                 |
| L. Willson Student Trustee Designate  |                 |

##### **Regrets:**

J. Courtney, Vice-Chair

##### **Administration:**

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

##### **Recorder:**

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:30 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – Trustee Courtney sent regrets.
4. Approval of Agenda

##### Amendments:

- renumber 7 a School Based Music Instruction Pilot Project to 7b
- renumber agenda item 12a – St. Michael's Adult Education Program –Lease Improvements to 7a
- addition: 12 d Secondary School Swimming (B. Holland)

**Moved by Trustee Keane and seconded by Trustee Holland that the February 14, 2006 Regular Board meeting agenda be approved as amended. Carried.**

5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – Trustee Porcellini disclosed interest in agenda item 10b(v) *Verbal Report: Request for Proposal – Benefits Consultant* due to her husbands employment and did not participate in the discussion. Trustee Holland disclosed interest in agenda item 10b(v) *Verbal Report: Request for Proposal – Benefits Consultant* and did not participate in the discussion. Trustees Porcellini and Holland also disclosed interest in agenda item 11a *Notice of Motion - Trustee Alexander* and did not participate in the discussion.

7. Presentations

a. Report: St. Michael’s Adult Education Program – Lease Improvements

Superintendent Marchini reported that several renovations are required in order to adequately accommodate the existing St. Michael’s Adult Education Program. Principal Ron Donaldson was present to provide an overview of the current program and anticipated program expansions resulting from additional classroom space, unlimited hours of instruction as well as a new specially designed location for the Board’s Work Matters program. Architect Greg McLean presented the existing and proposed floor plans and responded to specific questions about renovations to the building. Tim Robins, Controller of Facilities Services provided revised timelines for completion of the project. Superintendent Marchini indicated that the renovations will be included in the capital plan and that funding will come from the next debenture issuance.

**Moved by Trustee Janisse and seconded by Trustee Keane that the St. Michael’s Adult Education Program, Leasehold Improvements including renovations and furniture and equipment at the Rhodes Campus facility at an estimated cost of \$570,000 be approved. Carried.**

b. School Based Music Instruction Pilot Project

Principal Mary Welsh and several music teachers were present to provide an update on the school-based Music Instruction Pilot project that was initiated at St. Therese, St. John the Baptist and St. James Catholic Elementary Schools in June 2005 through the provision of ministry funding for additional specialized teachers in the schools. The pilot program allows all students from junior kindergarten to grade 8 experience first hand an appreciation for music and gain knowledge of different cultures through music.

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 Special In-Camera Meeting, January 26, 2006  
**Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the Special In-Camera Meeting of January 26, 2006 be adopted as distributed.**  
*Carried.*
- ii) Minutes of In-Camera Meeting, January 31, 2006  
**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the In-Camera Meeting of January 31, 2006 be adopted as distributed.** *Carried.*
- iii) Minutes of Regular Meeting, January 31, 2006

Amendment: Page 6 – 10b(v) Report: Board Health, Dental and Life Benefit Program – Second sentence amended to read: Discussion ensued with regard to the length of term the board approved for the original contract with the existing Benefits Consultant and to the approval process Executive Council utilized for the increase in consultant fees from 1.1% to 1.5%.

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Regular Meeting of January 31, 2006 be adopted as amended.** *Carried.*

### b. Items From In-Camera Meetings of January 26 and February 14, 2006

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meetings January 26, 2006 and February 14, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Soulliere declared a conflict of interest in the February 14, 2006 In-Camera Session and excused herself from the relevant discussion item.

**Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meetings of January 26, 2006 and February 14, 2006 be approved.** *Carried.*

Trustee DiMenna made the following announcement:

- At the January 26, 2006 Special In-Camera Committee of the Whole meeting, trustees approved an advertisement plan and the process for the selection of the new Director of Education.

## 10. Communications

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

- i) Email from Oliver Carroll, Chair Toronto Catholic District School Board, dated February 3, 2006  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the email from Oliver Carroll, Chair Toronto Catholic District School Board, dated February 3, 2006 be received as information. Carried.**
- ii) Open letter from Minister of Education Gerald Kennedy, dated February 3, 2006  
**Moved by Trustee Janisse and seconded by Trustee Holland that the Open letter from Minister of Education Gerald Kennedy, dated February 3, 2006 be received as information. Carried.**

### b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report  
**Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 14, 2006 for information. Carried.**
- ii) Report: High School Council – November 24, 2005 Meeting  
  
Superintendent Marchini will provide trustees with a copy of the Trust Licence Agreement noted on page 2 of the meeting notes.  
  
**Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the minutes of the High School Council dated November 24, 2005, as information. Carried.**
- iii) Report: Annual Playground Equipment Inspection & Repair Program – Interim Report

At the Board Meeting held on October 25, 2005 Administration presented a report to the Board outlining the annual playground equipment inspection and repair program. All identified Hazard “A” repairs were immediately addressed following the Board Report of October 25, 2005. A Request For Quotation (RFQ) was undertaken to complete the repairs for Hazard “B & C” based on priorities 1 & 2 as indicated in the October 25, 2005 report. Tim Robins, Controller of Facilities Services responded to questions with respect to the use of a consultant firm to assist with the annual inspection and the procurement of the necessary equipment repairs for the board to meet CSA legal standards and insurance requirements.

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the repairs to the playground equipment received from the original equipment manufacturers for a total value of \$67,663.00 including g.s.t., and the pilot program for addressing pea gravel surfaces. Carried.**

iv) Report: Legal Services – December 2005  
**Moved by Trustee Alexander and seconded by Trustee Holland that the report *Legal Services – December 2005* be received as information. Carried.**

v) Verbal Report: Request for Proposal – Benefits Consultant

Superintendent Marchini reported that a draft Request for Proposal has been completed and forwarded to legal council for review. The report will come to the Board following a final review by Executive Council.

## 11. Unfinished Business

- a. Notice of Motion - Trustee Alexander (amended motion deferred from the January 31, 2006 meeting): *“At the next Board meeting, I shall move or cause to be moved that the Windsor-Essex Catholic District School Board invite submissions from interested consultants regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated and further that a minimum of two trustee representatives sit on this committee.”*

*Trustees Porcellini and Holland disclosed interest at this point and did not participate in the discussion.*

**Moved by Trustee Alexander and seconded by Trustee Janisse that that the Windsor-Essex Catholic District School Board invite submissions from interested consultants regarding the delivery of its total benefits package; and, that this invitation will be in the form of a detailed RFP and is to be widely circulated and further that a minimum of two trustee representatives sit on this committee. Carried.**

Trustee Alexander volunteered to sit on the Committee.

- b. Notice of Motion - Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board approve the expenditure of funds to cover the conference registration fees only, for two parent council representatives from each family of schools (to a maximum of 16 representatives) to attend the annual general meeting of the Ontario Association of Parents in Catholic Education (OAPCE) yearly, to a maximum expenditure of \$4,000 annually.”*

**Moved by Trustee Porcellini and seconded by Trustee Holland that that the Board approve the expenditure of funds to cover the conference registration fees only, for two parent council representatives from each family of schools (to a maximum of 16 representatives) to attend the annual general meeting of the Ontario Association of Parents in Catholic Education (OAPCE) yearly, to a maximum expenditure of \$4,000 annually. Carried.**



- c. Notice of Motion - Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board immediately suspend our protocol on Fifth Disease, and develop a policy or policies regarding this disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review.”*

Trustee Porcellini relayed her concerns about the current protocol in place that outlines the course of action to prevent potential exposure to Fifth Disease in the schools and offices. Trustee Porcellini indicated that she believes the protocol, as it now stands, asks employees to choose between the health of their baby and the financial health of their families by having to take a medical leave without pay once sick leave credits are expired. Superintendent Berthiaume reported that the current protocol was developed with input from the Board’s Health & Safety officer, the local health officials, Ontario Medical Officer of health, employee groups and Union representatives.

**Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board immediately suspend our protocol on Fifth Disease, and develop a policy or policies regarding this disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review.**

Discussion occurred about the advisability of suspending the current protocol with nothing else in place, the possibility of including reference to a protocol within the existing Board Policy A19 – Communicable Diseases, contractual implications, and potential impact on the Board’s financial stability.

**Moved by Trustee Alexander and seconded by Trustee Soulliere that the notice of motion be deferred to allow administration sufficient time review the issue and to review and improve the existing Board policy A19 Communicable Diseases to address the issue of Fifth Disease. *Defeated.***

**Amended Motion: Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board immediately develop a policy or policies regarding Fifth Disease that will be circulated for comment to all our stakeholders and presented to the Board for approval, as per our normal procedure for policy development and review. *Carried.***

- d. Notice of Motion – Trustee Porcellini: *“At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the Board send a letter to the Prime Minister-elect indicating our support for the previously announced national child care funding initiatives, known as the Best Start program in our region, indicating as well that we as a Board consider this initiative to be of paramount importance in the educational development of the children in our community and therefore beyond the scope of party politics, and urging the Prime Minister-elect to honour the funding commitments of the initiative.”*

**Amended Motion: Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board send a letter to the Prime Minister Harper indicating our support for the previously announced national child care funding initiatives, known as the Best Start program in our region, indicating as well that we as a Board consider this initiative to**

**be of paramount importance in the educational development of the children in our community and urging the Prime Minister Harper to honour the funding commitments of the initiative;**

**and, that the letter be sent to the Ontario Catholic Schools Trustees' Association (OCSTA) along with a request that they distribute to other boards asking for their support. Carried.**

12. New Business

- a. Report: St. Michael's Adult Education Program – Lease Improvements – This item was renumbered and discussed under 7a.
- b. Report: Canada Day Designation  
**Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve designation of the following days as Canada Day:**  
**- Ten-Month Support Staff Employees - June 30, 2006**  
**- Twelve-Month Employees – July 3, 2006. Carried.**
- c. Report: School Year Calendar 2006 – 2007  
**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the School Year Calendar - 2006-2007 for the Windsor-Essex Catholic District School Board. Carried.**
- d. Walk-On: Secondary School Swimming (Trustee Holland) – Discussion occurred around the decision by the Windsor Essex County Secondary School Athletic Association (WECSSAA) to change the playing regulations for this season's swim meets as they relate to point collection of high school trained and club swimmers. Clarification was also provided on the process for determining the seating capacity at last weekend's swim meet held at the University of Windsor where several spectators were denied entrance due to capacity restrictions placed by the Fire Marshall. Superintendent Berthiaume will provide additional background information to trustees later this week.

13. Committee Reports – None.

14. Notice of Motion

- Trustee Alexander: *At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the administration prepare a comprehensive report detailing the process and procedures that all vendors, contractors, must use in order to become pre-qualified to be eligible to provide goods and/or services to the Windsor-Essex Catholic District School Board; and further, that the report will be complete with detailed recommendations outlining a system-wide protocol that must be used by all departments in order to maintain or employ these goods and services.*

## 15. Remarks and Announcements

- a. Chairperson Macri announced that a tentative agreement had been reached with the CAW Local 2458, which includes the Office, Clerical & Technician staff as well as the Custodial and Maintenance staff. The agreement is expected to be ratified by the Board and the Union in the near future.
- b. Director of Education Moher reminded trustees of the JK/SK Registration and Open House that is scheduled at all elementary schools on Wednesday, February 15 from 5:00 p.m. to 7:00 p.m.
- c. Board Chaplain – No comments this evening.

## 16. Remarks/Questions by Trustees

- Trustee Porcellini thanked Superintendent Ouellette for information on activities held across the system to observe Black History month and congratulated St. Thomas of Villanova specifically for the events planned at that school.
- Trustee Alexander commended the staff involved in the development of the JK/SK DVD that was provided to trustees at the last board meeting. Trustee Alexander also thanked Superintendent Ouellette for her leadership on JK/SK recruitment and thanked all the consultants, co-ordinators, principals and teachers who volunteered to promote Catholic education at the Devonshire Mall display.
- Trustee Soulliere reported the she and the Director of Education will be attending this week's County Council meeting to support the possibility of improved ambulance services in Lakeshore. Trustee Soulliere asked that the two letters provided to trustees through mail, be formally received as information on the next Board agenda.
- Trustee Holland commended staff involved in the JK/SK promotion, particularly the radio spots promoting Catholic education.
- Trustee DiMenna congratulated St. Anne and St. Joseph High Schools and Queen of Peace Elementary School for their successful applications to receive funding under the "Boys and Literacy" initiative. Trustee DiMenna also congratulated former student Meghan Agosta on her accomplishments at the Olympics.
- Student Trustee Kishek thanked the Board for reaching a tentative agreement with CAW and clarified her comments about the mandate of the Fair Labour Uniform Committee, which is a subcommittee of the English Catholic Board Council of the Ontario Student Trustee Association. Student Trustee Kishek indicated that the Student Senate Newsletter is expected to be ready for circulation next week and thanked everyone who contributed to its development.

## 17. Pending Items

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

18. Continuation of In-Camera – The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
  - Tuesday, February 28, 2006
  - Tuesday, March 28, 2006
  - Tuesday, April 11, 2006
  - Tuesday, April 25, 2006
  - Tuesday, May 9, 2006
  - Tuesday, May 23, 2006
  - Tuesday, June 13, 2006
  - Monday, June 26, 2006
20. Closing Prayer – Father Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of February 14, 2006 adjourned at 9:25 p.m. at the call of the Chair.

***Not approved***

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

***Michael Moher***  
*Director of Education & Secretary*

# ESSEX & KENT BUILDING TRADES

*Building Southwestern Ontario's Future*

February 13 2006

Mr. John Macri,  
Chairperson  
Windsor-Essex Catholic District School Board  
1325 California Avenue  
Windsor, On  
N9B-3Y6

RECEIVED

FEB 13 2006

**Re: St. Joseph's High School and St. Anne High School Projects**

Dear John,

On behalf of the Essex and Kent Building Trades Council, we would like to extend our appreciation to you with respect to the manner in which the above projects were conducted.

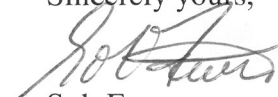
Your selection of a Local, Unionized General Contractor by a proposal system, and the selection of all Union sub trades, based on the size and capability of performing, along with competitive pricing, have been extremely beneficial to these projects. Following this procedure, you will provide employment for twelve to sixteen months for hundreds of Local union tradesman at a most appropriate time.

In addition, by using Local companies, the millions of dollars in material purchased, were given to Local suppliers on a competitive basis. Again, this is a major benefit to the companies and residents of both the City of Windsor, the County of Essex and a wise use of Local taxpayer dollars.

The wisdom and initiative shown by you, is evident by the way of the speed and quality of the construction of these schools.

Again, we thank you and trust that future projects will have the same benefits for the Catholic School Board, our people and our community.

Sincerely yours,



Sol Furer  
President  
Essex and Kent Building Trades Council

c.c. Mr. Michael Moher W.E.C.S.B.  
Mr. Gary Parent W.D.L.C.

*faxed: J. Macri*





# Windsor & District Labour Council

COUNCIL MEETS 2ND TUESDAY, DOWNSTAIRS HALL 3450 YPRES AVENUE - 6:30 P.M.  
EXECUTIVE MEMBERS MEET 1ST AND 3RD TUESDAYS, 3450 YPRES AVENUE - 4:30 P.M.

200-3450 YPRES AVENUE, WINDSOR, ONTARIO N8W 5K9  
Phone: (519) 252-8281 Fax: (519) 252-2906  
E-mail: wdlc\_office@bellnet.ca

February 13, 2006

RECEIVED  
FEB 13 2006

Mr. John Macri, Chairperson,  
Windsor-Essex Catholic District School Board,  
1325 California Avenue,  
WINDSOR, Ontario.  
N9B 3Y6

Dear Mr. Macri:

**RE: ST. JOSEPH'S HIGH SCHOOL AND  
ST. ANNE HIGH SCHOOL PROJECTS**

On behalf of the over 42,000 members of the Windsor and District Labour Council, I want to thank you and your board for the way you have conducted the process in the above-named projects.

As I understand it, your selection of a Union General Contractor, by a proposal system and the selection of all union sub-trades, based on the size and capability of performing, along with competitive pricing, has been extremely beneficial to these projects.

As a result of using this system, you will be providing employment for twelve to sixteen months for hundreds of Local Union trades people.

Again, I thank you and trust that future projects will have the same benefits for the School Board, our people and our community.

Yours truly,

GARY L. PARENT,  
PRESIDENT,  
W.D.L.C.

GLP/cc  
caw240

cc: m. moher.  
faxed: j. macri



# St. Bonaventure's College

Bonaventure Avenue, St. John's, Newfoundland & Labrador, A1C 6B3  
Tel: 709.726.0024 Fax: 709.726.0148 Web: [www.stbonaventurecollege.ca](http://www.stbonaventurecollege.ca)

February 3, 2006

RECEIVED  
FEB 15 2006

Mr. John Macri  
Windsor-Essex CDSB  
1325 California Avenue  
Windsor, ON N9B 3Y6

Dear Mr. Macri:

On June 8-10, as you know, the 2006 CCSTA Convention will be held here in St. John's at the Holiday Inn. It is a great honour for the Board of Directors of St. Bonaventure's College to host this convention and to welcome fellow trustees and administrators, and their companions, from throughout Canada to come join us for these days of reflection and discussion on our theme *Navigating Catholic Schools Through Challenge and Change*. (A scoff and a scuff will keep the convention from becoming all business!!) We anticipate that over 300 delegates will be in attendance and we hope that members of your Board will be among those delegates.

