



Windsor-Essex Catholic District School Board

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

REGULAR BOARD MEETING Tuesday, June 13, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

A G E N D A

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

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act
7. Presentations
 - a. Cinderella Theatrical Production – Notre Dame Catholic Elementary School (M. Seguin/J. Bumbacco)
 - b. Catholic School Student Council Leadership Awards (J. Macri/J. Berthiaume)
 - c. Outstanding School Council Chairperson Awards (J. Macri/J. Berthiaume)
 - d. Catholic Education Centre Art Project (J. Ouellette/E. Carr)
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda
3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.

- b. Delegations Regarding Items On the Agenda
3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.

9. Action Items

- a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, May 23, 2006
 - ii) Minutes of Regular Meeting, May 23, 2006 1 – 9
 - iii) Minutes of Special In-Camera Meeting, May 31, 2006
- b. Items From Special In-Camera Meeting of May 31 and In-Camera Meeting of June 13, 2006

10. Communications

- a. External (Associations, OCSTA, Ministry)
- b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (M. Seguin) 10 – 11
 - ii) Report: Senior Administration Organizational Chart (J. Berthiaume) 12 – 17
 - iii) Report: Update - Implementation of Learning Support Team Model of School Organization for 2006/07 (J. Ouellette) 18 – 19
 - iv) Report: Fiscal 2006 Special Education Budget Report (P. Marchini/ K. Gignac) 20 – 21
 - v) Report: Elementary School Retreats (J. Ouellette/S. Freeman) 22 - 23

11. Unfinished Business

- a. Deferred Notice of Motion from May 23, 2006: Trustee Soulliere: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that a Special Committee of Trustees be established and immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board.”*
- b. 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.*

12. New Business

- a. Notice of Motion from May 23, 2006 – Trustee Porcellini: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Elementary School Profile process be eliminated.”*
- b. Report: Tender – Best Start Program Renovations (P. Marchini/C. Marier/ W. Wong) 24 – 26
- c. Report: Regular Board Meetings for the months of July and August 2006 and for the 2006 – 2007 School Year (J. Berthiaume) 27 – 28

- d. Report: Employee Assistant Program (EAP) Services Provider (M. Seguin/P. Littlejohns) 29 – 31
- e. Report: 2006 Capital Plan Project Priorities (P. Marchini/W. Wong) 32 - 33

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 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.*”
- b. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*

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)

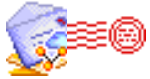
- Monday, June 26, 2006
- Tuesday, August 29, 2006

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Joseph Berthiaume
Interim Director of Education & Secretary








Tuesday, June 13, 2006 12:20:10 PM

Message

From:  "Shawn Lappan" <SLappan@bwalk.com>
 Joseph Berthiaume

Subject: Request to speak at the borad meeting on an agenda item

To:  5199196532@telus.blackberry.net
 **Eileen Belanger**
 **Debi Steffens**
 Joseph Berthiaume

Cc:  <Debbie_Steffens@wecdsb.on.ca>

Attachments:  Attach0.html

Dear Mr. Joseph Berthiaume,

My name is Shawn Lappan and I am the co chair of St. Bernard new school committee . I would like to speak to night at the board meeting in regards to the agenda item 12 e) 2006 Capital Plan Prioities Priorities. We wish to follow up on the status of the New School iniative and what is the next step in the progress . We appreciate the opportunity to speak in favour of keeping St Bernard as one of the Boards top priorities.

Thanks,
Shawn Lappan
Area Coordinator Windsor
Phone- (519)-251-0609
Fax - (519)-251-0266

This message is directed in confidence solely to the person(s) named above and may contain privileged, confidential or private information which is not to be disclosed. If you are not the addressee or an authorized representative thereof, please contact the undersigned and then destroy this message.

Ce message est destiné uniquement à la ou aux personne(s) indiquée(s) dans l'entête; et peut contenir de



Windsor-Essex Catholic District School Board

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

REGULAR BOARD MEETING Tuesday, May 23, 2006 at 6:00 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:

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

Recorder:

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 6:41 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present.
4. Approval of Agenda - Note: *The handout pertaining to agenda item 10b(iv) Report: St. Joseph's and St. Anne's Catholic High School Projects and Capital Financial Statement Update was distributed and previously emailed to trustees.*

Amendments:

- Renumber item 7a 2005 – 2006 Student Senate to 7b
- Additional Item: 7a Assumption College Catholic High School – International Baccalaureate Program Approval

Moved by Trustee Holland and seconded by Trustee DiMenna that the May 23, 2006 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. – None.

7. Presentations

a. Assumption College Catholic High School – International Baccalaureate Program Approval

Mary Margaret Parent (Principal), Denise Deziel (Vice-Principal) and Genevieve Cano, International Baccalaureate Diploma Program Coordinator reported that, after a two-year application process, Assumption College Catholic High School has received full accreditation from the International Baccalaureate Organization to offer students the prestigious International Baccalaureate program. The diploma program allows students to earn an internationally recognized diploma. The school has 38 students enrolled in grade 10 and 40 in grade nine who are preparing to enter the grade 11 and 12 two-year diploma program and has accepted registrations from 59 students for enrolment in the grade nine IB program for September 2006.

b. 2005 – 2006 Student Senate

Student Senate members, Amy Kishkek, Jennifer Devos, Luke Willson, Thomas Sasso, Carlos Marin, Danielle Soulliere, Katherine Hebert and were present to provide an overview of the activities the group was involved in over the 2005 – 2006 school year. Highlights included the third annual Faith Development Day, the development of the Senate Speaks newsletter, an uniform survey, meetings and technology, the first Transitional Student Senate Retreat and the first Catholic Stewards Day.

8. Delegations

a. Delegation Regarding Items Not on the Agenda – None.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

i) Minutes of Special In-Camera Meeting, May 2, 2006

Moved by Trustee Holland and seconded by Trustee DiMenna that the minutes of the Special In-Camera Meeting of May 2, 2006 be adopted as distributed. Carried.

- ii) Minutes of In-Camera Meeting, May 8, 2006
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the In-Camera Meeting of May 8, 2006 be adopted as distributed. Carried.
- iii) Minutes of Special Public Meeting, May 2, 2006
Moved by Trustee Holland and seconded by Trustee Janisse that the minutes of the Special Public Meeting of May 2, 2006 be adopted as distributed. Carried.
- iv) Minutes of Regular Meeting, May 8, 2006
Moved by Trustee Courtney and seconded by Trustee DiMenna that the minutes of the Regular Board Meeting of May 8, 2006 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of May 23, 2006

Vice Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole meeting on May 23, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of May 23, 2006 be approved. Carried.

Vice Chair Courtney made the following announcement from the May 23, 2006 In-Camera Committee of the Whole meeting:

- Approval of an extension of retirement for Walter Clemens, Social Worker, for one additional school year.

