



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone: (519) 253-2481

Joseph Berthiaume, Director of Education

Fax: (519) 253-0620

John Macri, Board Chairperson

## REGULAR BOARD MEETING Tuesday, August 29, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### AGENDA

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

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

9. Action Items	
a. Approval of Minutes	
i) Minutes of In-Camera Meeting, June 26, 2006	
ii) Minutes of Regular Meeting, June 26, 2006	1 – 12
b. Items From In-Camera Meetings of June 26 and August 29, 2006	
10. Communications	
a. External (Associations, OCSTA, Ministry)	
b. Internal (Reports from Administration)	
i) Report: Administrative Staff Report (M. Seguin)	13 – 16
ii) Report: Elementary School Council – Meeting of June 6, 2006 (J. Ouellette)	17 – 18
iii) Report: Trustee Attendance – January 2006 to June 2006 (J. Berthiaume)	19
iv) Report: Trustee Remuneration Regulation (P. Marchini)	20 – 30
v) Report: Legal Services – May and June 2006 (P. Marchini)	31 - 32
11. Unfinished Business	
12. New Business	
a. Notice of Motion from June 26, 2006: Trustee Porcellini: <i>“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board establish a policy and procedures regarding disclosure of records for all expenditures.”</i>	
b. Trustee Porcellini: <i>“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board establish a series of oversight committees, chaired by trustees, not limited to budget, capital, etc., to report regularly to the Board in public session.”</i>	
c. Report: 2007 Fiscal Budget Approval (P. Marchini)	33 – 34
d. Report: Revised School Calendar 2006 – 2007 (L. Staudt)	35 - 39
13. Committee Reports	
a. Report: Audit Committee – Terms of Reference (J. Berthiaume)	40 - 53
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)

- 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. – preceded by Mass)
- Tuesday, December 12, 2006
- Tuesday, January 16, 2007
- Tuesday, January 30, 2007
- Tuesday, February 13, 2007
- Tuesday, February 27, 2007
- Tuesday, March 13, 2007 (tentative due to March Break)
- Tuesday, March 27, 2007
- Tuesday, April 10, 2007
- Tuesday, April 24, 2007
- Tuesday, May 8, 2007
- Tuesday, May 22, 2007
- Tuesday, June 12, 2007
- Monday, June 25, 2007

20. Closing Prayer

21. Adjournment

**John Macri**  
*Board Chairperson*

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



# Windsor-Essex Catholic District School Board

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

## REGULAR BOARD MEETING Monday, June 26, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

### MINUTES

#### PRESENT

##### **Trustees:**

F. Alexander	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
P. Keane	
L. Willson Student Trustee (Designate)	

##### **Regrets:**

J. Courtney, Vice Chair  
C. Janisse  
Rev. L. Brunet, Board Chaplain  
A. Kishek, Student Trustee  
J. Devos, Student Trustee (Alternate)

##### **Administration:**

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

##### **Recorder:**

D. Steffens

1. Call To Order – Chair Macri called the meeting to order at 7:20 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – Trustees Courtney and Janisse sent regrets. Student Trustees Kishek and Devos sent regrets. Fr. Brunet sent regrets.

#### 4. Approval of Agenda

##### Amendments:

- Addition: 10a(i) External Communications: Letter from the Minister of Education dated June 21, 2006 re: November 2003 School Board Elections (*previously emailed to trustees*)
- Addition: 12m Detroit River International Crossing Update (*provided by email*)
- Addition: 12n Tender – Janitorial Supplies 2006 (*provided by email*)

**Moved by Trustee Holland and seconded by Trustee DiMenna that the June 26, 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. Student Trustee Bursary for Leadership and Service Presentations

In their absence, Director of Education Berthiaume extended his congratulations to Student Trustees Amy Kishek and Jennifer Devos upon the successful completion of their tenure with the Board and expressed his appreciation for their commitment and dedication to their role as Catholic leaders within our student body and our broader school communities. They will be presented with the “Windsor-Essex Catholic District School Board Student Trustee Bursaries for Leadership and Service,” and a plaque of appreciation on behalf of the Awards Committee for their exceptional student representation during the 2005-2006 school year at a later date.

#### 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, June 13, 2006

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the In-Camera meeting of June 13, 2006 be adopted as distributed. Carried.**

##### ii) Minutes of Regular Meeting, June 13, 2006

**Moved by Trustee Keane and seconded by Trustee Soulliere that the minutes of the Regular Board Meeting of June 13, 2006 be adopted as distributed. Carried.**

b. Items From In-Camera Meeting of June 26, 2006

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board reconvened closed the Committee of the Whole meeting on June 13, 2006 and convened a closed Committee of the Whole meeting on June 26, 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 Porcellini declared a conflict of interest in the June 26, 2006 In-Camera Session and excused herself from the relevant discussion item.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of June 26, 2006 be approved. Carried.**

10. Communications

a. External (Associations, OCSTA, Ministry)

i) WALK ON: Letter from the Minister of Education dated June 21, 2006 re: November 2003 School Board Elections (*previously distributed to trustees*)  
**Moved by Trustee Soulliere and seconded by Trustee Holland that the Letter from the Minister of Education dated June 21, 2006 re: November 2003 School Board Elections be received as information. Carried.**

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report  
**Moved by Trustee DiMenna and seconded by Trustee Alexander that the Board receive the *Administrative Staff Report* on hiring, retirement of staff dated June 26, 2006 for information. Carried.**

ii) Report: Best Start Program Financial Costing  
**Moved by Trustee Soulliere and seconded by Trustee Alexander that the Board approve Sundowners Day Care and Resource Centre as the provider under the Best Start Child Care Plan for L. A. Desmarais Catholic Elementary School. Carried.**

iii) Report: Legal Services – March 2006  
**Moved by Trustee Alexander and seconded by Trustee Holland that the report *Legal Services – March 2006* be received as information. Carried.**

iv) Report: 2006 / 2007 Electricity Supply Contract Pricing

Superintendent Marchini reported that the Board has been purchasing electricity in partnership with the Catholic School Boards Services Association (CSBSA) Electrical Consortium since May 2004. On June 13, 2006, the CSBSA Electrical Consortium, comprised of over 40 boards across the province, went out for pricing and locked in

with the low bidders. With annual consumption at approximately 26,000 MWh, the Board will realize a net annual cost avoidance of \$100,000 for the 2006/2007 school year. Administration will look into the possibility of partnering with other local publicly funded agencies to explore additional savings.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive, as information, the electricity supply contract pricing for the term ending December 31, 2006 and the term January 1, 2007 through December 31, 2007. Carried.**

- v) Report: High School Council – Meeting of May 4, 2006  
**Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the minutes of the High School Council dated May 4, 2006, as information. Carried.**

- vi) Report: 2006 – 2007 Budget Meetings

Superintendent Marchini reported that the Board's 2006/2007 fiscal budget must be submitted to the Ministry of Education by August 31, 2006. An information notice will be posted on the Board's website advising stakeholders that the draft budget will be received by the Board in August and inviting them to forward their budget concerns or requests to the office of the Superintendent of Business by July 14, 2006.