We are currently seeking sponsorship support to assist in covering some of the many costs associated with holding a CCSTA conference. This support, with very modest expectations, is being sought from the business community.

Throughout the past few months, some School Boards have been asking what they might do to support our conference in St. John's. At this time, therefore, we write to acknowledge that your School Board might wish to make a financial contribution to the overall Conference Program. Should your Board wish to participate, contributions to the Program can be made for whatever amount your Board feels appropriate. No matter the size, your support will be most appreciated and will be given recognition both during the conference and in the conference program booklet.

Sincerely,

*Madonna O'Shea B Fagan*

Madonna O'Shea; Bonaventure Fagan, Co-chairs

*faxed: J. Macri*

CCSTA/ACCEC Convention 2006  
Navigating Catholic Schools Through Challenge and Change  
June 8-10, St. John's, Newfoundland & Labrador ~ Hosted by St. Bonaventure's College  
Tel: 709 726 4188 email: [cستا2006@nf.aibn.com](mailto:cستا2006@nf.aibn.com)  
[www.cستا2006.com](http://www.cستا2006.com)







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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:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Michael B. Moher, Director of Education  
Joseph Berthiaume, Superintendent of Human Resources  
Paul Picard, Supervisor - Human Resources

**SUBJECT:** **OECTA – WINDSOR-ESSEX OCCASIONAL TEACHER LOCAL  
– NOTICE TO NEGOTIATE**

### RECOMMENDATION:

**That the Board enter into negotiations with the Ontario English Catholic Teachers' Association (OECTA) representing the Windsor-Essex Occasional Teacher Local.**

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### BACKGROUND:

In accordance with Article 26 – Duration of Agreement, the current Agreement is in effect until the 31st day of August 2006, but it shall continue to have effect thereafter unless either party gives notice to the other, in writing, to negotiate its renewal. Such notice of desire to negotiate shall be given prior to April 30th of the year in which the Agreement expires.

### FINANCIAL:

### COMMENTS:

Written notification of OECTA - Windsor-Essex Occasional Teacher Local's intention to negotiate a renewal of the current collective agreement was received January 30, 2006.

### TIMELINES:

### APPENDICES:

- Letter from Ihor Baczynsky, OECTA Collective Bargaining Department dated January 30, 2006

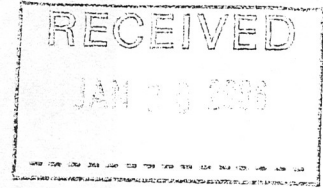




65 St. Clair Avenue East  
Toronto, Ontario M4T 2Y8  
Tel. (416) 925-2493  
1 (800) 268-7230  
Fax (416) 925-7764

*EX*

SENT BY FAX: 519-253-4819



January 30, 2006

✓

*cc: Joe*

Mr. Michael Moher  
Director of Education  
Windsor-Essex Catholic District School Board  
1325 California Avenue  
Windsor, Ontario  
N9B 3Y6

Dear Mr. Moher

Please be advised that the Ontario English Catholic Teachers' Association representing the Windsor-Essex Occasional Teacher Local, hereby notifies the Board of its intention to negotiate a renewal of the current collective agreement.

In keeping with the above, we ask that you please advise us of possible dates for our first meeting.

Please respond through the Unit President, Ms. Marguerite Bastien with a copy to myself, as to the availability for our first meeting and confirming your intent to bargain.

Should you have any questions or concerns, please contact me at the above address/phone number.

Sincerely

Ihor Baczynsky  
Executive Assistant  
Collective Bargaining Department

DB/cb

C: Marguerite Bastien



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

### RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, return from leave of absence retirement and resignation of staff dated February 28, 2006 for information.

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### BACKGROUND:

### FINANCIAL:

### COMMENTS:

### TIMELINES:

### APPENDICES:

- Administrative Staff Report dated February 28, 2006

February 28, 2006

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

|  | <b>Employee Name</b> | <b>Position</b>       | <b>Location</b>            | <b>Date</b>      | <b>Reason</b> |
|--|----------------------|-----------------------|----------------------------|------------------|---------------|
| <b>HIRING:</b>   | Dean Hughes          | Secondary Teacher     | St. Thomas of Villanova    | February 3, 2006 |               |
|  | Christopher Morris   | Secondary Teacher     | St. Michael's - Essex      | February 2, 2006 |               |
| <b>RETIREMENT:</b>   | Anita Renaud         | Secondary Teacher     | Holy Names Secondary       | June 30, 2006    |               |
|  | Marc Marcoccia       | Secondary Teacher     | Holy Names Secondary       | June 30, 2006    |               |
|  | Christina Wilson     | Elementary Teacher    | St. John de Brebeuf        | June 30, 2006    |               |
| <b>RESIGNATION:</b>  | Rhonda Mayea         | Educational Assistant | St. Bernard Elementary (W) | February 3, 2006 |               |
| <b>Teacher Retirements - Upcoming</b><br><b>*Have given notice; have yet to retire</b> |                      | <b>Elementary: 3</b>  | <b>Secondary: 2</b>        | <b>Total: 5</b>  |               |
| <b>Teacher Retirements - Year to Date</b><br><b>** Have retired as of this date</b>    |                      | <b>Elementary: 3</b>  | <b>Secondary: 4</b>        | <b>Total: 7</b>  |               |
| <b>Teacher Resignations - Upcoming</b>   |                      | <b>Elementary: 0</b>  | <b>Secondary: 0</b>        | <b>Total: 0</b>  |               |
| <b>Teacher Resignations - Year to Date</b>   |                      | <b>Elementary: 3</b>  | <b>Secondary: 0</b>        | <b>Total: 3</b>  |               |



# Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT: CORPORATE CREDIT CARDS AND PURCHASING CARDS**

### RECOMMENDATION:

**That the Board receive the report Corporate Credit Cards and Purchasing Cards as information.**

### BACKGROUND:

In the event inquiries regarding board credit cards and purchasing cards are made, the following report has been prepared. This report will detail who has cards, what the rules are, how they are audited and amounts spent.

The board has two (2) credit cards and fifty-five corporate Purchasing Cards

The Director of Education and Superintendent of Business are the authorized credit cardholders. Trustees of the board are not issued credit cards.

These cards are used for board business meetings and professional development expenditures, including expenditures for the management staff in attendance at these meetings.

The board's auditors perform random reviews of the expense statements and receipts as part of the annual audit.

Supervisors review expenditures of staff who have been issued a purchasing card on a monthly basis. The board's Controller of Finance has reviewed the board procedure regarding P-Cards (Purchasing Cards) with the fifty-five staff that have been issued cards.

## **FINANCIAL IMPLICATIONS:**

For the 2004/2005 fiscal period, a total of \$40,445 was expended through the board's corporate credit cards and \$302,087 through the fifty-five board P. Cards.

For the September 2005 through December 31, 2005 period the amounts are \$10,470 and \$163,495 respectively.

## **COMMENTS:**

Expenditures associated with the board credit cards include:

- ◆ Business meeting expenditures (travel, meals, accommodation and other related expenses) ex. Meeting with Ministry of Education, Trustee Associations and other Professional Organizations etc.
- ◆ Expenditures related to employee negotiations.
- ◆ Educational conferences
- ◆ Bereavement, retirement and employee recognition ceremonies, and other special school events.

Expenditures associated with the board P-Cards include:

- ◆ Approved travel expenditures for authorized board business
- ◆ Books, supplies required by the board.
- ◆ Facility maintenance supplies
- ◆ Information Technology Supplies

The purchasing cards have credit limits of \$5,000 and a single purchase limit of \$1,000.

The board's combined credit card limit is \$40,000.

A copy of a memo from the board's auditors to the Controller of Finance is also enclosed.

## **TIMELINES:**

### **APPENDICES:**

- ◆ Appendix A - Summary of Expenditures
- ◆ Appendix B - Administrative Procedure Purchasing Card
- ◆ Appendix C - Auditors Memo dated February 10, 2006

# APPENDIX A

Director of Education  
Credit Card Statement

September 2003 - August 2004

|   |             |
|---|-------------|
| CONFERENCE EXPENSE: (Professional Development)                        | \$7,631.53  |
| CONFERENCE EXPENSE: OTHER STAFF                                       | \$0.00      |
| Ministry, Staff and Professional Organization Meetings etc.           | \$5,831.40  |
| OTHER: (prof. books, bereavements, retirements, employee recognition) | \$1,316.93  |
| MEMBERSHIP FEES EXPENSE:  | \$95.81     |
|   | \$14,875.67 |

CONFERENCES:

- Canadian Association of School Administrators
- American Association of School Administrators

CONFERENCES OTHER:

- executive assistants conference:

MINISTRY, STAFF AND PROFESSIONAL ORGANIZATION MEETINGS ETC.

- attendance at required meetings called by the Diocese of London, Ministry of Education, Ontario Catholic Trustees Association, special events in municipality of Windsor - Essex, Council of Directors of Education, Ontario Supervisory Officers Association.

OTHER:

- Purchase of books for professional development of staff
- Flowers, mass cards, retirement gifts, employee recognition events.

MEMBERSHIP FEES:

- association fees for professional education organizations.

Director of Education  
Credit Card Statement

September 2004 - August 2005

|   |             |
|---|-------------|
| CONFERENCE EXPENSE: (Professional Development)                        | \$14,419.58 |
| CONFERENCE EXPENSE: OTHER STAFF                                       | \$0.00      |
| Ministry, Staff and Professional Organization Meetings etc.           | \$7,219.59  |
| OTHER: (prof. books, bereavements, retirements, employee recognition) | \$2,516.90  |
| MEMBERSHIP FEES EXPENSE:  | \$229.08    |
|   | \$24,385.15 |

CONFERENCES:

- Canadian Association of School Administrators
- American Association of School Administrators

CONFERENCES OTHER:

- executive assistants conference:

MINISTRY, STAFF AND PROFESSIONAL ORGANIZATION MEETINGS ETC.

- attendance at required meetings called by the Diocese of London, Ministry of Education, Ontario Catholic Trustees Association, special events in municipality of Windsor - Essex, Council of Directors of Education, Ontario Supervisory Officers Association.

OTHER:

- Purchase of books for professional development of staff
- Flowers, mass cards, retirement gifts, employee recognition events.

MEMBERSHIP FEES:

- association fees for professional education organizations.



Director of Education  
Credit Card Statement

September 2005 - December 2005

|   |            |
|---|------------|
| CONFERENCE EXPENSE: (Professional Development)                        | \$1,004.98 |
| CONFERENCE EXPENSE: OTHER STAFF                                       | \$924.48   |
| Ministry, Staff and Professional Organization Meetings etc.           | \$2,022.16 |
| OTHER: (prof. books, bereavements, retirements, employee recognition) | \$1,380.00 |
| MEMBERSHIP FEES EXPENSE:  | \$0.00     |
|   | \$5,331.62 |

CONFERENCES:

- Canadian Association of School Administrators
- American Association of School Administrators

CONFERENCES OTHER:

- executive assistants conference:

MINISTRY, STAFF AND PROFESSIONAL ORGANIZATION MEETINGS ETC.

- attendance at required meetings called by the Diocese of London, Ministry of Education, Ontario Catholic Trustees Association, special events in municipality of Windsor - Essex, Council of Directors of Education, Ontario Supervisory Officers Association.

OTHER:

- Purchase of books for professional development of staff
- Flowers, mass cards, retirement gifts, employee recognition events.

MEMBERSHIP FEES:

- association fees for professional education organizations.

Superintendent of Business  
Credit Card Statement

September 2003 - August 2004

|   |             |
|---|-------------|
| NEGOTIATIONS EXPENSE:   | \$0.00      |
| CONFERENCE EXPENSE: (Professional Development)                            | \$3,327.37  |
| Ministry, Staff and Professional Organization Meetings etc.               | \$10,604.69 |
| Ministry, Staff and Professional Organization Meetings etc. - other staff | \$654.68    |
| OTHER: (prof. books, bereavements, retirements, employee recognition)     | \$607.26    |
| MEMBERSHIP FEES EXPENSE:  | \$0.00      |
|   | \$15,194.00 |

Note:

Ministry, Staff and Professional Organization Meetings include:

- Ontario School Board Financing Corporation
- Ontario Catholic School Board Officials Association
- Ontario School Board Officials Association
- Ontario Catholic School Trustees Association
- Ministry of Education Regional Meetings
- Meetings with board service providers regarding software training etc.

Superintendent of Business  
Credit Card Statement

September 2004 - August 2005

|   |             |
|---|-------------|
| NEGOTIATIONS EXPENSE:   | \$0.00      |
| CONFERENCE EXPENSE: (Professional Development)                            | \$6,725.63  |
| Ministry, Staff and Professional Organization Meetings etc.               | \$8,865.31  |
| Ministry, Staff and Professional Organization Meetings etc. - other staff | \$0.00      |
| OTHER: (prof. books, bereavements, retirements, employee recognition)     | \$469.81    |
| MEMBERSHIP FEES EXPENSE:  | \$0.00      |
|   | \$16,060.75 |

Note:

Ministry, Staff and Professional Organization Meetings include:

- Ontario School Board Financing Corporation
- Ontario Catholic School Board Officials Association
- Ontario School Board Officials Association
- Ontario Catholic School Trustees Association
- Ministry of Education Regional Meetings
- Meetings with board service providers regarding software training etc.

Superintendent of Business  
Credit Card Statement

September 2005 - December 2005

|   |            |
|---|------------|
| NEGOTIATIONS EXPENSE:   | \$0.00     |
| CONFERENCE EXPENSE: (Professional Development)                            | \$2,184.83 |
| Ministry, Staff and Professional Organization Meetings etc.               | \$2,608.80 |
| Ministry, Staff and Professional Organization Meetings etc. - other staff | \$122.62   |
| OTHER: (prof. books, bereavements, retirements, employee recognition)     | \$222.52   |
| MEMBERSHIP FEES EXPENSE:  | \$0.00     |
|   | \$5,138.77 |

Note:

Ministry, Staff and Professional Organization Meetings include:

- Ontario School Board Financing Corporation
- Ontario Catholic School Board Officials Association
- Ontario School Board Officials Association
- Ontario Catholic School Trustees Association
- Ministry of Education Regional Meetings
- Meetings with board service providers regarding software training etc.

**PURCHASING CARD PURCHASES MADE FROM SEPT. 1, 2003 - AUG. 31, 2004**

PURCHASING CARD SUMMARY

| TITLE OF CARDHOLDER | DEPARTMENT | CARD USE<br>DOLLARS |
|---------------------|------------|---------------------|
|---------------------|------------|---------------------|

|                        |   |             |
|------------------------|---|-------------|
| SENIOR ADMINISTRATION: |   |             |
|                        |   |             |
|                        | Superintendent of Human Resources                                     | \$3,554.27  |
|                        | Superintendent of Education   | \$2,798.49  |
|                        |   |             |
| ADMINISTRATION:        |   |             |
|                        | Principal of Information Technology                                   | \$9,167.96  |
|                        | Communications Officer  | \$5,053.91  |
|                        | Controller of Facilities Services                                     | \$2,866.93  |
|                        | Supervisor of Learning Support Services - Student Pathways to Success | \$13,036.74 |
|                        | Manager of Human Resources  | \$0.00      |
|                        | Supervisor of Human Resources - Academic                              | \$0.00      |
|                        | Supervisor of Learning Support Services - Special Education           | \$2,336.55  |
|                        | Supervisor of Learning Support Services - Curriculum                  | \$4,586.60  |
|                        | Supervisor of Curriculum  | \$863.40    |
|                        | Supervisor - Faith Development  | \$0.00      |
|                        | Executive Assistant to the Board                                      | \$0.00      |
|                        |   |             |
| SCHOOL PRINCIPALS      |   |             |
|                        | Principal -   | \$2,373.30  |
|                        | Principal -   | \$1,174.81  |
|                        |   |             |

| TITLE OF CARDHOLDER                      | DEPARTMENT | CARD USE DOLLARS |
|--|------------|------------------|
| FACILITIES SERVICES (Supervision)        |            |                  |
| Manager Operations & Maintenance         |            | \$0.00           |
| Maintenance Supervisor                   |            | \$4,088.86       |
| Operations Supervisor                    |            | \$0.00           |
| Operations Supervisor                    |            | \$0.00           |
| Operations Supervisor                    |            | \$0.00           |
| Manager Energy & Building Systems        |            | \$0.00           |
| Health & Safety Supervisor               |            | \$0.00           |
| FACILITIES SERVICES (Maintenance staff)  |            |                  |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
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| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$0.00           |
| CONSULTANTS                              |            |                  |
| Literacy / Numeracy                      |            | \$0.00           |
| Catholic Studies                         |            | \$4,372.64       |
| Catholic Studies                         |            | \$0.00           |
| Elementary Curriculum                    |            | \$2,720.67       |
| Secondary Curriculum                     |            | \$8,358.54       |
| Communications/Languages                 |            | \$6,432.26       |
| Oyap                                     |            | \$5,251.02       |
| I.T. Department                          |            | \$4,277.49       |
| Literacy                                 |            | \$4,622.76       |
| A. V. DEPARTMENT                         |            |                  |
| Computer Services Department Technicians |            | \$7,897.06       |
| Computer Services Department Technicians |            | \$5,768.48       |