10. Communications

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

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report
Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated May 23, 2006 for information. Carried.
- ii) Report: High School Council Meeting of March 9, 2006
Moved by Trustee Keane and seconded by Trustee DiMenna that the Board receive the minutes of the High School Council dated March 9, 2006, as information. Carried.

iii) Report: Implementation of Ontario Parent Involvement Policy

Superintendent Ouellette reported that through new Ministry grant programs, such as the recently announced Ontario Parent Involvement Policy, school councils will be able to plan and implement strategy to involve more parents at the school level. An implementation plan for the Board's 2005-2006 funding of \$54,530 was presented within the report. In 2006-2007, an Ad Hoc System Committee will be established with representation from parents, principals and senior administration to develop a plan to use the available funding to enhance parental involvement in all schools by identifying and addressing those impediments to parental involvement and by providing parent workshops which will explore ways to encourage parental participation from groups that are not traditionally engaged. Discussion ensued on various methods to involve elementary school councils some form of an effective system-wide Parent Involvement Committee.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board accepts as information, the plan for the implementation of the Ontario Parent Involvement Policy. Carried.

iv) Report: St. Joseph's and St. Anne's Catholic High School Projects and Capital Financial Statement Update - *The handout pertaining to this item was distributed and previously emailed to trustees.*

Superintendent Marchini presented the report St. Joseph's and St. Anne's Catholic High School Projects and Capital Financial Statement Update which provided a detailed financial update on the St. Joseph and St. Anne Catholic High School construction projects and an update on the overall status of the Capital budget.

Lengthy discussion ensued with regard to the timing for finalization of the CCDC 2 contracts, the necessity for several change orders and the new change order process that includes review by Executive Council, the rationale for inclusion of Capital Renewal funding for long-term financing of the projects, and the difference between the final construction cost and the preliminary projected estimates. Superintendent Marchini reported that contributing factors include the length of time that has passed since the conceptual drawings were developed, the disparity between the Ministry's benchmark funding for per square foot and the actual industry cost, amendments to architectural drawings due to site requirements, accommodations for the new school communities, academic program needs, increase in square footage, and industry changes in construction costs, such as escalating prices in steel, concrete, oil-based products and labour. Administration will correspond with the Ministry urging a review of the 1998 funding formula for the average square footage construction costs and indicating the board was disadvantaged by the debenture rate due to the timing of Ministry approval of New Pupil Place Grants for St. Joseph Catholic High School.

Moved by Trustee Janisse and seconded by Trustee Courtney that the report St. Joseph and St. Anne Secondary School Project and Capital Financial Statement Update be received as information. Carried.

v) Report: Fiscal 2006 Budget Report

Superintendent Marchini reported that the Windsor-Essex Catholic District School Board filed a balanced budget for the current fiscal year ending August 31, 2006. Administration has conducted ongoing reviews to determine fluctuations in enrolment, grants, retirements and increases in unexpected costs. The original budget estimated a surplus of \$451,000. The most recent analysis indicates a projected \$807,000 deficit for fiscal 2006. As a result of this projected shortfall, and in light of the fact that the Board cannot, by law, plan for a deficit, the Board will be required to use a portion of its reserves. The Board presently has working fund reserves in the amount of \$588,746. It is anticipated, at this time, that the balance of the shortfall can be recovered through deferred revenues, an anticipated health and dental premium rebate and curtailing of envelope expenditures wherever possible. Superintendent Marchini indicated that the budget process may need to be revised pending approval of Bill 78 – Education Statute Law Amendment Act (Student Performance), 2006.

Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the 2006 Budget Report as information. Carried.

vi) Report: Pre-qualified Processes and Procedures

Superintendent Marchini presented the report which details the current 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. An overview of the purchasing guidelines, quote, tender, and pre-qualification practices was provided. Superintendent Marchini noted that a review of the Board's policies and practices pertaining to purchases, tenders and prequalification procedures will be undertaken during the upcoming business practice review and concerns identified in relation to vendors entering schools and student safety, including the need for criminal background checks, adequate training in Board safety procedures, and vendor record of liability coverage will be part of that review.

Amendment: Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive the Pre-qualified Processes and Procedures Report as information; and, that this matter together with comments and concerns expressed during this meeting be referred to the consultants who will be undertaking a review of the business and finance department. Defeated.

Original motion:

Moved by Trustee Keane and seconded by Trustee Janisse that the Board receive the Pre-qualified Processes and Procedures Report as information. Carried.

11. Unfinished Business

a. Report: St. Michael's Adult Education Program – Rhodes Campus Renovations

Superintendent Marchini provided a financial analysis of the proposed renovations to the St. Michael's Adult Education Program facilities which has been relocated to at Rhodes Campus. Based on a 25-year debenture at 5%, the annual principal and interest payments

associated with this project would be \$45,000 and will be funded through the Continuing Education envelope.

Moved by Trustee Holland and seconded by Trustee Courtney that the St. Michael's Adult Education Program Rhodes Campus Renovations, estimated cost of \$670,900 be approved. Carried.

- b. Report deferred from May 8, 2006: Renovations to Rhodes Drive for St. Michael's Adult Learning Centre
Moved by Trustee Holland and seconded by Trustee Keane that the Board approve the successful tender bid from Gulf Construction of Windsor Inc. for \$548,886.00 for renovations to Rhodes Drive for St. Michael's Adult Learning Centre, and that a purchase order contract be issued upon Board approval. Carried.
- c. Report deferred from May 8, 2006 (*Revised Report*): Our Lady of Mount Carmel Elementary School Four Room Steel And Concrete Portable Addition

Further to the report of May 8, Superintendent Marchini reported that Our Lady of Mount Carmel Catholic Elementary School's September 2006 enrolment is estimated at 619. All schools in the planning area are operating at 100% Ministry capacity or higher and at the present time, one class is housed in the library due to lack of classroom space. Discussion ensued with regard to the student accommodation pressure at the school and the advantages and disadvantages of installing wooden portables, steel and concrete portables and a permanent addition. The cost of \$1,108,200 for a four classroom addition would be included in a future debenture. The annual debenture payment would be approximately \$78,100 based on a twenty-five year amortization of 5%. A temporary accommodation schedule can be in place until the anticipated completion date in November 2006.

Moved by Trustee Holland and seconded by Trustee Janisse that the proposed Our Lady of Mount Carmel Four Room Steel and Concrete Portable Addition be approved for tendering and /construction to meet the needs of the population for the 06-07 school year. Defeated.

Moved by Trustee Keane and seconded by Trustee Janisse a four-classroom addition be approved for tendering and /construction to meet the needs of the population of Our Lady of Mount Carmel Catholic Elementary School for the 2006-07 school year. Carried.