Administration will review all presentations received from stakeholders and prepare a summary report for consideration by Executive Council. The copy of the summary report will also be provided to trustees. Public budget meeting dates were selected as follows: Tuesday, August 8, 2006 at 6:00 p.m., Monday, August 28, 2006 at 6:00 p.m. (tentative), and possibly included in the Tuesday, August 29 Board meeting prior to final approval.

**Moved by Trustee Keane and seconded by Trustee Soulliere that the Board received the report 2006/2007 Budget Meetings as information. Carried.**

## 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.”*

Trustee Soulliere withdrew this Notice of Motion upon trustee agreement that the notice of motion under 12c could be amended to include a portion of this notice of motion.

- b. Deferred Report: 2006 Capital Plan Project Priorities REVISED

On May 2, 2006 the Trustees received the 2006 Capital Plan which contained several proposed capital projects totalling \$40,712,000. Interim Director Berthiaume indicated that the Ministry will decide which of the projects, if any, they may be fund. At a recent meeting Assistant Deputy Minister Ben Levin indicated it may be beneficial if the board

prioritized their system needs. Administration, through Executive Council, prioritized the projects as outlined in attachment "Appendix 1." At the June 13, 2006 Board meeting, trustees requested additional information regarding the costing of the proposed capital renewal projects. "Appendix 2" provides the architects cost estimates for the proposed projects.

Prior to submission to the Ministry, "Appendix 1" will be amended to asterisk St. Bernard Catholic Elementary School indicating that the school has been identified as a prohibitive to repair and, as such, no school renewal funding has been allocated for improvements. The previous documentation and correspondence provided to the Ministry pertaining to the prohibitive to repair application will also be included with the Capital Plan Project Priorities submission.

**Moved by Trustee Porcellini and seconded by Trustee DiMenna 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;**

**and, that the attached "Appendix 2" be received as information. Carried.**

## 12. New Business

### a. Field Trips:

#### i) St. Thomas of Villanova Catholic High School – Costa Rica

**Moved by Trustee DiMenna and seconded by Trustee Alexander that the Board approve the St. Thomas of Villanova Catholic High School field trip to Monteverde, Costa Rica Biological Research Station from May 18 to 25, 2007.**

*Carried.*

#### ii) Holy Names Catholic High School – Costa Rica

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve the Holy Names Catholic High School field trip to Monteverde, Costa Rica Biological Research Station from May 12 to May 19, 2007. Carried.**

### b. Notice of Motion from June 13, 2006: Trustee Porcellini: *"At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board defer the award of the tender for the construction of "Our Lady of Mount Carmel Four Classroom Addition" until Administration can develop and present the Board with a report discussing the potential impact the Detroit River International Crossing's (DRIC) activities (including timelines and accommodation for construction) on this school."*

Trustee Porcellini withdrew this notice of motion due to upcoming report proposing a presentation to the Board by representatives of the Detroit River International Crossing Study.

### c. Notice of Motion from June 13, 2006: Trustee Soulliere: *"At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board establish a policy to provide for an Internal Audit Committee consisting of a minimum of three trustees and that the policy details the responsibilities of the Committee."*



Trustee Soulliere amended the notice of motion to include “and, that the Committee immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board”, indicating the amendment would enable the committee to review the details of the annual financial audit prior to year end. Trustee Soulliere indicated the mandate of the Internal Audit Committee would be determined by the Committee and the Board through the new policy development process once approved. The intent is not for a group of Trustees to take control of the daily operations of the Board or to take over the role of the external auditor, but to receive input, review concerns as they arise and to review policy governing where areas of concern are identified. Superintendent Marchini stated it is not unusual for boards to have an audit committee consisting of trustees and administration. Trustees DiMenna, Soulliere and Porcellini volunteered to sit on the Internal Audit Committee.

**Moved by Trustee Soulliere and seconded by Trustee Alexander that the Board establish a policy to provide for an Internal Audit Committee consisting of a minimum of three trustees and that the policy details the responsibilities of the Committee; and, that the Committee immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board. Carried.**

d. Report: Recruitment Process for Superintendent of Facilities Services

At its meeting of June 13, 2006, the Board approved the position of Superintendent of Facilities Services to replace the position of Controller of Facilities Services. The recruitment process will proceed over the summer with a recommendation to the Board at the August 29, 2006 Board meeting. Trustees Alexander, Keane, Soulliere and Porcellini volunteered to sit on the Selection Committee.

**Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board approve the recruitment process as outlined for the Superintendent of Facilities Services position. Carried.**

e. Report: Capital Renewal 2006 – 2007

The 2006/2007 Capital Renewal Program addresses the priority-based facility related needs in the system. The projected allocation of Ministry funding for the 2006/2007 Capital Renewal Program for the Windsor-Essex Catholic District School Board is estimated at \$3,400,000. Good Places to Learn – Phase 2 (GPL2) funding has just been released to boards and was anticipated to be in the area of \$5.0 million. However, the Board has been only been allocated \$4.2 million for these projects. Summer roofing projects will cost approximately \$1.6 million of the GPL2. The remaining projects earmarked in the plan will need to be reviewed to determine the priorities for the remaining \$2.6 million.

Superintendent Marchini reported that the final allotments for the Capital Renewal grant funding have not been received from the Ministry and that the Capital Renewal plan has been developed using the same figures as last year. The plan may need to be reviewed once the final numbers have been received. Superintendent Marchini confirmed that according to the Ministry’s ReCAPP program, the Board would need approximately \$20 million to address all the urgent and high needs projects.

Superintendent Marchini indicated that, once all funding revenue has been finalized by the Ministry, the \$260,000 identified for transfer to New Pupil Place Grants (NPPG) may be reduced by funding from other avenues, such as obtaining NPPG funding for additional space requirements to implement the Ministry’s Primary Class Size Reduction initiative. Administration will respond to individual trustees with respect to the existence of Ministry guidelines for cooling standards and the average age of roofs across the system.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the 2006/2007 Capital Renewal Program. Carried.**

- f. Report: Tender – Our Lady of Mount Carmel Catholic Elementary School – Four Classroom Addition

Superintendent Marchini reported that the tender for this project was initiated following Board approval of the Our Lady of Mount Carmel Catholic Elementary School – Four Classroom Addition at the May 23, 2006 Board meeting. The \$1,070,000.00 construction bid from Trillium Contracting will be included in the total project cost of \$1,109,815.00. The Board has submitted to the Ministry of Education, through the 2006 Capital Plan, a request for \$1,100,000.00 to fund this project. If the Board is unsuccessful in receiving a grant to cover the cost, the \$1,109,815.00 will be funded from future New Pupil Place Grant debenture issuance.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the \$1,070,000.00 Tender Bid from Trillium Contracting for the Four Classroom Addition at Our Lady of Mount Carmel Catholic Elementary School; and, that a purchase order contract be issued upon Board approval. Carried.**

Recorded Vote: In Favour – Trustees Alexander, Keane, Holland and DiMenna. Opposed: Trustees Soulliere and Porcellini

- g. Report: Tender – Roofing 2006

A tender opening for “Roofing 2006” took place on Monday, June 19, 2006. Six companies were sent a package and all of them closed. Three companies will share the tender as follows:

Rauth Roofing Ltd.	\$ 211,860.00 (St. Joseph Elementary)
Kingsville Roofing Ltd.	\$ 251,000.60 (St. James)
Horizon Roofing Ltd.	\$ 236,791.00 (St. Peter)
Rauth Roofing Ltd.	\$ 232,018.80 (St. Gabriel)
Rauth Roofing Ltd.	\$ 300,648.60 (St. Francis)
Horizon Roofing Ltd.	\$ 394,723.00 (Sacred Heart)
Rauth Roofing Ltd.	\$ 74,885.02 (St. Angela)
<b>Total</b>	<b>\$1,701,927.02</b>
<b>Total Net of GST Rebate</b>	<b><u>\$1,626,215.13</u></b>

The net cost of \$1,626,215.13 will be financed from the Good Places to Learn Grant – Phase 2.