**TOTAL P-CARD CHARGES FOR PERIOD 9/1/03 - 08/31/04 \$101,602.74**

**PURCHASING CARD PURCHASES MADE FROM SEPT. 1, 2004 - AUG. 31, 2005**

**PURCHASING CARD SUMMARY**

| TITLE OF CARDHOLDER   | DEPARTMENT | CARD USE DOLLARS |
|---|------------|------------------|
| <b>SENIOR ADMINISTRATION:</b>   |            |                  |
|   |            |                  |
| Superintendent of Human Resources                                     |            | \$5,019.89       |
| Superintendent of Education   |            | \$1,656.45       |
| <b>ADMINISTRATION:</b>  |            |                  |
| Principal of Information Technology                                   |            | \$5,118.64       |
| Communications Officer  |            | \$6,298.79       |
| Controller of Facilities Services                                     |            | \$10,497.17      |
| Supervisor of Learning Support Services - Student Pathways to Success |            | \$20,761.30      |
| Manager of Human Resources  |            | \$181.94         |
| Supervisor of Human Resources - Academic                              |            | \$0.00           |
| Supervisor of Learning Support Services - Special Education           |            | \$2,600.47       |
| Supervisor of Learning Support Services - Curriculum                  |            | \$12,743.93      |
| Supervisor of Curriculum  |            | \$2,897.68       |
| Supervisor - Faith Development  |            | \$359.33         |
| Executive Assistant to the Board                                      |            | \$7,807.83       |
| <b>SCHOOL PRINCIPALS</b>  |            |                  |
| Principal -   |            | \$4,274.54       |
| Principal -   |            | \$0.00           |

| TITLE OF CARDHOLDER                      | DEPARTMENT | CARD USE DOLLARS |
|--|------------|------------------|
| FACILITIES SERVICES (Supervision)        |            |                  |
| Manager Operations & Maintenance         |            | \$0.00           |
| Maintenance Supervisor                   |            | \$5,834.69       |
| Operations Supervisor                    |            | \$1,075.94       |
| Operations Supervisor                    |            | \$243.22         |
| Operations Supervisor                    |            | \$755.41         |
| Manager Energy & Building Systems        |            | \$4,119.42       |
| Health & Safety Supervisor               |            | \$2,440.22       |
| FACILITIES SERVICES (Maintenance staff)  |            |                  |
| Maintenance Employee                     |            | \$6,875.31       |
| Maintenance Employee                     |            | \$10,207.92      |
| Maintenance Employee                     |            | \$7,768.38       |
| Maintenance Employee                     |            | \$7,158.63       |
| Maintenance Employee                     |            | \$5,586.62       |
| Maintenance Employee                     |            | \$10,110.33      |
| Maintenance Employee                     |            | \$1,025.87       |
| Maintenance Employee                     |            | \$10,541.90      |
| Maintenance Employee                     |            | \$7,450.76       |
| Maintenance Employee                     |            | \$13,588.78      |
| Maintenance Employee                     |            | \$9,139.57       |
| Maintenance Employee                     |            | \$775.58         |
| Maintenance Employee                     |            | \$3,886.65       |
| Maintenance Employee                     |            | \$6,696.32       |
| Maintenance Employee                     |            | \$3,526.16       |
| Maintenance Employee                     |            | \$6,358.90       |
| Maintenance Employee                     |            | \$7,178.87       |
| Maintenance Employee                     |            | \$4,468.92       |
| Maintenance Employee                     |            | \$18,475.44      |
| Maintenance Employee                     |            | \$2,582.21       |
| Maintenance Employee                     |            | \$9,864.15       |
| Maintenance Employee                     |            | \$3,109.32       |
| CONSULTANTS                              |            |                  |
| Literacy / Numeracy                      |            | \$4,512.38       |
| Catholic Studies                         |            | \$4,386.11       |
| Catholic Studies                         |            | \$0.00           |
| Elementary Curriculum                    |            | \$3,856.94       |
| Secondary Curriculum                     |            | \$9,037.54       |
| Communications/Languages                 |            | \$8,913.09       |
| Oyap                                     |            | \$3,922.54       |
| I.T. Department                          |            | \$2,370.95       |
| Literacy                                 |            | \$3,320.62       |
| A. V. DEPARTMENT                         |            |                  |
| Computer Services Department Technicians |            | \$10,702.92      |
| Computer Services Department Technicians |            | \$0.00           |

**TOTAL P-CARD CHARGES FOR PERIOD 9/1/04 - 08/31/05 \$302,086.54**



**PURCHASING CARD PURCHASES MADE FROM SEPT. 1, 2005 - DEC. 31, 2005**

PURCHASING CARD SUMMARY

| TITLE OF CARDHOLDER   | DEPARTMENT | CARD USE DOLLARS |
|---|------------|------------------|
| <b>SENIOR ADMINISTRATION:</b>   |            |                  |
|   |            |                  |
| Superintendent of Human Resources                                     |            | \$967.68         |
| Superintendent of Education   |            | \$746.34         |
| <b>ADMINISTRATION:</b>  |            |                  |
| Principal of Information Technology                                   |            | \$1,954.87       |
| Communications Officer  |            | \$2,107.23       |
| Controller of Facilities Services                                     |            | \$1,171.70       |
| Supervisor of Learning Support Services - Student Pathways to Success |            | \$8,811.11       |
| Manager of Human Resources  |            | \$68.43          |
| Supervisor of Human Resources - Academic                              |            | \$286.68         |
| Supervisor of Learning Support Services - Special Education           |            | \$1,111.85       |
| Supervisor of Learning Support Services - Curriculum                  |            | \$9,878.38       |
| Supervisor of Curriculum  |            | \$0.00           |
| Supervisor - Faith Development  |            | \$1,178.06       |
| Executive Assistant to the Board                                      |            | \$1,270.48       |
| <b>SCHOOL PRINCIPALS</b>  |            |                  |
| Principal -   |            | \$523.47         |
| Principal -   |            | \$0.00           |

| TITLE OF CARDHOLDER                      | DEPARTMENT | CARD USE DOLLARS |
|--|------------|------------------|
| FACILITIES SERVICES (Supervision)        |            |                  |
| Manager Operations & Maintenance         |            | \$316.58         |
| Maintenance Supervisor                   |            | \$1,947.54       |
| Operations Supervisor                    |            | \$530.04         |
| Operations Supervisor                    |            | \$0.00           |
| Operations Supervisor                    |            | \$904.85         |
| Manager Energy & Building Systems        |            | \$0.00           |
| Health & Safety Supervisor               |            | \$1,261.01       |
| FACILITIES SERVICES (Maintenance staff)  |            |                  |
| Maintenance Employee                     |            | \$6,558.55       |
| Maintenance Employee                     |            | \$3,955.89       |
| Maintenance Employee                     |            | \$5,247.40       |
| Maintenance Employee                     |            | \$4,323.75       |
| Maintenance Employee                     |            | \$1,211.91       |
| Maintenance Employee                     |            | \$3,989.80       |
| Maintenance Employee                     |            | \$3,819.63       |
| Maintenance Employee                     |            | \$9,912.95       |
| Maintenance Employee                     |            | \$1,046.49       |
| Maintenance Employee                     |            | \$9,320.10       |
| Maintenance Employee                     |            | \$5,971.92       |
| Maintenance Employee                     |            | \$0.00           |
| Maintenance Employee                     |            | \$2,679.15       |
| Maintenance Employee                     |            | \$5,366.32       |
| Maintenance Employee                     |            | \$5,968.34       |
| Maintenance Employee                     |            | \$5,414.54       |
| Maintenance Employee                     |            | \$3,586.99       |
| Maintenance Employee                     |            | \$5,572.50       |
| Maintenance Employee                     |            | \$14,790.28      |
| Maintenance Employee                     |            | \$1,957.49       |
| Maintenance Employee                     |            | \$3,513.35       |
| Maintenance Employee                     |            | \$1,293.80       |
| CONSULTANTS                              |            |                  |
| Literacy / Numeracy                      |            | \$4,595.63       |
| Catholic Studies                         |            | \$1,213.05       |
| Catholic Studies                         |            | \$0.00           |
| Elementary Curriculum                    |            | \$2,965.09       |
| Secondary Curriculum                     |            | \$2,767.48       |
| Communications/Languages                 |            | \$2,126.50       |
| Oyap                                     |            | \$2,973.61       |
| I.T. Department                          |            | \$683.20         |
| Literacy                                 |            | \$454.51         |
| A. V. DEPARTMENT                         |            |                  |
| Computer Services Department Technicians |            | \$5,178.93       |
| Computer Services Department Technicians |            | \$0.00           |

**TOTAL P-CARD CHARGES FOR PERIOD 9/1/05 - 12/31/05 \$163,495.45**

# APPENDIX B

# ADMINISTRATIVE PROCEDURE PURCHASING CARD

---

## Scope

The purpose of implementing the Windsor-Essex Catholic District School Board Purchasing Card is to establish a more effective method of purchase and payment for small dollar transactions.

The Purchasing Card is to be used for WECDSB purchasing requirements. The card procedures replace purchases that are generally obtained by the Purchase Order or Petty Cash procedures. It is unacceptable to use the Purchasing Card if the requested items have been denied through the Purchasing Requisition Process. All items purchased with the card are the property of the WECDSB.

If the cardholder is uncertain regarding the acceptability of the purchase, they should discuss with the Manager or Supervisor in advance of the purchase. If further clarification is required, the Purchasing Department should be contacted.

*Any use of this card for personal purposes is strictly prohibited.* Such fraudulent use of the card could result in disciplinary action up to and including dismissal.

## Administrative Procedure

Management sets authorization controls; these include:

- a) monthly credit limit for individual cardholders
- b) dollar limit per transaction for individual cardholders
- c) number of transaction limits for individual cardholders
- d) types of merchants that will be authorized

The bank produces monthly Purchasing Card “Exception Reports” on individual cardholders by merchant category. The Central Card Coordinator will review these “Exception Reports” on a monthly basis. Regular spot audits will be performed to ensure successful implementation of the Program.

Exception Reports are designated to illustrate deviations from established Board standards, Policy & Procedure Guidelines for the use of the Purchasing Card.

## Purchase Procedures at Vendor

### Pick-Up Purchases

The steps of a typical pick-up order include the following:

- a) the cardholder selects merchandise and presents it with the card to the cashier
- b) the cashier totals the sale and obtains authorization from VISA
- c) the cardholder signs and receives a **detailed** cash register receipt that is to be retained in his/her records (**vendor’s GST number must appear on the cash register receipt**)

## Telephone, Mail and Fax Purchases

The steps of a typical telephone/mail/fax order include the following:

- a) the cardholder selects merchandise or service and then calls/mails/faxes the supplier with the order
- b) the cardholder instructs the supplier to charge the merchandise/service to their VISA Purchasing Card and supplies the card number
- c) the cardholder must instruct the supplier to follow these rules:
  - i) forward a receipt and/or packing slip to cardholder for confirmation
  - ii) ensure that the GST number is on the receipt or packing slip

## Budget Procedures

The WECDSD Purchasing Cards are linked to budget accounts. Each card has been assigned a default School/Board Department budget code that is used to process payment for purchases made on the card. Reallocation of expenditures is not encouraged, but at the discretion of the Controller, reallocation will be accommodated by the Finance Department.

## Reconciliation, Payment and Record

Each cardholder will receive a monthly statement identifying each transaction made against the card during the previous month. The statement will be mailed to the cardholder at his/her office/school address. This Cardholder Statement is not to be paid but is for reconciliation purposes only. The total purchases will appear on the master statement that is received by the Finance Department for direct payment.

The following steps are required for each cardholder for the reconciliation of all Purchasing Card purchase:

- a) the cardholder matches all transaction receipts stored in the Purchasing Card Monthly file folder with the transactions listed on his/her statement and **attaches these receipts to the statement. These are forwarded to the accounting department.**
- b) the cardholder acknowledges the verification of all monthly transactions listed by signing the monthly statement at the bottom. Any discrepancies must be identified and appropriate action taken to resolve the problem.
- c) Retain all receipts that do not appear on the current statement in the Purchasing Card Monthly File Folder. Submit these with the statement on which they are listed.

Those functional areas that choose not to submit the required monthly reporting on time will have **all cards** in their area designated as unusable for a one-month period by the Superintendent of Business. The Superintendent of Business will **not** attempt to track down the information as the time frame to supply all information is considered reasonable. If a potential difficulty is looming, it is the responsibility of the Principal/Supervisor to contact the Central Card Coordinator. This option is intended to stress to all staff utilizing the card of the importance of timely reporting, thereby, ensuring a proper audit trail.

- d) purchasing will assume that all transactions recorded by the bank are legitimate and the Cardholder/Principal will process payment to the bank without approval. Responsibility rests with the cardholder to ensure that all transactions are accurate and legitimate.

## **Terminated Employees**

The following are steps taken when an employee leaves the company:

- a) local management is responsible for collecting and destroying the card
- b) local management notifies the Central Card Coordinator
- c) the Central Card Coordinator advises the bank to cancel the card

## **Dispute Process**

The following steps should be taken for all transactions in dispute:

- a) cardholder contacts supplier directly
- b) supplier reviews information and either demonstrates the charge is legitimate, credits the account or continues dispute
- c) if the dispute continues, contact the Central Card Coordinator with details
- d) The Central Card Coordinator will work with CIBC to resolve the issue

## **Lost or Stolen Cards**

The cardholder must notify the bank immediately of any lost or stolen card. The lost or stolen card will be cancelled and a replacement card will be issued. Until the card is reported lost or stolen, charges made on the card will be the responsibility of the school/department to which it has been issued. Cardholders should exercise care in keeping the Purchasing Card and its account number secure from theft or misuse.

## **Ownership of Cards**

All purchasing cards issued by the WECDSB remain the property of the bank and, as such, may be cancelled/revoked at any time.

## APPENDIX A

### Purchasing Card Employee Acknowledgement

This document outlines the responsibilities I have as a holder of the CIBC Purchasing Card for procurement. My signature indicates that I have read and understand these responsibilities and, agree to the policies and procedures established for the program.

1. The credit card is intended to facilitate the purchase and payment of materials and services required to conduct business. I cannot use the card for personal purchases.
2. Unauthorized use of the card can be considered misappropriation of funds. This could result in:
  - i) Immediate and irrevocable forfeiture of the card and/or
  - ii) Disciplinary action that may result in termination of employment
3. I understand that the card must be surrendered upon suspension or termination of employment, whether for retirement, voluntary, separation, resignation or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as re-organization. I understand that use of the card, after privileges are withdrawn, is prohibited.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify CIBC and the Card Coordinator immediately. I understand failure to promptly notify CIBC of the theft, loss or misplacement of the Card could make me responsible for the fraudulent use of the card.
5. The Purchasing Card is issued in my name. I will not allow any other person to use my card.
6. I understand that since the company is responsible for payment, I may periodically be required to comply with internal control procedures designed to protect the organizations assets. This may include being asked to produce the credit card records for audit purposes.
7. I understand that I will receive a monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contracting the supplier of the Card Coordinator as appropriate. I understand that I will be required to obtain a copy of the cash register receipt or packing slip and reconcile them with the monthly statement.
8. I understand that all charges will be billed directly to and paid directly by the company. I understand that CIBC cannot accept payment from me directly.
9. I agree to charge only those purchases consistent with the type of materials and services authorized by management.

I \_\_\_\_\_ hereby acknowledge the receipt of the company's VISA Purchasing Card. I have verified the information contained thereon and attest to its accuracy.

Employee Name (please print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX C



Box 189, 49 Erie Street North  
Leamington, Ontario  
N8H 3W2  
Phone (519) 326-2681  
Fax (519) 326-8044

**GRAHAM, SETERINGTON, McINTOSH,  
DRIEDGER & HICKS**

# Memo

**To:** Ken Gignac, Controller  
**From:** David P. Settingington, FCA  
**CC:**  
**Date:** 2/10/2006  
**Re:** Credit Card Audit

---

We were asked to sample transactions charged to corporate credit cards held by senior management employees of the Board. The cards issued are to be used for expenses incurred on behalf of the Board. The cards have built in spending limits and policies and procedures have been issued in writing to all cardholders detailing the proper use of the cards. The policy package also includes an acknowledgement from which must be signed by each cardholder binding them to abide by the policies outlined by the Board.

We obtained the credit card statements for the period September 2003 to December 2005, which detailed all transactions charged to the corporate account by each cardholder. A statistical sample was taken of the transactions and upon review we found that appropriate documentation was attached to substantiate each expenditure.



# Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT: REQUEST FOR PROPOSAL – BENEFIT CONSULTANT**

### RECOMMENDATION:

**That the report Request for Proposal – Benefit Consultant and accompanying timelines be approved.**

---

**BACKGROUND:** As a follow-up to the January 31, 2006 board report entitled Board Health, Dental and Life Benefit Program the enclosed recommendation is presented for board approval.

The report of January 31<sup>st</sup> contained documentation and timelines pertaining to a RFP for a benefit provider.

It was the mover of the motion's intention to first commence with an RRP for a benefit consultant. Administration has requested and received samples of RFP documents from other school boards that have recently completed this process.

Alternations and enhancements have been made to these documents to fit our board's requirements and a draft RFP is currently under review by the board's solicitor.

The timelines for this RFP are similar to those presented in the January 31<sup>st</sup> report.