Recorded Vote

In Favour: Trustees Holland, DiMenna, Courtney, Keane, Janisse and Porcellini.

Opposed: Trustees Alexander and Soulliere.

12. New Business

- a) Report: School Boundary Study Consultant Appointment

Superintendent Ouellette reported that, in anticipation of the two new high schools, the school communities of F. J. Brennan, St. Joseph and St. Anne's Catholic High Schools are beginning to inquire into the status of the school boundaries. Since there are 3,500 fulltime

students attending these three schools, it is important to ensure the boundaries are appropriate. Recommendations, if any, on short-term and long-term boundary adjustments will be dependent upon the findings provided by CN Watson. Upon completion of this project, the Board will require a more in-depth boundary study report to include the elementary school boundaries of LaSalle, South Windsor and Lakeshore.

Moved by Trustee Keane and seconded by Trustee DiMenna that CN Watson and Associates be appointed by the Board to undertake a study of existing boundaries of F.J. Brennan, St. Joseph and St. Anne’s Catholic High Schools and provide recommendations to the Board in June. Carried.

- b) Notice of Motion from May 8, 2006 – Trustee Porcellini

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board request Administration to revise the Elementary School Profile process to omit the “proximity to parish” criterion in any future edition of the Elementary School Profiles document.

Trustee Porcellini provided the rationale supporting her motion to remove the “proximity to parish” rating contained in the Elementary School Profiles which is used as part of the criteria in the Board’s school closure process. Trustee Porcellini stated that as the Diocese moves to consolidate parishes, this criterion, which is approximately 10% of the rating scale, is not fair to school communities that have had parish closures. In some cases, the school functions as an extension of the parish because parish priest delivers mass within the school.

Superintendent Marchini indicated that the current Elementary Profile will be reviewed from a legal perspective once the new guidelines for school accommodation have been received from the Ministry.

Moved by Trustee Alexander and seconded by Trustee Holland the matter be deferred. Defeated.

Trustee Porcellini withdrew her motion following further discussion concerning the importance of conveying to the school community the value of parish involvement with the schools.

- c) Notice of Motion from May 8, 2006 – Trustee Soulliere: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that a Special Committee of Trustees be established and immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board.”*

Trustee Soulliere asked that this item be deferred to the next meeting.

13. Committee Reports – None.

14. Notice of Motion

- Trustee Porcellini: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Elementary School Profile process be eliminated.”*

15. Remarks and Announcements

- a. Chairperson – No remarks this evening.
- b. Director of Education Berthiaume commented on the recent visit by Deputy Ministry Ben Levin to Immaculate Conception Catholic Elementary School and congratulated participants of the Elementary All Star Bands concert that was attended by approximately 500 students.
- c. Board Chaplain – No remarks this evening.

16. Remarks/Questions by Trustees

- Trustee Porcellini encouraged everyone to attend the Best Start Program Town Hall meeting to be held this Thursday, May 25.
- Trustee Janisse wished Student Trustee Designate Willson and the St. Thomas of Villanova Wildcats baseball team good luck in the Catholic League A-B Division championship that will be held at Comerica Park tomorrow.
- Trustee Keane congratulated student Kow Cao Thang Bui for his success at the Canada Wide Science Fair in Saquenay, P.C.
- Trustee Alexander thanked Communications Coordinator Rosemary Limarzi on behalf of St. Jules school community for her assistance during recent school community crisis.
- Trustee Holland briefly commented on her attendance at the May 15 Legislative Assembly Hearing on Bill 78 – *Education Statute Law Amendment Act (Student Performance)*, 2006. Trustee Holland reported that comments on behalf of the Board pertained to governance by regulation, personal liability in terms of the jointly and severally clause, and trustee honoraria.
- Trustee DiMenna congratulated Cardinal Carter Catholic High School on the success of their recent fashion show fundraising event.
- Trustee Courtney wished Trustee Keane well on his attendance at the CCSTA 2006 Conference that will be held in St. John's Newfoundland.
- Student Trustee Kishek expressed her appreciation for the opportunity to attend the First Annual Excellence in Leadership dinner last week, provided a reminder of the Catholic Stewardship Day on June 3 at Hillman Marsh, indicated that the student trustees would be attending the OSTA-AECO AGM on June 8 to 10, and sought clarification the changes to the elementary music programs.

17. Pending Items

- a. 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.”*
- b. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*

c. 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.*

18. Continuation of In-Camera – Not 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, June 13, 2006
- **Monday**, June 26, 2006

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

21. Adjournment - There being no further business, the Regular Board Meeting of May 23, 2006 adjourned at 10:23 p.m. at the call of the Chair.

Not approved.

John Macri
Board Chairperson

Joseph Berthiaume
Interim Director of Education & Secretary

Ministry of Education

Ministère de l'Éducation

Minister

Ministre

Mowat Block
Queen's Park
Toronto ON M7A 1L2
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June 8, 2006

RECEIVED
JUN 09 2006

Mr. John Macri
Chair
Windsor-Essex Catholic District School Board
1325 California Avenue
Windsor ON N9B 2Z8

Dear Mr. Macri,

I am writing to you in light of recent events and media reports on management and financial issues in the Windsor Essex Catholic School Board. As you know, a number of events over the last few months have created negative public impressions about the management of the Board. It is important for the Board and for the education system generally to ensure that our management practices are of the highest order and are seen publicly to be such. The public rightly expects no less from us all.

Our preference is to work together with the Board to address these issues. I propose that the Board and the Ministry undertake to work together by appointing a joint team to review and report publicly as quickly as possible on all the issues that have been raised in Windsor Essex Catholic, including any more generic management issues that may arise from those specific reviews. The team would be lead by staff from my Internal Audit unit and would include Internal Audit staff and other external persons jointly agreed to by our organizations. I would suggest that while Board staff would be vital sources of information and support, the actual members of the review team should all come from outside the Board.

I hope that your Board will feel able to give an affirmative response to this invitation in the very near future so that we can get the work underway as soon as possible, as we all recognize the urgency in restoring public confidence in the Board. I would be happy to discuss this further with you should you have any questions; otherwise I look forward to a response at your earliest convenience.

Sincerely,

Sandra Pupatello
Sandra Pupatello
Minister
cc. Director Berthiaume

*faxed:
J. Macri
B. Nolan
trustees*



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

June 9, 2006

DELIVERED BY FAX 416-325-2608

COPY

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

Dear Minister Pupatello:

Thank you for your letter of June 8, 2006. My fellow trustees and I are also concerned about perceptions that may have been created in the public mind generated by reports published by one segment of the local media.

We welcome your invitation to work cooperatively with your Ministry team to review all relevant issues. Like you, our objective is always to improve our organization as much as possible in order to ensure the best possible delivery of services to our students. The public should be reassured that we are doing that.

