



Windsor-Essex Catholic District School Board

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

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

AGENDA

Page #

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

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act
7. Presentations
 - a. Holy Names Catholic High School – Anti- Racism Video “The Vaccine”
(J. Berthiaume/J. Minello)
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 Special In-Camera Meeting, February 23, 2006
 - ii) Minutes of In-Camera Meeting, February 28, 2006
 - iii) Minutes of Regular Meeting, February 28, 2006
 - b. Items From In-Camera Meetings of February 23 and March 28, 2006
10. Communications
- a. External (Associations, OCSTA, Ministry)
 - i) Memorandum from the Ontario Catholic School Trustees' Association re: Resolutions to be Considered at the 2005 AGM (*original document provided to trustees previously*)
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Berthiaume)
 - ii) Report: High School Council Minutes of January 19, 2006 (J. Berthiaume/L. Staudt)
 - iii) Report: Corporate Credit Cards and Purchasing Cards (P. Marchini) (*deferred from February 28, 2006*)
 - iv) Report: Public Sector Salary Disclosure Act, 1996 – Disclosure for 2005 (P. Marchini)
 - v) Report: Campus Ministry Program Review (J. Ouellette/S. Freeman)
 - vi) Report: St. Joseph's Catholic High School Move to New Location (J. Ouellette)
 - vii) Report: Board Action Plan – Bill 78 Proposed Legislation to Boost Student Performance (J. Berthiaume)
 - viii) Report: Legal Services – January 2006 (P. Marchini)
 - ix) Report: Funding for Student Transportation 2005 – 06 (P. Marchini)
 - x) Report: County Elementary French Immersion Program – Enrolment Status (J. Ouellette)
 - xi) Report: 2006 Capital Plan (P. Marchini/T. Robins)
11. Unfinished Business
- a. Deferred Motion from February 28, 2006: *Moved by Trustee Alexander and seconded by Trustee Holland 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.*
 - 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 administration prepare a report indicating the number of Ontario School Boards that utilize Policy Governance, which boards those are, how long they have utilized this form of governance, and best practices regarding policy governance. The report should also indicate the current Ministry of Education position on the use of policy governance by school boards.”*

12. New Business
 - a. Fieldtrips:
 - i) St. Anne Catholic High School – Chicago 76 - 80
 - ii) St. Anne Catholic High School – Tennessee 81 - 85
 - iii) Stella Maris Catholic Elementary School – Bark Lake Leadership Camp 86 - 89
 - b. Report: Acquisition of Data Warehouse/Business Intelligence Tool, and Demographic Planning, Enrolment Projection and Development Tracking Software (M. Moher/J. Ouellette/R. Mousaly/C. Marier) 90 - 94
 - c. Report: Long Term Financing of Construction Projects – Debenture Issue (P. Marchini/K. Gignac) 95 - 100
 - d. Report: Bridge Financing for Capital Projects (P. Marchini/K. Gignac) 101 - 104
13. Committee Reports
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, 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 28, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

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

Administration:

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

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:30 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present. Trustee Janisse entered at 7:36 p.m.
4. Approval of Agenda

Amendments:

- Item 12b Temporary Borrowing Resolution: *Recommendation Amended To Read:* That the Board approve the Board Resolution for Temporary Borrowing deemed to be read three times.
- Item 12 c agenda item amended to read “Trustee Determination”

Moved by Trustee Keane and seconded by Trustee Courtney that the February 28, 2006 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda – None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. Trustee Porcellini disclosed interest in agenda items 11b *Request for Proposal – Benefits Consultant* and 10a(iv) *Letter from OECTA Windsor-Essex Occasional Teacher Local re Notice to Bargain, dated January 30, 2006* due to her husband’s employment and did not participate in the discussion.

7. Presentations

- a. Student Pathways to Success Video and Presentation

Linda Staudt, Supervisor Student Pathways to Success presented the video “Project Pathways,” which was produced by the Board Pathways Committee to create a greater awareness and understanding of the various post-graduate destinations available, including apprenticeship, college, university and the work world. Several graduates representing each secondary school in the Windsor-Essex Catholic District School Board were asked take part in the video and to share their personal journey on their chosen post-secondary pathway. The Chair and Director of Education presented each featured graduate with a gift of appreciation recognizing their assistance with the production. Graduates who participated in the video were Justin Artale, Megan Bissonnette, Otto Buj, Serafina Dimaggio, Greg Geml, Cara Kennedy, Jason Olson, Michelle Prince, Sarah Sanford and Leo Tremblay.

8. Delegations

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

9. Action Items

- a. Approval of Minutes

- i) Minutes of In-Camera Meeting, February 14, 2006
Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the In-Camera Meeting of February 14, 2006 be adopted as distributed. Carried.
- ii) Minutes of Special In-Camera Meeting, February 16, 2006
Moved by Trustee DiMenna and seconded by Trustee Janisse that the minutes of the Special In-Camera Meeting of February 16, 2006 be adopted as amended. Carried.
- iii) Minutes of Regular Meeting, February 14, 2006
Amendment Page 2: Item 6 Disclosure of Interest – To provide clarification that Trustee Alexander did not disclose interest, the last line amended to read: Trustees Porcellini and Holland also disclosed interest in agenda item 11a *Notice of Motion* and did not participate in the discussion.
Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the Regular Meeting of February 14, 2006 be adopted as amended. Carried.

b. Items From In-Camera Meetings of February 16 and February 28, 2006

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened closed Committee of the Whole meetings February 16 and February 28, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Soulliere declared a conflict of interest in the February 28, 2006 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its meetings of February 16 and February 28, 2006 be approved. Carried.

Vice Chair Courtney made the following announcements from the February 28, 2006 In-Camera Committee of the Whole meeting

- approval of an extension of retirement for Anne Pike
- ratification of a three year Collective Agreement (2006 – 2008) between the Board and CAW Local 2458 Custodial and Maintenance Bargaining Unit
- ratification of a three year Collective Agreement (2006 – 2008) between the Board and CAW Local 2458 Office, Clerical and Technician Bargaining Unit
- termination of employment for cause of Mark Baggio effective February 28, 2006
- termination of employment for cause of Steven D'Amelio effective February 28, 2006

10. Communications

a. External (Associations, OCSTA, Ministry)

- i) Letter from Essex-Kent Building Trades re St. Joseph and St. Anne Catholic High School Projects, dated February 13, 2006

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the correspondence from Essex-Kent Building Trades re St. Joseph and St. Anne Catholic High School Projects, dated February 13, 2006 be received as information. Carried.

- ii) Letter from Windsor & District Labour Council re St. Joseph and St. Anne Catholic High School Projects, dated February 13, 2006

Moved by Trustee Holland and seconded by Trustee Soulliere that the correspondence from Windsor & District Labour Council re St. Joseph and St. Anne Catholic High School Projects, dated February 13, 2006 be received as information. Carried.

Administration will send a note to both the Essex-Kent Building Trades and Windsor & District Labour Council thanking them for their support and understanding of the process the Board has undertaken in the construction management of the two new high schools.

- iii) Letter from St. Bonaventure's College, Newfoundland re Request for Sponsorship Support, dated February 3, 2006

Moved by Trustee Keane and seconded by Trustee Courtney that the correspondence from St. Bonaventure's College, Newfoundland re Request for Sponsorship Support, dated February 3, 2006.

Amended Motion: Moved by Trustee Porcellini and seconded by Trustee Holland that the correspondence from St. Bonaventure's College, Newfoundland re Request for Sponsorship Support be referred to the *Ad Hoc Committee – Newfoundland Schools* for review and return their recommendations to the Board for consideration. Carried.

- iv) Letter from OECTA Windsor-Essex Occasional Teacher Local re Notice to Bargain, dated January 30, 2006 – *At this point, Trustee Porcellini disclosed interest in this item due to her husband's employment and did not participate in the discussion.*

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board enter into negotiations with the Ontario English Catholic Teachers' Association (OECTA) representing the Windsor-Essex Occasional Teacher Local. Carried.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report
Moved by Trustee Janisse and seconded by Trustee Soulliere 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. Carried.

- ii) Report: Corporate Credit Cards and Purchasing Cards – 2006

Moved by Trustee Courtney and seconded by Trustee Janisse that the Board receive the report Corporate Credit Cards and Purchasing Cards as information.

Moved by Trustee Holland and seconded by Trustee Alexander that the report Corporate Credit Cards and Purchasing Cards be deferred until Superintendent Marchini is present. Carried.

11. Unfinished Business

- a. Notice of Motion - Trustee Alexander provided the rationale for the notice of motion. Discussion ensued with respect to the current purchasing policy and pre-qualification practices in place in various departments. Director Moher indicated that a review of the existing practices can be presented in an administrative report to the Chair and Vice-Chair and a decision can then be made as to how to proceed.

Moved by Trustee Alexander and seconded by Trustee Holland 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.

Moved by Trustee Courtney and seconded by Trustee Janisse that the motion be deferred until an administrative report has been provided to the Chair and Vice-Chair with an overview of current purchasing and pre-qualification practices. Carried.

b. Report: Request for Proposal – Benefits Consultant

Trustees agreed to the following amendments to the Request for Proposal (additions on page 49 of the agenda package): Please identify the top three carriers you deal with by volume of premium; Please provide a contact name at each of the above for the purpose of discussing your services; Describe your participation in Union contract negotiations; Provide a sample of your employee communication / education tools; What three factors contribute the most to escalating costs in a healthcare program; and, What kind of tools / processes could you provide to assist the Windsor-Essex Catholic District School Board in deflecting costs associated with the internal administration of this program. In addition, the suggested timeline for receipt of submissions was extended to March 31, 2006.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the report Request for Proposal – Benefits Consultant as information and that the noted amendments be incorporated into the Request for Proposal. Carried.

12. New Business

a. Fieldtrips:

i) Assumption College Catholic High School – Washington, DC

Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve the Assumption College Catholic High School Field trip to Washington, D.C. from June 7 - 11, 2006. Carried.

ii) St. William Catholic Elementary School – Ottawa-Toronto

Moved by Trustee DiMenna and seconded by Trustee Janisse 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. Carried.

b. Report: Temporary Borrowing Resolution

Moved by Trustee Holland and seconded by Trustee Keane that the Board approve the Board Resolution for Temporary Borrowing deemed to be read three times. Carried.

**RESOLUTION FOR TEMPORARY BORROWING BY BOARDS OF PUBLIC,
SEPARATE, SECONDARY SCHOOLS AND BOARDS OF EDUCATION
(ONTARIO)**

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.

c. Report: Trustee Determination

Moved by Trustee DiMenna and seconded by Trustee Holland 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;

and, 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, Leamington	1 Trustee
Amherstburg, LaSalle	1 Trustee
Lakeshore	1 Trustee
Tecumseh	1 Trustee

and, 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, and the secretary of every other board, in the area of jurisdiction of the board. Carried.

13. Committee Reports

- a. Special Education Advisory Committee (SEAC) Minutes of January 19, 2006

Superintendent Marchini to provide SEAC with the Ministry's feedback on this issue of charging educational assistant lunchtime supervision to the special education envelope.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the minutes of the January 19, 2006 Special Education Advisory Committee meeting as information. Carried.

14. Notice of Motion

- Trustee Porcellini - *"At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the administration prepare a report indicating the number of Ontario School Boards that utilize Policy Governance, which boards those are, how long they have utilized this form of governance, and best practices regarding policy governance. The report should also indicate the current Ministry of Education position on the use of policy governance by school boards."*

15. Remarks and Announcements

- a. Chairperson Macri congratulated the board and CAW negotiating teams for their dedication in working toward the Collective Agreements ratified this evening.
- b. Director of Education Moher reported that JK/SK registrations are meeting or exceeding projections, which bodes well for next year's budget.
- c. Board Chaplain Brunet commented on the significance and benefit of Lenten fasting, prayer and almsgiving as the 2006 Lenten Season begins.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated Catholic Central High School freshman, junior and senior boy basketball teams for capturing the titles at the recent Windsor Essex County Secondary School Athletic Association (WECSSAA) tournaments.
- Trustee Janisse congratulated the St. Anne's Catholic High School senior girls volleyball team for capturing the title at the recent WECSSAA tournament and congratulated St. Mary Catholic Elementary School students for their gold and silver medal wins in today's Chess Challenge.

- Trustee Keane passed on thanks from teachers at St. Francis Catholic Elementary School who continue to report on the benefits to the students participating in the lower primary class sizes. Trustee Keane congratulated the staff and students at St. James and Holy Cross Catholic Elementary School upon receiving Rotary Peace School designations. Trustee Keane reported that 52 students have enrolled in the International Baccalaureate program at Assumption College Catholic High School and indicated they are expecting final approval for the program in April. Trustee Keane inquired into the status of a replacement greenhouse for Assumption College in order to support the horticultural program, which had to be cancelled at the school for the past few semesters.
- Trustee Alexander congratulated Pete Cusamano for being selected as Coach of the Year by the WECSSAA Senior Boys Basketball coaches and Jalil Khoury for being selected as Coach of the Year by the WECSSAA Football Coaches.
- Trustee Soulliere commended Principal Pat Murray and Vice-Principal Pam Prsa for the outstanding leadership and support they have provided to the St. William Catholic Elementary School community following the horrific accident involving an educational assistant at the school and asked everyone to continue keeping the whole school community in their prayers.
- Trustee Holland thanked members of administration and the Windsor Essex County Secondary School Athletic Association (WECSSAA) for helping to resolve recent issues around local high school swim meets. Trustee Holland inquired into the existence of Ministry cooling standards for schools and asked about Facilities Services plans to provide alternative cooling controls in schools that do not have air conditioning.
- Trustee DiMenna congratulated the Canadian women's Olympic Hockey Team on their gold performance, especially Meghan Agosta who is a graduate of our Catholic school system.
- Student Trustee Kishek indicated that she, Jennifer Devos and Luke Willson will be attending the OSTA-AECO English Catholic Board Council Conference this weekend in Ottawa and will provide comments to the Board on the event at a later date. Student Trustee Kishek reported that she recently met with representatives of the City of Windsor Mayor's Youth Advisory Committee. Student Trustee Kishek indicated that the first Student Senate Newsletter "The Senate Speaks" is at trustee places for their reference.