**FINANCIAL:** The board's projected annual cost of Life, AD&D, Health and Dental Premiums paid for all employee groups including retirees for 2005/2006 is \$10,635,000.

Typically a benefit consultant's fee is based on a percent of the board's benefit plan premiums.

**COMMENTS:** Employee contracts contain language regarding the board's right to change its benefit insurance carrier (provider), however, there is no language or restriction regarding the benefit consultant.

**TIMELINES:**

- Board approval to issue a RFP – February 14, 2006
- Draft RFP approved with amendments by board solicitor – February 28, 2006
- RFP advertised as well as forwarded to leading Ontario benefit consulting firms – March 3, 2006
- Receipt of RFP's March 24, 2006
- Committee analysis of RFP's interviews with prospective consultants and report to the board – April 25, 2006
- Board approval of benefit consultant – April 25, 2006

**APPENDICES:**

- DRAFT Request for Proposal Employee Benefits Consultant



Windsor-Essex Catholic District School Board  
1325 California Ave, Windsor, Ontario, N9B 3Y6  
(519) 253-2481

## **REQUEST FOR PROPOSAL EMPLOYEE BENEFITS CONSULTANT**

Please bid fee schedules on the following services in F.O.B. any LOCATION IN WINDSOR AND ESSEX COUNTY, ONTARIO

The right is reserved to accept or reject any and all bids and to accept any part of any one bid. If the Board accepts any of the bids, the lowest or any bid will not necessarily be accepted and the Board may consider any other factors it deems appropriate in its sole discretion in awarding the Contract.

Bids will not be considered unless returned on this form.

Retain one copy for your files.

---

### ***EMPLOYEE BENEFITS CONSULTANT***

To supply consulting services to the Windsor-Essex Catholic District School Board as detailed on the attached proposal documents.

Questions arising from this request should be directed in writing to Peter Marchini, Superintendent of Business, 1325 California Avenue, Windsor, Ontario N9B 3Y6, Fax (519)985-2919, E-Mail: [peter\\_Marchini@wecdsb.on.ca](mailto:peter_Marchini@wecdsb.on.ca)

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Proposals will not be considered unless received on or before the time and date specified below. Proposals received after closing deadline will be returned to bidder unopened.

**PROPOSALS ARE TO BE RETURNED TO:**                      **SUPERINTENDENT OF BUSINESS  
1325 CALIFORNIA AVE  
WINDSOR, ONTARIO N9B 3Y6**

**CLOSING DATE AND TIME:**

There will be no public opening of the Request for Proposal

**IMPORTANT:**                      **SEALED PROPOSALS MUST BE RETURNED IN THE  
ENCLOSED SELF-ADDRESSED ENVELOPE MARKED  
“EMPLOYEE BENEFIT CONSULTANT PROPOSAL”.  
COMPANY NAME AND ADDRESS MUST BE CLEARLY  
SHOWN ON THIS ENVELOPE.**

**We have read the above and have inserted our prices and agree to furnish labour and material in accordance herewith.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Please Print or Type)

\_\_\_\_\_  
Legal Company Name

\_\_\_\_\_  
Address and Postal Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

## **INSTRUCTIONS TO BIDDERS**

### **PART 1: GENERAL**

#### **1.0 REQUEST FOR PROPOSAL SUBMISSION**

1. Sealed proposals enclosed within the Windsor-Essex Catholic District School Board RFP envelope -EMPLOYEE BENEFITS CONSULTANT.

Will be received by: Superintendent of Business  
Windsor-Essex Catholic District School Board  
(hereinafter referred to as the "Board")  
1325 California Ave.  
Windsor, Ontario N9B 3Y6

Up to 12:00 noon E.S.T.,                     .

2. The Board reserves the right to accept or reject any and all bids, and to accept any part of any one bid. If the Board accepts any of the bids (which it is not obligated to do) the lowest or any bid will not necessarily be accepted and the Board may, consider any other factors it deems appropriate in its sole discretion in awarding the Contract. The Board may request further clarification of a bid from the bidder. While the Board is not obligated to consider bids which do not strictly comply with its requirements, it nevertheless reserves the right to do so, and specifically reserves the right to waive formalities as its interests may require.
3. All proposals must be submitted in duplicate and on letterhead clearly identifying the bidder's name, address and telephone number. The proposal must be duly signed by an authorized officer of the company and

must include the requested responses and funding method information as supporting documents.

- .4 Any costs incurred in preparation for the proposal and/or presentation are solely the responsibility of the applicant.
- .5 After a review of the proposals a short listed group of potential candidates will be required to make a presentation to the selection team. Details as to date and time of presentations will be forwarded to the short listed candidates on or about the week of \_\_\_\_\_. Presentations for short listed candidates will take place on\_\_\_\_\_.
- .6 All parties bidding are notified that bids will not be considered unless all requested data is filled in on the printed RFP Forms, and the required documentation / attachments are complete.
- .7 Faxed proposals will not be accepted.
- .8 Questions arising during the Request for Proposal period shall be directed in writing to:

Peter Marchini, Superintendent of Business, \_\_\_\_\_  
Windsor-Essex Catholic District School Board,  
1325 California Ave., Windsor, Ontario, N9B 3Y6  
Fax: (519) 985-2919  
E-Mail: [peter\\_marchini@wecdsb.on.ca](mailto:peter_marchini@wecdsb.on.ca)

## **1.1 ACCEPTANCE OR REJECTION**

1. The RFP shall remain open to acceptance for a period of sixty days (60) calendar days commencing on and including the date set for receipt of proposals, and the Board may at any time within this period accept any of the proposals received.
2. The right to reject any or all proposals in whole or in part, or to accept the RFP or parts thereof judged most satisfactory is expressly reserved by The Board without liability on the part of the Board.

## **1.2 PROVINCIAL SALES TAX**

1. The fee schedule submitted for this contract shall **include** all applicable (existing and known revisions to) *Ontario Retail Sales Taxes*. Div.01

## **1.3 FEDERAL GOODS AND SERVICES TAX (G.S.T.)**

1. The fee schedule submitted for this contract shall **exclude** the Federal Goods and Services Tax (GST). It is understood that GST will be extra; however, it is **not** to be included in your submission.

#### **1.4 ADDENDA**

1. Discrepancies or omissions in these documents should be reported to the Board's Representative, who will issue an addendum to all Bidders.
2. Bidders may be issued omissions from, additions to or alterations to, the specified work during the RFP period. Such revision(s) shall be included in the total unit prices. Due to such revision(s) and the degree of, the Board may extend the date of closing as perceived proper by the Board. The Board will follow with an addendum to all Bidders to document any changes. Such addenda will form part of the contract documents.

#### **1.5 TERMINATION OF CONTRACT**

- (a) 1. The Agreement may be terminated upon the occurrence any of the following events:
  - (i) the mutual written consent of the Board and the Successful Bidder;
  - (ii) upon the bankruptcy or insolvency of Successful Bidder; or
  - (iii) upon written notice of the Board to Successful Bidder where the Board has determined that the Successful Bidder has failed to fulfill any of the terms of the Agreement, or fails to comply with governing statutes, regulations, by-laws or directives or relevant authorities relating to the services, or fails to perform the services with skill and diligence, or assign the contract or any portion thereof without the Board's consent, or refuses to correct deficiencies, or is otherwise in default in carrying out its part of the terms, conditions and obligations of the contract, whereupon this Agreement shall be terminated upon the giving of such written notice by the Board.

## 1.6 CONFIDENTIALITY

1. Any information or documentation provided by a Supplier in connection with a tender is subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c.M.56. As a consequence, the Windsor-Essex Catholic District School Board cannot guarantee the confidentiality of documentation and information provided during the course of the tender.
2. Subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Windsor-Essex Catholic District School Board will make reasonable efforts to protect the confidentiality of information and documentation submitted by a Supplier as part of the bidder's tender. All Suppliers must designate and identify to the Windsor-Essex Catholic District School Board all information and/or documentation it regards as being confidential in nature. If no part is confidential, then please so state in your response. If only part of your response is confidential, please mark these sections as **“Confidential”**.  
*Please note: entire Tender cannot be designated as confidential.*

**INSTRUCTIONS TO BIDDERS - END**



## **REQUEST FOR PROPOSAL FORM**

**RE: Supply employee benefits consulting services to the Windsor-Essex Catholic District School Board (Hereinafter referred to as the “Board”).**

### **1.0 BASIS OF RFP**

#### **1. DOCUMENTS**

1. We have examined all the official proposal documents issued by the Board, including specifications and qualifications as applicable.

#### **2. UNDERSTANDING**

1. **NO ORAL, FAX, TELEPHONE OR TELEGRAPHIC PROPOSALS WILL BE CONSIDERED.**
2. The requirements of the Instructions to Bidders and Request for Proposal Form govern all phases of the required services and the fee schedule shall include all costs that arise from compliance with such regulations.
3. Bidders are responsible for acquainting themselves with the requirements of the Instructions to Bidders and Request for Proposal Form.
4. **No allowance will be made after award of contract for errors or omissions due to bidder not being familiar with such requirements.**

### **2.0 HISTORY, SPECIFICATIONS, REQUIREMENTS AND SUBMITTAL INFORMATION**

#### **I. INTRODUCTION**

The Windsor-Essex Catholic District School Board, located in Canada’s southernmost city, provides the educational background and supportive learning environment for approximately 27,000 students from Junior Kindergarten through to Elementary School, Secondary School and Adult Education. In support of this large and culturally diverse group of students our dedicated staff consists of approximately 2,500 teachers, secretarial staff, custodians, educational support staff, professional support staff and administrative employees. In addition to the aforementioned staffing levels there are also approximately 250 retirees who continue to

enjoy some form of our benefits package. Recognizing that a strong education is the cornerstone for remaining competitive and successful in our continually changing environment, we take pride in our commitment to delivering excellent service to the citizens of our surrounding community.

Effective January 1<sup>st</sup>, 1998 - as a result of the Ontario Government's Bill 104 "Fewer School Boards Act 1997" - the former Windsor Roman Catholic School Board and the former Essex County Roman Catholic School Board were amalgamated into the Windsor-Essex Catholic District School Board. Each predecessor Board of Education was able to provide its employees with a liberal benefits package. That tradition has continued with the Windsor-Essex Catholic District School Board.

Although the trend in the insurance industry has been toward continually higher product and service costs, the Windsor-Essex Catholic District School Board has, for many years, been required to endure consistent downward pressure on our funding levels. Within this unique and challenging environment the Windsor-Essex Catholic District School Board has continued to try to maintain the integrity of our high quality benefit plans. We realize that in order to achieve this goal we need to rely upon the services of a dependable Employee Benefits Consultant.

Being a public body, we subscribe to the theory that it is in the public interest to test the market for service opportunities from time to time. To that end, we have prepared this Request for Proposal for the services of an Employee Benefits Consultant.

## **II. GENERAL INFORMATION**

The Windsor-Essex Catholic District School Board provides both employee and retiree benefits to over 2700 individual subscribers and, where applicable, their family members. The Health and Dental portion of our benefits package is head office billed by the insurance company and funded on an Administrative Services Only basis. The Group Life Insurance and Long Term Disability portions of the plan are maintained on a self-administered basis and are fully insured. The following approximate amount of annual premium - per benefit - is listed below...

|  |                 |
|--|-----------------|
| 1. Basic Group Life, Optional Life, Dependent Life | \$ 1,140,117.56 |
| 2. Long Term Disability Coverage                   | \$ 216,753.70   |
| 3. Health and Dental Coverage                      | \$ 9,083,403.49 |

We maintain seven (7) Collective Agreements and a number of Personal Services Contracts with our employees. Accordingly, changes to the

individual coverage provisions of our contracts of insurance are dictated by the results of contract negotiations amongst these groups.

### **III. CONSULTANT SERVICES**

There are a number of services which we feel that an Employee Benefits Consultant should be able to provide. The following list, which is in no particular order, helps to identify – but is not exhaustive of – our requirements...

- provide insurance industry trend information to the School Board on a timely basis
- provide technical support and analysis to the School Board on matters of plan funding, risk assessment, plan structure, etc.
- negotiate premium rates with insurance companies on behalf of the School Board
- provide analysis and make recommendations to the School Board with respect to premium rate renewals
- answer ad hoc queries that pertain to benefit administration issues
- prepare and coordinate the marketing of various components of the School Board's benefits plans as needed
- supply the School Board with analysis and recommendation regarding responses to market surveys
- provide cost estimates to the School Board for adding or removing portions of the benefits package as they pertain to contract negotiations
- provide the School Board with cost projections for benefit budgeting purposes
- investigate and report to the School Board on cost containment issues
- identify situations where the School Board can help to minimize and/or eliminate inefficiencies in administering benefit programs

### **IV. REQUIRED RESPONSES**

Proposals can be structured in whatever manner that best suits the needs of your organization. However, it is imperative that EACH of the following topics MUST be addressed in order for your submission to be considered...

1. Please provide the Windsor-Essex Catholic District School Board with a brief history of your organization. Included in this section please identify your current ownership information.
2. Does your organization have any affiliation with, dependency upon, or pre-arrangements with any insurance company, financial institution,

or outside agency? If such an arrangement exists identify, in detail, the nature of this relationship.

3. In the event that your organization is chosen as the successful bidder identify the primary contact(s) who would deal with the Windsor-Essex Catholic District School Board and the qualifications of the individual(s).
4. Please identify your two largest clients. May we contact them for the purposes of discussing your services?
5. Please provide references for three of your current clients (this may or may not include those organizations identified above).
6. Do you currently have any clients that are in the public sector? How long have you had this organization as a client?
7. Do you currently service any School Board clients? How long have you had this organization as a client?
8. Please identify the location of the office from which you would service the Windsor-Essex Catholic District School Board in the event of your organization being the successful candidate. Also include the qualifications of the staff that would be available to the School Board.
9. Please provide any unique services which your organization could provide that may be important in the selection of an Employee Benefits Consultant. Specifically, please outline any relevant information which would differentiate your organization from the other candidates.
10. A copy of your company's Errors and Omissions Insurance policy should be included with your proposal.

## **V. FUNDING METHOD**

As a part of your proposal please provide the Windsor-Essex Catholic District School Board with your fee schedule. Please report your fees as follows:

1. As a percentage of premium. How long is this rate guaranteed?
2. On a "fee for service" basis. Please provide a comprehensive list of the various costs associated with each service that is provided by your organization. How long are these costs guaranteed?
3. If your organization has an alternative arrangement on its fee schedule then please provide details as to the nature of this proposal and the length of time that the costs are guaranteed.

**3.0 ADDENDA**

1. We acknowledge the receipt of the following addenda issued during the proposal period.

*ADDENDUM NO.* \_\_\_\_\_ *ADDENDUM NO.* \_\_\_\_\_

*ADDENDUM NO.* \_\_\_\_\_ *ADDENDUM NO.* \_\_\_\_\_

**4.0 CRITERIA FOR EVALUATING AND AWARDING RFP**

.1 The RFP will be evaluated and awarded based on a number of criteria including, but not limited to qualifications, references, experience, cost proposal, explanation of additional benefits / unique services your organization can provide and ability to commence work within a reasonable time frame based on all of the requirements outlined in the proposal documents.

*The Board requires your legal company name for our records. In addition to completing the information below, please attach a copy of your master business license or a full copy of articles of incorporation together with the latest Form 1 filed under the corporations information act, (if incorporated) or other evidence satisfactory to the board evidencing the legal existence of your business.*

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OF BIDDER**

\_\_\_\_\_  
**LEGAL NAME OF FIRM**

\_\_\_\_\_  
**PRINT NAME & TITLE OF BIDDER:**

\_\_\_\_\_  
**ADDRESS OF FIRM**

**LIST AFFILIATED COMPANIES (IF ANY):** \_\_\_\_\_  
\_\_\_\_\_

**COMPANY SEAL**



# Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **ASSUMPTION COLLEGE CATHOLIC HIGH SCHOOL**  
**- Washington, DC - June 7 – 11, 2006**

### RECOMMENDATION:

**That the Board approve the Assumption College Catholic High School  
Field trip to Washington, D.C. from June 7 - 11, 2006.**

### BACKGROUND:

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

**FINANCIAL:** None.

### COMMENTS:

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

### TIMELINES:

### APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Itinerary



**Request for Approval of Field Trip**

|                               |                |                                  |                               |                                |                 |
|-------------------------------|----------------|----------------------------------|-------------------------------|--------------------------------|-----------------|
| <b>School</b>                 | ASSUMPTION     |                                  | <b>Date of Trip</b>           | Ex. mm/dd/yyyy<br>06/07/2006   |                 |
| <b>Destination</b>            | WASHINGTON, DC |                                  | <b>Mode of Transportation</b> | BUS                            |                 |
| <b>School Departure Time</b>  | 6 AM           | <b>School Arrival Time</b>       | 7 AM                          | <b>Name of Carrier</b>         | IMPACT TOURS    |
| <b># of Male Students</b>     | 20             | <b>Grade of Students</b>         | 12                            | <b>Number of Supervisors</b>   | Female 2 Male 2 |
| <b># of Female Students</b>   | 20             | <b>Personal Cost Per Student</b> | \$350.00                      | <b>Travel Company Involved</b> | IMPACT TOURS    |
| <b>Total Cost Per Student</b> | \$350.00       |                                  |                               |                                |                 |

**EDUCATIONAL RATIONALE**

**Name of Teacher** G. MALLOY/ M. WASYLUK

**Purpose of Trip** VISIT TO HISTORIC AND SCIENTIFIC PLACES OF INTEREST

**Relationship to Students' Program/Course** WORLD ISSUES & GRADE 12 BIOLOGY

**Pre-Trip Preparation(s) by Students** Study of areas to be visited

**Follow-Up Activities Planned** write up of experiences

**If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration** students arrive home early Sunday morning (7AM)

|                       |            |  |                     |
|-----------------------|------------|--|---------------------|
| <b>Date Submitted</b> | 02/08/2006 | <b>Name of Teacher</b>                                 | Malloy/ Wasyluk     |
| <b>Approval Date</b>  | 02/08/2006 | <b>Name of Principal</b>                               | MaryMargaret Parent |
| <b>Approval Date</b>  | 02/09/2006 | <b>Name of Superintendent</b>                          | Janet Ouellette     |
| <b>Approval Date</b>  |            | <b>Board of Trustees Approval (per Superintendent)</b> |                     |

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

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

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



**FIELD TRIP INFORMATION AND CONSENT FORM**

**PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)**

To the Parent/Guardian  
 Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete **Part 2** below and return it to the school as soon as possible.

|   |   |                               |
|---|---|-------------------------------|
| <b>School</b>   | <b>Date(s) of Trip</b>                      | <b>Mode of Transportation</b> |
| Assumption  | June7-June 11, 2006                         | bus                           |
| <b>Destination Name and Phone#</b>                            |   | <b>Cost per Student</b>       |
| Gettysburg, PA; Washington DC hotel phone (TBD)               |   | \$379.00                      |
| <b>Time of Departure from School</b>                          | <b>Approximate Time of Return to School</b> |                               |
| 6:30 am   | 7:00am                                      |                               |
| <b>No. Of Students</b>  | <b>No. of Supervisors</b>                   |                               |
| 40  | 4   |                               |
| <b>Purpose/Relationship to program</b>                        |   |                               |
| Curriculum related to History-World Issues and Senior Biology |   |                               |
| <b>Students should come prepared with</b>                     |   |                               |
| money for lunch/dinner  |   |                               |

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

**Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip**

To the Windsor-Essex Catholic District School Board and the Principal of \_\_\_\_\_ Catholic School.