**Moved by Trustee Soulliere and seconded by Trustee Keane that the Board approve the tender bids from Horizon Roofing, Kingsville Roofing and Rauth Roofing for various roofing projects as listed on the attached spreadsheet; and, that the purchase orders pertaining to these schools be issued only after the Board receives notification of its funding for Good Places to Learn - Phase 2. Carried.**

- h. Report: Best Start Child Care Provider at L. A. Desmarais Catholic Elementary School

Superintendent Ouellette reported that the Windsor-Essex County Best Start Steering Committee had previously chosen L. A. Desmarais Catholic Elementary School to be one of the sites for a new child care program for September 2006 with capital funding being provided by the Federal Government flowing through the City of Windsor. A Request for Proposal was sent out to current Child Care Providers and to those who had previously expressed interest. Requests for Proposals (RFP) were submitted by three Child Care providers and a committee of three members (two from the Windsor-Essex Catholic District School Board and one from the City of Windsor) evaluated the proposals using a scoring model constructed by the City of Windsor Children's Services. Based upon the scoring model, Sundowners Day Care and Resource Centre received the highest rating. Services will be initiated on September 5, 2006.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve Sundowners Day Care and Resource Centre as the provider under the Best Start Child Care Plan for L. A. Desmarais Catholic Elementary School. Carried.**

- i. Report: Increase in Secondary Class-Size by Board Resolution

Interim Director Berthiaume reported the Ministry of Education London Regional Office confirmed today that Ontario Regulation 276/01 – Increase in Secondary School Class Size has been revoked by the passing of Bill 78. The Ministry's Grant for Student Needs (GSN) now provides funding for 22 to 1 at the secondary level.

- j. Report: Special Education Plan Amendments 2006

Superintendent Ouellette reported the amendments to the 2005 Special Education Plan have been approved by the Special Education Advisory Committee over the past year and are to be forwarded to the Ministry of Education by July 31, 2006.

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the amendments to the 2005 Special Education Plan and forward them to the Ministry of Education for approval. Carried.**

- k. Report: Appointment of Special Education Advisory Committee (SEAC) Alternate Representative

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the appointment of Carla Ellis to the Special Education Advisory Committee, as the alternate representative for the Learning Disabilities Association of Windsor-Essex County, for the remainder of the three year term. Carried.**

1. Report: Statue to Commemorate the Basilian Fathers

The Basilian Fathers will be moving from the residence located at the Assumption College Catholic High School site in July of this year. In order to recognize the contribution the priests have made to Catholic education in Windsor and Essex County, a sculpture will be erected in the yard adjacent to the pedestrian walkway. The approximate cost for the commemorative project is estimated to be up to \$20,000. Final approval by the Board will be requested upon completion of the final costing.

**Moved by Trustee Keane and seconded by Trustee Holland that the Board approve in principle the commemorative Basilian Fathers Sculpture and direct administration to proceed with costing the commissioning of the project. Carried.**

m. Walk-On Report: Detroit River International Crossing Update

Interim Director Berthiaume indicated the Detroit River International Crossing (DRIC) officially represents the Canadian and US governments to study options for the third crossing. Representatives from school councils in the potentially affected area of analysis and members of the business department have been apprised and invited to participate in the environmental assessment process. Interim Director Berthiaume also recommended a short presentation to the Board by the representatives of the DRIC to provide an update on their recent activities.

**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board invite representatives of the Detroit River International Crossing project management team to attend the next public Board meeting to provide a 15 minute update regarding the status of the project and the DRIC School Council Advisory Group. Carried.**

n. Walk-On Report: Tender – Janitorial Supplies 2006

**Moved by Trustee Alexander and seconded by Trustee Holland that the Board approve the successful tender bids for janitorial supplies from Holland Cleaning Solutions Ltd., International Supply Systems Inc., and Merchants Paper Company Ltd., for 2006; and, that purchase order contracts be issued upon Board approval. Carried.**

13. Committee Reports

a. Report: Ad Hoc Policy Committee Recommendations

Trustee Holland, Chair of the Ad Hoc Policy Committee provided background on the discussions of the Committee which lead to the development of the new Board Policy A:01 Policy Development, Approval and Review Process and Operational Procedure PR:01 Procedure for the Management and Co-ordination of the Policy Process. Trustee Holland indicated that the process of implementing the new policy development and review process will be extremely detailed and time intensive. Therefore, the Ad Hoc Committee strongly recommends that the position of Coordinator of Policy Development be created to assume ownership and be responsible for all aspects of coordinating Board policy development, review and approval processes. Discussion occurred on the need for a fulltime position dedicated to the policy development and review process.

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve Policy No. A:01 Policy Development, Approval and Review Process;**

**and, that the Board approve Procedure No. PR:01 Procedure for the Management and Co-ordination of the Policy Process;**

**and, that the Board approve the position of Coordinator of Policy Development and direct the Human Resources Department to begin the recruitment process. The selection process will involve the Ad Hoc Policy Committee of Trustees. Carried.**

Recorded Vote: In Favour – Trustees Alexander, Soulliere, Holland, DiMenna and Porcellini. Opposed: Trustee Keane

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 Board establish a policy and procedures regarding disclosure of records for all expenditures.”*
- Trustee Porcellini: *“At the next regularly scheduled meeting of the Board, I will move or cause to be moved that the Board establish a series of oversight committees, chaired by trustees, not limited to budget, capital, etc., to report regularly to the Board in public session.”*

15. Remarks and Announcements

- a. Chairperson Macri commented on the recent Retiree Celebration Banquet to recognizing retirees who have contributed so much to the system during their employment and congratulated all the graduating students on their academic success and offered his best wishes as they continue on to their post-secondary plans.
- b. Interim Director of Education Berthiaume reported that administration received a preliminary report from CN Watson regarding recommendations for boundary changes for St. Joseph’s, St. Anne and F. J. Brennan high schools. Additional demographic information will be required to complete the long range forecasts, but recommendations for both short and long term changes have been proposed that will form the basis for further study. The Board will engage in a process of public consultation before adjusting school boundaries. During this period of consultation, the CN Watson report will be shared with the public. The consultation will occur in the fall of 2006 with final decisions in place before the secondary school registration period for the 2006 – 2007 school year. Based on the recommendations in the preliminary report, administration will reconsider some of the individual requests it has received for boundary exemptions for Grade 9 for September 2006.