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 re-convened 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, 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 28, 2006 adjourned at 8:50 p.m. at the call of the Chair.

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Ontario Catholic School
Trustees' Association



March 15 , 2006

MEMO TO: Chairpersons & Directors of Education
All Member Boards & School Authorities

FROM: Margaret Binns, Office Administrator

RE: **Resolutions to be Considered at the 2006 AGM**

PLEASE PROVIDE A COPY OF THIS INFORMATION TO ALL OF YOUR TRUSTEES

Attached are twenty-two resolutions received from member boards. Delegates will be asked to consider these during the business session of the Annual General Meeting on Friday, April 21, 2006.

Committee recommendations have been added to the board resolutions and they have been divided into the following groups:

- Approve
- Approve & Refer to the Institute for Catholic Education
- Receive & Refer to the Catholic Education Committee
- Receive & Refer to the Conference Committee
- Receive & Refer to the Legislation & Finance Committee
- To Be Dealt With Individually

Included is a copy of the *Explanation of Committee Recommendations and Resolutions Sessions Procedures*.

In order to ensure that the resolutions and the process for handling them at the Annual General Meeting are understood by all delegates, we would ask that you provide a copy of this package to each of your trustees and ensure that it is reviewed at a board meeting prior to the AGM.

Thank you for your cooperation.

President, Paul C. Whitehead

Vice President, Bernard Murray

Executive Director, John Stunt



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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, retirement and resignation of staff dated March 28, 2006 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated March 28, 2006

March 28, 2006

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

	Employee Name	Position	Location	Date	Reason
HIRING:	Tanya Cassidy	Occasional Teacher	Supply	February 23, 2006	
	Nadia French	Secretary	St. Christopher/St. Angela	March 6, 2006	
	Barbara Gioia-Naccarato	Elementary Teacher	Notre Dame	March 20, 2006	
	Tom Griffore	Occasional Teacher	Supply	February 27, 2006	
	Nicholas Kennette	Elementary Teacher	St. William	March 1, 2006	
	Sarah Mitchell	Occasional Teacher	Supply	February 23, 2006	
	Nicole Palameta	Secondary Teacher	Catholic Central	March 6, 2006	
	Belinda Petkovski	Secretary	Sacred Heart	March 20, 2006	
	Bernadette Raffoul-Serravalle	Occasional Teacher	Supply	February 23, 2006	
	Daniel Reeb	Secondary Teacher	Cardinal Carter	March 20, 2006	
	Christina Simone	Occasional Teacher	Supply	February 23, 2006	
Sarah Wilder	Learning Commons Specialist	St. Thomas of Villanova	March 27, 2006		
RETIREMENT:	Andreas Auch	Secondary Teacher	St. Joseph's Secondary	June 30, 2006	
	Anita Balogh	Elementary Teacher	St. John the Evangelist	June 30, 2006	
	Gary Balogh	Elementary Teacher	St. Theresa	June 30, 2006	
	Dolores Goggins	Elementary Teacher	L.A. Desmarais Elementary	June 30, 2006	
	Barbara Kuker	Secondary Teacher	St. Anne Secondary	February 2, 2006	
	Charles Marier	Elementary Teacher	St. Peter Elementary	June 30, 2006	
	Cindy Marier	Elementary Teacher	W.J. Langlois	June 30, 2006	
	Michael Murphy	Secondary Teacher	St. Thomas of Villanova	June 30, 2006	
	Richard Valenciuk	Elementary Teacher	St. Gregory	June 30, 2006	
RESIGNATION:	Christine Goodchild	Occasional Teacher	Supply	February 21, 2006	
	Leslie Hamulecki	Occasional Teacher	Supply	February 20, 2006	
	Liza Maynard	Occasional Teacher	Supply	February 21, 2006	
	Tim Robins	Controller	Facilities Services	April 7, 2006	
	Michaeline Rowberry	Occasional Teacher	Supply	February 27, 2006	

OTHER:

March 28, 2006

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

Teacher Retirements - Upcoming

***Have given notice; have yet to retire**

Elementary: 7

Secondary: 6

Total: 13

Teacher Retirements - Year to Date

**** Have retired as of this date**

Elementary: 4

Secondary: 5

Total: 9

Teacher Resignations - Upcoming

Teacher Resignations - Year to Date

Elementary: 0

Secondary: 0

Total: 0

Elementary: 3

Secondary: 0

Total: 3



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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

SUBJECT: **HIGH SCHOOL COUNCIL – JANUARY 19, 2006 MEETING**

RECOMMENDATION:

That the Board receive the minutes of the High School Council dated January 19, 2006, as information.

BACKGROUND:

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

FINANCIAL: None.

COMMENTS:

It was decided, by general consensus, that following meetings, the recording secretary would prepare a report and forward it to the Chair. If they agreed with the information contained in the report, it would be forwarded to the Board as information and the Council at their next meeting would approve the minutes.

Because of the length of time between meetings, there may be information contained in the report that would be received by Trustees after the fact, however, minutes are not posted to the board's website until they are formally approved by the High School Council.

TIMELINES:

APPENDICES:

- Report of January 19, 2006 meeting is attached.



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

HIGH SCHOOL COUNCIL MEETING

January 19, 2006

~ St. Anne Catholic Secondary School ~

7:12 p.m.

REPORT

PRESENT

Parent Representatives

Assumption	Daniel Ternosky
F. J. Brennan	Robin Marentette
Catholic Central	Dan Soulard
Holy Names	Carol Delisle
St. Anne's	Patricia Machina and Joe Bachmeier
St. Joseph's	Katie Desjardins
St. Thomas of Villanova	Mary Sagat

Trustees

Student Trustee

Board Representative

Principal/VP

Recording Secretary

Patrick Keane, Shannon Porcellini
Amy Kishek
Linda Staudt, Supervisor
Brendan Roberts, Vice Principal
Celeste DiPonio

REGRETS

Cardinal Carter	Liz Matte
SEAC Representative	Claudio DelDuca

Mary Sagat, Chairperson, called the meeting to order at 7:12 p.m. and led the group in an opening prayer.

Mary Sagat

- acknowledged the hospitality of St. Anne High School and thanked Joe Bachmeier, Pat Mancina, Lucianna Allan and Brendan Roberts
- welcomed trustees Pat Keane and Shannon Porcellini, and resident senior administration representative, Supervisor Linda Staudt. She commended Linda on the marvelous work she has done with the At Risk Students of our school system. She also welcomed Amy Kishek, Student trustee from Brennan.
- She noted the recent passing of Tim Halford, the boards Communications Service Coordinator and the wonderful work he did with our board and the diocese and offered her thoughts and prayers.

Some discussion ensued:

Pat Machina reported that the St. Anne High School lottery went very well and noted that the draw was last Thursday. In total 14,419 tickets were sold. She announced the winner of the car, Mr. Kevin Hillman.

Joe Bachmeier noted that the ticket sales went very well, and that Mr. Hillman had purchased his ticket at the mall. He pointed out that Brentwood followed their sales at the mall and they had to pay to use the space. However, luckily, St. Anne did not have to pay for space used at the Mall.

Pat Machina spoke of the new St. Anne High School Site and the groundbreaking ceremony. She was proud to bring everyone's attention to the drawing of the architect's rendition of the new St. Anne High School. She indicated that they were not certain as to when the move would be, but indicated that January 2007 was a target date. Brendan Roberts drew attention to the green spaces on some of the lower roofs. As well, he explained where the chapel was going to be located and that they are working on making the Ursuline order a big part of the chapel. He noted that the Chatham Ursuline mother house is closing, therefore, they will try to acquire some items for their chapel, as they have been a big part of St. Anne's High School. Mr. Roberts also noted that the students are currently having a number of different events to raise money. As well he noted that the Parent's Club would also have a dedicated space.

Approval of Agenda/Amendments to Agenda

- changed wording of this heading from Additons/Amendments to Agenda to: **Approval of Agenda/Amendments to Agenda.**
- Also called attention to heading #5 to include a bullet called "Action Items and Status and Update."

Moved by: Joe Bachmeier

Seconded by: Pat Machina

THAT the changes in the headings and wording be approved. All in favour. CARRIED.

Approval of Minutes – November 24, 2005

Moved by: Carol Delisle.

Seconded by: Pat Machina

THAT the minutes of the November 24, 2005 meeting be approved. All in favour. CARRIED.

Business Arising from the Minutes

1) **Trustee and Licence Agreement – Linda Staudt**

- Trust agreement put in place to meet requirements of City of Windsor, and our schools sign off on this agreement so that school councils are in a position to use monies raised under the LGC.
- Prior to having this agreement in place, school councils were limited as to how they could spend funds raised through their bingos.
- Various scenarios of what would pertain to this agreement were discussed, and it was stated that not all donations applied to this agreement. It would depend on how the monies were raised and that the monies must be spent on the students.
- That the property purchased by the School Councils shall be and remain owned by the School Councils and that the Board will hold the items as a Trustee for the Council.

2) **Board Liability Coverage – Linda Staudt**

- Joe Bachmeier was questioning clarification as to whether or not the School Councils are being asked to buy redundant liability policies. Linda Staudt indicated that she did not have a chance to meet with Ken Gignac about this issue.
- Mary Sagat stated that the main thrust OAPCE liability coverage was that of personal injury, character attacks, slander, etc.
- Both Linda Staudt and Shannon Porcellini suggested that Mary Sagat set up a meeting with Ken Gignac the Boards' Controller of Finance and Linda Staudt to go through this policy, as Mary is most familiar with this. Linda suggested bringing something in writing that Ken Gignac could look over. Perhaps, this policy could be tailored to meet their needs. **After this meeting and the noted clarification, it would then come back as an Action Item at the next School Council meeting.**

3) **Trades On Tour**

- At the last meeting it was discussed that Susan Friedl was requesting parent representation.
- Mary Sagat indicated that she would be interested in being part of this group and Pat Machina will soon have the name of their representative.

4) **Student Success Teachers – Linda Staudt**

- One dedicated Students At Risk Teacher per high school. However, none presently in the elementary panel.
- She indicated that her wish list to the Ministry is to have some partial release time for grade 7 and 8 teachers to do the same thing, as the elementary panel is taxed. Presently, this responsibility is falling on the LET teachers and classroom teacher.

Presentation

- None

Student Senate Report – Amy Kishek

She apologized for not being in attendance at the last HS Council meeting and spoke about the following new initiatives:

a. Student Senate Speaks Newsletter

- This newsletter will promote a sense of community.
- It will showcase main events that are taking place at the various high schools
- It is slated to be released the beginning of this February and will be distributed to all principals, school councils, student councils, elementary schools, etc. Each student senate of the various high schools has written an article on what is happening, who they are and their experiences on “Faith Development Day.”
- This year they bridged the secondary and elementary gap by inviting grade 8 students to the Faith Day.

b. Student Involvement Day

- Next semester looking to hold another major event – An Environmental Activity that would encompass the community and work in conjunction with other schools boards. The premise is to spend the entire day on an environmental activity, for example, tree planting. At the end of the day they would like to have a banquet to honour what they have done and share the importance. As well, they will invite dignitaries such as Mayor Francis. It was suggested to look at having this event in conjunction with Education Week as it would be a very good culminating activity, whereby it would give meaning, tradition and longevity to the “Student Involvement Day.”

c. Student Senate Shadowing

- Appointed a new Student Senate, Luke Willson from Villanova. He will spend the remainder of this year shadowing both Devos and Amy Kishek and then he will take over in the new school year.
- He is the board’s first “male” student trustee.
- In the new school year they will go through the selection process again, and appoint someone and this person will attend as many board meetings as possible and will be part of the student senate. They will attend the annual general meeting and when September comes around, they will take over. So the process will start all over again.
- It’s a much better process, as there is so much to learn for a student trustee as they are not aware of the scope and how complicated it is. Having that year to train and understand concepts will make for a very effective student trustee.

In response to Mary Sagat, Amy indicated that the Ontario Student Trustee Association released Student Trustee Today and Tomorrow. She noted that the legislature has improved considerably. She indicated that recommendations are being made to the Ministry by each student senate from the various boards to give student trustees direct contact with the schools they represent, and their goal is to have a vote at the board table. She noted our board’s student council and senate recognize the scope of their position. However, this is not available across the province. She concluded by saying that they are expecting to see some real changes soon, and they are making small strides to better representation.

SEAC Report – Claudio DelDuca

- No report. Mr. Claudio Delduca gave his regrets as he is attending a SEAC meeting.

Policy Review – Joe Bachmeier

- Met two days ago first meeting of the year, number of policies for review – 11
- None of them deal with high school level, except for policy on boundary review, it is not a review of existing policies, it is the policy itself on how to do it.
- Field trips – examine the policy as it pertains to all our schools, but the policies in the past that have caused any concern have all been in the secondary level and any changes will impact the secondary. The one that really struck was the trip to Hawaii
- Many policies up for review, but policies in the works cannot be reported yet, as it has to be approved at the board level first and then it can be presented at this level.

Chairperson’s Report – Mary Sagat

- a) She passed around the article: Parents Gain Voice in Education to Ensure Student Success – found on the government website. She noted the effectiveness of this document bringing in all the partners in education together to the table and work on objectives with more focus, feedback and the development of parental roles – 5.2 million dollars.