As the Parent(s)/Guardian(s) of (print name in full) \_\_\_\_\_

We hereby request that the above-named student be permitted to participate in the trip to (Note destination) \_\_\_\_\_

I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another **student/parent**.

**Signature(s)** \_\_\_\_\_ **Student Health Card #** \_\_\_\_\_

**Medical Condition (if any) or Prescribed Medication** \_\_\_\_\_

**Date** \_\_\_\_\_ **Signature of Parent(s) or Guardian(s)** \_\_\_\_\_

**Student Home Telephone #** \_\_\_\_\_ **Emergency Contact Name** \_\_\_\_\_

\_\_\_\_\_ **Emergency Phone Number** \_\_\_\_\_

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



**day one**

6:30am Depart for Gettysburg, PA. Students should bring a lunch from home. Meal and rest stops are made en route.

**Passengers must have appropriate identification to cross the border.**

The differences and similarities between the United States and Canada will be discussed with your Impact Educational Tour guide.

3:00pm Arrival in Gettysburg. Guided **tour of the battlefield** by a licensed battlefield guide. The Battle of Gettysburg was a critical turning point in the American Civil War, a conflict that determined the fate of the United States. The site where these two great armies clashed was first preserved by a small group of patriotic citizens and later by the country as a whole. Since 1933, the National Park Service has cared for Gettysburg National Military Park as a symbol of America's struggle to survive as a nation, and as a lasting memorial to the armies and soldiers who served in that great conflict.

5:30pm Check into your accommodations. Students have an opportunity to relax, unpack and freshen up for the evening.

6:30pm Own arrangements for dinner nearby.

Evening The group will spend the evening discovering the town of Gettysburg, which is full of sites of history and lore including the **Jennie Wade House**, the home of the only civilian killed during the battle, **Shriver House**, location of a confederate sharpshooter's nest during the battle and now a museum dedicated to the civilian experience, the Famous **Boyd's Bears**, The Historic **Farifield Inn 1757**, once a Confederate civil war hospital as well as part of the Underground Railroad, **Farnsworth House** and the **Dobbin House Tavern**, the oldest house in Gettysburg built in 1776 and once a station on the Underground Railroad. Also do not forget to make your way to the town square to explore some of the unique antique, relic and souvenir shops!

Return to your accommodations to relax and retire for the evening.

**day two**

Morning **Deluxe continental breakfast** at your accommodations.

8:00am Check out of your accommodations and load your luggage on board your motor coach. Depart for the National Park Service Visitor Center.

10:00am Visit the **National Museum of Health and Medicine** located at the Walter Reed Army Medical Centre. The museum was founded in 1862 as the Army Medical Museum and uses photographs, artifacts, anatomical specimens, and computer displays to trace the history of medicine from leeches to electron microscopes.

12:30pm Own arrangements for lunch at the Old Post Office.

2:30pm Walking tour around the **White House** and Lafayette Square conducted by your Impact Educational Tour guide.

4:00pm Arrive in Washington, D.C. Your Impact Educational Tour guide leads the group through **Arlington National Cemetery**. Students will visit the Tomb of the Unknown Soldier, Canadian Cross, Challenger Memorial, and the John F. Kennedy gravesite.

6:00pm Own arrangements for dinner at Union Station.

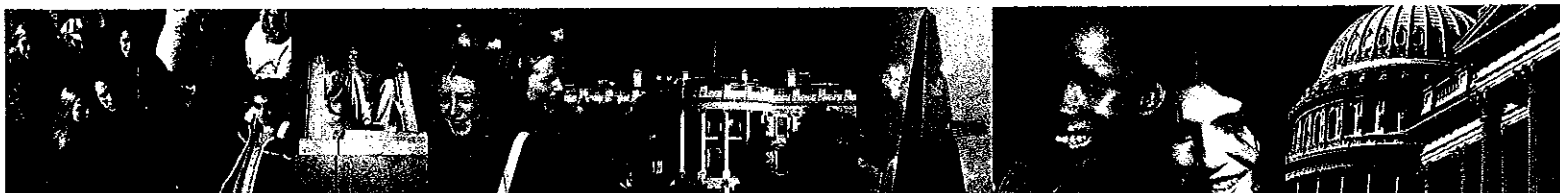
Evening Starting at the **Vietnam Veteran's Memorial**, the group will pay their respects to the American and Canadian service people who gave their lives. Afterward, board your motor coach for an **illuminated driving tour** of Washington's famous monuments and memorials. The group will go on an illuminated driving tour of Washington's famous monuments and memorials. Stops will include the **FDR Memorial, Jefferson Memorial, Korean Memorial, World War II Memorial** and **Lincoln Memorial**.

10:30pm Check into your accommodations. Students have an opportunity to unpack, relax and retire for the evening.

**day three**

Morning **Deluxe continental breakfast** at your accommodations.

8:15am Board your motor coach and depart for Washington, D.C.



8:30am Arrive at the **United States Capitol Building**. Visitors must obtain free tickets for tours on a first-come, first-served basis, at the Capitol Guide Service kiosk located along the curving sidewalk southwest of the Capitol (near the intersection of First Street, S.W., and Independence Avenue). Ticket distribution begins at 9:00 am daily.

Drive along **Pennsylvania Avenue** to the Smithsonian Museums. En route, your guide will discuss the **Canadian Embassy, the FBI Building, and the National Archives**.

10:00am Board your motor coach and depart for the United States Holocaust Memorial Museum.

10:30am Visit the **United States Memorial Holocaust Museum**. This is an amazing site, which is both memorial and museum, detailing the rise of Hitler's Germany and the horrors of World War II. The Museum's Permanent Exhibition, *The Holocaust*, spans three floors of the Museum and presents a narrative history using more than 900 artifacts, 70 video monitors, and four theaters that include historic film footage and eyewitness testimonies. The exhibition is divided into three parts: "Nazi Assault," "Final Solution," and "Last Chapter." The narrative begins with images of death and destruction as witnessed by American soldiers during the liberation of Nazi concentration camps in 1945. *Until May 29, 2006 the special exhibit is **Deadly Medicine: Creating the Master Race***

12:30pm As a group, walk to the Mall area.

12:45pm After a brief orientation to the various Museums, students split into smaller groups to explore the world's largest museum complex and research organization, the **Smithsonian Institution**. There are sixteen museums in Washington, DC, including **National Air and Space, National Museum of American History, National Museum of Natural History, the National Art Gallery, Freer Gallery of Art, and the Hirshorn Museum of Contemporary Art**. The newest museum, the **National Museum of the American Indian**, opened in September 2004.

Own arrangements for lunch in the Mall area. There are a few cafeterias in the Smithsonian Museums, as well as a great food court at the Old Post Office Pavilion.

Evening After a brief orientation conducted by your Impact Educational Tour guide, students explore **Georgetown**. Established in 1751, Georgetown was once a thriving colonial port. This charming historic neighborhood features specialty stores and intriguing restaurants. **Dumbarton House, Tudor Place, C&O Canal, and Old Stone House** represent the history of this unique community. Students have the opportunity to make their own arrangements for dinner and to browse and shop on **M Street** and in **Georgetown Park**.

9:30pm Board your motor coach and return to the hotel.

### **day four**

Morning Breakfast

9:00am Depart for home. Rest stops will be made en route.

7:00pm Approximate time of arrival at the school.

This is a sample itinerary based on the minimum number of recommended days for your tour. This itinerary is completely customizable. Consider enhancing your trip to Washington D.C. by adding an extra day. Suggested additional options are:

- **National Aquarium Baltimore**
- **Visit the International Spy Museum**
- **Evening at Potomac Mills Outlet Mall**
- **National Zoological Park**

The order of activities and final cost of your actual tour will vary depending on the activities and meal plan you choose and the availability of sites.





# Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **ST. WILLIAM CATHOLIC ELEMENTARY SCHOOL – GR 8  
STUDENTS - Ottawa-Toronto - May 29 – June 2, 2006**

### RECOMMENDATION:

**That the Board approve the St. William Catholic Elementary School – Grade 8 Students' Field trip to Ottawa-Toronto from May 29 to June 2, 2006.**

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### BACKGROUND:

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

**FINANCIAL:** None.

### COMMENTS:

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

### TIMELINES:

### APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Parent Consent – SC:04 Form B
- Itinerary



**Request for Approval of Field Trip**

|                               |                |                                  |                               |                                     |                              |
|-------------------------------|----------------|----------------------------------|-------------------------------|-------------------------------------|------------------------------|
| <b>School</b>                 | St. William's  |                                  | <b>Date of Trip</b>           | Ex. mm/dd/yyyy<br>05/29/06-06/02/06 |                              |
| <b>Destination</b>            | Ottawa-Toronto |                                  | <b>Mode of Transportation</b> | Motorcoach                          |                              |
| <b>School Departure Time</b>  | 11:30PM        | <b>School Arrival Time</b>       | 10:00PM                       | <b>Name of Carrier</b>              | Shoreline                    |
| <b># of Male Students</b>     | 33             | <b>Grade of Students</b>         | 8                             | <b>Number of Supervisors</b>        | Female 7 Male 3              |
| <b># of Female Students</b>   | 33             | <b>Personal Cost Per Student</b> | \$540.00                      | <b>Travel Company Involved</b>      | Shoreline Charters and Tours |
| <b>Total Cost Per Student</b> | \$540.00       |                                  |                               |                                     |                              |

**EDUCATIONAL RATIONALE**

**Name of Teacher** Barb Howell/Ray Holland/Pat Janisse

**Purpose of Trip** Grade 8 trip to Provincial & National capitals-see attached itinerary

**Relationship to Students' Program/Course** Physical Fitness-Religion-Language Arts-History-Geography-Science

**Pre-Trip Preparation(s) by Students**

**Follow-Up Activities Planned** Journal Writing of Experience

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

|                       |            |  |                                     |
|-----------------------|------------|--|-------------------------------------|
| <b>Date Submitted</b> | 01/18/2006 | <b>Name of Teacher</b>                                 | Barb Howell/Ray Holland/Pat Janisse |
| <b>Approval Date</b>  | 01/18/2006 | <b>Name of Principal</b>                               | Patrick Murray                      |
| <b>Approval Date</b>  | 01/26/2006 | <b>Name of Superintendent</b>                          | Janet Ouellette                     |
| <b>Approval Date</b>  |            | <b>Board of Trustees Approval (per Superintendent)</b> |                                     |

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

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

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**FIELD TRIP INFORMATION AND CONSENT FORM**

**PART 1 TRIP INFORMATION (To be retained by Parent/Guardian)**

To the Parent/Guardian

Permission has been granted by the Principal (and Superintendent or Board if applicable) for the students to participate in the Field Trip described below. To have your son/daughter participate in the trip, please complete **Part 2** below and return it to the school as soon as possible.

|   |   |                               |
|---|---|-------------------------------|
| <b>School</b>   | <b>Date(s) of Trip</b>                      | <b>Mode of Transportation</b> |
| St. William   | 05/29/06 - 06/02/2006                       | Motor Coach                   |
| <b>Destination Name and Phone#</b>  |   | <b>Cost per Student</b>       |
| Ottawa-Toronto  |   | \$535.00                      |
| <b>Time of Departure from School</b>                                      | <b>Approximate Time of Return to School</b> |                               |
| 11:30 p.m.  | 10:00 p.m.                                  |                               |
| <b>No. Of Students</b>  | <b>No. of Supervisors</b>                   |                               |
| 66  | 10  |                               |
| <b>Purpose/Relationship to program</b>                                    |   |                               |
| Grade 8 Trip to provincial and national capitols - see attached itinerary |   |                               |
| <b>Students should come prepared with</b>                                 |   |                               |
| Necessities for the trip - spending money for meals                       |   |                               |

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

**Part 2 PARENT/GUARDIAN CONSENT to be returned to the school at least 3 days prior to the trip**

To the Windsor-Essex Catholic District School Board and the Principal of  Catholic School.

As the Parent(s)/Guardian(s) of (print name in full)

We hereby request that the above-named student be permitted to participate in the trip to (Note destination)

I/We are aware that the Mode of Transportation noted in Part 1 above indicates that the students may travel to/from the destination by use of private motor vehicle. I/We hereby give permission for the above-name student to be transported in a vehicle driven by another **student/parent**.

**Signature(s)**  **Student Health Card #**

**Medical Condition (if any) or Prescribed Medication**

**Date**  **Signature of Parent(s) or Guardian(s)**

**Student Home Telephone #**  **Emergency Contact Name**

**Emergency Phone Number**

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

# S H O R E L I N E

## St. William School Ottawa/Toronto May 29 – June 2, 2006

### Confirmed Itinerary:

#### Monday, May 29, 2006:

- 23:00 hrs Everyone assembles: St. Williams School  
1201 Church St.  
Emeryville, Ontario
- 2315 hrs Bus Company: Coach Canada – 2-47 passenger  
Head Teacher: Barb Howell
- 23:30 hrs Departure for Ottawa, Ontario  
Traveling time: 8 hr.  
Making stops along the way

#### Tuesday, May 30, 2006:

- 7:00 a.m. Arrival into Ottawa, Ontario
- The students will have time for breakfast on their own at the service station off the 401. Therefore, please have the students pack their personal items in their overnight bags.
- Please note; the driver is off duty until this afternoon. The group will be walking to all attractions today.**
- Hotel Room for Driver:** Special arrangements have been made at the Embassy Hotel for the driver to have early check in.
- 9:00 a.m. Arrival at the **Museum of Civilization.**
- 9:15 a.m. The group will meet an English Guide for a guided tour through the museum. (1.15 hrs.)
- 10:30 a.m. Everyone will line up for the **Cineplus Theatre**
- 11:00 a.m. **The film title has not been announced yet**
- 12:30 p.m. The group will have time to purchase their own lunch.
- 1:00 p.m. The will walk to the **Hull Marina Dock** where they will board Paul's Boat Lines for narrated cruise on the Ottawa River.