Interim Director Berthiaume thanked all employees in the system for a very successful year and commended trustees for the progress made through the year.

- c. Board Chaplain – Fr. Brunet was not present.

## 16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated Catholic Central High School student T. Crawford upon receiving the Royal Arcanum Award winner in the AAA/AAAA division of the the Windsor Essex County Secondary Schools Athletic Association and thanked parents at St. Anne French Immersion Catholic Elementary School for hosting her family at the Jellystone Awards day. Trustee Porcellini asked for a report on changes to the instrumental music program at the elementary level and the impact of the changes at the secondary level.
- Trustee Keane congratulated the St. James Catholic Elementary School community on their successful Liturgy of the Word and celebration of its designation as a Rotary Club “Peace School,” and thanked representatives from St. Anne’s French Immersion school who attended tonight’s meeting in support of renovations to the school facility.
- Trustee Alexander thanked Superintendent Marchini for volunteering to submit to the Ministry the portfolio supporting St. Bernard’s prohibitive to repair status portfolio. Trustee Alexander expressed his concern about the process in which trustees have been using to request reports from administration.
- Trustee Soulliere referred to page 10 of the June 13, 2006 Minutes regarding the credit card questions asked of Superintendent Marchini and thanked him for his written response. Trustee Soulliere thanked Elaine Carr and the group of students for the Catholic Education Centre Art Work presentation held last Friday evening. Trustee Soulliere congratulated St. John the Baptist Catholic Elementary School on the success of their recent family fun fair and 50<sup>th</sup> anniversary gathering.
- Trustee Holland asked that, whenever possible, summer meetings be grouped together to allow opportunity for a restful summer break. Trustee Holland asked that the Parchoma family and the L. A. Desmarais school community be kept in our prayers as they deal with the loss of Linda’s husband who was also a former teacher of the Board.
- Trustee DiMenna congratulated all the staff and students involved with contributing to the eye-striking art work in the hallways of the Catholic Education Centre. Trustee DiMenna expressed her gratitude to all staff across the system and to all those at the Catholic Education Centre for the outstanding work they do for the entire year.

## 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 – The Board reconvened to In-camera Committee of the Whole meeting following adjournment.
19. Future Board Meetings: (unless stated otherwise all public meetings will begin at 7:00 p.m. at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
- Tuesday, August 8, 2006 at 6:00 p.m. (Special Budget Meeting)
  - Tuesday, August 28, 2006 at 6:00 p.m. (**TENTATIVE** Special Budget Meeting)
  - 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. – preceded by Mass)
  - Tuesday, December 12, 2006
  - Tuesday, January 16, 2007
  - Tuesday, January 30, 2007
  - Tuesday, February 13, 2007
  - Tuesday, February 27, 2007
  - Tuesday, March 13, 2007 (tentative due to March Break)
  - Tuesday, March 27, 2007
  - Tuesday, April 10, 2007
  - Tuesday, April 24, 2007
  - Tuesday, May 8, 2007
  - Tuesday, May 22, 2007
  - Tuesday, June 12, 2007
  - Monday, June 25, 2007
20. Closing Prayer – The meeting closed with a prayer.
21. Adjournment - There being no further business, the Regular Board Meeting of June 26, 2006 adjourned at 9:05 p.m. at the call of the Chair.

*not approved.*

**John Macri**  
*Board Chairperson*

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



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

### RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated August 29, 2006 for information.

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### BACKGROUND:

### FINANCIAL:

### COMMENTS:

### TIMELINES:

### APPENDICES:

- Administrative Staff Report dated August 29, 2006



August 29, 2006

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

	<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>	<b>Reason</b>
<b>HIRING:</b>	Jaclyn Antaya	Secondary Teacher	Cardinal Carter	September 1, 2006	
	Lisa Aversa	Elementary Teacher	St. Jules	September 5, 2006	
	Susan Awad	Elementary Teacher	St. John Vianney	September 5, 2006	
	Kim Beaudoin	Elementary Teacher	St. Anthony	September 1, 2006	
	Michelle Bedore-Subity	Elementary Teacher	W.J. Langlois	September 1, 2006	
	Andrea Berlingieri	Elementary Teacher	St. Alexander	September 1, 2006	
	Jenna Bezaire-Cole	Elementary Teacher	St. Joseph Elementary	September 1, 2006	
	Ryan Bode	Elementary Teacher	St. Mary	September 1, 2006	
	Janice Boismier	Secondary Teacher	St. Anne Secondary	September 1, 2006	
	Norine Bonura	Elementary Teacher	Holy Name Elementary	September 1, 2006	
	Adriana Brajak	Elementary Teacher	Stella Maris	September 1, 2006	
	Jennifer Breault	Elementary Teacher	St. John Windsor	September 1, 2006	
	Nicole Brown-Patterson	Elementary Teacher	H.J. Lassaline	September 1, 2006	Half-time
	Chantelle Chalut	Elementary Teacher	W.J. Langlois	September 1, 2006	
	Jason Charlton	Elementary Teacher	St. Gregory	September 1, 2006	
	Heather Clarke	Elementary Teacher	St. William	September 1, 2006	Half-time
	Matthew Colautti	Elementary Teacher	St. Bernard Amherstburg	September 1, 2006	Half-time
	David Collins	Elementary Teacher	Holy Name Elementary	September 5, 2006	
	Celeste Courneya	Elementary Teacher	St. John the Evangelist	September 1, 2006	
	Lori Curran	Elementary Teacher	St. Rose	September 1, 2006	
	Stacey Ditchfield	Secondary Teacher	Catholic Central	September 1, 2006	
	Christine Douramakos	Elementary Teacher	St. John the Baptist	September 1, 2006	
	Terry Lynn Forbes	Elementary Teacher	Queen of Peace	September 1, 2006	
	Christopher Garneau	Elementary Teacher	St. Gregory	September 1, 2006	
	Janet Geffs	Elementary Teacher	Sacred Heart	September 1, 2006	
	Tina Gelinaz	Secondary Teacher	Assumption	September 1, 2006	
	Michelle Green	Elementary Teacher	St. Alexander	September 1, 2006	
	Dorian Grey	Elementary Teacher	St. Bernard Windsor	September 1, 2006	Half-time
	Tom Griffore	Elementary Teacher	St. John the Baptist	September 1, 2006	
	Teresa Hrischenko	Elementary Teacher	St. Bernard Amherstburg	September 1, 2006	
	Brandon Jamieson	Elementary Teacher	St. John de Brebeuf	September 5, 2006	
	Kim Kielt	Elementary Teacher	Our Lady of Lourdes	September 1, 2006	
Meghan Kolowicz	Elementary Teacher	Our Lady of Perpetual Help	September 1, 2006		