- b) Parliamentary Assistant to the Education Minister, Kathleen Wynne, was in Toronto last Saturday afternoon at an OAPCE Director's meeting. All Executive members and Regional Directors were present to address their questions and concerns. Ms. Wynne stressed the trades and their importance, aiming to eliminate that stigma and also proposed legislation for education to age 18. V.P Robert Salvadurai & Tammy Gillespie named to Parent Involvement Committee.
- c) Ms. Wynne indicated that Adult education funds are being brought back in the next wave of funding.
- d) An effort is being made for all partners to be active and put forth direction with respect to funding, work of councils and a good knowledge base to provide training. Mary Sagat is hoping to get as many delegates as she can from our board to attend the conference that parents can see first hand the work done on their behalf for 67 years by the association.
- e) OAPC – worked on strategic plans & initiatives, Sister Anne Cronin was scheduled but unable to attend, expected in March. She is an important key figure in the identity of Ontario's catholic schools and the uniqueness of catholic education, Director of the Institute of Catholic Education (I.C.E.) ~ also in forward of Father Mulligan's book.
- f) Faith Day – noted Father Mulligan's address. She also noted the tremendous work that was done by the Board's Steve Freeman, Supervisor-Faith Development for bringing both Sister Clare Fitzgerald & Fr. Mulligan on Dec. 2nd.

Supervisor's Report – Linda Staudt

- a) **Muskoka Woods Pilot for Students At Risk**
 - Piloting this experience with Assumption and Catholic Central High School students that are designated at risk and have failed courses.
 - Unless there is some intervention, their high school diploma is jeopardized
 - The Muskoka Woods experience creates "community, culture and caring."
 - This experience has had such a positive, powerful impact on these students and the teachers.
 - Third week of October of the next school year has been booked again for 30 students.
- b) **Learning to 18 Initiative**
 - Learning to 18 mandatory and phrased by the legislation that students will have to be in school until age 18, or until they satisfy their graduation diploma requirements.
 - A great emphasis on expanding the coop experience for these students.
 - Employers are vocalizing the need for more students to pursue the trades and apply for apprenticeship training while in high school as the demand is great in Ontario for occupations in the trades sector.
 - For a student leaving us and directly going to work place, coop is a compulsory. Student Success Teachers are ensuring that the students have taken the proper courses or prerequisites for the trade of their choice.
- c) **Credit Recovery Program**
 - For students where in some cases, their diploma is in jeopardy or out of range.
 - The Credit Recovery Program will be up and running again in second semester. Some schools piloted it in first semester. Students would be in a course called "Learning Strategies," that teaches them effective study skills and curriculum success and working on courses that they were not successful in. A student in one period could recover unfulfilled credit requirements and earn back up to three credits in one semester.
- d) **Driver's Licence**
 - In addition to proposing mandatory school attendance until age 18, the Ministry plans to link an earned High School Diploma as a requirement to receive a driver's license. As well, the principal of the school needs to sign off on the licence application. If a student drops out of school, he/she will not be able to receive their licence. This is a proposed plan by the government to keep students in school.
- e) **Grade 8 Parent Night**
 - For the past two years, Tim Halford had the clever idea of purchasing air- time on AM 800 Radio with spots such as "the weather was brought to you by a grade 8 registration night". We have purchased that air- time

again, working with your principals and feeder schools on announcements regarding the upcoming grade 8 nights, inviting students and parents to visit the Catholic High Schools and to make it their school of choice.

- As well, a synervice message is sent out to all the feeder schools for the various high schools the weekend before the event.
- We are very optimistic that our enrolment will grow in the secondary panel.

f) JK/SK Registration

- JK registration is set for the weeks of February 13–24th, 2006. Elaine Poirier, Supervisor of Curriculum has done an excellent job of coordinating these activities. Again this year she will have a classroom set up at Devonshire Mall, showing videos, hands on activities etc. All our JK teachers are very excited and many staff members have volunteered their presence to make this campaign a great success.
- A decline in enrolment is expected directly due to the decline in the birthrate in our population base for eligible catholic students in our system.

g) St. Michael's @ Essex Site

- She noted that Joe Ibrahim has had a great idea on recruiting students that have left our system.
- He has been identifying students that have dropped out of our school, located them, and encouraged them to come back to school to get their diploma. To date, he has had fifteen (15) students return to school.
- This is very proactive and students are given a variety of choices to be successful in obtaining their diploma.

Comments

Brendan Roberts noted that the public systems' enrolment is dropping and they are running an aggressive campaign, indicating that students and parents are being pressured to register by February in order to attend their schools. He noted that many of these parents have been calling his school and this is a show of faith in our system, especially since we have not given a crunch deadline and are happy to receive their student's registration form at any time. He reiterated that our primary goal is to keep the elementary students in our system and have them follow through to our Catholic High Schools.

Shannon Porcellini commented that Catholic Central is bursting at the seams and for the city centre, is the school of choice with respect to programming, staff and extracurricular activities.

OAPCE Report – Mary Sagat

- Action item OAPC and Taxation Form – a synervice message is to be sent out asking parents to check taxation form to make sure that it indicates Roman Catholic school supporter.
- Synervice message regarding Grade 8 Registration for entering Grade 9 information night.
- It was recommended by Shannon Porcellini to have the message go out to check the taxation form at the next election in November.

New Business/Other

- None

Next Meeting

- *March 9th 2006 at Holy Names High School*

Closing Prayer and Adjournment

Chair, Mary Sagat closed the meeting with a prayer.

Meeting adjourned 8:55 p.m.

Moved by: Shannon Porcellini

Seconded by: Pat Machina

All in favour. CARRIED



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

Deferred from February 28, 2006

BOARD REPORT

Meeting Date:
March 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 DOLLARS
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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
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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
SENIOR ADMINISTRATION:		
Superintendent of Human Resources		\$5,019.89
Superintendent of Education		\$1,656.45
ADMINISTRATION:		
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
SCHOOL PRINCIPALS		
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
SENIOR ADMINISTRATION:		
Superintendent of Human Resources		\$967.68
Superintendent of Education		\$746.34
ADMINISTRATION:		
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
SCHOOL PRINCIPALS		
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 WECD SB 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:
March 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: **PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996
DISCLOSURE FOR 2005**

RECOMMENDATION :

**That the Board receive the Public Sector Salary Disclosure Act, 1996 –
Disclosure for 2005 report as information.**

BACKGROUND: The Ministry of Education Public Sector Salary Disclosure Act 1996 mandates that by March 13th, 2006 school boards report on all employees who have earned in excess of \$100,000 during the previous calendar year.

The enclosed schedule Record of Employees' 2005 Salaries and Benefits provides this information for the Windsor-Essex Catholic District School Board.

FINANCIAL: N/A

COMMENTS: This information has been forwarded to the Ministry of Education.

TIMELINES:

APPENDICES:

- Record of Employees 2005 Salaries and Benefits.

RECORD OF EMPLOYEES' 2005 SALARIES AND BENEFITS

Please refer to the Guide *Preparing your Report for the Year 2005, Public Sector Salary Disclosure*, before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
Insert additional rows at the end as needed							
2005	School Boards	W.E.C.D.S.B	*ARFIERO	COLLEEN	Principal	\$100,374.04	\$749.12
2005	School Boards	W.E.C.D.S.B	*BAGGIO	DORIS	Principal	\$101,069.04	\$739.16
2005	School Boards	W.E.C.D.S.B	*BARICHELLO	THERESA	Principal	\$101,266.65	\$739.16
2005	School Boards	W.E.C.D.S.B	*BARRON	DWIGHT	Principal	\$100,414.87	\$739.16
2005	School Boards	W.E.C.D.S.B	*BEAUREGARD	JEAN-PIERRE	Principal	\$101,241.92	\$749.12
2005	School Boards	W.E.C.D.S.B	*BERTHIAUME	JOSEPH	Superintendent	\$158,463.94	\$0.00
2005	School Boards	W.E.C.D.S.B	*BORNAIS	DAVID	Principal	\$101,227.70	\$749.12
2005	School Boards	W.E.C.D.S.B	*BRODE	ANNE MARIE	Principal	\$101,152.14	\$749.12
2005	School Boards	W.E.C.D.S.B	*BUMBACCO	JAMIE	Principal	\$102,011.55	\$749.12
2005	School Boards	W.E.C.D.S.B	*BYRNE	EMELDA	Principal	\$102,333.28	\$749.12
2005	School Boards	W.E.C.D.S.B	*BYRNE	JAMES	Principal	\$109,089.07	\$749.12
2005	School Boards	W.E.C.D.S.B	*BYRNE	JOHN	Principal	\$107,806.27	\$749.12
2005	School Boards	W.E.C.D.S.B	*CECILE-PAGLIAROLI	ELIZABETH	Principal	\$101,930.55	\$749.12
2005	School Boards	W.E.C.D.S.B	*CLARK	LEO	Principal	\$107,704.15	\$749.12
2005	School Boards	W.E.C.D.S.B	*DESOUZA	ALICIA	Principal	\$100,309.33	\$749.12
2005	School Boards	W.E.C.D.S.B	*DONALDSON	RONALD	Principal	\$105,643.88	\$749.12
2005	School Boards	W.E.C.D.S.B	*FREEMAN	STEPHEN	Supervisor, Faith Development	\$104,098.92	\$749.12
2005	School Boards	W.E.C.D.S.B	*FRIGON	GARY	Principal	\$100,720.87	\$749.12
2005	School Boards	W.E.C.D.S.B	*GEML	CATHERINE	Supervisor, Special Education	\$104,404.23	\$749.12
2005	School Boards	W.E.C.D.S.B	*HARDING	MARY ANNE	Principal	\$101,436.81	\$749.12
2005	School Boards	W.E.C.D.S.B	*KENNEDY	DARLENE	Principal	\$108,020.95	\$749.12
2005	School Boards	W.E.C.D.S.B	*LOZINSKY	DAVID	Principal	\$101,938.95	\$749.12
2005	School Boards	W.E.C.D.S.B	*MARCHINI	PETER	Superintendent	\$154,610.56	\$0.00
2005	School Boards	W.E.C.D.S.B	*MCMAHON	JOSEPH	Principal	\$100,710.07	\$739.16
2005	School Boards	W.E.C.D.S.B	*MELITO	ANNA-MARIE	Principal	\$102,051.69	\$763.32
2005	School Boards	W.E.C.D.S.B	*MINELLO	JAMES	Principal	\$102,427.71	\$739.16
2005	School Boards	W.E.C.D.S.B	*MOHER	MICHAEL	Director, Education	\$221,887.09	\$0.00
2005	School Boards	W.E.C.D.S.B	*MOUSALY	ROSE	Chief Information Officer	\$104,404.24	\$749.12
2005	School Boards	W.E.C.D.S.B	*MULVEY	KEVIN	Principal	\$108,245.95	\$749.12
2005	School Boards	W.E.C.D.S.B	*MURRAY	PATRICK	Principal	\$112,785.31	\$739.16

2005	School Boards	W.E.C.D.S.B	*OUELLETTE	JANET	Superintendent	\$138,071.22	\$0.00
2005	School Boards	W.E.C.D.S.B	*OUELLETTE	JONI	Principal	\$100,398.05	\$749.12
2005	School Boards	W.E.C.D.S.B	*PAGLIAROLI	DANTE	Principal	\$100,782.07	\$749.12
2005	School Boards	W.E.C.D.S.B	*PALLISCO	RITA	Principal	\$101,018.90	\$749.12
2005	School Boards	W.E.C.D.S.B	*PARENT	MARY MARGA	Principal	\$107,949.24	\$749.12
2005	School Boards	W.E.C.D.S.B	*PICARD	PAUL	Supervisor, Human Resources	\$104,417.21	\$809.19
2005	School Boards	W.E.C.D.S.B	*POIRIER	ELAINE	Supervisor, Curriculum Support Services	\$104,404.26	\$749.12
2005	School Boards	W.E.C.D.S.B	*RENAUD	GARY	Principal	\$100,436.47	\$749.12
2005	School Boards	W.E.C.D.S.B	*RIVAIT	BRIAN	Principal	\$102,061.24	\$771.00
2005	School Boards	W.E.C.D.S.B	*ROBINS	TIMOTHY	Controller, Facility Services	\$102,308.14	\$7,848.49
2005	School Boards	W.E.C.D.S.B	*SASSO	RANDAL	Principal	\$102,397.26	\$749.12
2005	School Boards	W.E.C.D.S.B	*SCHELL	JOAN	Principal	\$101,235.21	\$739.16
2005	School Boards	W.E.C.D.S.B	*SCHULERT	SEAN	Principal	\$100,346.47	\$749.12
2005	School Boards	W.E.C.D.S.B	*SEGUIN	CAROL	Principal	\$100,321.27	\$802.77
2005	School Boards	W.E.C.D.S.B	*SEGUIN	MICHAEL	Principal	\$106,077.08	\$749.12
2005	School Boards	W.E.C.D.S.B	*SHEA	JOANNE	Principal	\$105,821.48	\$749.12
2005	School Boards	W.E.C.D.S.B	*STAUDT	LINDA	Supervisor, Student Pathways for Success	\$110,166.94	\$749.12
2005	School Boards	W.E.C.D.S.B	*TOLMIE	RICHARD	Principal	\$102,022.80	\$749.12
2005	School Boards	W.E.C.D.S.B	*VILLALTA	MARILYN	Principal	\$102,010.88	\$792.36
2005	School Boards	W.E.C.D.S.B	*WELSH	MARY	Principal	\$100,423.27	\$766.43
2005	School Boards	W.E.C.D.S.B	*WILSON	ESTER	Principal	\$101,090.90	\$749.12

I certify that the information provided on this record is correct in accordance with the *Public Sector Salary Disclosure Act, 1996*.

This record has been approved by:

Peter Marchini		Superintendent of Business	
Name		Position Title	
(519) 253-2481		7-Mar-06	
Phone Number		Date	
NOTE; Employees preceded by an asterisk received a retroactive salary payment following contract settlements and/or payment for unused 2005 vacation days.			