### CHARTERS & TOURS INC.

P.O. Box 43075, Detroit, Michigan 48243 • 1-800-265-0818 • Fax 519-733-8052  
1 Main Street West, Kingsville, Ontario N9Y 1H2 • 519-733-6583 • Fax 519-733-8052  
10 Talbot Street East, Leamington, Ontario N8H 1L2 • (519) 322-2855 • Fax (519) 322-1600  
[www.shorelinetours.com](http://www.shorelinetours.com)



RETAIL #04626442  
RETAIL #1012878  
WHOLESALE #1717051

- 1:30 p.m. Depart on **Paul's Boat Lines** for a cruise on the **Ottawa River**  
Boarding: **Hull Dock**  
Disembarking: **Ottawa Side**
- 3:00 p.m. The group will **disembark** the cruise on the **Ottawa side** of the river.
- 3:30 p.m. Arrival into **Parliament Hill**  
The group have time to walk around Parliament Hill and view the monuments and take pictures of the Center Block.
- 4:35 p.m. Group #1 – will participate in a **guided tour of Parliament Hill**  
5:10 p.m. Group #2 – will participate in a guided tour of Parliament Hill
- 6:15 p.m. Dinner reservations at the **Hard Rock Café Restaurant – Byward Market location**  
  
Burger Buffet - All Fixin's - Veggie Burger, Fries, Drinks, 2 Salads (Caesar Salad & House Salad), Dessert, Served with a beverage
- 7:30 p.m. Arrival at the **Spash Wave Pool**  
  
The Wave Pool is completely indoors, and fully life-guarded, however the supervisors must swim with the group.
- 9:30 p.m. An afternoon check into: **The Embassy West Hotel**  
**1400 Carling Ave.**  
**Ottawa, Ontario**  
**Phone: (613) 729-4331**

**Wednesday, May 31, 2006:**

- 7:00 a.m. **Continental breakfast** is included at the hotel
- 8:30 a.m. Departure for downtown Ottawa
- 9:00 a.m. The group will meet a **local guide** for an informative tour of Ottawa. The students will learn the history and interesting facts about the City. They drive by 24 Sussex Dr, Rideau Hall, Parliament Hill and many other significant landmarks. (2 hrs)

- 11:00 a.m. Arrival at the **Canadian War Museum** – A brand-new facility housing Canada's military history is being built on LeBreton Flats. The location opens on May 8, 2005, commemorating the 60<sup>th</sup> anniversary of the end of the Second World War in Europe. The new facility will allow for the museum's collection to be on display, including large artifacts such as tanks and airplanes. (2 hrs)
- 11:15 a.m. The group will *meet a Guide* at the Canadian War Museum. Canadian War Museum: *The Second World War* covers the second World War, including the home front, D-Day, the Italian campaign and the war in the air and on the sea.
- 1:00 p.m. While at the Museum of War the group will have time to purchase their own in the cafeteria.
- 2:00 p.m. Arrival into the Museum of Aviation. The group has a guided tour of the **Museum of Aviation**. This Museum has profoundly influenced the lives of Canadians and holds a special place in our hearts. Recognizing and celebrating this proud history is the Museum's mission. Explore our magnificent array of unique aircraft, from the Silver Dart to the remains of the Avro Arrow. Then top it all off with some fun "Interactives" (2.0 hrs)
- 3:30 p.m. Arrival at the **RCMP Stables**. Visit the stables of the RCMP Musical Ride horses; watch video's about the Ride, learn about the history of the RCMP Force and see the new Visitors Center.
- 4:30 p.m. Departure for the **St. Laurent Mall**. The group will have time with their chaperones to shop at the Mall. (2 hr)
- The group will have a *self-guided walking tour of Ottawa* – showing them the Parliament Hill Illuminated.
- 10:00 p.m. Departure for the hotel for the evening.

### June 1, 2006

- 7:00 a.m. **Continental breakfast** is included at the hotel
- 8:30 a.m. Check out of the hotel  
Departure for Toronto
- Traveling time: 6 hrs.



2:00 p.m. **Ontario Science Center. *Scream Machines*** is a heart pounding, stomach-churning science exhibition featuring interactive exhibits for thrill seekers of all ages! Do you have the guts to climb aboard a modified bicycle at the end of a pivoted arm and pedal it up -- and around -- the inside of an 18 foot loop? We dare you to prove that you're no wimp! ***Scream Machines*** rolls back the science behind our all-time favorite midway ride. Discover more about psychology, physiology and physics.

***Hot Zones - A Scientific Times Square*** - Would you eat genetically modified food? Would you wear a microchip identifier? Your opinion counts in the ***Hot Zone's "Question of the Day"*** interactive poll. You'll also encounter real-time field diaries from scientists on location across the globe, catch up on current science headlines and breaking stories, and enjoy live up-dates on tropical issues by Science Center staff and guest experts. (3 hrs)

5:00 p.m. Departure for the Joe Badalli's Restaurant

6:00 p.m. Arrival into Joe Badalli's Restaurant

The group has a delicious student buffet with the following items:

Caesar Salad, Badali Salad, Potato Salad  
Assorted Pizzas, Buffalo Chicken Wings, Chicken  
Fingers, Penne Pasta with Meat Balls, and Rigatoni  
Pasta with Fresh Mushrooms,  
Fresh Fruit, Make Your Own Sundae Bar

7:30 p.m. The group has reservations for **The Blue Man Group**. Blue Man Group is best known for its award winning and critically acclaimed theatrical productions in New York and Chicago. The performance features three enigmatic bald and blue characters who take the audience through a multi-sensory experience that combines theatre, percussion, music, art, science and vaudeville into a form of entertainment that is like nothing else. (2 hrs)

9:30 p.m. Departure for the hotel

10:00 p.m. Check into the: Residence Inn - Seneca  
1760 Finch Ave. East  
Toronto, Ontario  
Phone: 416-491-8811

### June 2, 2006:

8:00 a.m. **Continental breakfast** is included at the hotel

9:00 a.m. Check out of the hotel  
Departure for Downtown Toronto

- 10:00 a.m. Arrival into Medieval Times and Tournament  
11:00 a.m. **Medieval Times Dinner and Entertainment**  
Experience the recreation of the last tournament held in the year 1903 at the court of H.G. Don Raimundo II. You will be seated in one of the six colored sections that correspond to our six noble knights. As you enjoy a medieval feast, you'll see spectacular pageantry, dramatic horsemanship, swordplay, and an authentic jousting tournament. Cheer your own brave knight and take your part in history. (3 hrs.)
- 1:30 p.m. Arrival into **Olympic Spirit – New Attraction!** Olympic Spirit Toronto provides scholastic opportunities in areas of geography, history, multi-media, science and physical education through a variety of interactive experiences. The group will be able to see, hear and feel the Olympic Games as they never have before, enjoying an engaging collection of exhibits and plenty of interactive venues to experience What It's Really Like!!!  
  
The journey begins with some of the finest **Olympic moments** ever captured on film in "The Calling", the 12 minute feature that appeals to audiences of all ages. The Summer and Winter Floors present unique simulators, multimedia kiosks, Olympic memorabilia and sporting artifacts. (2 hrs)
- 3:00 p.m. Departure for the Square One Mall  
3:30 p.m. Arrival at the **Square One Mall**. Located in the heart of Mississauga, you will find more than 360 stores and services. The new addition includes Cityside, featuring 20 additional shops including B2, Explorus, Ray Ban, Parasuco and Tommy Hillfiger.
- 5:00 p.m. Departure for the Sega City Playdium  
5:15 p.m. Arrival into **Sega City Playdium**. They are the leading edge of interactive attractions and simulators. Nowhere else in North America will you find such a dynamic meld of physical and virtual recreation activities in such a spectacular venue. Open year around PLAYDIUM is also an extraordinary educational resource. It is an interactive discovery center that invites you to explore a rapidly evolving realm of technology. The learning experience takes place in a hands-on, immediate way. Each member of the group will receive an unlimited pass to all indoor activities.
- 7:30 p.m. Departure for Emeryville  
Making one stop
- 11:30 p.m. Arrival into St. Williams School

St. William School  
Ottawa/Toronto  
May 29-June 2, 2006

**Tour includes The Following:**

Round trip motor coach transportation

Two nights lodging at the Embassy West Hotel

One nights lodging at the Residence Inn - Seneca

Three continental breakfast

Admission into: Cineplus Theatre  
Ottawa River Cruise  
Gloucester Wave Pool  
RCMP Musical Ride  
Ontario Science Center  
Olympic Spirit  
Sega City Playdium

Guided tour of: Museum of Civilization  
Parliament Hill  
Ottawa  
Canadian War Museum  
Museum of Aviation

Dinner at the Hard Rock Café - Ottawa

Dinner at Joe Badalli's Restaurant

Reserved seating for the "Blue Man Group"

Lunch and entertainment at Medieval Times and Tournament

Shopping at the Square One Mall

Taxes, handling & Service charges

Gratuities on meals included

Three complimentary double packages for the chaperones



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** BOARD RESOLUTION FOR TEMPORARY BORROWING

**RECOMMENDATION:**

**That the Board approve the Board Resolution for Temporary Borrowing.**

### BACKGROUND:

Each year, the Board is required to pass a Resolution for Temporary Borrowing for an amount sufficient to meet the current expenditures until revenues are collected from the Province and the municipalities. This resolution represents the Board's overall borrowing authority. Actual loans are made on a daily basis in order to meet our **operating expenses** that include our payrolls and payments to our suppliers for goods and services.

Bridge loans are arranged on a much less frequent basis and are required to cover **capital expenditures** that will eventually be financed through a debenture issue. The Board has, in the past, approved bylaws authorizing bridge financing for a variety of construction projects that have not been permanently financed.

Once the project is complete and the final cost is known, the Board is asked to approve the revised expenditure, which is the amount to be borrowed through a debenture issue. At a meeting on June 27, 2005, the Board authorized its participation in one last debenture issue to the Ontario School Board Financing Corporation (OSBFC) for an amount of \$63,000,000. It is expected that a debenture will be issued before mid-year 2006.

**FINANCIAL:** In light of the fact that we will be issuing a debenture, it is estimated that \$45,000,000 will be a sufficient line of credit to cover the operating and construction related expenditures for the fiscal year 2006.

**COMMENTS:**

**TIMELINES:**

**APPENDICES:** Board Resolution

**Resolution for Temporary Borrowing by  
Boards of Public, Separate, Secondary Schools  
and Boards of Education (Ontario)**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 28<sup>th</sup> day of February 2006.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the "Board") considers it necessary to borrow the amount of up to \$45,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2006.

AND WHEREAS the total amount borrowed pursuant to this resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

1. The Chairperson, Vice-Chairperson or Secretary of the Board and the Treasurer of the Board are hereby authorized to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$45,000,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Treasurer for the monies borrowed hereunder;

**Provided, However:**

That the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in schedule 1 to the Bank Act.

2. The Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
3. The Treasurer is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimated have not been adopted, the estimated revenues of the previous year less any current revenues already collected.

I CERTIFY that the foregoing is true copy of a resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect un-amended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

\_\_\_\_\_  
Director of Education, M. B. Moher

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Superintendent of Business, P.S. Marchini

\_\_\_\_\_  
Witness



# Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** TRUSTEE DETERMINATION

### RECOMMENDATION :

That, in accordance with Ontario Regulation 412/00 section 4 (1)(b), the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality.

That the board approve the determination and distribution of members of the board as calculated on "Table A" listed herein:

|   |           |
|---|-----------|
| Windsor Ward 1                                  | 1 Trustee |
| Windsor Ward 2                                  | 1 Trustee |
| Windsor Ward 3                                  | 1 Trustee |
| Windsor Ward 4                                  | 1 Trustee |
| Windsor Ward 5                                  | 1 Trustee |
| Essex, Kingsville, Pelee Township<br>Leamington | 1 Trustee |
| Amherstburg, LaSalle                            | 1 Trustee |
| Lakeshore                                       | 1 Trustee |
| Tecumseh  | 1 Trustee |

That by April 3, 2006, the board shall send a copy of this report to:

- The Minister
- The school board election clerks for all municipalities within the area of jurisdiction of the board
- The secretary of every other board, in the area of jurisdiction of the board.

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## **BACKGROUND:**

Ontario Regulation 412/00 sets out the procedures for determining the number of trustees in district school boards and the distribution of those positions within those boards.

By March 31, 2006 the board must determine the number of members to be elected to the board, in accordance with the formula prescribed under section 6, subsection (1).

By April 3, 2006 the board must provide a report to the City Clerks Office for all municipalities within the boards jurisdiction setting out the results of the determination and distribution. The report must also include a copy of the data and calculation by which the determination and distribution were made.

There is no requirement that boards designate low population areas.

### **Determination of Number of Members:**

Based on total population of the board's electoral group as reported by the Municipal Property Assessment Corporation (MPAC) and the board's area of jurisdiction, which is less than 8,000 square kilometers (1887 m<sup>2</sup>) the board is eligible for 9 (nine) members.

The board does not qualify for additional members based on dispersal.

### **Distribution of Members to Geographic Areas**

Subsection 6(1) sets out the rules to be used in determining the distribution of the positions of the members of the board.

The following table provides the calculation used to determine this distribution.

### **Appeal Procedures on Distribution**

Subsection 10 of Ontario Regulation 412/00 allows for a municipality to appeal to the Ontario Municipal Board the results of the distribution. The appeal must be commenced no later than April 21 in the election year.

**FINANCIAL:** There are no financial implications associated with this report.

**COMMENTS:** Ontario Regulation 412/00 has been attached for information purposes

**TIMELINES:** See attached "Table B"

### **APPENDICES:**

- Table A - Distribution of Trustees by Geographic Area
- Table B - Timelines
- Ontario Regulation 412/00

**TABLE A**  
**Distribution of Trustees by Geographic Area**

| Municipality      | Electoral<br>Population | Electoral<br>Quotient | # of<br>Trustees |
|-------------------|-------------------------|-----------------------|------------------|
| Windsor Ward 1    | 20,923                  | 1.4638                | 1                |
| Windsor Ward 2    | 9,430                   | 0.6597                | 1                |
| Windsor Ward 3    | 11,499                  | 0.8045                | 1                |
| Windsor Ward 4    | 13,178                  | 0.922                 | 1                |
| Windsor Ward 5    | <u>16,775</u>           | <u>1.1736</u>         | 1                |
| <b>Sub Total</b>  | <b>71,805</b>           | <b>5.0236</b>         | <b>5</b>         |
| Essex, Kingville  | 8,801                   |                       |                  |
| Pelee Township    | 4                       |                       |                  |
| Leamington        | <u>6,157</u>            |                       |                  |
| <b>Sub Total</b>  | <b>14,962</b>           | <b>1.0468</b>         | <b>1</b>         |
| Amherstburg       | 7,527                   |                       |                  |
| LaSalle           | <u>10,767</u>           |                       |                  |
| <b>SubTotal</b>   | <b>18,294</b>           | <b>1.2799</b>         | <b>1</b>         |
| Lakeshore         | 11,602                  | 0.8117                | 1                |
| Tecumseh          | <u>11,980</u>           | 0.8381                | 1                |
| <b>Sub Total</b>  | <b>23,582</b>           | <b>1.6498</b>         | <b>2</b>         |
| <b>GrandTotal</b> | <b>128,643</b>          | <b>9.0</b>            | <b>9.0</b>       |



**“TABLE B”  
TIMELINES**

| <u>DATE</u>           | <u>EVENT</u>   | <u>COMMENTS</u>  |
|-----------------------|--|--|
| <b>Jan. 2, 2006</b>   | Nomination & Campaign period commences.  | - complete   |
| <b>Feb. 15, 2006</b>  | Final data for submission of Population Report (PEG) by the Municipal Property Assessment Corp. MPAC.                    | - complete   |
| <b>Mar. 31, 2006</b>  | Final date for boards to pass resolution ie. Low population areas.   | - To Board - February 28   |
| <b>Mar. 31, 2006</b>  | Final date for calculation for trustee determination an distribution.  | - To Board – February 28   |
| <b>April 3, 2006</b>  | Submission deadline for trustee determination an distribution reports to the Ministry of Education and municipal clerks. |  |
| <b>April 21, 2006</b> | Deadline for municipal council to file any notice of appeal ie. Trustee distribution.                                    |  |
| <b>April 25 2006</b>  | Deadline for school board secretary to forward notice of appeals to the Ontario Municipal Board.                         |  |
| <b>June 10, 2006</b>  | Deadline for OMB decision Re: appeal.  |  |
| <b>Sept. 26 2006</b>  | Nomination Day   | Final day for candidate to file nomination papers with municipal lections clerk. |
| <b>Sept. 29, 2006</b> | Final day for withdrawal of candidacy.   |  |

**“TABLE B”  
TIMELINES**

| <b><u>DATE</u></b>    | <b><u>EVENT</u></b>   | <b><u>COMMENTS</u></b>  |
|-----------------------|---|---|
| <b>Sept. 29, 2006</b> | Certification or rejection of nominations.  |   |
| <b>Sept. 29, 2006</b> | Forwarding of candidates names to other municipalities.   |   |
| <b>Nov. 10, 2006</b>  | Election Day  | School board election clerk for municipality with largest population of the board’s electoral group prepares final summary and declares candidates elected. |
| <b>Dec. 1, 2006</b>   | Trustee’s term of office begins.  |   |
| <b>Dec. 31, 2006</b>  | Campaign period ends.   |   |
| <b>Jan. 2, 2007</b>   | Deadline for all nominated candidates to notify clerk of intention to extend campaign period.   | Candidates and/or trustees must inform election clerk in writing of intention to extend campaign period in cases where there is a campaign deficit.         |
| <b>March 1, 2007</b>  | Last day for clerk to notify all nominated candidates of deadline for filing financial reports. |   |

I

# Education Act

## ONTARIO REGULATION 412/00

*Amended to O. Reg. 471/05*

### ELECTIONS TO AND REPRESENTATION ON DISTRICT SCHOOL BOARDS

**Notice of Currency:**\* This document is up to date.

\*This notice is usually current to within two business days of accessing this document. For more current amendment information, see the [Table of Regulations – Legislative History Overview](#).