We also agree that the actual members of the review team should come from outside the Board. We appreciate your commitment to allow our organization to have input into the composition of that team and to choose the external persons by joint agreement.

I would suggest that you request the lead person on the Ministry team to contact our Director, Joseph Berthiaume to work out and co-ordinate the details.

The Board is also anxious to resolve this matter as soon as possible.

Again, I assure you of the cooperation of this Board and its staff.

Sincerely,

original signed by

John J. Macri
Chair
Windsor-Essex Catholic District School Board



St. John the Baptist Church

225 Brock Street, Amherstburg, Ontario N9V 2H3 • (519) 736-5418 • Fax (519) 736-5410

June 1, 2006

Mr. John Macri, Chairman,
Windsor-Essex Catholic District School Board
1325 California Ave.,
Windsor, Ontario

RECEIVED
JUN 08 2006

Dear Chairman Macri and trustees of the Windsor-Essex Catholic District School Board,

I am sure you are well aware of the fact that St. John the Baptist Church has been a central feature of beautiful, historical Amherstburg for more than 150 years. From a small framed chapel located on Bathurst Street in 1802, to the large, imposing structure on Brock Street in 2006, our church was and continues to be supported not only by Catholics, but people from all faiths, starting with the generous donation of limestone from the Wyandotte Indians from their quarry in Anderdon Township in 1844. Our church has opened its doors for many years to the public to hear the Windsor Symphony, for large funerals for people from other faiths and our church has hosted the Walk on Good Friday depicting the Crucifixion of Christ with other religious denominations in our community.

As you know, a historical structure such as this, requires a great deal of money for repairs and upkeep. Recently, we completed a much needed renovation of our church's steeple and bell tower at a cost of 2.9 million dollars. Flooring, roofing and other renovations are required to insure that this historical structure will be available for community use for many generations to come.

Our parishioners are striving to pay off this debt with personal donations, purchasing grocery cards, breakfast fundraisers, raffles and a dinner/show on November 4, 2006. Despite all their efforts, our congregation struggles to meet our debt payments.

On behalf of the parishioners of St. John the Baptist Church, I am requesting a letter of support from you to be included in our grant application to the Trillium Foundation for their assistance to restore our church in order to keep it safe and viable. It is our understanding that our deadline is July 1st, 2006. I am requesting your letter be sent to my attention by June 26th.

Thank you for your time, attention and all the support you have extended to our parish to date.

Sincerely,

Fr. Michael Brand
Pastor

to: June 13 Board Meeting



June 9, 2006
Our Ref: 33015379

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

Attention: Mr. John Macri, Chairperson

RE: Detroit River International Crossing Environmental Assessment Study
Formation of a School Councils Advisory Group

Dear Mr. Macri:

The Border Transportation Partnership representing the governments of Canada, the United States, Ontario, and Michigan continues to move forward with the route planning and environmental study for a new crossing of the Detroit River, with connections to freeways in Ontario and Michigan. The Ontario Ministry of Transportation (MTO) is leading the Canadian work program in coordination with Transport Canada. URS Canada Inc. was retained to assist the governments in undertaking this study.

At an initial meeting on May 30th, 2006, we were asked to contact the Windsor-Essex Catholic District School Board and advise them of the formation of a School Councils Advisory Group. The Partnership is establishing the advisory group, consisting of representatives of area School Councils as well as a staff member from the associated school board. The School Councils Advisory Group will meet periodically at key points during the project and assist the Project Team by providing information and input relative to their school's interests.

If the Windsor-Essex Catholic District School Board is interested in participating in this advisory group, please provide the contact information of the designated staff member(s) by e-mail to info@partnershipborderstudy.com; by fax to (519) 969-5012; or by voicemail at (519) 969-9696.

The Project Team is also available to make a brief presentation to the Board, if desired.

The Partnership is committed to active and effective consultation with affected interest groups. If you require additional information, please feel free to contact us.

Yours truly,

Len Kozachuk, P.Eng.
Deputy Project Manager

cc. R. Ward, Senior Project Manager - MTO
M. Thompson, Consultant Project Manager - URS
A. Steele, Lead Environmental Planner - LGL

URS Canada Inc.
75 Commerce Valley Drive East
Markham, ON Canada L3T 7N9
Tel: 905.882.4401
Fax: 905.882.4399
www.urs.ca



Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Interim Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: J. Berthiaume, Interim Director of Education
M. Seguin, Superintendent of Human Resources
P. Littlejohns, Manager of Human Resources
P. Picard, Supervisor of Human Resources, Academic

SUBJECT: **ADMINISTRATIVE STAFF REPORT**

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on retirement of staff dated June 13, 2006 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated June 13, 2006

June 13, 2006

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

	Employee Name	Position	Location	Date	Reason
RETIREMENT:	Mary Jo Dowie	Elementary Teacher	Notre Dame	June 30, 2006	
	Robert Givlin	Elementary Teacher	St. Alexander	June 30, 2006	
	Mary Anne Harding	Elementary Principal	St. Angela	June 30, 2006	Revised Date
	Mary Iverson	Secondary Secretary	F.J. Brennan	August 18, 2006	
	Marie Langlois	Elementary Teacher	St. Angela	June 30, 2006	
	Dennis Palamides	Secondary Teacher	Assumption	June 30, 2006	
	Richard Pellarin	Elementary Teacher	St. John the Baptist	June 30, 2006	
	Judith Pollinger	Elementary Teacher	St. Anthony	September 14, 2006	
	Dolores Reid	Human Resources Assistant	CEC - Human Resources	June 30, 2006	
	Minnie Stoyanovich	Elementary Secretary	W.J. Langlois	July 7, 2006	
	Mary Welsh	Elementary Principal	St. Theresa	June 30, 2006	
Teacher Retirements - Upcoming		Elementary: 23	Secondary: 12	Total: 35	
*Have given notice; have yet to retire					
Teacher Retirements - Year to Date		Elementary: 4	Secondary: 6	Total: 10	
** Have retired as of this date					
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0	
Teacher Resignations - Year to Date		Elementary: 3	Secondary: 0	Total: 3	



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BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Interim Director of Education
SUBJECT: **SENIOR ADMINISTRATION ORGANIZATIONAL CHART**

RECOMMENDATION:

That the Board receive the report: Senior Administration Organizational Chart as information.

BACKGROUND:

Following amalgamation, the Windsor-Essex Catholic District School Board faced several organizational and fiscal challenges. Subsequently, the organizational structure of Senior Administration was revised in order to reduce administrative expenditures and to help alleviate the fiscal pressures in balancing the Board's budget. Over the past few years, several supervisor positions have been added to the senior administration structure in order to meet the overall needs of the system and to address the increasing demands of Ministry program initiatives and reporting mandates.