August 29, 2006

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

David Kostanjevec	Elementary Teacher	Our Lady of Annunciation	September 5, 2006	
Maria Kulas	Elementary Teacher	W.J. Langlois	September 1, 2006	
Kristen Kuzak	Elementary Teacher	St. Angela	September 1, 2006	
Kim Lariviere	Secondary Teacher	St. Mike's Rhodes Campus	September 1, 2006	
John Paul Levac	Elementary Teacher	St. Anthony	September 1, 2006	
Estera Longo	Elementary Teacher	St. Gregory	September 5, 2006	
Katerina Lucier	Elementary Teacher	St. Anne's Fr. Imm.	September 1, 2006	
Shelley Martin	Elementary Teacher	St. Christopher	September 5, 2006	
Maria Martinez Reyes	Secondary Teacher	Assumption	September 1, 2006	
Stephanie Melo	Elementary Teacher	Holy Name Elementary	September 1, 2006	
Marianne Miron	Elementary Teacher	St. John Vianney	September 5, 2006	
Lisa Mollica	Elementary Teacher	Our Lady of Lourdes	September 1, 2006	
Karen Nanson	Elementary Teacher	St. William	September 1, 2006	
Nicole Nantais	Elementary Teacher	Notre Dame	September 1, 2006	
Meaghan O'Hara	Elementary Teacher	St. Louis	September 1, 2006	Half-time
Chantal Ouellette	Elementary Teacher	St. Gregory	September 5, 2006	Half-time
Vincenzo Paglionico	Elementary Teacher	St. John de Brebeuf	September 5, 2006	
Jennifer Pattenden	Elementary Teacher	Our Lady of Mount Carmel	September 1, 2006	
Lana Perlin	Elementary Teacher	W.J. Langlois	September 1, 2006	
Karina Piroli	Elementary Teacher	St. Angela	September 1, 2006	
Nicholas Plante	Elementary Teacher	Christ the King	September 5, 2006	
Jeffery Quenneville	Elementary Teacher	St. Angela	September 5, 2006	
Stephanie Reaume	Elementary Teacher	W.J. Langlois	September 5, 2006	
Christine Renaud	Elementary Teacher	St. Jules	September 1, 2006	
Lori Rossi	Elementary Teacher	St. John	September 1, 2006	Half-time
Carmela Savoni	Elementary Teacher	H.J. Lassaline	September 1, 2006	
Kristen Scott	Elementary Teacher	St. John de Brebeuf	September 1, 2006	
Wallace Smithson	Elementary Teacher	St. Peter	September 1, 2006	
Gillian Soutar	Elementary Teacher	Christ the King	September 5, 2006	
Sonia Villamil	Elementary Teacher	St. John de Brebeuf	September 1, 2006	Half-time

August 29, 2006

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

<b>RESIGNATION:</b>	Heather Clarke	Educational Assistant	LOA	July 12, 2006
	Morena Moferdin	Learning Commons	St. Joseph Secondary	August 26, 2006
	Claudette St. Louis	Educational Assistant	Holy Names	June 11, 2006
	Marie Tremblay	Temp E.A.	Unassigned	July 28, 2006
	Barbara Wong	Temp E.A.	Unassigned	August 16, 2006
<b>RETIREMENT:</b>	Paul Colini	Elementary Teacher	St. Anglea	June 30, 2006
	Dennis Danelon	Secondary Vice-Principal	Catholic Central	June 30, 2006
	Mary Rosary Fardella	Elementary Teacher	St. John Vianney	June 30, 2006



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

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

### RECOMMENDATION:

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

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### BACKGROUND:

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

**FINANCIAL:** None.

**COMMENTS:**

**TIMELINES:**

### APPENDICES:

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



## Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

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### ELEMENTARY SCHOOL COUNCIL COMMITTEE MEETING

Tuesday, June 6, 2006

7:00 p.m.

Catholic Education Centre – 1325 California Avenue

#### Parent Representatives

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

#### Others

Administration	Paul Picard
Recording Secretary	Jo-Anne McCaffrey

### NOTES

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

These are some of the issues that were addressed:

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

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

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



# Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
Telephone (519) 253-2481 Fax: (519) 253-8397

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education

**SUBJECT:** TRUSTEE ATTENDANCE – JANUARY TO JUNE 2006

### RECOMMENDATION:

That the Board receive the report *Trustee Attendance – January to June 2006* as information.

### BACKGROUND:

At the Regular Board Meeting of December 16, 2003, the following motion was passed:

**“That, the Board establish a policy providing that Trustee attendance be publicly recorded twice yearly.”**

### COMMENTS:

Eleven regularly scheduled meetings of the Board were scheduled during the period of January to June 2006. The following chart summarizes Trustee attendance.

Trustee	Meetings Attended
Fred Alexander	10
Joan Courtney	8
Mary DiMenna	11
Barbara Holland	11
Chris Janisse	8
Patrick Keane	11
John Macri	11
Shannon Porcellini	11
Lisa Soulliere	11

Student Trustee	Meetings Attended
Amy Kishek	9
Jennifer Devos (Alternate)	10
Luke Willson (Designate)	9



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Peter S. Marchini, Superintendent of Business  
**SUBJECT:** **TRUSTEE REMUNERATION REGULATION**  
**RECOMMENDATION:**

**That the report Trustee Remuneration Regulation be received as information.**

### BACKGROUND:

The attached Ontario Regulation – Honoraria for board Members sets out the new honoraria for the Trustees of the Windsor-Essex Catholic District School Board and the method in which this honoraria was determined.

The Regulation also prescribes the following:

- Boards are required to establish a “Citizen’s Advisory Committee on Trustee Honoraria”
- The Advisory Committee shall be composed of six (6) people selected by the Board
- Three (3) members shall be selected by the board amongst parent members of school councils under the Board’s jurisdiction
- Three (3) members shall be selected by the board amongst community representatives of school councils under the board’s jurisdiction
- The board is required to provide pertinent information to the Advisory Committee in order that it may make the necessary calculations for the trustees’ honoraria for each year of the term of office

- The Advisory Committee shall review the information and shall recommend the honoraria for trustees
- The board shall establish a policy on trustee honoraria following consideration of the Advisory committee's submission on this matter
- Provisions of the policy on trustee honoraria shall be implemented by October 31<sup>st</sup>, 2006
- The Chair's honorarium is the amount determined for all trustees with an additional amount of up to \$5,000.00
- The Vice Chair's honorarium is the amount determined for all trustees with an additional amount of up to \$2,500.00
- A retroactive honoraria payment provision for the period September 1, 2005 to November 30, 2006 is also provided for trustee's consideration and eligibility in accordance with Table 1 contained within the regulation
- An attendance amount for trustees who are members of statutory (legislated) committees, such as SEAC and SALEP, and attend such meeting(s) may receive an amount no to exceed \$50.00 per meeting
- The Board of Trustees shall consider the recommendation of the "Advisory Committee" and subsequently determine all provisions related to trustee honoraria as contained in the Regulation on Trustee Honoraria.

Trustees are advised that the matter on trustee honoraria will be required to be addressed early in the new school year as final determination is required by October 31<sup>st</sup>.

Senior staff will continue to seek clarification and information from various sources as this honoraria initiative is implemented.

**Please Note:** The regulation on Trustee Honoraria does not apply to Student Trustees. A new regulation relative to Student Trustees will be developed in accordance with the legislation (Bill 78) which was passed in early June by the provincial legislature. Revisions to our current Policy on Student Trustees will be required once the legislation is proclaimed in force and we receive the Regulations related to this legislation.