*This is the English version of a bilingual regulation.*

#### PART I GENERAL

##### INTERPRETATION

1. (1) In this Regulation,

“board” means a district school board; (“conseil”)

“board area” means the area of jurisdiction, expressed in square kilometres, of a board, as set out in Table 1; (“territoire du conseil”)

“density” means the quotient, calculated to two decimal places, obtained by dividing the total population of the board’s electoral group, as reported under subsection 2 (3), by the board area; (“densité”)

“election year” means the year of a regular election; (“année d’élections”)

“electoral group” means, with respect to a board, the group composed of all persons who reside within the area of jurisdiction of the board and are,

- (a) persons entitled to vote at elections of members of the board,
- (b) supporters of the board, or
- (c) dependents of persons referred to in clause (a) or (b); (“groupe électoral”)

“municipality” includes, other than in section 10 and subsection 11 (4),

- (a) unorganized territory that is deemed to be a district municipality under Ontario Regulation 468/97, and
- (b) if unorganized territory is attached to a municipality for election purposes, the municipality together with the unorganized territory; (“municipalité”)

“regular election” means a regular election under the *Municipal Elections Act, 1996*; (“élections ordinaires”)

“school board election clerk” means, with respect to the election of members of a board, a person who is responsible for conducting the election in a municipality; (“secrétaire des élections scolaires”)

“ward” means a ward of a municipality. (“quartier”) O. Reg. 412/00, s. 1 (1); O. Reg. 45/03, s. 1.

(2) A reference in this Regulation to a municipality or ward shall be deemed, with respect to the election of members of a board, to be a reference to the municipality or ward with the boundaries that will apply for the purposes of the election, as determined on January 1 of the election year, subject to the following rules:

1. A decision affecting a boundary that may be appealed shall not be taken into account if, on January 1 of the election year,
  - i. the period during which an appeal may be commenced has not expired, or
  - ii. an appeal has been commenced but has not been finally determined.
2. The municipality or ward shall be deemed not to include any area that is outside the area of jurisdiction of the board. O. Reg. 412/00, s. 1 (2).

(3) For the purposes of this Regulation, territory without municipal organization that is within the area of jurisdiction of a board and that is deemed to be a district municipality under Ontario Regulation 468/97 is deemed to be a district municipality for purposes of board elections. O. Reg. 412/00, s. 1 (3).

## POPULATION DATA

2. (1) Before February 15 in each election year, the Municipal Property Assessment Corporation shall, in respect of each board, for each area set out in subsection (2), determine the population of the board's electoral group who are resident in the area on January 1 of that year. O. Reg. 412/00, s. 2 (1); O. Reg. 155/02, s. 1 (1).

(2) The areas referred to in subsection (1) are:

1. Each municipality that is not divided into wards.
2. Each ward of a municipality that is divided into wards. O. Reg. 412/00, s. 2 (2).

(3) Not later than February 15 of the election year, the Municipal Property Assessment Corporation shall,

- (a) report to the Minister each of its determinations under subsection (1);
- (b) report to the school board election clerk for each municipality each of its determinations under subsection (1) in respect of each board, the area of jurisdiction of which is wholly or partially the same as the municipality; and
- (c) report to the secretary of each board each of its determinations under subsection (1) in respect of that board. O. Reg. 412/00, s. 2 (3); O. Reg. 155/02, s. 1 (2).

(4) For the purpose of this Regulation, a determination of whether a municipality has a larger population of a board's electoral group than another municipality shall be made using the information reported under subsection (3). O. Reg. 412/00, s. 2 (4).

(5) Subsection (4) does not apply to a municipality if it does not exist at the time the determination is made, unless a person or body does exist who is responsible for conducting the election in the municipality. O. Reg. 412/00, s. 2 (5).

## DETERMINATION OF NUMBER OF MEMBERS

3. (1) Not later than March 31 in each election year, every board shall determine the number of members to be elected to the board in accordance with this section. O. Reg. 412/00, s. 3 (1).

(2) Subject to any addition of members pursuant to regulations made under section 188 of the Act or pursuant to a resolution described in subsection (3) and subject to any reduction in the number of members pursuant to a resolution passed under subsection 58.1 (10.1) of the Act, the number of members of a board shall be determined by applying the following rules:

1. Determine the total population of the board's electoral group by calculating the sum of the populations reported under subsection 2 (3) for all the areas referred to in subsection 2 (2).
2. Determine the number of members based on population set out in Table 2 for the total population of the board's electoral group determined under paragraph 1.
3. Determine the number of additional members based on density by taking the lesser of,
  - i. the number of additional members set out in Table 3 based on the density of the board, and
  - ii. the number of additional members set out in Table 4 based on the board area of the board.
4. Determine the number of additional members based on dispersal in accordance with the following rules:
  - i. If the dispersal factor set out for the board in Table 5 is 0, the number of additional members based on dispersal is 0.
  - ii. If the dispersal factor set out for the board in Table 5 is greater than 0 and less than 10, the number of additional members based on dispersal is 1.
  - iii. If the dispersal factor set out for the board in Table 5 is 10 or more but less than 25, the number of additional members based on dispersal is 2.
  - iv. If the dispersal factor set out for the board in Table 5 is 25 or more but less than 50, the number of additional members based on dispersal is 3.
  - v. If the dispersal factor set out for the board in Table 5 is 50 or more, the number of additional members based on dispersal is 4.
5. Subject to paragraph 6, the number of members of the board is the number of members based on population determined under paragraph 2, plus the number of additional members determined under paragraph 3 or 4, whichever is greater.
6. The number of members of the board is the greater of,
  - i. the number determined under paragraph 5, and

ii. the number set out in Table 6 for the day school average daily enrolment of pupils of the board within the meaning of the most recent regulations made under section 234 of the Act, not counting pupils enrolled in junior kindergarten. O. Reg. 412/00, s. 3 (2); O. Reg. 432/00, s. 1; O. Reg. 45/03, s. 2 (1).

(3) The board may, by resolution passed before March 31, 2003, determine that the number of members to be elected at the 2003 regular election will be the same as the number of members that were to be elected to the board at the 2000 regular election. O. Reg. 45/03, s. 2 (2).

**3.1** The date before which a resolution may be passed under subsection 58.1 (10.1) of the Act is March 31 in an election year. O. Reg. 45/03, s. 3.

#### DISTRIBUTION OF MEMBERS TO GEOGRAPHIC AREAS

**4.** (1) A board that has jurisdiction in more than one municipality shall, not later than March 31 in each election year,

(a) pass a resolution designating one or more municipalities within the board's area of jurisdiction as low population municipalities and directing that an alternative distribution of members be done in respect of them for purposes of the election of board members; or

(b) pass a resolution stating that the board has decided not to designate any municipality within the board's area of jurisdiction as a low population municipality. O. Reg. 412/00, s. 4 (1).

(2) A resolution under clause (1) (a) shall provide that the sum of the electoral quotients for the municipality or municipalities designated as low population municipalities shall be increased by one or two. O. Reg. 412/00, s. 4 (2).

(3) A resolution under subsection (1) shall be effective only for the regular election of board members in that election year and for any by-election held during the term that commences immediately after that election. O. Reg. 412/00, s. 4 (3).

(4) In carrying out its duties under this section, the board shall have regard to the following principles:

1. Municipalities with low populations should receive reasonable representation.

2. Evidence of historic, traditional or geographic communities should be taken into account.

3. To the extent possible, the identification of low population municipalities should permit the establishment of geographic areas that coincide with school communities.

4. Representation should not deviate unduly from the principle of representation by population. O. Reg. 412/00, s. 4 (4).

**5.** Not later than March 31 in each election year, every board shall distribute the positions of the members to be elected to the board in accordance with section 6 or 7, whichever is applicable. O. Reg. 412/00, s. 5.

**6.** (1) If a board has jurisdiction in only one municipality or a resolution under clause 4 (1) (b) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = \frac{a \times b}{c}$$

where,

a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),

b = the total number of members determined for the board under section 3 or, if a resolution under subsection 58.1 (10.1) of the Act is in effect, the total number of members specified in that resolution,

c = the total population of the board's electoral group, as reported under subsection 2 (3).

2. Combine every municipality and every ward within the area of jurisdiction of the board into a number of geographic areas that does not exceed the number determined for "b" in paragraph 1.

3. The number of members that represent the electors of the board's electoral group in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the constituent municipalities and wards that form the geographic area. O. Reg. 412/00, s. 6 (1); O. Reg. 45/03, s. 4.

(2) In carrying out its duties under subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 6 (2).

**7.** (1) If a resolution under clause 4 (1) (a) is in effect, a distribution of the positions of the members to be elected to the board shall be made according to the following rules:

1. Calculate the electoral quotient for each municipality and ward using the following formula:

$$\text{Electoral quotient} = \frac{a \times b}{c}$$

where,

- a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),
- b = the total number of members determined for the board under section 3 or, if a resolution under subsection 58.1 (10.1) of the Act is in effect, the total number of members specified in that resolution,
- c = the total population of the board's electoral group, as reported under subsection 2 (3).

2. Place the municipalities in two groups, one of which shall be comprised of the municipality or municipalities designated under clause 4 (1) (a) and one of which shall be comprised of the remaining municipalities in the board's area of jurisdiction.
3. Calculate the sum of the electoral quotients for each of the two groups of municipalities.
4. Add the number determined by the resolution of the board under subsection 4 (2) to the sum of the electoral quotients for the group of municipalities that are designated under clause 4 (1) (a).
5. Subtract the number that was added under paragraph 4 to the sum of the electoral quotients for the group of municipalities designated under clause 4 (1) (a) from the sum of the electoral quotients for the group of the remaining municipalities.
6. Calculate the alternative electoral quotient for each municipality and ward using the following formula:

$$\text{Alternative electoral quotient} = \frac{a \times b}{c}$$

where,

- a = the population of the board's electoral group resident in the municipality or ward, as reported under subsection 2 (3),
- b = the number calculated under paragraph 4 or 5, as the case may be, and
- c = the total population of the board's electoral group resident in the group of municipalities to which the municipality or ward belongs, as reported under subsection 2 (3).

7. Combine every municipality and every ward within each group of municipalities into a number of geographic areas which does not exceed the number determined for "b" in paragraph 1. No geographic area shall include municipalities or parts of municipalities in both the designated group and the remaining group of municipalities.
8. The number of members that represent the electors in each geographic area shall be, as nearly as practicable, the sum of the electoral quotients of the municipalities and wards that form the geographic area. O. Reg. 412/00, s. 7 (1) O. Reg. 45/03, s. 5.

(2) In carrying out its duties under paragraph 7 of subsection (1), the board shall, to the extent practicable, form geographic areas for which the sum of the electoral quotients of the constituent municipalities and wards is a whole number greater than zero. O. Reg. 412/00, s. 7 (2).

**8.** A by-law of a municipality made under the authority of subsection 230 (5) of the Act, as it read on December 31, 1997, or under the authority of a predecessor of that subsection, does not apply to any election. O. Reg. 412/00, s. 8.

**8.1** Where a board has formed a geographic area that consists of all or part of two or more municipalities, the board shall identify which of those municipalities has the largest population of the board's electoral group for the purpose of identifying the school board election clerk referred to in subsection 11 (2). O. Reg. 235/04, s. 1.

#### REPORT ON DETERMINATION AND DISTRIBUTION

**9.** (1) On completion of the determination and distribution of members of the board, the board shall prepare a report that includes,

- (a) the results of the determination and distribution;
- (b) where a geographic area consists of all or part of two or more municipalities, the identification made under section 8.1 of the municipality with the largest population of the board's electoral group; and
- (c) a copy of the data and calculations by which the determination and distribution referred to in clause (a) were made and by which the identification referred to in clause (b) was made. O. Reg. 235/04, s. 2.

(2) Not later than April 3 in each election year, the board shall send a copy of the report to,

- (a) the Minister;

- (b) the school board election clerks for all the municipalities within the area of jurisdiction of the board; and
- (c) the secretary of every other board, the area of jurisdiction of which is wholly or partially within the area of jurisdiction of the board. O. Reg. 412/00, s. 9 (2).

#### APPEALS ON DISTRIBUTION

**10.** (1) The council of a municipality within the area of jurisdiction of a board may appeal to the Ontario Municipal Board the results of the distribution under section 6 or 7. O. Reg. 412/00, s. 10 (1).

(2) An appeal under subsection (1) may only be made if the distribution made under section 6 or 7 allots to a geographic area a number of members that is different from the sum of the applicable electoral quotients for the geographic area by an amount that is greater than 0.05 times the total number of members. O. Reg. 412/00, s. 10 (2).

(3) The appeal shall be commenced by filing with the secretary of the board a notice of appeal setting out the objection to the distribution and the reasons for the objection and be accompanied by the fee prescribed under the *Ontario Municipal Board Act*. O. Reg. 412/00, s. 10 (3); O. Reg. 45/03, s. 6 (1).

(3.1) The secretary of a board who receives a notice of appeal under subsection (3) shall ensure that,

- (a) a record is compiled consisting of the notice of appeal and the reasons for the objection;
- (b) the record and the fee are forwarded to the Ontario Municipal Board within 15 days after the notice and the fee are received; and
- (c) such other information as the Ontario Municipal Board may require in respect of the appeal that is within the board's possession is forwarded to the Ontario Municipal Board. O. Reg. 45/03, s. 6 (2).

(3.2) Despite clause (3.1) (b), if the appeal is withdrawn within 15 days after the notice of appeal and the fee are filed, the board is not required to forward the materials described under clauses (3.1) (b) and (c) to the Ontario Municipal Board. O. Reg. 45/03, s. 6 (2).

(4) The appeal must be commenced not later than April 21 in the election year. O. Reg. 412/00, s. 10 (4).

(5) If no appeal is commenced, the board shall be deemed to be properly constituted despite any defect in the distribution. O. Reg. 412/00, s. 10 (5).

(6) The secretary of the board shall, not later than April 25 in the election year, forward any notices of appeal to the Ontario Municipal Board. O. Reg. 412/00, s. 10 (6).

(7) The parties to the appeal are the municipality, the board and any other person added as a party by the Board. O. Reg. 412/00, s. 10 (7).

(8) The Board is not required to hold a hearing on the appeal. O. Reg. 412/00, s. 10 (8).

(9) The Board may,

- (a) dismiss the appeal; or
- (b) allow the appeal, in whole or in part, and make an order varying the distribution. O. Reg. 412/00, s. 10 (9).

(10) The Board shall determine the appeal not later than June 10 in the election year. O. Reg. 412/00, s. 10 (10).

#### CONDUCT OF ELECTIONS

**11.** (1) This section applies to regular elections and by-elections of members of a board from a geographic area formed for a board under section 6 or 7, if the geographic area is composed of all or part of two or more municipalities. O. Reg. 45/03, s. 7.

(2) Subject to subsection (5), the person responsible for conducting the election of members of the board from the geographic area is the school board election clerk of the municipality wholly or partly within the geographic area having the largest population of the board's electoral group. O. Reg. 45/03, s. 7.

(3) Nominations shall be filed with the school board election clerk referred to in subsection (2), who shall send the names of the candidates by registered mail within 48 hours after the closing of nominations to the school board election clerk of each municipality that is wholly or partly within the geographic area. O. Reg. 45/03, s. 7.

(4) If the distance between the residence of a person seeking nomination and the office of the school board election clerk with whom nominations must be filed is greater than 100 kilometres, the clerk shall, for the purpose of making it easier for the person or the person's agent to file the nomination, delegate such of his or her powers as may be necessary to,

- (a) the school board election clerk of the municipality in which the person seeking nomination resides, if the person resides in a municipality;
- (b) the school board election clerk of the municipality to which the unorganized territory in which the person seeking nomination resides is attached for election purposes, if the person resides in unorganized territory that is attached to a

municipality for election purposes and the territory that is attached is part of the same geographic area as the municipality for election purposes;

(c) the school board election clerk whose office is in the same geographic area and is closest to the person's residence, in any other case. O. Reg. 45/03, s. 7.

(5) The school board election clerk of each municipality wholly or partly within the geographic area is the person responsible for conducting the election of members of the board in the municipality and shall promptly report the vote recorded to the clerk referred to in subsection (2) who shall prepare the final summary, announce the result of the vote and forward the result to the secretary of the board and to the Minister. O. Reg. 45/03, s. 7.