The attached Senior Administration Organizational Chart is proposed to be implemented in two phases. Phase I, included the replacement of the Academic Superintendent of Education – Human Resources and the addition of one Academic Superintendent of Education – Student Success. This was approved at the May 8, 2006 Board meeting. The second phase, effective January 2007, would see the inclusion of one additional Academic Superintendent of Education. This position would be offset by not filling the Supervisor of Faith Development following the anticipated retirement of the current incumbent. As a result of this, a new organization and responsibility chart would come to the Board in January 2007.

FINANCIAL:

In Phase I, the salary and benefit cost for an additional Academic Superintendent of Education – Student Success was offset by not replacing the position of Supervisor, Student Pathways to Success which was vacated by the promotion of Linda Staudt. In Phase II, an additional Academic Superintendent of Education position will be similarly offset by not filling the vacant Supervisor of Faith Development position.

The overall increase in the cost of salary and benefits for the two additional Academic Superintendent of Education positions would be approximately \$40,000 due to the offset of the current Supervisor positions.

I am also recommending a position of Superintendent of Facilities Services. The overall increase in the cost of salary and benefits from the change of Controller Facilities Services to Superintendent of Facilities Services is approximately \$25,000.

COMMENTS:

The proposed Academic Superintendent of Education structure would allow for additional school supervision and the ability to fully respond to school community issues. It would also allow for more mentoring and support of principals and vice-principals.

The Superintendent of Facilities Services would report to the Director, with the same reporting process as the other Superintendents. The filling of this position with a person qualified as a Business Supervisory Officer would create an executive level responsibility for Facility Services at our Board. The following is a rationale for this

1. All superintendents are required to hold “Supervisory Officer Qualification”. In order to achieve a business supervisory qualification they are required to:
 - a. hold extensive academic and professional qualifications (professional designation and Master of Education);
 - b. demonstrate exemplary leadership in fiscal and business operations;
 - c. complete a module of courses that ensures a broad-based knowledge of educational issues along are provided

This ensures that in addition to their specific professional expertise the business leadership cadre is trained in and current with an understanding of the pedagogical and curricular context in which support services are provided.

2. In addition to ensuring compliance with board policies and procedures, Business Superintendents have a statutory obligation to ensure that all actions taken are consistent with:
 - a. provincial and legislative regulations including the Education Act, the OCT Act, the Labour Relations Act and the Ontario Human Rights Code, as well as professionally specific requirements;
 - b. directions set by the Ministry of Education

The qualification program ensures that candidates have an in-depth understanding of all of these areas prior to certification

3. Addition of a Superintendent of Facilities to the Executive Council would broaden the range of expertise at the corporate table and improve the decision-making process.
4. Establishment of the position would create an “independent champion” for moving forward the facilities agenda within corporate decision-making processes.
5. Broadening the leadership cadre to include executive level responsibility for facilities is consistent with the move to a more decentralized and distributed management approach.
6. Reporting through the Superintendent of Business created a potential conflict between the fiscal and operational responsibilities. Clearer accountability for results and transparency are created with direct executive reporting to the Director of Education.
7. Creation of this position is a symbolic recognition that sound facilities that support educational objectives is one of the lynchpins of the educational enterprise.
8. Business Supervisory Officers have the opportunity to participate in critical provincial networks such as the Council of Senior Business Officials that help to shape provincial policy and share best practices.
9. Creation of this position would assist in succession planning by bringing on another business qualified Superintendent.

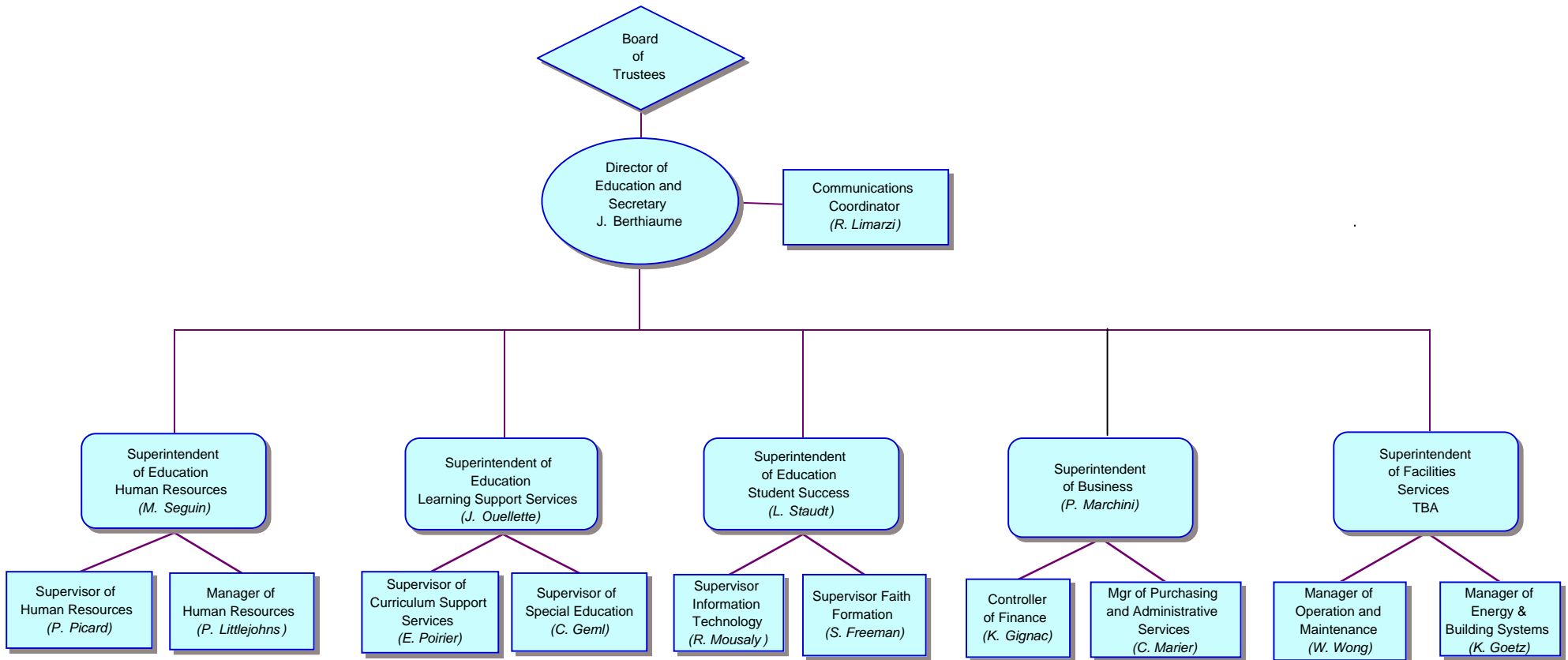
TIMELINES:

- Academic Superintendents of Education: Phase I implementation of the new Senior Administration organization was implemented in May 2006 following the appointments of Michael Seguin and Linda Staudt. Phase II implementation would take effect January 2007. A report will be brought back to the Board prior to implementation of Phase II outlining the duties and responsibilities. **A Trustee Committee for the selection process of the final Superintendent of Education will be required.**
- Superintendent of Facilities Services: Advertising for the position to be initiated as soon as possible with a hire date prior to September 2006. **A Trustee Committee for the selection process will be required.**

APPENDICES:

- Senior Administration Organizational Chart - June 2006
- Superintendents: Family of Schools – as of May 16, 2006
- Senior Administration Areas of Responsibility – Revised June 7, 2006

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
SENIOR ADMINISTRATION ORGANIZATIONAL CHART
JUNE 2006



***January 2007**
Superintendent of Education
 replacing Supervisor Faith Formation

SUPERINTENDENTS: FAMILY OF SCHOOLS

MICHAEL SEGUIN Superintendent of Education Human Resources	LINDA STAUDT Superintendent of Education Student Success	JANET OUELLETTE Superintendent of Education Learning Support Services
--	---	--

Cardinal Carter Second.

Holy Name
 O. L. of the Annunciation
 St. John the Evangelist
 Queen of Peace
 St. John de Brebeuf
 St. Louis

Assumption Secondary

St. Francis
 St. James
 St. John

F. J. Brennan Second.

Our Lady of Lourdes
 St. John Vianney
 St. Jules
 St. Maria Goretti
 St. Rose

Holy Names Secondary

Christ the King
 Notre Dame
 Our Lady of Mt Carmel
 St. Christopher
 St. Gabriel

Catholic Central Second.

Immaculate Conception
 Our Lady of Perpetual Help
 St. Angela
 St. Bernard (Windsor)

St. Anne Secondary

St. Gregory
 St. John the Baptist
 St. Peter
 St. Pius X
 St. William

St. Joseph's Secondary

L.A. Desmarais
 W. J. Langlois
 H. J. Lassaline
 St. Alexander
 St. Anne F.I.

St. T. of Villanova Secon

Holy Cross
 Sacred Heart
 Stella Maris
 St. Anthony
 St. Bernard (Amhers.)
 St. Joseph
 St. Mary
 St. Theresa

St. Michael's Alternate

Essex Campus
 Victoria Street Campus
 Rhodes Campus
 Work Matters – St. Clair

**SENIOR ADMINISTRATION
2006-2007**

Linda Staudt Student Success	Michael Seguin Human Resources	Janet Ouellette Learning Support Services	Peter Marchini Finance	TBD Facilities Services
Faith Formation Student Success - Learning to 18 Information Technology School Improvement Student Attendance and Discipline School Year Calendar Secondary School Support – Principals, School Councils WECSSAA	Staffing – Elementary / Secondary Contract Negotiations / Maintenance Staff Leadership Development Staff Evaluation, Awards, Wellness Board Policies - Development and Renewal Health & Safety	Curriculum Support - Elementary / Secondary Academic Staff Development Special Education Learning Commons Centres Child Care Crisis/Trauma Intervention Safe Schools	Finance Payroll & Benefits Transportation Boundaries/ Assessment Capital Planning and Projections	Operations and Maintenance Energy and Building Systems Capital Planning and Building Renewal Project Management



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Joseph Berthiaume, Interim Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **UPDATE: IMPLEMENTATION OF LEARNING SUPPORT TEAM
MODEL OF SCHOOL ORGANIZATION FOR 2006/07**

RECOMMENDATION:

That the Board receive the report *Update Implementation of Learning Support Team Model of School Organization for 2006/07* as information.

BACKGROUND:

At the April 11 meeting, the board received a report on the Implementation of Learning Support Team Model of School Organization for 2006/07. This model is designed to accomplish the following objectives:

- a minimum of 20 minutes per day of physical activity for all elementary school students
- an increase to 40 minutes per day of French as a Second Language instruction for grades 4 – 8
- implementation of the Education For All document through differentiated instruction and support for all students, including those identified as requiring special education intervention and those who are “at risk”, in an integrated setting
- provide 200 minutes of prep time for every elementary teacher

This will be accomplished with the following changes:

- combine the existing 43 LST positions and 99 Learning Enrichment teachers (LET) into a combined group of 142 Learning Support Services Teachers
- these teachers will have Special Education Qualifications and will be assigned by division (Primary, Junior and Intermediate) to all elementary schools
- Learning Support Services teachers (LSST) will work as team members with school administrators and classroom teachers to support the academic progress of all students
- Principals will develop school organization models which will ensure 200 minutes per week of prep time for every teacher
- This prep time may be provided through any non-classroom teacher. This could include FSL teachers, LSS teachers, special assignment (i.e. music, active living, etc) teachers.

Meetings have been held with elementary school principals as a whole group and in individual clusters by school size to develop staffing plans for every school. These plans have now been submitted and while there may be some changes up to and including September, the schools are staffed and school organizations have been developed which will accomplish the above noted goals.

Every school will have a minimum of 3 Learning Support Services Teachers (LSST) who will be assigned by division (Primary, Junior, Intermediate). All of these teachers will have a minimum of Special Education Part 1 qualifications by June of 2007. In addition, 13 specialty teachers have been assigned to schools in a variety of roles, including music, Healthy Active Living, Arts, etc.

FINANCIAL:

Staffing allotments will be accommodated within a balanced budget.

COMMENTS:

Plans are being developed to provide centrally based support teams which will assist teachers throughout the school year in their collaborative professional development plans. Professional Development funds will be assigned to every school to be used for planning time for LSS teachers and classroom teachers.

TIMELINES:

Implementation for the 2006/07 school year.

APPENDICES: None.



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BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

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

RECOMMENDATION:

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

BACKGROUND:

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

On January 31, 2006, a report was presented to the Board that projected a deficit of \$170,313 for the fiscal year ending August 31, 2006, which has not changed significantly in this forecast. The fringe benefits expenses have been reduced to include the premium rebate reported to the Board at the May 23, 2006 meeting.

As reported in January 2006, this report has been adjusted to reflect only 95% of the cost for educational assistants and 80% of the cost for social workers and behavioural specialists. The Grant allocation has been revised based on the latest enrolment estimates for 2005/2006.

FINANCIAL:

The Ministry has still not finalized the grant regarding the Net New Needs issue. The revised forecast has only \$400,000 included for this component of the grant. Any changes to this grant will affect the program's financial status. The 2005 fiscal year ended with a Special Education surplus of \$175,168, which will be used to offset this year's deficit.