Prepared under the *Public Sector Salary Disclosure Act, 1996*



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 28, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY:
Janet Ouellette, Superintendent of Education
Stephen Freeman, Supervisor of Faith Development

SUBJECT: **CAMPUS MINISTRY PROGRAM REVIEW**

RECOMMENDATION:

That the Board receive the report Campus Ministry Program Review as information.

BACKGROUND:

At the August 30, 2005 Board Meeting, the following motion was made:

Moved by Trustee Holland and seconded by Trustee Courtney that Administration prepare a report exploring the expansion of the Campus Ministry program in our Catholic secondary schools which would include special accommodations for St. Michael's Alternate High School.

FINANCIAL:

The hiring of an additional Campus Minister for St. Michael's Alternate High School will cost approximately \$61,000 (salary and benefits.) Funding of secondary school retreats, to be allocated on a per capita basis, will be \$117,000. \$60,000 will be new money and the remainder will be identified through school budgets.

COMMENTS:

Three half-day meetings have been held with the Campus Ministers employed by the Windsor-Essex Catholic District School Board.

There are a number of different scenarios across the province when it comes to the use of Campus Ministers in secondary schools. Our Board is one of the very few that has a Campus Minister in each of its secondary schools. Many secondary schools have a part-time Campus Minister. No school in the province has more than one Campus Minister assigned even with a population of over 2000 students.

Recommendations:

1. Add one full-time Campus Minister to St. Michael's Alternative High School that will be shared among the three sites.
2. Specific responsibilities be assigned to the Campus Ministers in every school. (Appendix 1)
3. Retreats for secondary schools will follow a prescribed format as attached. (Appendix 2)
4. Funding for secondary retreats will be added and enveloped into the school budgets on a per capita basis (based on individual school enrolment)
5. A committee be struck of elementary principals/vice principals along with the Religion Consultant and Supervisor of Faith Development to develop a consistent plan for retreat opportunities for elementary students including the amount of support required from the Board. This committee is to report back before the end of June with proposed recommendations for the 2006-2007 school year.

TIMELINES:

All recommendations are to be put into place for the 2006-2007 school year.

APPENDICES:

- Appendix 1: Campus Ministry Responsibilities
- Appendix 2: Secondary School Retreat Policy

APPENDIX 1

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD CAMPUS MINISTER RESPONSIBILITIES

The following responsibilities of a Campus Minister have been identified by the Catholic School Chaplains of Ontario and are to be carried out by the Campus Ministers within the secondary schools of the Windsor-Essex Catholic District School Board:

- Coordinating/leading the prayer life of the school that would involve students/staff
- Coordinating liturgy services for the school
- Coordinating/leading student retreats
- Provide sacramental preparation for students
- Arrange for the Sacrament of Reconciliation for staff and students
- Oversee the appropriate care and use of the school chapel
- Attendance at school meetings and speaking on issues that may have a moral and spiritual implication relating to the Catholic Christian nature of the school
- Encourage the awareness of Justice and Peace
- Helping to create a volunteer service program to help in the community
- Coordinating ministry programs for students
- Liaison with the Deanery and to the degree possible with the home parishes of the students
- Act as a pastoral resource to students and staff who wish support in their spiritual lives or who need comfort because of a personal crisis or bereavement
- Being a member of the school Crisis Response Team

APPENDIX 2

SECONDARY SCHOOL RETREAT POLICY

It is our belief that there must be equity across the system when it comes to money being spent on retreats for students in the secondary schools. Having stated this, the Campus Ministers, Supervisor of Faith Development, Religion and Family Life Consultant, and Faith Animator for the Board propose the following to begin in September 2006:

Grade 9

This would be a 0.5 internal retreat.

Theme: Community of Faith In Relation to Self

This would be personalized and locally developed, fitting each secondary school community and the traditions of that school.

Teaching staff for supervision

Grade 10

This would be full day, off-site with a common format for all schools and common site (ie) Gesstwood

Theme: Christ in Culture in Relation to Others; conclude with liturgy

Outside facilitator(s) would conduct the retreat and receive stipend from Board; the cost of food for students would be included in the stipend

Would require teaching staff for supervision purposes

Grade 11

This would be full day, off-site facility (ie) Ciociaro Club

All students would attend for speaker and workshop

Nine hundred students would be brought in each day for two days

Theme: Faith Connections – Being Multicultural

Four hour time period – speaker/lunch/liturgy

Prepared in collaboration with Faith Development team of the Board/Windsor-Essex Deanery and Episcopal Vicars

Teaching staff for supervision

Grade 12

This would be a full day retreat at Holy Family Retreat House in Oxley

Theme: Discipleship – locally developed

The day would be based on the Ontario Catholic Graduate Expectations

Conclude day with liturgy.

Teaching staff for supervision



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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. JOSEPH'S CATHOLIC HIGH SCHOOL - MOVE TO NEW LOCATION**

RECOMMENDATION:

That the Board receive the following plan for St. Joseph's Catholic High School altered School Calendar to accommodate the move to the new location as information.

BACKGROUND:

It is the intention to open the new St. Joseph's Catholic High School building in September 2006. In order to complete the tasks necessary for the move, the forthcoming plan has been proposed by the principal and approved by Senior Administration.

FINANCIAL: None.

COMMENTS:

The plan will include the following changes in the school year calendar for 2005/06 and 2006/07:

SPRING:

- 1) Begin exams a week early (5 school days): June 14 instead of 21. Exam days would be June 14, 15, 16, 19 and 20 (make-up day)
- 2) June 21 - mark calculations and submissions
- 3) June 22, 23 and 26 - Staff will do inventory, discard "junk", package items for recycling or relocation, and organize, sort, box and label everything which will be moved to the new building. Everything to be "taken with us to the new school" will be moved to "launching areas" (gymnasium and cafeteria)

- 4) Graduation, as scheduled, will take place on June 27. All staff will have graduation assignments (current practice)
- 5) June 28 and 29 PA days (traditional year-end meetings and final clean out of personal and school property).

FALL:

- 1) Delayed student entry: September 7 instead of September 5
- 2) September 5 and 6, staff report (regular hours) for school and building organization.

TIMELINES:

As outlined above.

APPENDICES:

- None



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 28, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume
SUBJECT: **BOARD ACTION PLAN - BILL 78 PROPOSED LEGISLATION TO BOOST STUDENT PERFORMANCE**

RECOMMENDATION:

That the Board receive the attached Board Action Plan re Bill 78 – Proposed Legislation to Boost Student Performance as information.

BACKGROUND:

The Ministry of Education has provided a list of various initiatives to boost student performance and the different areas will be assigned to the appropriate personnel as given on the attached.

FINANCIAL:

N/A

COMMENTS:

N/A

TIMELINES:

APPENDICES:

- Board Action Plan
- Ministry News Release - Proposed Legislation to Boost Student Performance
- Ministry Backgrounder - Student Performance Bill

**Bill 78 – Proposed Legislation to Boost Student Performance
Board Action Plan**

<p align="center">Proposed Legislation to Boost Student Performance</p> <p align="center">Bill 78 An Act to amend the Education Act, The Ontario College of Teachers Act, 1996 and certain other statues relating to education</p>	<p align="center">March 2, 2006</p>
<p align="center">Proposed Change</p>	<p align="center">Action/Responsibility</p>
<p>Revoking the Qualifying Test as a condition of Certification</p> <ul style="list-style-type: none"> ➤ Would replace the Qualifying Test with a New Teacher Induction Program requirement, including a more meaningful assessment of actual teaching practice. ➤ If approved by the Legislature, all current provisional certificate holders would have their certificates converted to remove provisional designation. 	<p align="center">Joseph Berthiaume</p>
<p>New Teacher Induction Program, including Teacher Performance Appraisal</p> <ul style="list-style-type: none"> ➤ Would provide the second step in a continuum of professional development for new teachers which would complement the first step that they receive during their pre-service education program. ➤ Would replace the Qualifying Test with a more meaningful assessment of actual teaching practice focusing on teacher success through feedback on performance and growth. ➤ Would assure public accountability by providing for notification of successful completion of the New Teacher Induction Program on teachers' Certificates of Qualification and on the Public Register of the Ontario College of Teachers. ➤ Would require every school board to establish a New Teacher Induction Program and every new teacher to participate in the Program. ➤ Would put in place a streamlined teacher performance appraisal process for beginning teachers as part of the New Teacher Induction Program. All new teachers would require satisfactory ratings on two teacher performance appraisals in their first 24 months of teaching in order to successfully complete the New Teacher Induction Program 	<p align="center">Joseph Berthiaume</p>

**Bill 78 – Proposed Legislation to Boost Student Performance
Board Action Plan**

<ul style="list-style-type: none"> ➤ Additional appraisals and enriched supports would be available in the second year if any appraisal results in a performance rating that is not satisfactory. 	<p align="center">Joseph Berthiaume</p>
<p>Revitalization of the Ontario College of Teachers</p> <ul style="list-style-type: none"> ➤ Six new elected teacher positions would be added to the College Council. The Ministry would work with the College to make regulations that would require all elected positions (other than positions designated for principal, supervisory officer, private school and faculties of education) to be designated as classroom teacher positions. This would give classroom teachers the majority on Council. ➤ The Ministry would also work with the College to make regulations that would: exclude representatives of federations and other organizations from sitting on Council while holding office; and establish a fair and transparent nomination and election process. ➤ Council members would be required to take an oath, before assuming office ➤ The term of office for Council members would be reduced to a limit of six consecutive years in order to increase membership turn-over on Council and enhance involvement of members. ➤ A new advisory committee to the College (Public Interest Committee) would be established. The Committee would be composed of non-members of the College, to provide advice relating to the duty of the Council and members of the Council to serve and protect the public interest. ➤ Act would reinforce College’s obligation to establish fair and transparent standards, practices and procedures for the College’s registration process for all applicants, including internationally-trained teachers 	<p align="center">Ministry of Education</p>

**Bill 78 – Proposed Legislation to Boost Student Performance
Board Action Plan**

<p>Professional Activity Days</p> <ul style="list-style-type: none"> ➤ Would remove the limit on the number of professional activity days from the Education Act and would establish regulations governing professional activity days to allow the government to determine the purpose and number of PA days through regulatory amendment. ➤ Any changes in the number of professional activity days would be established in regulation on the basis of provincial education priorities required to advance the commitment to learning and student achievement 	<p>Janet Ouellette</p>
<p>Empowering Student Trustees</p> <ul style="list-style-type: none"> ➤ The Minister would be able to make regulations providing for elected student trustees to represent, on district school boards, and on boards established under section 67, the interests of pupils in the last two years of the intermediate division and in the senior division. ➤ A student trustee would be entitled to require that a matter before the board or one of its committees on which the student trustee sits be put to a recorded vote. In such a case, a recorded non-binding vote that includes the student trustee’s vote and a recorded binding vote that does not include the student trustee’s vote would be taken ➤ A student trustee would have the same status as a board member with respect to access to board resources and opportunities for training. ➤ A student trustee would be able to attend meetings of the board and meetings of committees of the board with the exception of those which may be closed to the public under clause 207(2)(b) of the Act. ➤ A student trustee would be entitled to receive a scholarship from the board on the completion of his or her term of office in an amount calculated in accordance with the regulations. ➤ The Minister would be able to make regulations providing for such matters as qualifications of student trustees; how they are to be elected; terms of office; matters relating to the scholarship. 	<p>Joseph Berthiaume</p>

Bill 78 – Proposed Legislation to Boost Student Performance Board Action Plan

<p>Trustee Remuneration</p> <ul style="list-style-type: none"> ➤ Would provide the Minister with authority to establish provisions in regulation that address the honoraria of trustees in school boards. ➤ The regulations could set limits on honoraria; provide a method of calculating honoraria; require a board to engage in public consultations; and provide direction on the form of the consultations. ➤ Changes to trustee honoraria would be retroactive to September 1, 2005. 	<p>Board of Trustees</p>
<p>Statutory Workload Minimums for Teachers</p> <ul style="list-style-type: none"> ➤ Provision in the Education Act setting out the average number of instructional minutes assigned for elementary teachers every five instructional days and minimum teaching assignments for secondary teachers would be repealed and replaced with the authority to set teacher workload by regulation. 	<p>Joseph Berthiaume</p>
<p>Term of Teacher Collective Agreements</p> <ul style="list-style-type: none"> ➤ Would provide that teacher collective agreements that run from September 1, 2004 to August 31, 2006 may be extended to August 31, 2008. 	<p>Joseph Berthiaume</p>
<p>Class Size</p> <ul style="list-style-type: none"> ➤ Provisions relating to maximum class size that are set out in the Education Act would be repealed and replaced with the authority to set class size by regulation. 	<p>Joseph Berthiaume</p>
<p>Ministry and Board Responsibility</p> <ul style="list-style-type: none"> ➤ Would introduce the authority to make regulations to promote the provincial interest in education. These regulations could encompass: <ul style="list-style-type: none"> - effective use of resources - student outcomes, including elementary literacy and numeracy and high school graduation rates 	<p>Ministry of Education</p>

**Bill 78 – Proposed Legislation to Boost Student Performance
Board Action Plan**

<ul style="list-style-type: none"> - parental engagement - special education - health of pupils - safety of pupils and staff - publication of reports <ul style="list-style-type: none"> ➤ Would permit regulations to clarify ministry and board responsibilities related to those goals. ➤ Regulations would be development after significant consultation between the ministry and school boards ➤ Once regulations were established, the government would have the power to act if a board did not meet its obligations in matters of provincial interest. ➤ Existing penalties for trustees of boards under supervision who act in a manner contrary to a Minister’s directive would be repealed, namely exposure to provincial offices and a prohibition against running in a municipal or school board election. ➤ Existing grounds for putting a board under supervision, namely compliance with teacher workload and co-instructional activity standards, would be repealed. 	
<p>Child Care</p> <ul style="list-style-type: none"> ➤ Would expand the authority to make grants for education purposes to include grants for the construction of child care spaces. 	<p>Janet Ouellete</p>
<p>Community Use of Schools</p> <ul style="list-style-type: none"> ➤ Would expand the authority to make grants for the purpose of enhancing community use of schools. 	<p>Tim Robbins</p>
<p>E-Learning</p> <ul style="list-style-type: none"> ➤ Would expand the authority to provide e-learning to pupils outside of a classroom. 	<p>Janet Ouellette</p>

For Immediate Release
March 2, 2006

PROPOSED LEGISLATION TO BOOST STUDENT PERFORMANCE *Revitalized college of teachers, respect for trustees, better teacher training*

QUEEN'S PARK — The McGuinty government would, for the first time, set provincial education outcomes as part of a new Student Performance bill to amplify its education initiatives and remove barriers to greater student achievement, said Gerard Kennedy, Minister of Education.