12. REVOKED: O. Reg. 45/03, s. 7.

**PART II** (ss. 13.-26.) REVOKED: O. Reg. 45/03, s. 8.

**PART III** (ss. 27.-29.) REVOKED: O. Reg. 45/03, s. 8.

TABLE 1  
BOARD AREAS

| Item | Name of Board  | Area (km <sup>2</sup> ) |
|------|--|-------------------------|
| 1.   | District School Board Ontario North East   | 24,876                  |
| 2.   | Algoma District School Board   | 9,069                   |
| 3.   | Rainbow District School Board  | 14,010                  |
| 4.   | Near North District School Board   | 17,020                  |
| 5.   | Keewatin-Patricia District School Board  | 6,310                   |
| 6.   | Rainy River District School Board  | 10,409                  |
| 7.   | Lakehead District School Board   | 5,086                   |
| 8.   | Superior-Greenstone District School Board  | 18,644                  |
| 9.   | Bluewater District School Board  | 8,686                   |
| 10.  | Avon Maitland District School Board  | 5,639                   |
| 11.  | Greater Essex County District School Board   | 1,872                   |
| 12.  | Lambton Kent District School Board   | 5,505                   |
| 13.  | Thames Valley District School Board  | 7,278                   |
| 14.  | Toronto District School Board  | 634                     |
| 15.  | Durham District School Board   | 1,963                   |
| 16.  | Kawartha Pine Ridge District School Board  | 6,998                   |
| 17.  | Trillium Lakelands District School Board   | 12,133                  |
| 18.  | York Region District School Board  | 1,774                   |
| 19.  | Simcoe County District School Board  | 4,901                   |
| 20.  | Upper Grand District School Board  | 4,192                   |
| 21.  | Peel District School Board   | 1,255                   |
| 22.  | Halton District School Board   | 973                     |
| 23.  | Hamilton-Wentworth District School Board   | 1,127                   |
| 24.  | District School Board of Niagara   | 1,883                   |
| 25.  | Grand Erie District School Board   | 4,067                   |
| 26.  | Waterloo Region District School Board  | 1,383                   |
| 27.  | Ottawa-Carleton District School Board  | 2,806                   |
| 28.  | Upper Canada District School Board   | 12,112                  |
| 29.  | Limestone District School Board  | 7,193                   |
| 30.  | Renfrew County District School Board   | 7,851                   |
| 31.  | Hastings and Prince Edward District School Board                                   | 7,200                   |
| 32.  | Northeastern Catholic District School Board  | 24,888                  |
| 33.  | Nipissing-Parry Sound Catholic District School Board                               | 10,597                  |
| 34.  | Huron-Superior Catholic District School Board                                      | 8,813                   |
| 35.  | Sudbury Catholic District School Board   | 9,317                   |
| 36.  | Northwest Catholic District School Board   | 11,597                  |
| 37.  | Kenora Catholic District School Board  | 1,411                   |
| 38.  | Thunder Bay Catholic District School Board   | 4,936                   |
| 39.  | Superior North Catholic District School Board                                      | 18,716                  |
| 40.  | Bruce-Grey Catholic District School Board  | 8,686                   |
| 41.  | Huron Perth Catholic District School Board   | 5,639                   |
| 42.  | Windsor-Essex Catholic District School Board                                       | 1,872                   |
| 43.  | English-language Separate District School Board No. 38                             | 7,278                   |
| 44.  | St. Clair Catholic District School Board   | 5,505                   |
| 45.  | Toronto Catholic District School Board   | 634                     |
| 46.  | Peterborough Victoria Northumberland and Clarington Catholic District School Board | 10,324                  |



|     |   |        |
|-----|---|--------|
| 47. | York Catholic District School Board   | 1,774  |
| 48. | Dufferin-Peel Catholic District School Board                                | 2,751  |
| 49. | Simcoe Muskoka Catholic District School Board                               | 9,383  |
| 50. | Durham Catholic District School Board                                       | 1,963  |
| 51. | Halton Catholic District School Board                                       | 973    |
| 52. | Hamilton-Wentworth Catholic District School Board                           | 1,127  |
| 53. | Wellington Catholic District School Board                                   | 2,696  |
| 54. | Waterloo Catholic District School Board                                     | 1,383  |
| 55. | Niagara Catholic District School Board                                      | 1,883  |
| 56. | Brant Haldimand Norfolk Catholic District School Board                      | 4,067  |
| 57. | Catholic District School Board of Eastern Ontario                           | 12,112 |
| 58. | Ottawa-Carleton Catholic District School Board                              | 2,806  |
| 59. | Renfrew County Catholic District School Board                               | 7,851  |
| 60. | Algonquin and Lakeshore Catholic District School Board                      | 16,101 |
| 61. | Conseil scolaire de district du Nord-Est de l'Ontario                       | 46,453 |
| 62. | Conseil scolaire de district du Grand Nord de l'Ontario                     | 62,800 |
| 63. | Conseil scolaire de district du Centre Sud-Ouest                            | 68,014 |
| 64. | Conseil scolaire de district des écoles publiques de langue française n° 59 | 37,152 |
| 65. | Conseil scolaire de district catholique des Grandes Rivières                | 24,876 |
| 66. | Conseil scolaire de district catholique Franco-Nord                         | 10,597 |
| 67. | Conseil scolaire de district catholique du Nouvel-Ontario                   | 18,224 |
| 68. | Conseil scolaire de district catholique des Aurores boréales                | 36,643 |
| 69. | Conseil scolaire de district des écoles catholiques du Sud-Ouest            | 28,980 |
| 70. | Conseil scolaire de district catholique Centre-Sud                          | 40,407 |
| 71. | Conseil scolaire de district catholique de l'Est Ontarien                   | 5,326  |
| 72. | Conseil scolaire de district catholique du Centre-Est de l'Ontario          | 33,543 |

O. Reg. 45/03, s. 9; O. Reg. 471/05, s. 1.

TABLE 2  
NUMBER OF MEMBERS BASED ON ELECTORAL GROUP POPULATION

| Item | Total Population of Electoral Group | Number of Members |
|------|-------------------------------------|-------------------|
| 1.   | Less than 30,000 persons            | 5                 |
| 2.   | 30,000 to 44,999 persons            | 6                 |
| 3.   | 45,000 to 59,999 persons            | 7                 |
| 4.   | 60,000 to 99,999 persons            | 8                 |
| 5.   | 100,000 to 149,999 persons          | 9                 |
| 6.   | 150,000 to 249,999 persons          | 10                |
| 7.   | 250,000 to 399,999 persons          | 11                |
| 8.   | 400,000 to 999,999 persons          | 12                |
| 9.   | 1,000,000 to 1,499,999 persons      | 17                |
| 10.  | 1,500,000 persons or more           | 22                |

O. Reg. 412/00, Table 2.

TABLE 3  
NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

| Item | Density                         | Number of Additional Members |
|------|---------------------------------|------------------------------|
| 1.   | Less than 1.00                  | 7                            |
| 2.   | 1.00 or more but less than 1.25 | 6                            |
| 3.   | 1.25 or more but less than 1.50 | 5                            |
| 4.   | 1.50 or more but less than 2.00 | 4                            |
| 5.   | 2.00 or more but less than 3.00 | 3                            |
| 6.   | 3.00 or more but less than 4.00 | 1                            |
| 7.   | 4.00 or more                    | 0                            |

O. Reg. 412/00, Table 3.

TABLE 4  
MAXIMUM NUMBER OF ADDITIONAL MEMBERS BASED ON BOARD DENSITY

| Item | Board Area | Number of |
|------|------------|-----------|
|------|------------|-----------|

|    |   | Additional Members  |
|----|---|---|
| 1. | Less than 8,000 square kilometres                                       | 0   |
| 2. | 8,000 square kilometres or more but less than 12,000 square kilometres  | 1   |
| 3. | 12,000 square kilometres or more but less than 25,000 square kilometres | 3   |
| 4. | 25,000 square kilometres or more but less than 40,000 square kilometres | 6   |
| 5. | 40,000 square kilometres or more  | The lesser of 7 and the difference between 12 and the number of members based on electoral group population set out in Table 2 for the population of the board's electoral group. |

O. Reg. 412/00, Table 4; O. Reg. 432/00, s. 3.

TABLE 5  
DISPERSAL FACTORS

| Item | Name of Board  | Dispersal Factor |
|------|--|------------------|
| 1.   | District School Board Ontario North East                                   | 16.7             |
| 2.   | Algoma District School Board   | 20.3             |
| 3.   | Keewatin-Patricia District School Board                                    | 29.4             |
| 4.   | Superior-Greenstone District School Board                                  | 46.7             |
| 5.   | Northeastern Catholic District School Board                                | 15.4             |
| 6.   | Huron-Superior Catholic District School Board                              | 28.6             |
| 7.   | Northwest Catholic District School Board                                   | 20.0             |
| 8.   | Superior North Catholic District School Board                              | 25.0             |
| 9.   | Algonquin and Lakeshore Catholic District School Board                     | 2.4              |
| 10.  | Conseil scolaire de district du Nord-Est de l'Ontario                      | 62.5             |
| 11.  | Conseil scolaire de district du Grand Nord de l'Ontario                    | 33.4             |
| 12.  | Conseil scolaire de district du Centre Sud-Ouest                           | 8.8              |
| 13.  | Conseil scolaire de district des écoles publiques de langue française n°59 | 11.9             |
| 14.  | Conseil scolaire de district catholique des Grandes Rivières               | 21.7             |
| 15.  | Conseil scolaire de district catholique du Nouvel-Ontario                  | 14.3             |
| 16.  | Conseil scolaire de district catholique des Aurores boréales               | 66.7             |
| 17.  | Conseil scolaire de district des écoles catholiques du Sud-Ouest           | 10.3             |
| 18.  | Conseil scolaire de district catholique du Centre-Est de l'Ontario         | 1.6              |

|     |                  |     |
|-----|------------------|-----|
| 19. | All other boards | 0.0 |
|-----|------------------|-----|

O. Reg. 412/00, Table 5.

TABLE 6  
MINIMUM NUMBER OF MEMBERS BASED ON BOARD ENROLMENT

| Item | Day School Average Daily Enrolment | Minimum Number of Members |
|------|------------------------------------|---------------------------|
| 1.   | 10,000 to 13,999 pupils            | 6                         |
| 2.   | 14,000 to 21,499 pupils            | 7                         |
| 3.   | 21,500 to 29,999 pupils            | 8                         |
| 4.   | 30,000 to 44,999 pupils            | 9                         |
| 5.   | 45,000 to 84,999 pupils            | 10                        |
| 6.   | 85,000 or more pupils              | 11                        |

O. Reg. 412/00, Table 6.



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
February 28, 2006

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Michael B. Moher, Director of Education  
Janet Ouellette, Superintendent of Education  
**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING  
- JANUARY 19, 2006**

### RECOMMENDATION:

**That the Board receive the minutes of the January 19, 2006 Special Education Advisory Committee meeting as information.**

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### BACKGROUND:

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

### FINANCIAL:

n/a

### COMMENTS:

n/a

### TIMELINES:

Meeting date: January 19, 2006

### APPENDICES:

- Minutes of the January 19, 2006 Special Education Advisory Committee (SEAC) meeting



## Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

### SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, January 19, 2006 – 7:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

### MINUTES

|          |                      |   |
|----------|----------------------|---|
| Present: | Jennifer Jaco-McKay  | Association for Bright Children (Chair) |
|          | Lisa Soulliere       | Trustee Member (Vice-Chair)             |
|          | Mary DiMenna         | Trustee Member                          |
|          | Bev Clarke           | Learning Disabilities                   |
|          | Michelle Friesen     | Integration Action for Inclusion        |
|          | Claudio Del Duca     | High School Council                     |
|          | Debbie Rollier       | Community Living                        |
|          | Melissa-Jo Meyer     | Autism Society (alternate)              |
|          | Paula Nantais-Murphy | Down Syndrome Parents (alternate)       |
|          | Rita Raniwsky        | Principals' Association                 |
|          | Janet Ouellette      | Superintendent of Education             |
|          | Cathy Geml           | Supervisor of Special Education         |
|          | Peter Marchini       | Superintendent of Business              |
|          | Ken Gignac           | Controller                              |

1. Call to order – J. Jaco-McKay, Chair
2. Opening Prayer – SEAC prayer together
3. Welcome/Introductions – Guest: Pam Scott – Integration Action for Inclusion member
4. Recording of Attendance – no regrets received.
5. Approval of Agenda  
Addition – New Business: M. Friesen – Possibility of involving Board staff in May conference  
**Motion by L. Soulliere and M. Friesen that the Agenda be approved with the above addition. Carried.**
6. Disclosure of Pecuniary Interest - None

7. Election of Officers: Chair and Vice-Chair

It was noted that there is a question concerning whether the Chair and Vice-Chair are to be elected at the first meeting of the three-year term, or once each year of the three-year term. No motion was forthcoming to change the annual election procedure for this Board's SEAC.

J. Ouellette chaired the election procedure. Nominations were requested for the position of Chair:

L. Soulliere nominated by J. Jaco-McKay - accepted

J. Jaco-McKay nominated by M. Friesen – declined

No further nominations were forthcoming. Lisa Soulliere was acclaimed to the position of SEAC Chair for the 2006 calendar year.

Nominations were requested for the position of Vice-chair:

J. Jaco-McKay nominated by L. Soulliere - accepted

There were no further nominations. Jennifer Jaco-McKay was acclaimed to the position of Vice-Chair for the 2006 calendar year.

8. Approval of Minutes – November 10, 2005

It was noted that C. Del Duca was present at the meeting but not recorded as being present.

**Motion by M. DiMenna and D. Rollier that the Minutes of the November 10, 2005 SEAC meeting be approved as amended.  
Carried.**

9. Business Arising

- Final Budget Figures 2004-05

Peter Marchini and Ken Gignac were introduced. A revised copy of the budget summary was distributed (copy attached), changes explained, and amounts that are still in question noted. The Board's responsibility concerning the funding lines (e.g., Special Education) and use of the Learning Opportunities Grant (\$5.9 million) were discussed. The Special Education budget is \$22.8 million, and a deficit would be covered by general revenues. A deficit in Special Education is not carried into the next budget year. J. Ouellette explained that because our Board did not spend money that was expected but not yet received, we were punished for not spending into a deficit, as the Ministry funded the boards that pre-spent the expected allocations.

The possibility of using part of the LOG to fund additional Special Education staff, and the legality of charging lunchtime supervision by Educational Assistants to Special Education were discussed at length. C. Geml explained Net New Needs, which applies to the 2005-06 budget and should total approximately \$408,000 based on 24 students, although the Ministry has not yet audited the submission. Further discussion was held on the mandate of the LOG, and lunchtime supervision by Educational Assistants. Also questioned

was how, and by whom, special education budget decisions are made.

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

J. Jaco-McKay will prepare the presentation with assistance from members and the SEAC Chair, and will make the presentation to the Board. Committee members are asked to attend this Board meeting for support. Mr. Marchini will contact the Ministry to determine the legality of the lunchtime supervision issue. The Chair thanked Pater Marchini and Ken Gignac for attending the meeting.

- CODE Special Education Project – J. Ouellette

Implementation of the Education for All document through a special one time grant has begun. Our Board plan focuses on split classes in grades 2 and 3 and 3 and 4. Two half time teachers who are facilitating the program, and two researchers from the Faculty of Education, are working with teachers in the 13 identified schools. The goal of the project is to increase the capacity of classroom teachers and Learning Enrichment teachers to meet the needs of all students. If the project is successful in helping teachers apply principles of differentiated instruction, the board may be able to expand the training to all teachers. This initiative is funded through a one time grant of \$250,000, to be completed at the end of this school year.

10. Information Items – none.
11. Report from Chair  
A letter has been received from Simcoe Muskoka Catholic Board endorsing continuation of the pilot program, Successful Academic Vocational Transition Initiative (SAVTI), with assistance from the Ministry of Education.
12. Report from Trustees  
M. DiMenna reported on Cardinal Carter's December 9<sup>th</sup> presentation titled Dance-o-logy. Several students from the Community Living class participated in some of the dance numbers. Also, the students in the Hospitality class at Cardinal Carter have developed a cookbook. L. Soulliere informed the Committee members that her notice of motion for a forensic audit of the Special Education budget will be debated at the January 31<sup>st</sup> Board meeting.
13. Report from Superintendent/Supervisor  
J. Ouellette confirmed that Business Administration does not set budget items for Special Education, nor does the Superintendent of business deny the inclusion of proposed items. She also noted that the Minutes of each SEAC meeting are read by the trustees, appear on the Board web site, and are often debated at Board meetings. C. Geml reported that the Special Education course is nearing completion for 20 teachers who indicated it was most informative. The course will be offered again during this calendar year.

- Special Education Plan Amendments

The description of the Children and Youth Service Providers committee was explained by C. Geml.

**Motion by B. Clarke and M. DiMenna that the description of the Children and Youth Service Providers committee be included in the 2006 Special Education Plan Amendments. Carried.**

14. New Business

M. Friesen stated that Ed Mahony, a Special Education Resource Teacher with Hamilton-Wentworth Catholic Board will speak on “Rethinking Restraints” at the May 5<sup>th</sup> conference. She will forward complete information to be distributed to SEAC members and Board administration.

M. J. Meyer stated that the Novelletto Rosati Complex has received a grant to run an after school program for students with special needs. To introduce this program, both boards will be sending students in Grades 4 to 8 to a Silly Olympics day on February 10<sup>th</sup> from 10:00 a.m. to 2:00 p.m. at the Novelletto Rosati Complex.

15. Association Reports

J. Jaco-McKay noted that the new address for meetings of the Association for Bright Children is 3373 Walker Road. Meetings are held the first Thursday of each month, and she will inform SEAC of meetings that include a guest speaker.

M. J. Meyer informed SEAC that she will replace L. Golocevac as the Autism Society representative for the remainder of the term. She also noted that the Autism Gala will be held February 25<sup>th</sup> and the Annual General Meeting is scheduled for May 5<sup>th</sup>.

B. Clark’s Association report included the contacts to Learning Disabilities from parents and staff for October through December 2005. LDAO workshops are available on line. The focus is on adults but students who are about to leave the system would benefit as well.

The one page form for Association reports to be included with the Agenda will be emailed to the SEAC members, and a copy included with the next Agenda.

16. Closing Prayer – J. Ouellette

17. Adjournment

The next meetings are February 9<sup>th</sup> and March 9<sup>th</sup>. The March meeting date will be discussed at the February meeting as neither administration members are available.

**On motion by M. DiMenna and B. Clarke, the meeting adjourned at**



**9:15 p.m. Carried.**

**NEXT MEETING  
CATHOLIC EDUCATION CENTRE**

**FEBRUARY 9, 2006  
7:00 P.M.**

Patricia Hickmott  
Recording Secretary

/psh/M06seac/01 31 2006  
E&OE