**FINANCIAL:** Not applicable at this time

**COMMENTS:** The board's 2006/2007 budget provides for the new honorarium as calculated under Table 1 of the regulation.

**TIMELINES:**

**APPENDICES:**

- Memorandum from the Ministry of Education dated July 12, 2006 regarding Ontario Regulation 357/06 Honoraria for Board Members



**Ministry of Education**  
Office of the ADM  
Business & Finance Division  
900 Bay Street  
22<sup>nd</sup> Floor, Mowat Block  
Queen's Park  
Toronto ON M7A 1L2  
Telephone (416) 325-6127

**Ministère de l'Éducation**  
Bureau du sous-ministre adjoint  
Division des opérations et des finances  
900, rue Bay  
22 étage, Édifice Mowat  
Queen's Park  
Toronto ON M7A 1L2  
Téléphone (416) 325-6127



**MEMORANDUM TO:** Directors of District School Boards

**FROM:** John Donofrio  
Acting Director  
Labour Relations and Governance Branch

**DATE:** July 12, 2006

**SUBJECT:** Trustee Remuneration Regulation

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Please be advised that the attached new regulation authorizing district school boards to establish levels of trustee honorarium has been filed with the Registrar of Regulations. This new regulation sets out the process by which boards will determine the maximum honoraria its members can receive, and outlines the various components of trustee remuneration. The regulation also sets out the amount of retroactive honoraria that board members are eligible to receive.

Should you require additional information, please contact your local Ministry of Education Regional Office or Rachel Osborne, Senior Policy Advisor, Labour Relations and Governance Branch at (416)212-4460 or by email at [Rachel.osborne@edu.gov.on.ca](mailto:Rachel.osborne@edu.gov.on.ca)

A handwritten signature in blue ink that reads "John Donofrio".

John Donofrio  
Acting Director  
Labour Relations and Governance Branch

Attachment

**CONFIDENTIAL**  
Until filed with the  
Registrar of Regulations

reg2006.0212.e  
13-CJO

**ONTARIO REGULATION**  
made under the  
**EDUCATION ACT**  
**HONORARIA FOR BOARD MEMBERS**

**Purpose**

1. This Regulation sets out the method for calculating the limits on honoraria paid under section 191 of the Act and deals with public consultation requirements for district school boards.

**DISTRICT SCHOOL BOARDS**

**Components of honorarium**

2. (1) For a term of office beginning in 2006 or later, the honorarium for a member of a district school board, in respect of any year of his or her term of office, shall consist of such of the following components as the board determines, subject to section 4:

1. The base amount for the year.
2. The enrolment amount for the year.
3. The attendance amounts payable to the member for the year.
4. The distance amounts payable to the member for the year.

(2) A year of a member's term of office begins on December 1 and ends on the following November 30.

**Citizens' advisory committee on honoraria**

3. (1) Every district school board shall establish a citizens' advisory committee on honoraria.

(2) The committee shall consist of six people selected by the board, of whom,

- (a) three shall be parent members within the meaning of subsection 1 (1) of Ontario Regulation 612/00 (School Councils) made under the Act; and
- (b) three shall be community representatives who are members of a school council for a school under subsection 3 (1) of Ontario Regulation 612/00 (School Councils) made under the Act.

(3) For a term of office beginning in 2006 or later,

- (a) the board shall provide to the committee all available information needed to make the calculations set out in sections 5 to 9 for a member for each year of the term of office; and
- (b) the committee shall review the information provided by the board and shall recommend to the board,
  - (i) an amount for the base amount, attendance amount and distance amount for a member for each year of the term of office, and
  - (ii) a percentage of the enrolment amount limit to be paid to a member for each year of the term of office.

(4) The board shall not establish its policy under subsection 4 (1) until the committee makes the recommendation under subsection (3).

(5) For the period described in section 11,

- (a) the board shall provide to the committee the information needed to make the calculations set out in that section for a member or former member; and
- (b) the committee shall review the information provided by the board and shall recommend to the board an amount for the honorarium for the member or former member.

(6) The board shall not establish its policy under subsection 4 (4) until the committee makes the recommendation under subsection (5).

#### **Policy re honorarium components**

4. (1) For a term of office beginning in 2006 or later, the board shall establish a policy, on or before October 31 of the calendar year in which the term of office begins, with respect to,

- (a) which components listed in paragraphs 1 to 4 of subsection 2 (1) it will pay during the term of office;

- (b) for the base amount, the attendance amount and the distance amount, if the component will be paid, the amount of the component to be paid to a member for each year of the term of office, determined in accordance with sections 5, 7 and 8; and
- (c) for the enrolment amount, if it will be paid, the percentage of the enrolment amount limit to be paid to a member for each year of the term of office.

(2) The board may, at any time, change its policy under subsection (1) such that a component is not paid for a year, the amount of a component to be paid is lowered for a year, or the percentage of the enrolment amount limit to be paid is lowered for a year.

(3) If the board changes its policy under subsection (2), it may restore the original policy made under subsection (1) at any time.

(4) For the period described in section 11, the board shall establish a policy, on or before October 31, 2006, with respect to the amount of the honorarium to be paid to a member for the period, determined in accordance with that section.

#### **Base amount**

5. (1) The base amount for a member for a year of a term of office is an amount that does not exceed the base amount limit determined under subsection (2), (3) or (4), as the case may be.

(2) For a member other than the chair or vice-chair, the base amount limit for the year is determined as follows:

1. For each year of the term of office beginning on December 1, 2006, \$5,900.
2. For each year of a term of office beginning after December 1, 2006, the amount calculated for the first year of the previous term of office, increased by the percentage increase in the Ontario Consumer Price Index as published by Statistics Canada for the period between,
  - i. July 1 of the calendar year in which the previous term of office started, and
  - ii. June 30 of the calendar year in which the term of office starts.

(3) For the chair, the base amount limit for the year is determined by adding \$5,000 to the amount determined under subsection (2).

(4) For the vice-chair, the base amount limit for the year is determined by adding \$2,500 to the amount determined under subsection (2).

**Enrolment amount**

6. (1) The enrolment amount for a member for a year of a term of office is determined by multiplying the percentage determined by the board for the year under clause 4 (1) (c) or subsection 4 (2), as the case may be, by the enrolment amount limit determined under subsection (2), (3) or (4), as the case may be.

(2) For a member other than the chair or vice-chair, the enrolment amount limit for the year is determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9, by \$1.75.
2. Divide the number determined under paragraph 1 by the number of members determined for the board under subclause 58.1 (2) (k) (i) or subsection 58.1 (10.1) of the Act, as the case may be.

(3) For the chair, the enrolment amount limit for the year is determined by adding the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 5 cents.
2. Determine the greater of,
  - i. the amount determined under paragraph 1, and
  - ii. \$500.
3. Determine the lesser of,
  - i. the amount determined under paragraph 2, and
  - ii. \$5,000.