“The previous one-size-fits-all approach to education has been proven ineffective,” said Kennedy at St. Luigi Catholic School in Toronto where he visited a new teacher in her classroom. “This bill is a significant tune-up that would modernize education by creating the conditions of success for all of our students.”

The “Student Performance Bill” which will be introduced later today, contains several limited but substantive amendments to the Education Act and the Ontario College of Teachers Act, 1996, to support clear goals for improved student performance; partnership within education based on respect; and openness to the public.

The bill would provide the legal support needed to enable provincial education goals:

Improved Student Performance:

- ability to set clear provincial education outcomes for the first time and the ability for the ministry to require school boards to meet those outcomes
- formal on-the-job learning, including mentors, as the second step in new teachers' professional development
- teacher performance appraisals that support genuine teacher development
- ability to add additional professional activity days for teacher training
- authorizing e-learning as a recognized instructional method
- ability to change maximum class size in regulation
- ability to enable long-term teacher collective agreements.

Partnership in Education Based on Respect:

- ability to provide realistic supports for trustees including increased honorarium
- removing excessive personal penalties in the Education Act related to trustee compliance
- empowerment and recognition of student trustees through new scholarships, non-binding votes, new procedural rights and assured resources

- a revitalized Ontario College of Teachers that respects teachers as professionals, has the confidence of its members and the public and is de-politicized in carrying out its mandate.

Openness to the Public:

- requirements for public reporting
- increasing Community Use of Schools spaces.

"Minister Kennedy has made it a matter of record that he values the commitment and hard work of Trustees in their unstinting contribution to public education," said Rick Johnson, President of the Ontario Public School Boards' Association. "We are hopeful that today's announcement will quickly lead to a fair honorarium that befits the position of School Board Trustee."

"Providing effective supports for teachers is essential, especially when they are at the beginning of their career," said Lisa Filipuzzi, Grade 3 teacher at St. Luigi Catholic School. "As a first year teacher, I can tell you that it can be challenging, but having an experienced teacher available to provide support will ensure that both myself and my students succeed."

"The Minister has taken a positive and proactive stance to engage students across the province," said Nathan Lachowsky, president of the Ontario Student Trustees' Association. "This would set the foundation for future development and continued engagement of students – to be caring and compassionate about what they are learning and the decisions that affect them."

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STUDENT PERFORMANCE BILL

The McGuinty government would, for the first time, set provincial outcomes as part of a new student performance bill to amplify its education initiatives and remove barriers to greater student achievement. The bill contains several limited but substantive amendments to the Education Act and the Ontario College of Teachers Act, 1996 to support clear goals for improved student performance; partnership within education based on respect; and openness to the public.

IMPROVED STUDENT PERFORMANCE

Teaching Excellence Initiatives

There are a wide range of factors that influence the effectiveness of teaching. Increasing student performance means supporting leadership in the school, the availability of resources, the quality of the curriculum and strategies being used by the school and the system. It also means providing the support and recognition for what teachers and educators do on behalf of students every day. The government, therefore, recognizes the need to strengthen the skills and abilities of teachers as well as improve these other factors which are vital to ensuring overall teaching excellence and increasing student success.

Replacing Pen and Paper Tests with Mentors and Classroom Experience

The old pencil and paper Ontario Teacher Qualifying Test (OTQT) was criticized in terms of its relevance and the fact that it did not evaluate actual classroom experience.

In November 2005, the ministry announced that it would no longer administer the qualifying test since it would be replaced with a new, more relevant assessment mechanism and support system for beginning teachers. In March 2005, the Ontario College of Teachers established a provisional certificate for all teacher graduates as an interim solution to allow new graduates to teach while consultations to develop a new assessment take place.

Subject to the approval of the Legislature, the requirement for teacher candidates to pass the OTQT as a condition of teacher certification would be revoked. In its place, new teachers would be required to complete the New Teacher Induction Program. Informal programs for beginning teachers are already underway in many Ontario schools.

Second Professional Step for New Teachers

Effective mentoring programs over the beginning years of a teacher's career are vital to improve new teacher retention and development for beginning teachers.

The program is designed as a positive "second step" for new teachers, giving them valuable in-class support during their challenging first year of practice. It would complement their formal one-year of pre-service education with another full year of support. The result would be better prepared and more confident teachers.

If approved by the Legislature, the program would replace the qualifying test with a more meaningful assessment of actual teaching practice, focussing on teacher success through feedback on performance and growth.

It would also provide a variety of supports for new teachers, including:

- on-the-job training in areas such as classroom management and effective parent communication skills
- mentoring for new teachers by experienced teachers
- orientation for all new teachers by the school and school board
- successful completion of NTIP would occur upon receiving two satisfactory evaluations.

If approved by the Legislature, successful completion of the New Teacher Induction Program (NTIP) would require the successful completion of two satisfactory teacher performance appraisals. Successful completion of NTIP would be noted on the teachers' certificate and the Ontario College of Teachers public register.

Professional Activity (PA) Days for Greater Student Achievement

In 1997, the previous government reduced the number of professional activity days from nine to four. Some of these remaining professional activity days were also negotiated away and are currently being restored through the 2005 Provincial Dialogue resulting in long term peace and stability. In other provinces, the average number of PA days is 9.

Most teacher development already happens on a teacher's own time – either after school hours or over the summer. Effectively, four days out of 194 in the school year does not allow principals and teachers enough opportunity to engage in shared problem solving, team learning and learning the latest teaching techniques to improve student achievement. This is particularly important, recognizing that development is not just acquiring knowledge or teaching skills, but sustaining motivation and innovation as well.

Provisions that restrict only up to four PA days per school year would be repealed. Regulation would add an additional two days, bringing the total to six annually. The government would have the authority to determine the purpose of PA days. These would be established in regulation on the basis of the government's education priorities.

The government is continuing to invest in teachers' ongoing professional development with summer institutes and training programs throughout the year focused on literacy, numeracy and student success in high school.

New Board and Ministry Responsibility

To support the government's ability to ensure confidence in public education, the ministry has identified areas of key provincial interest, such as class size, fiscal responsibility, improvements in literacy and numeracy and safe schools.

The legislation, if passed, would permit regulations to clarify ministry and board responsibility related to those goals, particularly concerning student performance. It would enable the ministry to set provincial outcomes and require boards to meet those outcomes. Specific outcomes would be set in regulation after significant consultation between the ministry and school boards.

This legislation would enable clear setting of ministry expectations. This would give school boards flexibility when implementing provincial initiatives.

The government would have the power to act when a board makes a decision that might raise concerns about its financial management, or involve the violation or potential violation of a board's obligation regarding matters of key provincial interest that are prescribed in regulation. Previously established punitive measures that personally penalized trustees who failed to comply with directions, orders or decisions of the Minister would be repealed.

The government intends to establish a Standing Committee on education to hold public hearings every year on the effectiveness of provincial funding.

Learning for More Students Through Virtual Technology

The proposed legislation would give school boards the authority to provide instruction by electronic means to students not present in the classroom.

Delete Statutory Workload Minimums for Teachers

The bill would remove teacher workload minimums from legislation and provide authority to address the issue in regulation. This action would work to enhance student achievement and address teacher workload issues.

Term of Teacher Collective Agreements

The Education Amendment Act, 2005, repealed previous legislation and provided for the negotiation of two- or four-year teacher collective agreements. The government also announced measures to encourage longer-term contracts, including salary increases, investments to support student success and provincial dialogues on workload issues. If passed, the bill would allow the extension of labour agreements from two-year to four-year terms.

Class Size

If passed, the bill would repeal sections of the Education Act relating to class size limits and replace it with the authority to make regulations governing class size that support phased implementation of the government's primary class size initiative and other measures.

PARTNERSHIP IN EDUCATION BASED ON RESPECT:

The Ontario College of Teachers as a True Professional Body

The McGuinty government believes it is time to revitalize and depoliticize the Ontario College of Teachers (OCT) as a true professional body.

Teachers deserve the privilege of self-regulation. The benefits of a successful College to Ontario students should be obvious: highly skilled, motivated teachers who are held in high regard by the public at large.

If passed, the legislation would change the governance structure of the OCT to depoliticize the College and have a majority of classroom teachers on its council.

Changes would include:

- Adding six elected teacher positions to the OCT's Council – normalizing the College by having self-regulation by the professionals it represents
- Working with the OCT to put in place conflict-of-interest provisions that would prohibit Council membership for representatives of specific organizations
- Creating a new Public Interest Committee of non-OCT members to advise the College Council on matters relating to the Council's duty to serve the public interest
- Statutorily affirming the College's duty to ensure its registration process is fair and transparent.

These amendments would support the government's "Excellence for All" commitment to "turn the Ontario College of Teachers into a professional body that sets the highest standards for the profession and earns the respect of teachers and parents."

Empowering Student Trustees

As a first step in ongoing student trustee development, the legislation, if passed, would provide student trustees with a variety of rights, including a scholarship at the completion of their term, equal access to all board resources and the same right to attend trustee training opportunities as board members. This supports the Minister's commitment to address the Ontario Student Trustees' Association recommendation to empower student representatives on school boards.

The government will also be making a new proposal for discussion on Student Engagement, touching on character education and citizenship values, the ability for students to influence their school environment and new models for student trustees. Several options on how to achieve more relevance for student trustees will be provided, including potential future voting privileges.

Increasing Trustee Remuneration

Trustees' hard work and contribution towards increased student success has resulted in a productive environment of peace and stability, and school progress through improved student achievement and improved services. Trustees' capacity to undertake their role is an important ingredient in successful education improvement.

If passed, the bill would:

- Permit school boards to set trustee compensation up to provincial limits that would be set in regulation, in line with school boards elsewhere in Canada
- Grant authority for regulations to provide a retroactive increase to trustees' honoraria for the current school year and permit the government to require a process to assist boards to set compensation
- Eliminate arbitrary and paternalistic personal penalties for trustees enacted by the previous government
- Provide some clarification about respective roles in stewarding education.

OPENESS TO THE PUBLIC:

Public Reporting

The legislation, if passed, would also give the ministry the ability to require school boards to publish reports respecting their compliance with specific operational requirements that will be set out in regulation, fostering greater public accountability and openness in education.

Community Use of Schools

If passed, the bill would expand the Minister's authority to make ministry grants to enhance community use of schools.

To off-set costs associated with the Community Use of Schools initiative, the Minister may direct school boards to offer school facilities for community use at a nominal fee.

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Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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

SUBJECT: **LEGAL SERVICES – JANUARY 2006**

RECOMMENDATION:

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

BACKGROUND:

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

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

FINANCIAL:

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

* Real Estate and property matters	\$1,375.00
* Labour, incl. Negotiations, contract administration and arbitration	\$38,577.20
* Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$0
* Other Misc. (on-going legal advice and consultation)	<u>\$43,494.00</u>

TOTAL	\$83,446.20
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COMMENTS:

TIMELINES:

- February 2006 Report - April Board meeting.

APPENDICES:

- None



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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

SUBJECT: **FUNDING FOR STUDENT TRANSPORTATION 2005 - 06**

RECOMMENDATION:

That the Board receive the report Funding for Student Transportation 2005 - 06 as information.

BACKGROUND:

Over the past six months the three board Transportation Consortium has met on a number of occasions with School Bus Operator representatives. During these meetings the operators concerns over the price of fuel, vehicle maintenance and capital costs were discussed.

Bus Operators met with local MPP's in order to provide the financial impact of rising fuel costs on their profit margin.

In June 2005, the Ministry of Education announced an additional \$32.5 million in transportation grants for the 2005/2006 school year, an increase of 5% over 2004/2005 funding. (see Ministry Memo 2005: SB10 attached)

The funding increase included:

- \$24.5 million cost benchmark increase
- \$4.5 million safety allocations
- \$3.5 million adjustment for increasing enrolment

The \$24.5 million is to be used to address the increase in fuel costs, capital and other operating costs for student transportation.

As part of the safety allocation, all school bus drivers working for the consortium will receive First Aid/Cardiopulmonary Resuscitation (CPR) training by the end of August. Included in the training, bus drivers will be trained on how to recognize with a student is having a severe allergic reaction and how to handle it.

FINANCIAL:

The bus operators contract rates were increased by approximately 3.5% over 2004/2005. The 2005/2006 transportation expenditure budget prepared and approved in July 2005 amounted to \$7,645,000 with grants estimated at \$8,050,656 and included the 3.5% cost adjustment. 2005/06 grants were increased by approximately \$350,000 over 2004/05.

It is anticipated that the 2005/2006 year-end expenditures and revenues will be approximately the same as the original estimates.

COMMENTS:

The three board consortium contracts eight (8) bus operators to service 496 vehicles and 34,850 students at an annual cost of approximately \$21,029,000.