COMMENTS:

TIMELINES:

APPENDICES: Fiscal 2006 Special Education Budget Report



**2005/2006 SPECIAL EDUCATION
BUDGET REPORT**

ENVELOPE	Original Budget	Year end Projection	Projected Allocation	Surplus < Deficit >
CLASSROOM TEACHER/SUPPLY				
Elementary	6,574,000	6,734,136		
Secondary	2,328,000	1,938,852		
Supply	60,000	237,520		
Fringe Benefits	1,142,400	1,085,280		
Sub-Total	10,104,400	9,995,788	9,850,683	(145,105)
EDUCATIONAL ASSISTANT				
Salaries	9,623,700	9,318,598		
Fringe Benefits	2,540,600	2,156,975		
Sub-Total	12,164,300	11,475,573	11,687,998	212,425
PROFESSIONAL and PARAPROFESSIONAL				
Psychological	133,000	118,518		
Speech	460,000	461,231		
Social Work	670,000	666,584		
Behavioural specialists	295,000	293,912		
Fringe Benefits	456,867	480,682		
Sub-Total	2,014,867	2,020,927	1,876,294	(144,633)
COORDINATOR				
Supervisor	105,000	112,000		
Coordinators	374,000	321,000		
Fringe Benefits	63,032	56,050		
Sub-Total	542,032	489,050	524,440	35,390
Text & Learning Materials	72,000	92,619	161,069	
Computers	60,000	56,260	56,260	
Transportation	30,000	15,000	15,000	
Professional Development/Travel	50,000	146,183	48,129	
ISA Equipment	240,000	600,000	500,000	
	452,000	910,062	780,458	(129,604)
GRAND TOTAL	25,277,599	24,891,400	24,719,874	(171,526)



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Interim Director of Education
Janet Ouellette, Superintendent of Education
Stephen Freeman, Supervisor of Faith Development

SUBJECT: **ELEMENTARY SCHOOL RETREATS**

RECOMMENDATION:

That the Board receive the report: Elementary School Retreats as information.

BACKGROUND:

At the March 28, 2006 Board Meeting a report was submitted which outlined a review of the Secondary School Campus Ministry program. This review resulted in the establishment of a system wide model for secondary school retreats, funded through central office. As part of that review, it was recommended that a consistent plan for Grade 8 elementary retreat opportunities be developed which would also involve financial support from the Board.

FINANCIAL:

The total cost to the Board for all Grade 8 students to attend a one day retreat at the Holy Family Retreat House in Oxley would be approximately \$32,500. This would include the use of the Retreat House, a facilitator, and transportation. The costs would average out to \$17 per student.

COMMENTS:

Currently, there are a number of different options being used by the schools to hold a retreat for their Grade 8 students. Some of these are held in conjunction with the local parish and the Confirmation program while others are tied into their graduation. Some schools have not had their students on a retreat for a number of years due to a lack of finances. It is our hope that we will develop consistency in our retreat presentations and ensure that all students have the opportunity to attend a retreat before they leave their elementary school.

A list of possible facilitators will be made available to the schools.

TIMELINES:

Elementary principals are to be made aware of commitment of the Board to financially support a retreat for every Grade 8 student at the Holy Family Retreat House for the 2006/07 school year. Where schools already have alternative plans in place, consultation will take place with the Supervisor of Faith Development and/or Catholic Studies Curriculum Consultant but the expectation will be that all Grade 8 students experience a retreat in the 2006/07 school year.

Discussion will take place at the end of the 2006/07 school year to decide on continuation of this initiative.

APPENDICES: None.



Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Interim Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Interim Director of Education
Peter Marchini, Superintendent of Business
C. Marier, Manager of Purchasing & Administrative Services

SUBJECT: TENDER – BEST START PROGRAM RENOVATIONS

RECOMMENDATION:

That the Board approve the tender bid from Trillium Contracting of \$685,714.00 for renovations at four elementary schools: Sacred Heart, St. Pius X, L. A. Desmarais and Our Lady of Mount Carmel; and, that purchase order contracts be issued upon board approval.

BACKGROUND:

A tender opening for Best Start renovations took place on Thursday, June 1, 2006. Eight companies were sent a package and five closed.

FINANCIAL:

COMPANY	CONTRACT PRICE (GST EXCL.)
FRONT CONSTRUCTION	\$706,590.95
GULF CONSTRUCTION	\$746,471.00
OSCAR CONSTRUCTION	\$839,491.11
TRILLIUM CONTRACTING	\$685,714.00
VINCE FERRO CONSTRUCTION	\$691,786.03

\$733,713.00 will be financed from the Best Start Initiatives Grants Phase I.

COMMENTS:

The bids have been listed in alphabetical order and do not include g.s.t.

TIMELINES:

Requires Board approval at the Board meeting of June 13, 2006, so that work can be performed during the months of July and August.

APPENDICES:

- Best Start Project Cost Report

BEST START PROJECT CALCULATIONS			
BUDGET BASE BOARD MEETING 4/11/2006		\$774,000.00	
TRILLIUM BID	\$685,714.00		
GST	\$47,999.00		
TOTAL	\$733,713.00		
LESS GST REBATE	\$32,639.00		
		\$701,074.00	
PORTION OF ARCHITECT FEES	\$69,000.00		
GST	\$4,830.00		
	\$73,830.00		
LESS GST REBATE	-\$3,284.40		
		\$70,545.60	
TOTAL PROJECT COSTS		\$771,619.60	



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BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Interim Director of Education

SUBJECT: **REGULAR BOARD MEETINGS**
- FOR THE MONTHS OF JULY/AUGUST 2006
- FOR THE 2006 – 2007 SCHOOL YEAR

RECOMMENDATION:

That the Board meetings for the months of July and August be held at the call of the Chair;

and, that the Board adopt the attached schedule of Regular Board meetings for the 2006 – 2007 School Year.

BACKGROUND:

In the past, meetings over the summer are held at the call of the Chair. A regular meeting is generally scheduled at the end of August prior to the start of the new school year. As per the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board.

For the 2006 - 2007 school year, the regularly scheduled Board meetings in January fall on the 9th and 23rd. The agenda and supporting documentation is normally prepared the week preceding Board meetings. Several staff will be away during the Christmas break, which ends January 5. Since there are five Tuesdays in January, it is recommended that the meetings be rescheduled to Tuesday, January 16 and Tuesday, January 30. In addition, the first meeting in March falls during the March Break. At this time, it is recommended the Board indicate this is a *tentative* date and leave the March 27 meeting as scheduled.

As in the past, the Regular Meeting of Tuesday, June 26 conflicts with several secondary school exercises. It is recommended that this meeting be rescheduled to Monday, June 25.