(4) For the vice-chair, the enrolment amount limit for the year is determined by adding the amount determined under subsection (2) to the amount determined as follows:

1. Multiply the enrolment of the board for the year as determined under section 9 by 2.5 cents.
2. Determine the greater of,
  - i. the amount determined under paragraph 1, and

- ii. \$250.
3. Determine the lesser of,
    - i. the amount determined under paragraph 2, and
    - ii. \$2,500.

**Attendance amount**

7. (1) The attendance amount is an amount that does not exceed the attendance amount limit of \$50.

(2) The attendance amount may be paid to a member for attending any meeting of a committee of the board that is required to be established by an Act or a regulation made under an Act.

**Distance amount**

8. (1) The distance amount is an amount that does not exceed the distance amount limit of \$50.

(2) For a board member described as follows, the distance amount may be paid to the member for attending any meeting of the board or of a committee of the board that is required to be established by an Act or a regulation made under an Act:

1. The member is a member of a board that has an area of jurisdiction greater than 9,000 square kilometres, as set out in Ontario Regulation 412/00 (Elections to and Representation on District School Boards) made under the Act, as that regulation reads on the day that the board makes its determination under section 4.
2. On the day of the meeting, the distance between the member's residence and the place where the meeting is held is more than 200 kilometres.

(3) A board member may receive the distance amount only once in respect of any day.

**Enrolment**

9. For the purposes of section 6, the enrolment of the board for a year of a term of office is the board's day school average daily enrolment, as determined for the purposes of the regulation made under section 234 of the Act in respect of calculating average daily enrolment, for the school board fiscal year that ends in the calendar year in which the year of the term of office begins.

### Service for a partial year

10. (1) The honorarium for a board member who serves for a partial year, other than a partial year during the period described in section 11, is determined in accordance with this section.

(2) The base amount and the enrolment amount are each determined by prorating, according to the time served, the base amount and the enrolment amount for a board member who serves for a full year.

(3) The attendance amount and the distance amount are determined in accordance with sections 7 and 8, with necessary modifications.

### Period from September 1, 2005 to November 30, 2006

11. In respect of the period from September 1, 2005 to November 30, 2006, the board may pay to a member or former member an honorarium that does not exceed an amount determined as follows:

1. Divide the amount set out in Table 1 opposite the name of the board by 12.
2. Multiply the amount determined under paragraph 1 by the number of months for which the member served.
3. Subtract from the amount determined under paragraph 2 any honorarium paid to the member before the day this Regulation comes into force in respect of the period.

### SCHOOL AUTHORITIES

#### Honorarium for members of school authorities

12. (1) A school authority may pay to its members an honorarium at the same rate and on the same conditions as the allowance being paid to its members on December 1, 1996.

(2) If a school authority was paying an amount as an additional allowance to its chair or vice-chair on December 1, 1996, the school authority may pay that amount as an additional honorarium to its chair or vice-chair, at the same rate and on the same conditions as applied on December 1, 1996.

TABLE/TABLEAU 1  
HONORARIUM FOR SEPTEMBER 1, 2005 TO NOVEMBER 30, 2006/ALLOCATION  
VERSÉE DU 1<sup>ER</sup> SEPTEMBRE 2005 AU 30 NOVEMBRE 2006

Item/Point	Column/Colonne 1	Column/Colonne 2
	Name of Board/Nom du conseil	Amount/Montant \$
1.	Algoma District School Board	7,869
2.	Algonquin and Lakeshore Catholic District School Board	8,002
3.	Avon Maitland District School Board	9,360
4.	Bluewater District School Board	9,764

5.	Brant Haldimand Norfolk Catholic District School Board	8,987
6.	Bruce-Grey Catholic District School Board	6,934
7.	Conseil de district des écoles publiques de langue française n° 59	7,305
8.	Conseil scolaire de district catholique des Grandes Rivières	7,326
9.	Conseil scolaire de district catholique Centre-Sud	7,517
10.	Conseil scolaire de district catholique de l'est Ontarien	8,374
11.	Conseil scolaire de district catholique des Aurores boréales	5,994
12.	Conseil scolaire de district catholique du Centre-Est de l'Ontario	8,372
13.	Conseil scolaire de district catholique du Nouvel-Ontario	7,090
14.	Conseil scolaire de district catholique Franco-Nord	6,808
15.	Conseil scolaire de district des écoles catholiques du Sud-Ouest	6,939
16.	Conseil scolaire de district du Centre Sud-Ouest	6,821
17.	Conseil scolaire de district du Grand Nord de l'Ontario	6,237
18.	Conseil scolaire de district du Nord-Est de l'Ontario	6,091
19.	District School Board of Niagara	12,356
20.	District School Board Ontario North East	7,384
21.	Dufferin-Peel Catholic District School Board	19,232
22.	Durham Catholic District School Board	11,266
23.	Durham District School Board	16,436
24.	Eastern Ontario Catholic District School Board	9,414
25.	English Language Separate District School Board No. 38	10,530
26.	Grand Erie District School Board	10,738
27.	Greater Essex County District School Board	12,266
28.	Halton Catholic District School Board	11,694
29.	Halton District School Board	13,153
30.	Hamilton-Wentworth Catholic District School Board	11,336
31.	Hamilton-Wentworth District School Board	14,214
32.	Hastings and Prince Edward District School Board	9,348
33.	Huron-Perth Catholic District School Board	7,591
34.	Huron-Superior Catholic District School Board	7,006
35.	Kawartha Pine Ridge District School Board	12,378
36.	Keewatin-Patricia District School Board	7,020
37.	Kenora Catholic District School Board	6,315
38.	Lakehead District School Board	8,415
39.	Lambton Kent District School Board	10,268
40.	Limestone District School Board	10,073
41.	Near North District School Board	8,546
42.	Niagara Catholic District School Board	11,022
43.	Nipissing-Parry Sound Catholic District School Board	6,812
44.	Northeastern Catholic District School Board	6,479
45.	Northwest Catholic District School Board	6,213
46.	Ottawa-Carleton Catholic District School Board	12,669
47.	Ottawa-Carleton District School Board	15,790
48.	Peel District School Board	25,526
49.	Peterborough Victoria Northumberland and Clarington Catholic District School Board	9,494
50.	Rainbow District School Board	9,250
51.	Rainy River District School Board	6,671
52.	Renfrew County Catholic District School Board	7,330
53.	Renfrew County District School Board	8,170
54.	Simcoe County District School Board	14,297
55.	Simcoe Muskoka Catholic District School Board	10,534
56.	St. Clair Catholic District School Board	8,536
57.	Sudbury Catholic District School Board	7,799
58.	Superior North Catholic District School Board	6,061
59.	Superior-Greenstone District School Board	6,390
60.	Thames Valley District School Board	16,959
61.	Thunder Bay Catholic District School Board	8,241
62.	Toronto Catholic District School Board	18,678
63.	Toronto District School Board	25,993
64.	Trillium Lakelands District School Board	9,600
65.	Upper Canada District School Board	11,559
66.	Upper Grand District School Board	11,534
67.	Waterloo Catholic District School Board	10,287



68.	Waterloo Region District School Board	
69.	Wellington Catholic District School Board	14,912
70.	Windsor-Essex Catholic District School Board	8,271
71.	York Catholic District School Board	10,902
72.	York Region District School Board	14,675
		20,671



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **LEGAL SERVICES – May and June 2006**

### RECOMMENDATION:

**That the report *Legal Services – May and June 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 May and June 2006 legal fees submitted are as follows:

	May	June
* Real Estate and property matters	\$ 10,319.50	\$ 13,607.50
* Labour, incl. negotiations, contract administration and arbitration	\$ 2,932.50	\$ 11,665.00
* Litigation (incl. OLRB hearings, Spec Ed., Human Rights and Safe School Issues)	\$ -	\$ -
* Other Misc. (on-going legal advice and consultation)	\$ 25,550.00	\$ 31,667.50
<b>TOTAL</b>	<b>\$ 38,802.00</b>	<b>\$ 56,940.00</b>

**COMMENTS:** a portion of the real estate fees (\$3,355.00) will be charged to the St. Joseph project. The real estate and property charges contain \$17,177.00 in fees that will be charged to the St. Anne and St. Joseph projects.