TIMELINES:

APPENDICES:

- Ministry of Education Memo 2005: SB10 Funding for Student Transportation in 2005 -06

MEMORANDUM TO: Senior Business Officials

FROM: Kerry Pond

DATE: July 5, 2005

SUBJECT: Funding for Student Transportation in 2005-06

I am writing to provide further details on the allocations for student transportation in 2005-06, and their intended uses.

For 2005-06, the government has added approximately \$33M to the transportation grant. This represents an increase of nearly 5% over 2004-05 funding, and brings the total transportation allocation to \$720 million. These additional funds are intended to provide stability during the transition to an improved approach to funding transportation.

Consistent with the recommendations made by the Education Equality Task Force to update student transportation costs and to recognize costs associated with the implementation of transportation safety programs, the additional funding includes:

- \$24.5M cost benchmark increase;
- \$4.5M safety allocation; and
- \$3.5M adjustment for increasing enrolment

Cost Increase

It is the government's intention that the additional \$24.5M be used to address the increases in fuel costs, capital and other operating costs for student transportation. In order to respect this direction, it is expected that boards will provide the appropriate payments to their school bus operators in areas where operators have borne these increased costs. The ministry expects boards and operators to reach agreements in good faith on the appropriate use of these funds. School boards will be asked to report on the agreements reached with school bus operators through our annual transportation survey.

Safety Allocation

In November 2004, the Chief Coroner released a set of recommendations aimed at improving the safety of students on school buses. Included in his findings was a recommendation that all school bus drivers receive First Aid/Cardiopulmonary Resuscitation (CPR) training.

For 2005-06, the government has approved a one-time allocation of \$4.5 million to assist boards in covering the cost of this training. Recognizing that the government has recently passed Bill 3, Sabrina's Law, which requires teachers and staff at schools across the province to be trained on how to recognize when a student is having a severe allergic reaction and how to handle it, the Ministry would expect boards to include this type of training as part of their First Aid/CPR training course for school bus drivers. As well, due to the fact that drivers certified in First Aid/CPR will require re-certification every 2 years, the Ministry would suggest that school boards consider making re-certification as well as annual refresher training a contractual requirement for school bus operators.

Furthermore, the ministry will require that boards report on the progress of implementing this training through our annual transportation survey. Information requested will include

- Number of drivers trained or planned to receive training in 2005-06;
- Training cost;
- Service provider;
- Scope of training (First Aid/CPR/EpiPen);
- Board plans for annual refresher training, as recommended by the Chief Coroner in November 2004.

Adjustment for Increasing Enrolment

An additional amount of \$3.5 million will also be provided for school boards that experience enrolment increases in 2005-06. These boards will receive proportional increases to their transportation funding allocation. School boards with declining enrolment will not see their funding reduced; rather, they will receive their allocation for 2004-05 plus an increase of at least 4.21%.

Please direct any questions to Sandy Chan at (416) 325-2464 (sandy.chan@edu.gov.on.ca).

Original Signed By

Kerry Pond
Acting Director, Business Services Branch

cc. Transportation Managers



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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 28, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **COUNTY ELEMENTARY FRENCH IMMERSION PROGRAM
- ENROLMENT STATUS**

RECOMMENDATION:

**That the Board receive the County Elementary French Immersion
Program - Enrolment Status report as information.**

BACKGROUND:

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

*That the Board expand the French Immersion program to the county for
September, 2006 with a grade 1 class at Holy Name Essex.*

This decision was publicly announced. Ads were placed in all county newspapers and sent to all county parishes for inclusion in their bulletins. Each county elementary school was also given information to include in their school newsletters and special letters were sent to all Senior Kindergarten parents. A public information meeting was held at Holy Name Catholic Elementary School on February 20. Approximately 30 people attended this meeting. Presentations were made by the principal and grade 1 teacher from St. Anne French Immersion School on the program, Frank Vergunst on transportation issues and Dave Lozinsky, principal of Holy Name about the school itself and the possible organization to accommodate the program. *Intent to Enrol* forms were distributed at this meeting and were available in all county elementary schools and on the board's website. The deadline for submission of the *Intent to Enrol* forms was set as March 10 but all forms received so far were accepted. As of March 21, 19 *Intent to Enrol* forms have been received. Of these, 18 were for present WECDSB students, including 11 present Holy Name students (See Appendix 1).

FINANCIAL:

With the information now available on the actual location of the students interested, the costs of transportation is now set at \$88,504 annually, GST included.

COMMENTS:

Past experience would indicate that there will be some attrition to this number, even before September 2006 and certainly as the class moves through elementary school. Once the program begins, parental expectation will be that it be continued.

TIMELINES:

Interested parents should be informed immediately and the children enrolled at Holy Name Catholic Elementary School for September 2006.

APPENDICES:

- Appendix 1 – “Intent to Enrol” Forms Received

Appendix 1
Intent to Enrol Forms Received

St. Anthony	-	1
Holy Name	-	11
Stella Maris	-	2
Holy Cross	-	1
Kingsville Fr. Immersion	-	1
St. Pius X	-	1
St. Bernard (county)	-	1
Queen of Peace	-	1
TOTAL		19



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John Macri, Board Chairperson

REVISED BOARD REPORT

Meeting Date:
March 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
Joseph Berthiaume, Superintendent of Human Resources
Janet Ouellette, Superintendent of Curriculum Services
Tim Robins, Controller of Facility Services
Karen Goetz, Manager Energy & Building Systems

SUBJECT: **2006 CAPITAL PLAN**

RECOMMENDATION:

That the Board receive the report 2006 Capital Plan as information.

BACKGROUND:

The Windsor-Essex Catholic District School board's Capital Plan (attached) reflects the immediate (5 years) elementary and secondary Capital needs of the board.

Capital projects listed in the enclosed document are the result of information gathered over the past year from a number of board stakeholders including Trustees, Administrative staff, School Council representatives and school principals.

The attached five year capital plan presents only the highlights of the capital and other statistical information to be forwarded to the Ministry of Education on the numerous electronic templates issued to all school boards.

The Good Places to Learn – Renewing Ontario’s Schools submission addresses a number of issues including:

- New schools required as a result of residential and pupil growth (LaSalle)
- Aging buildings that are considered prohibitive to repair (St. Bernard)
- Facility and Program expansions – requiring the construction of classroom additions
- Specific site acquisitions

The information required to be submitted to the Ministry’s website is extensive and includes:

- 10 year enrolment projections by school by grade
- Proposed new schools and additions
- Areas proposed for consolidation studies
- Estimated total facility renewal costs for each study by year
- Estimated annual operating costs for each school by year
- Program retrofit needs and estimated costs for each school
- Community use of schools
- Timing for achieving accessibility in each school
- Overall portable implications

The plan will be forwarded to the Ministry of Education, for review by Minister of Education Gerard Kennedy.

Upon review a follow-up report will be forwarded to the Trustees.
It is not clear at this time what form public consultations may take or when the allocations of funds will become known.

FINANCIAL:

The 2006 Capital Plan provides for 22 projects with a total cost of \$40,712,000 that will require funding through Provincial grants and include:

(A) New Schools – Subject to Ministry funding

	Estimated Project Cost
(i) LaSalle – Elementary – 600 P.P. School	\$10,500,000
(ii) Windsor – St. Bernard Elementary – 400 P.P. school	\$6,300,000

(B) Additions: Subject to Ministry funding

(i) St. Anne Elementary	\$3,500,000
(ii) Catholic Central Secondary	\$5,000,000
(iii) Cardinal Carter Secondary	\$3,500,000
(iv) St. Peter Elementary	\$1,800,000
(v) Holy Names Secondary School	\$2,000,000
(vi) Land acquisition – Catholic Central Secondary	\$400,000
(vii) Land acquisition – St. Louis Elementary School	\$400,000
(viii) OLMC – four (4) classroom addition	\$1,100,000

(C) Program Renovations/Additions – Subject to Ministry funding

(a) St. Michael's Secondary School - program and leasehold renovations	\$1,768,000
(b) Holy Names Secondary School – track and field facility	\$2,000,000
(c) Catholic Central Secondary School - program and leasehold renovations	\$645,000
(d) Our Lady of Mount Carmel – Best Start	\$372,000
(e) L.A. Desmarais – Best Start	\$155,000
(f) St. Pius – Best Start	\$124,000
(g) Sacred Heart – Best Start	\$124,000
(h) St. John Elementary – Best Start	\$163,000
(i) Our Lady of Lourdes – Best Start	\$163,000
(j) Stella Marais – Best Start	\$372,000
(k) St. Louis – Best Start	\$163,000
(l) St. John Vianney – Best Start	<u>\$163,000</u>

TOTAL \$40,712,000

COMMENTS:

As proposed in the attached plan the board should undertake a boundary and accommodation study as soon as possible. An administrative report on this subject will be forwarded to the Trustees at a later date.

Public Consultation

Administration will submit the data component to the Ministry of Education as the first step in developing a long-term Capital Plan. It is important that the recommendations contained within the Capital Plan be reviewed publicly and posted to the board's website. This information should also be shared with school councils and that public meetings be set to receive additional input as part of this process.

TIMELINES:

- March 30 submission to Ministry of Education
- April/May – follow up report to Board re: Accommodation and Boundary Review Study.

APPENDICES:

- 2006 Capital Plan (separate attachment)



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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. ANNE CATHOLIC HIGH SCHOOL**
- **Chicago, Illinois**

RECOMMENDATION:

That the Board approve the St. Anne Catholic High School field trip to Chicago, Illinois on May 2 – 3, 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
- Rationale & Itinerary



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

SC:04 Form A

Request for Approval of Field Trip

School	St. Anne Catholic High School		Date of Trip	Ex. mm/dd/yyyy 05/02/06 and 05/03/06	
Destination	Chicago, Illinois		Mode of Transportation	Coach	
School Departure Time	7am	School Arrival Time	11pm	Name of Carrier	Cha-Co Trails
# of Male Students	40	Grade of Students	11 and 12	Number of Supervisors	Female 3 Male 2
# of Female Students	45	Personal Cost Per Student	\$261.00	Travel Company Involved	Ellison Tours
Total Cost Per Student	\$261.00				

EDUCATIONAL RATIONALE

Name of Teacher: Anna-Marie Villella and RoseAnne Palazzolo

Purpose of Trip: see "Wicked", the musical to focus on media and drama portions of curriculum

Relationship to Students' Program/Course: please see Request for Field Trip Approval Form for in depth details

Pre-Trip Preparation(s) by Students: learn different aspects of drama and the study of plays

Follow-Up Activities Planned: archetypal essay based on characters and themes from production

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration: N/A

Date Submitted	02/21/2006	Name of Teacher	Anna-Marie Villella and RoseAnne Palazzolo
Approval Date	02/28/2006	Name of Principal	John Byrne
Approval Date	02/28/2006	Name of Superintendent	Janet Ouellette
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

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

To the Parent/Guardian

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

School	Date(s) of Trip	Mode of Transportation
St. Anne High School	May 2nd and 3rd, 2006	Coach - Cha-Co Trails
Destination Name and Phone#	Cost per Student	
The Ford Center for the Performing Arts, (312) 986-6863	\$261.00	
Time of Departure from School	Approximate Time of Return to School	
7am	11pm	
No. Of Students	No. of Supervisors	
85	5	
Purpose/Relationship to program		
study of media and drama in a live setting and then write an archetypal essay based on production		
Students should come prepared with		
Birth Certificate, Photo ID and spending money		

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.

Request for Field Trip Approval

Date: February 20, 2006

To: Janet Ouellette, Superintendent of Schools

From: RoseAnne Palazzolo & AnnaMarie Villella, St. Anne's High School

Re: St. Anne's High School
Field Trip to Ford Theatre Performance of "Wicked" in Chicago, Illinois

Relationship to students' program/course

There are many educational benefits to a trip of this nature since a focus of the senior English curriculum is drama, as well as media study. Viewing a Broadway show provides the opportunity for students to use critical listening, viewing and thinking skills to assess the dramatic presentation for devices which help convey meaning and strengthen impact on the audience. Students will be required to explain how form, style and technique in this medium create meaning and convey messages with social, ideological and political implications. The musical "Wicked" specifically allows students the opportunity to analyze and assess ideas and themes, to experience satire and compare perspectives and moral values of evolving characters, reflecting on the nature of good and evil and inner vs. outer beauty. Students will be interdependent "team" members as they tour some sights of Chicago. This trip also enables students to develop flexibility and adaptability to new environments, as well as fostering self-confidence and a respect for the dignity and welfare of others, in accordance with our Catholic faith. Students will be encouraged to conduct themselves at all times as ambassadors of Windsor/Tecumseh and St. Anne's.