APPENDICES: Regular Board Meeting Schedule – 2006/2007



Windsor-Essex Catholic District School Board

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Joseph Berthiaume, Interim Director of Education

John Macri, Board Chairperson

REGULARLY SCHEDULED BOARD MEETINGS 2006 – 2007 School Year

As of: June 13, 2006

Tuesday, August 29, 2006
Tuesday, September 12, 2006
Tuesday, September 26, 2006
Tuesday, October 10, 2006
Tuesday, October 24, 2006
Tuesday, November 14, 2006
Tuesday, November 28, 2006
Tuesday, December 5, 2006 (Organizational Meeting – 7:30 p.m.)
Tuesday, December 12, 2006
Tuesday, January 16, 2007
Tuesday, January 30, 2007
Tuesday, February 13, 2007
Tuesday, February 27, 2007
Tuesday, March 13, 2007 (tentative – March Break)
Tuesday, March 27, 2007
Tuesday, April 10, 2007
Tuesday, April 24, 2007
Tuesday, May 8, 2007
Tuesday, May 22, 2007
Tuesday, June 12, 2007
Monday, June 25, 2007

All meetings will be held at the:
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor, Ontario.

Closed Session: 6:00 p.m.

Public Session: 7:00 p.m.



Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Interim Director of Education
Michael Seguin, Superintendent of Education
Paulette Littlejohns, Manager of Human Resources

SUBJECT: **EMPLOYEE ASSISTANCE PROGRAM (E.A.P.) SERVICES PROVIDER**

RECOMMENDATION:

That the Board extend the contract with WarrenShepell for an additional three (3) years (to expire September 30, 2009) at which time the EAP services will be tendered.

BACKGROUND:

In 2003, the Board went through a formal tender process for an EAP services provider. At that time, WarrenShepell was selected. This was a change from the previous provider utilized by the Board. The contract was for a period of three years expiring September 30, 2006.

The Employee Wellness Program Policy (H:02) outlines that "the Board will tender Employee Assistance provider services as required." (see attached)

FINANCIAL:

WarrenShepell is willing to maintain our current rates with an increase in the number of counselling hours. The cost would be approximately \$70,000.

COMMENTS:

WarrenShepell has provided excellent EAP services to our employees in the areas of counselling, provision of resource materials and presenting Wellness workshops. They provide valuable data to the Employee Wellness Committee, have attended committee

meetings each month with reports, recommendations and professional advice to the Committee.

The Wellness Committee, which represents all of our employee groups, is pleased with our current provider, feel that a trust has been established with WarrenShepell and the needs of our staff are been met.

Mary DiMenna is the Trustee representative to this Committee (Fred Alexander, Alternate).

Administration is recommending that the Board extend the contract with WarrenShepell for an additional period of three (3) years (to expire September 30, 2009) at which time, the services would be tendered.

TIMELINES:

- Current contract expires September 30, 2006

APPENDICES:

- Policy H:02 Employee Wellness Program



Windsor-Essex Catholic District School Board

Section: **Human Resources**

Policy: **Employee Wellness Program**

H:02

POLICY

The Windsor-Essex Catholic District School Board strongly believes in the well-being of its employees and is committed to helping their employees to maximize their human potential through the development of a comprehensive Employee Wellness Program (E.W.P.).

The Board recognizes that the personal and work-related problems of its employees can impact work performance and the quality of life. To assist employees in the resolution of such problems, a program of confidential, voluntary counseling has been developed.

The Employee Assistance Program (E.A.P.) will be delivered and managed by an external provider with offices located away from the workplace but accessible to all Windsor-Essex Catholic District School Board employees and their immediate family. The Board recognizes the individual employee's right to privacy and ensures the confidentiality of the Employee Assistance Program, within the limits of the law.

The Windsor-Essex Catholic School Board recognizes the contributions provided by the Employee Wellness Program Committee comprised of representatives of all employee groups and supports their endeavours.

PROCEDURES

1. The Board will tender Employee Assistance provider services as required.
2. Contract services for an Employee Assistance Program will be paid by the Board.

Approved by the Board: June 23, 1998

Amended by the Board: May 25, 2004

Related Policy:

Related Board Committee: Board

Policy Review Date: As needed



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
June 13, 2006

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Interim Director of Education
Peter S. Marchini, Superintendent of Business
Wilfred Wong, Acting Controller of Facilities Services
SUBJECT: **2006 CAPITAL PLAN PROJECT PRIORITIES**

RECOMMENDATION :

That the attached "Appendix 1" Windsor-Essex Catholic District School Board 2006 Capital Plan Project Priorities be approved and filed with the Ministry of Education.

BACKGROUND: On May 2, 2006 the Trustees received the 2006 Capital Plan. The plan contained a number of capital projects totaling \$40,712,000. At a recent meeting Assistant Deputy Minister Ben Levin mentioned that he felt it would be beneficial if the board prioritized their system needs.

Administration through Executive Council has prioritized the projects within the May 2nd report as attached in "Appendix 1".

FINANCIAL: Total cost of capital projects presented \$40,712,000.

COMMENTS: The priority list has been prepared for discussion with a final decision to be made at the June 13th board meeting.

TIMELINES: June 13, 2006 Board approval

APPENDICES:

"Appendix 1" WECD SB 2006 Capital Project Priorities

Windsor-Essex Catholic District School Board
"Appendix 1"
Capital Plan Project Priorities

DATE	PROJECT	AMOUNT
		13-Jun-06
1	September 2006 OLMC addition	\$1,100,000
2	September 2007 St. Bernard Elementary - new school	\$6,300,000
3	September 2007 Catholic Central Secondary - addition/ renovation	\$5,000,000
4	September 2007 St. Anne Elementary - addition	\$3,500,000
5	September 2008 St. Michael's Secondary - leasehold renovations	\$1,768,000
6	September 2008 LaSalle Elementary 600 pupil place school	\$10,500,000
7	September 2008 Cardinal Carter Secondary - addition	\$3,500,000
8	September 2008 St. Peter Elementary - addition	\$1,800,000
9	September 2008 Catholic Central Secondary program & leasehold renovations	\$645,000
10	September 2008 Holy Names Secondary - Renovation	\$2,000,000
11	September 2008 Catholic Central Secondary - land acquisition	\$400,000
12	September 2008 St. Louis Elementary - land acquisition	\$400,000
13	September 2008 Holy Names Secondary - track and field	\$2,000,000
Total		\$38,913,000
14	September 2006 Best Start Renovation/Additions	
	OLMC	\$372,000
	Sacred Heart	\$124,000
	L.A. Desmarais	\$155,000
	St. Pius X	\$124,000
		\$775,000
September 2007	OLOL	\$163,000
	Stella Marais	\$372,000
	St. Louis	\$163,000
		\$698,000
September 2008	St. John Vianney	\$163,000
	St. John	\$163,000
		\$326,000
GRAND TOTAL		\$40,712,000