Request for Theatre Field Trip Approval

Proposed Itinerary for St. Anne's High School Theatre Field Trip

Destination: Chicago

Dates: Tuesday, May 2 -- Wednesday, May 3

The following is a draft itinerary (subject to minor changes):

Tuesday, May 2, 2006

7:00 am depart by coach from St. Anne's
12:30 pm arrive at hotel in Chicago, check in
1:30 pm Adler Planetarium
4:30pm dinner at restaurant in theatre district
7:00 pm arrive at Ford Theatre for performance of "Wicked"
10:30 pm return to hotel
11:00 pm room check and lights out

Wednesday, May 3, 2006

8:00 am breakfast in hotel
9:00 am check out of hotel
9:30 am Magnificent Mile and/or Water Tower Mall
1:00 pm Navy Pier
4:00 pm dinner at Joe's Be-Bop Jazz Café
5:30 pm load bus and depart for Tecumseh
11:00 pm return to St. Anne's High School



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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. ANNE CATHOLIC HIGH SCHOOL - KNOXVILLE,
TENNESSEE VOLUNTEER OUTDOOR TRACK MEET**

RECOMMENDATION:

That the Board approve the St. Anne Catholic High School field trip to the Knoxville, Tennessee Volunteer Outdoor Track Meet on April 20 – 22, 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 Athletic Trip

School	St. Anne's High School			Date(s) of Trip	Ex. mm/dd/yyyy 04/20/06-04/22/06
Destination	Knoxville, Tennessee Volunteer outdoor track			Mode of Transportation	Coach, 48 students
School Departure Time (approx.)	9:00 am	School Arrival Time (approx.)	3:00 am	Name of Carrier	Coach Canada
# of Male Students	20-24	Grade(s) of Students	9-12	Number of Supervisors	Female 4-5 Male 4-5
# of Female Students	20-24	Personal Cost Per Student (estimated)	food money souvenirs	Travel Company Involved	Coach Canada
Total Cost Per Student (estimated)	fundraising				

EDUCATIONAL RATIONALE

Name(s) of Teacher(s)/ Supervisor(s)

Purpose of Trip

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

Date Submitted	<input type="text" value="02/21/2006"/>	Name of Teacher	<input type="text" value="B. D'amore"/>
Approval Date	<input type="text" value="02/23/2006"/>	Name of Principal	<input type="text" value="J. Byrne"/>
Approval Date	<input type="text" value="02/27/2006"/>	Name of Superintendent	<input type="text" value="Janet Ouellette"/>
Approval Date	<input type="text"/>	Board of Trustees Approval (per Superintendent)	<input type="text"/>

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

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

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

SC:04 Form B

FIELD TRIP INFORMATION AND CONSENT FORM

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

To the Parent/Guardian

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

School	Date(s) of Trip	Mode of Transportation
St. Anne	04/20/06-04/22/06	Coach Canada
Destination Name and Phone#	Cost per Student	
Knoxville Tennessee/University of Tennessee	\$0.00	
Time of Departure from School	Approximate Time of Return to School	
9:00 am	3: 00 am	
No. Of Students	No. of Supervisors	
48	7-8	
Purpose/Relationship to program		
track meet, extracurricular		
Students should come prepared with		
Track Gear, Clothing 70-75 degrees, spending money, food money		

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.

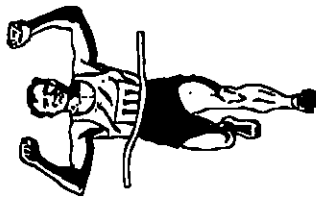
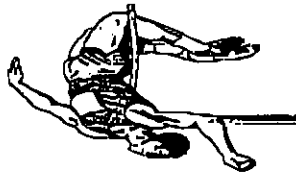
"Learning together in faith and service"

TRAVELER SAFETY

1. Don't answer the door in a hotel/motel room without verifying who it is. If a person claims to be an employee, call the front desk and ask if someone from their staff is supposed to have access to your room and for what purpose.
2. When returning to your hotel/motel late in the evening, use the main entrance of the hotel. Be observant and look around before entering parking lots.
3. Close the door securely whenever you are in your room and use all the locking devices provided.
4. Don't needlessly display guest room keys in public or carelessly leave them on restaurant tables, at the swimming pool, or other places where they can be easily stolen.
5. Don't draw attention to yourself by displaying large amounts of cash or expensive jewelry.
6. Don't invite strangers to your room.
7. Check to see that any sliding glass doors or windows and any connecting room doors are locked.
8. If you see any suspicious activity, please report your observations to the management/coaches.

Knoxville, Tennessee

St. Anne's Saints Track Trip



Volunteer Track Classic
University of Tennessee

Schedule of Events

Knoxville, Tennessee

Thursday, April THURSDAY APRIL 20/06

- 9:00 a.m. Departure from St. Anne's
- 1:00 p.m. 30 min. stop for lunch
- 5:00 p.m. Rest stop 15 min.
- 7:30 p.m. Arrival Pigeon Forge Econo Lodge
- 8:30 - 11:00 Supper & Free Time
- 11:00 in Rooms
- 12:00 midnight Lights out/sleep tight

Friday, April FRIDAY APRIL 21/06

- 7:00 a.m. RISE & SHINE! at your discretion
- 9:30 a.m. Board bus for Track Practice
- 10:00 - 12:00 PRACTICE (Community Track)
- 12:30 - 1:30 Return to Hotel - Lunch/Shower
- 1:45 Outlets
- 5:00 p.m. Trip to Gatlinburg
- 7:30 p.m. Return to Pigeon Forge
- 10:30 p.m. Return to Hotel

Saturday, SATURDAY APRIL 22/06

- 5:30 a.m. RISE & SHINE!
- 6:15 a.m. Board bus for KNOXVILLE
- 7:15 a.m. Arrival at Track
- 8:00 a.m. TRACK MEET BEGINS
- 6:00 p.m. Depart Knoxville
- 7:00 Sunday, April 23/06 arrival at school

Transportation: CANADA COACH



Accommodations:

ECONO LODGE
PIGEON FORGE
TENNESSEE



Finances

If you sold your quota of manure (40 bags) accommodations and transportation are covered. Money will be necessary for food and souvenirs and SHOPPING!!!

Head Coach/Chaperones:

Mrs. Becky D'Amore, Mrs. Teresa Gesuale,
MS. SANDY SEMENTILLI
MS. J. TOUMA
MS. M. GARANT
MR. S. BYRNE

Track Meet Starts



Sat., April 22nd 8:00 a.m.

University of Tennessee

KNOXVILLE TRACK CLUB

Things you might want to pack

(Checklist)

All Necessary Track Equipment

Uniform Sweatsuit Windsuit Rain Gear
Spikes Socks Rain Gear

Implement, if applicable Hat
Rain Gear Running Shoes

Toiletries

Deodorant Brush Perfume
Toothpaste Comb Sanitary Supplies
Band-aids Q-Tips Toothbrush
Body Lotion Make-up Bar of Soap
Aftershave Ben gay Book(s) to read
Wash cloth Towel Shampoo

Personals (Clothes for 30 - 75 degree weather)

P. J.'s "Good" casual attire
socks jeans, shorts
t-shirts jacket
underwear sunblock
sweater bathing suit

NOTE:

One suit case per person
One gym bag



Windsor-Essex Catholic District School Board

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Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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 Education

SUBJECT: **STELLA MARIS CATHOLIC ELEMENTARY SCHOOL**
- Bark Lake Leadership and Conference Centre, Ontario

RECOMMENDATION:

That the Board approve the Stella Maris Catholic Elementary School field trip to Bark Lake Leadership and Conference Centre on May 3rd to 5th, 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
- Field Trip Information and Consent Form – SC:04 Form B
- Itinerary



Request for Approval of Field Trip

School	Stella Maris		Date of Trip	Ex. mm/dd/yyyy 05/03/06 - 05/05/06	
Destination	Bark Lake Leadership and Conference Centre		Mode of Transportation	Coach Bus	
School Departure Time	6:00am	School Arrival Time	10:00pm	Name of Carrier	Greyhound
# of Male Students	16	Grade of Students	8	Number of Supervisors	Female <input type="text" value="1"/> Male <input type="text" value="2"/>
# of Female Students	8	Personal Cost Per Student	\$407.00	Travel Company Involved	Greyhound
Total Cost Per Student	\$407.00				

EDUCATIONAL RATIONALE

Name of Teacher Mark DeThomasis, Emily Girard, Sam Macri

Purpose of Trip to promote leadership and develop well balanced individuals

Relationship to Students' Program/Course

Pre-Trip Preparation(s) by Students provided by Bark Lake

Follow-Up Activities Planned suggestions from Bark Lake

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

Date Submitted	03/01/2006	Name of Teacher	Mark DeThomasis
Approval Date		Name of Principal	Dante Pagliaroli
Approval Date		Name of Superintendent	Joseph Berthiaume
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

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

To the Parent/Guardian

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

School	Date(s) of Trip	Mode of Transportation
Stella Maris	May 3rd - May 5th, 2006	Coach Bus
Destination Name and Phone#	Cost per Student	
Bark Lake Leadership and Conference Centre	\$407.00	
Time of Departure from School	Approximate Time of Return to School	
6:00am	10:00pm	
No. Of Students	No. of Supervisors	
24	3	
Purpose/Relationship to program		
to promote leadership and develop well balanced individuals		
Students should come prepared with		

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.

Attention: Dino Quenneville



BARK LAKE

**STELLA MARIS CATHOLIC E. S.
3 DAY/2 NIGHT
TOTAL OUTDOOR LEADERSHIP EXPERIENCE (TOLE)**

~~MAY 2nd - 5th, 2005~~
May 3rd - 5th, 2006

Time	Wednesday May 3rd May 3 rd	Thursday May 4th May 4 th	Friday May 5th May 5 th
8:00 am - 9:00 am	6:00 am Depart	Breakfast	Breakfast
9:00 am - 12:00 pm		Orienteering ♦♦ Archery	Environmental Awareness Program
12:00 pm - 1:00 pm	Bag lunch	Lunch	Lunch
1:00 pm - 5:00 pm	Arrive and Settle Into Cabins. Full Value Contract Challenge by Choice Goal Setting ♦♦ Low Ropes and Team Building Initiatives	High Ropes Challenge Course ♦♦ Voyageur Canoe Relay Including Land Skis and Blindfold Walk	Full Program Debrief and Evaluation ♦♦ 1:30 pm Depart for Home 10:00 pm Arrive at School
5:30 pm - 6:30 pm	Dinner	Dinner	
7:00 pm - 9:00 pm	Capture the Flag / Snack	Campfire / Snack	
11:00 pm	Quiet Time	Quiet Time	

SALES OFFICE

1033 Main Street West, Hamilton On. L8S 1B7

1-888-811-BARK or (905) 577-0705 or Fax (905) 577-0704

Email - sales@barklake.com www.barklake.com





Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 28, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael Moher, Director of Education
Janet Ouellette, Superintendent of Education
Rose Mousaly, Chief Information Officer
Claude Marier, Purchasing Agent

SUBJECT: **ACQUISITION OF DATA WAREHOUSE/BUSINESS INTELLIGENCE TOOL, AND DEMOGRAPHIC PLANNING, ENROLMENT PROJECTION AND DEVELOPMENT TRACKING SOFTWARE**

RECOMMENDATION:

That the Board receive the report: Acquisition of Data Warehouse/ Business Intelligence Tool; and, that a purchase order contract be issued upon approval of the successful bid from Cognos/Paradigm Shift of \$ 214,820.00.

BACKGROUND: The goal of the Ministry of Education's MISA initiative: Managing Information for Improving Student Achievement (MISA) is to build local capacity for the collection and use of data to improve student achievement. To successfully meet all of the ministry requirements around MISA, boards need to acquire electronic tools to collect and share information. For the Windsor-Essex Catholic District School Board, this involves the purchase of a data warehouse to serve as the repository for all student data collected by the Board and a Business Intelligence tool to analyze the data collected.

The sixteen boards of the London District MISA Network Centre lead by the Hamilton Catholic DSB issued a 'Request for Information' to six different vendors: Cognos, IBM, Merkurium, Paradigm Shift, Oracle and SRB. Each School Board's MISA Committees attended presentations from the vendors over a two-day period in London. The Windsor-Essex Catholic District School Board MISA Committee spent several months in evaluation and research and arranged for two additional presentation opportunities from each vendor.

The Committee identified the following criteria as critical:

- Ease of use for the school administrators and teachers
- Ability to meet MISA requirements for evidence-based decision-making
- Long term sustainability as well as flexibility to grow and adapt with our Board's needs
- In-house technical expertise to support the application
- Price.

The Cognos/Paradigm Shift solution scored the highest overall across all these categories.

SPSPlus.net

To meet the needs of municipal and school planning, Paradigm Shift has also developed a comprehensive demographic, enrolment projection and development tracking system that integrates a wide-variety of data sources and technologies to deliver a world-class system for organizations looking for a solution to their data management and analytical needs.

SPSPlus.net will give the Human Resources and Business Departments, a valuable tool that will assist in making evidence-based critical decisions around planning and staffing.

FINANCIAL: The total purchase of Paradigm Shift's Data Warehouse and Cognos' Business Intelligence Tool including the application software, training, consulting and implementation is approximately \$214,820.00. The cost is to be covered by the MISA grant received by the Board to build local capacity.

The total purchase of Paradigm Shift's SPSPlus.net planning, assessment and staff allocation software is \$70,800.00

COMMENTS: The MISA initiative is focused on improving student achievement. The board submitted a three-year plan to the Ministry at the end of August 2005. The three main components of the plan centered around: technology, data management, human resources and training.

The Data Warehouse/Business Intelligence tool was one of the critical components needed to fulfill our mandate over the next two and a half years in compliance with the Ministry of Education's MISA deadlines around data-based decision making strategies to improve student success.

After an extensive due diligence process over the last eight months, Paradigm Shift's Data Warehouse and Cognos' Business Intelligence Tool were chosen as the best products to meet Windsor-Essex Catholic District School Board's needs around student data gathering and analysis of that data.

The results of decisions made around planning, assessment and staffing, impact significantly on our Board's operations. Paradigm Shift's SPSPlus.net has been chosen as the best application to assist senior administration with these extremely important tasks. The decision to choose Paradigm Shift as both our Data Warehouse and our planning,

assessment and staff allocation application will result in cost-savings around hardware purchases, professional service days and training days.

TIMELINES: The Ministry of Education timelines for the purchase, delivery and implementation of this tool are very tight. Implementation will begin immediately after Board approval.

APPENDICES:

- Appendix A: Costing Summary for Cognos and Paradigm Shift: Business Intelligence and Data Warehouse Tools
- Appendix B: Costing Summary for Cognos and Paradigm Shift: Planning, Assessment and Staff Allocation Tools

Appendix A

Costing Summary for Cognos and Paradigm Shift BUSINESS INTELLIGENCE AND DATA WAREHOUSE TOOLS

(a) SOFTWARE	\$ 140,000.00
(b) TRAINING	\$ 26,100.00
(c) CONSULTING	\$ 34,800.00
(d) INSTALLATION	\$ 13,920.00
(f) TOTAL COST	\$ 214,820.00
(e) ANNUAL SUPPORT/MAINTENANCE YEAR 1	Included In Year One
(f) UPDATES	Included in Maintenance Renewal

Appendix B

Costing Summary for Paradigm Shift's SPSPPlus.net PLANNING, ASSESSMENT AND STAFF ALLOCATION TOOLS License Fee and Payment Terms

License Fee

The License Fee as provided for in this agreement will be as follows:

SPSPPlus.Net	License Fee
Cost of software licence including first year Maintenance and Support	\$60,000
Installation, Implementation, Data Conversion and Training (maximum of 7 days)	\$6,300

Demographic Module	List Price	License Fee
Cost of software licence including first year Maintenance and Support	\$6,000	\$0
Installation, Data Conversion & Training (maximum of 3 days)	\$2,700	\$2,700

Principal Projection and Staffing Module	List Price	License Fee
Cost of software licence including first year Maintenance and Support	\$12,000	\$0
Installation, Customization and Training (maximum of 2 days)	\$1,800	\$1,800

Total (including first year maintenance and support)	\$70,800
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Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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
Ken Gignac, Controller of Finance
SUBJECT: **LONG TERM FINANCING OF CONSTRUCTION PROJECTS
- DEBENTURE ISSUE**

RECOMMENDATION:

That the Board approve the attached Resolution 2006:01 (deemed to be read three times) authorizing its participation in one or more of the 2006 Offerings by the issue of debentures over a maximum term of 25 years in the maximum principal amount of \$63,000,000 to the Ontario School Boards Financing Corporation (OSBFC.)

BACKGROUND:

During fiscal 2001, the Board commenced an aggressive capital program that would add or rebuild 7,307 pupil places throughout the system. This New Pupil Place capital program will end in 2007 with the opening of St. Anne's Secondary School in Lakeshore. To date, the Board has spent 108 million dollars on additions and new schools, and the remaining projects are estimated to bring the total capital expenditure to \$150,000,000. The financing for this capital program has been accomplished by debenture issues through the Ontario School Boards Financing Corporation (OSBFC).

On September 17, 2002, the Board approved a debenture issue of \$32,176,740 and on September 9, 2003 a Board motion authorized a second debenture in the amount of \$64,500,000. Due to market conditions at the time, we were able to sell only \$55,000,000.

On June 27, 2005, the Board authorized its participation in a debenture issue to the Ontario School Board Financing Corporation (OSBFC) in an amount not to exceed \$63,000,000.

The Windsor-Essex Catholic District School Board did not participate in any issues during 2005 and we have been advised that we will have to approve another Resolution for the calendar year 2006.

FINANCIAL:

This is the fourth debenture that the Board has made since 2002. The principal and interest will be funded from New Pupil Place Grants and Reserves.

COMMENTS:

TIMELINES:

APPENDICES:

- Resolution 2006:01
- Schedule A to Resolution 2006:01

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

RESOLUTION 2006:01

WHEREAS Ontario School Boards Financing Corporation (“**OSBFC**”) has been incorporated as a non-share capital not-for-profit special purpose corporation to purchase debentures and other prescribed instruments issued by Ontario school boards (“**Boards**”) and to sell undivided co-ownership interests in such debentures and other prescribed instruments;

AND WHEREAS CIBC World Markets Inc. (“**CIBC World Markets**”) has been appointed to assist OSBFC in connection with OSBFC’s offerings from the date hereof to the end of the 2006 calendar year of undivided co-ownership interests in debentures issued by Boards and the proceeds, payments and property received therefrom (individually a “**2006 Offering**”, collectively the “**2006 Offerings**”);

AND WHEREAS in connection with the 2006 Offerings various Boards (individually a “**Participating School Board**”, collectively the “**Participating School Boards**”) have authorized or are expected to authorize the issue of debentures having a maximum 25 year term;

AND WHEREAS the net amounts to be received by OSBFC in connection with the 2006 Offerings, from the sale of undivided co-ownership interests in the debentures issued by the Participating School Boards (the “**Deposited Securities**”), and the proceeds, payments and property received therefrom (after the payment of the fees to the agent pursuant to the agency agreement entered into in respect of each of the 2006 Offerings), will be applied to pay in full the purchase price payable by OSBFC for the Deposited Securities;

AND WHEREAS the net proceeds from the sale of the Deposited Securities by the Participating School Boards to OSBFC will be used to fund capital works in respect of which Boards are authorized to apply funds from the pupil accommodation allocation reserve fund (the “**Authorized Purposes**”);

AND WHEREAS Windsor-Essex Catholic District School Board (the “**Board**”) has resolved to participate in one or more of the 2006 Offerings by the issue of debentures over a maximum term of 25 years in the maximum principal amount of **\$63,000,000** to OSBFC, or, at the sole and absolute discretion of the Treasurer, in such lesser principal amount as the Treasurer in writing advises CIBC World Markets is appropriate;

AND WHEREAS in order to facilitate the purposes aforesaid, CIBC World Markets has suggested that the Board pass this resolution as hereinafter set forth;

NOW THEREFORE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD RESOLVES AS FOLLOWS:

1. The Board hereby resolves that it may participate in the 2006 Offerings by the issue of debentures, in accordance with the applicable legislation from time to time, in the maximum principal amount of **\$63,000,000** to OSBFC in respect of the Authorized Purposes and in the

case of any one 2006 Offering, the Board may participate in the maximum principal amount, or at the sole and absolute discretion of the Treasurer, in such lesser principal amount as the Treasurer in writing advises CIBC World Markets is appropriate.

2. The Board hereby resolves that at any time before the end of the 2006 calendar year, any two of the officers of OSBFC (the “**Officers**”) may negotiate and settle, on the Board’s behalf with CIBC World Markets as a part of any one or more of the 2006 Offerings, subject to the provisions hereof, the terms and conditions in respect of the debentures to be issued, including, without limitation, the applicable rate(s) of interest, the term(s) over which the debentures will be issued, the type(s) of debentures and any other aspect relating to the pricing of the debentures, all as such Officers consider appropriate and expedient, provided that the average annual rate of interest in respect of the debentures shall not exceed 6.50% per annum.

3. The Board hereby resolves that its Chair and Treasurer be authorized to execute for each 2006 Offering in respect of which the Board constitutes a Participating School Board, an agency agreement between the Board, the other Participating School Boards, OSBFC, and the agent and any other documents that may be required.

4. The Board hereby resolves that it shall, at least two business days, prior to the fixed date for the completion of the sale of the debentures for each 2006 Offering in respect of which the Board constitutes a Participating School Board, upon the negotiated terms and conditions in accordance with section 2 hereof, pass a debenture by-law for each series of debentures, which provides for the authorization by the Board of the issue of the relevant series of debentures in respect of the particular 2006 Offering.

PASSED this _____ day of _____, 2006.

CHAIR

DIRECTOR OF EDUCATION

**Windsor-Essex Catholic District School Board
New Pupil Places Projects
SCHEDULE A TO RESOLUTION 2006:01**

	1	2	3	4	5
Item No	Description of Project	Date of Passing of Board Motions/Resolutions (Motion/Resolution Number)	Debentures Authorized by Board	Debentures Previously Issued	Debentures to be Issued
1	St. William	September 21, 2001 October 23, 2001 January 29, 2002 September 17, 2002 June 27, 2005	\$ 2,417,948.00	\$ 2,342,203.00	\$ 75,745.00
2	St. Rose	October 23, 2001 September 17, 2002 June 27, 2005	\$ 1,283,848.00	\$ 963,848.00	\$ 320,000.00
3	Notre Dame	July 3, 2001 September 17, 2002 June 27, 2005	\$ 3,462,259.00	\$ 3,362,259.00	\$ 100,000.00
4	St. John Vianney	December 18, 2001 September 17, 2002 June 27, 2005	\$ 4,714,899.00	\$ 4,584,899.00	\$ 130,000.00
5	St. Anthony	January 11, 2005 June 27, 2005	\$ 6,083,678.00	\$ -	\$ 6,083,678.00
6	St. Christopher	June 21, 2004 June 27, 2005	\$ 5,336,416.00	\$ -	\$ 5,336,416.00
7	Holy Cross - including addition	July 3, 2001 September 17, 2002 June 27, 2005	\$ 9,996,025.00	\$ 8,966,025.00	\$ 1,030,000.00
8	St. John de Brebeuf	September 9, 2003 June 27, 2005	\$ 7,851,873.00	\$ 6,651,873.00	\$ 1,200,000.00
9	Our Lady of Mt. Carmel	December 18, 2001 June 11, 2002 September 17, 2002 April 22, 2003 September 9, 2003 June 27, 2005	\$ 4,893,426.00	\$ 4,502,426.00	\$ 391,000.00
10	H. J. Lassaline	July 14, 2003 September 9, 2003 June 27, 2005	\$ 2,788,475.00	\$ 2,528,475.00	\$ 260,000.00

**Windsor-Essex Catholic District School Board
New Pupil Places Projects
SCHEDULE A TO RESOLUTION 2006:01**

	1	2	3	4	5
Item No	Description of Project	Date of Passing of Board Motions/Resolutions (Motion/Resolution Number)	Debentures Authorized by Board	Debentures Previously Issued	Debentures to be Issued
11	St. Joseph Secondary	April 26, 2005 May 24, 2005 June 27, 2005	\$ 27,000,000.00	-	\$ 27,000,000.00
12	F. J. Brennan	April 9, 2002 September 17, 2002 September 9, 2003 June 27, 2005	\$ 13,489,405.00	\$ 11,986,248.00	\$ 1,503,157.00
13	Assumption	February 25, 2003 September 9, 2003 June 27, 2005	\$ 14,803,943.00	\$ 7,503,943.00	\$ 7,300,000.00
14	St. Anne	September 9, 2003 June 27, 2005	\$ 32,295,583.00	\$ 20,025,579.00	\$ 12,270,004.00
	TOTAL		\$ 136,417,778.00	\$ 73,417,778.00	\$ 63,000,000.00



Windsor-Essex Catholic District School Board

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

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
March 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
Ken Gignac, Controller of Finance

SUBJECT: BRIDGE FINANCING FOR CAPITAL PROJECTS

RECOMMENDATION:

That the Board approve the attached Resolution 2006:02 (deemed to be read three times) authorizing the Board to borrow \$25,000,000 to bridge finance the permanent improvements as detailed in Schedule A to Resolution 2006:02.

BACKGROUND: On February 28, 2006, the Board approved a Resolution for Temporary Borrowing for an amount of \$40,000,000 to meet the current expenditures for the calendar year 2006. At that time, it was anticipated that a debenture issue of \$63,000,000 (which was approved by the Board on June 27, 2005) would be made in the early part of the year; however, the issue has been delayed and may not be issued until May 2006.

In the meantime, the Canadian Imperial Bank of Commerce (CIBC) has requested that the Board approve a separate resolution to authorize borrowing money to bridge finance the permanent improvements as detailed in Schedule "A" attached to the bylaw. Bylaw 2006:01 authorizes the borrowing of \$25,000,000 to finance our capital projects.

FINANCIAL: In light of the fact that we will be issuing a debenture in the spring, it is estimated that \$25,000,000 will be sufficient to bridge finance our capital projects.

COMMENTS:

TIMELINES:

APPENDICES:

- Resolution 2006:02
- Schedule A to Resolution 2006:02

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

RESOLUTION 2006:02

A Resolution authorizing the Windsor-Essex Catholic District School Board (the "Board") to borrow money pursuant to the provisions of section 247 of the Education Act (the "Act") for the raising of funds to finance certain permanent improvements as more particularly described in this By-Law.

WHEREAS:

- A. The Board has authorized the permanent improvements as detailed in Schedule "A" attached to this Resolution;
- B. The Board wishes to apply to the Canadian Imperial Bank of Commerce ("CIBC") for a capital loan for the purpose of financing the permanent improvements;
- C. The total cost of the project is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE, BE IT RESOLVED as follows:

- 1. The Director and the Treasurer of the Board are authorized on behalf of the Board to borrow \$25,000,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Director and the Treasurer are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

We hereby certify that the foregoing is a true and complete copy of a Resolution of the Windsor-Essex Catholic District School Board in the Province of Ontario, duly passed at a meeting of the Board and that this Resolution is in full force and effect.

Dated this 28th day of March, 2006.

Chair

Secretary

**Windsor-Essex Catholic District School Board
New Pupil Places Projects
SCHEDULE A TO RESOLUTION 2006:02**

	1	2	3	4	5
Item No	Description of Project	Date of Passing of Board Motions/Resolutions (Motion/Resolution Number)	Debentures Authorized by Board	Debentures Previously Issued	Debentures to be Issued
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10	H. J. Lassaline	July 14, 2003 September 9, 2003 June 27, 2005	\$ 2,788,475.00	\$ 2,528,475.00	\$ 260,000.00

**Windsor-Essex Catholic District School Board
New Pupil Places Projects
SCHEDULE A TO RESOLUTION 2006:02**

	1	2	3	4	5
Item No	Description of Project	Date of Passing of Board Motions/Resolutions (Motion/Resolution Number)	Debentures Authorized by Board	Debentures Previously Issued	Debentures to be Issued
11	St. Joseph Secondary	April 26, 2005 May 24, 2005 June 27, 2005	\$ 27,000,000.00	-	\$ 27,000,000.00
12	F. J. Brennan	April 9, 2002 September 17, 2002 September 9, 2003 June 27, 2005	\$ 13,489,405.00	\$ 11,986,248.00	\$ 1,503,157.00
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14	St. Anne	September 9, 2003 June 27, 2005	\$ 32,295,583.00	\$ 20,025,579.00	\$ 12,270,004.00
	TOTAL		\$ 136,417,778.00	\$ 73,417,778.00	\$ 63,000,000.00