**TIMELINES:**

July 2006 Report – September Board meeting.

**APPENDICES:**

- None



# Windsor-Essex Catholic District School Board

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Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** OPERATING FUND BUDGET/CAPITAL FUND BUDGET

### RECOMMENDATION:

#### Operating Fund Budget

That the Board adopt the 2006-2007 Operating Fund Budget Expenditures for the elementary and secondary panels as presented in the amount of \$217,171,442.

#### Capital Fund Budget

That the Board adopt the 2006-2007 Capital Fund Budget expenditures in the amount of \$33,800,000.

---

### BACKGROUND:

Administration has prepared a 2006-2007 Draft Board Budget incorporating a number of board and Ministry initiatives while providing a balanced budget.

The draft budget as presented for 2006-2007 incorporates the following initiatives.

- 14 elementary teachers to further reduce primary class size.
- 2 float custodians
- 2 Utility Custodians
- 1 Psychologist
- Good Places to Learn Funding of \$4.2 million.

## **FINANCIAL:**

### **Operating Fund Budget**

The attached proposed Operating Fund Budget is balanced and incorporates the above noted proposals.

The budget also complies with all classroom, Special Education, Administration and Pupil Accommodation funding Model envelope restrictions.

The official budget filed with the Ministry of Education will need to be restated to a Public Sector Accounting Board (PSAB) basis. This will have no impact on the bottom line but will involve adjustments for such items as consolidating of controlled entities employee future benefits, interest on un-matured debenture debt, deferred revenues etc.

### **Capital Fund Budget**

Capital fund projects totaling \$33,800,000 include the balance of construction costs for St. Joseph and St. Anne Secondary schools estimated at \$28,600,000 to be expended in the 2006/2007 fiscal period as well as \$4,200,000 in Good Places to Learn – Stage 2.

### **COMMENTS:**

Publication of Budget Information: Once approved the final 2006/2007 budget will be posted on the board's website.

### **TIMELINES:**

Submission to the Ministry of Education August 31, 2006.

### **APPENDICES:**

- 2006/2007 Draft Budget (separate document)
- OCSTA Teleconference of August 23, 2006 – Discussion Summary (handout)



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Linda Staudt, Superintendent of Education  
**SUBJECT:** **REVISED SCHOOL CALENDAR – 2006 – 2007**  
**TWO ADDITIONAL PROFESSIONAL ACTIVITY DAYS**

### RECOMMENDATION:

**That the Board approve the revised School Calendar – 2006 – 2007 for the Windsor-Essex Catholic District School Board to include the addition of two professional activity days: January 17 and May 11, 2007.**

### BACKGROUND:

The board approved a School Year Calendar for the 2006 – 2007 school year at its regular meeting on February 14, 2006. On July 19, 2006 amendments were made to Regulation 304 of the Education Act that added two additional professional activity days to the school year calendar beginning in the 2006-2007 school year.

The amended Regulation requires that the board add two additional professional development days to the 2006 – 2007 school calendar and that these additional days satisfy the following criteria:

1. The professional activity days are devoted to the professional development of teachers with respect to,
  - i. improving student outcomes in literacy and numeracy, and
  - ii. improving student success in making the transition from elementary to secondary school, graduating from secondary school and obtaining employment or attending college or university after graduation

2. The professional activities on these days,
  - i. are designed to improve teachers' skills and knowledge in a range of instructional and assessment strategies, and
  - ii. relate to one or more topics set out in Schedule 1 in the Ontario Regulation 304 (See Appendix 2)
3. No board shall designate their additional professional activity days before November 16, 2006

**FINANCIAL:**

The two additional professional development days were chosen in collaboration with our coterminous boards to avoid any additional transportation costs.

**COMMENTS:**

Planning for the two additional professional development days will:

- relate to the topics set out in Schedule 1 of the Regulation
- build upon the board wide and school based professional development activities that have already taken place within the Board
- utilize board and school improvement plans to determine staff learning needs and areas of focus

**TIMELINES:**

September 1, 2006 to June 30, 2007

**APPENDICES:**

- Appendix A: Revised School Year Calendar 2006 – 2007.
- Appendix B: Ontario Regulation 304 - Schedule 1

Windsor-Essex Catholic District School Board  
 School Year Calendar Outline  
 2006 - 2007

APPENDIX "A"

**Holidays**

Labour Day	September 4th
Thanksgiving Day	October 9th
Christmas Break	December 25 - January 5
March Break	March 12th - 16th
Easter	April 6th (Good Friday) April 9th (Easter Monday)
Victoria Day	May 21st

**Elementary Schools**

Classes commence	September 5			
P.A. Day	December 1	Nov. 30 - 3 hrs. evening interviews -----	9-12 noon - 'Together in Faith' Day	PM - P.D. - Teacher Directed
P.A. Day	January 17			
P.A. Day	February 9	Curriculum Review & Implementation		
Parent Teacher Interviews	March 29	3 hrs. evening		
P.A. Day	April 13	AM - Curriculum Review & Implementation -----	PM - P.D. - Teacher Directed	
EQAO Assessment	May	Grade 3/6 Reading/Writing/Mathematics		
P.A. Day	May 11			
Classes end	June 27			
P.A. Day	June 28 (full day)	Curriculum Review & Implementation		
School Year ends	June 28			

**Secondary Schools**

Classes commence	September 5		
2nd half of Semester 1 begins	November 8		
Interviews	week of November 13	one evening - 3 hrs. Parent/Teacher Interviews	
P.A. Day	December 1	9-12 noon - 'Together in Faith' Day -----	P.M. - Curriculum Review & Implementation
EQAO Assessment	January	Grade 9 - Mathematics	
P.A. Day	January 17		
Examinations	Jan. 25, 26, 29, 30, 31		
Semester 2 begins	February 1		
EQAO Assessment	March	Grade 10 - Literacy	
2nd half of Semester 2 begins	April 17		
Interviews	week of April 23	one evening - 3 hrs. Parent/Teacher Interviews	
P.A. Day	April 13	Curriculum Review & Implementation	
P.A. Day	May 11		
Examinations	June 20, 21, 22, 25, 26		
Classes end	June 26		
P.A. Day	June 27 (full day)	Curriculum Review & Implementation	
P.A. Day	June 28 (full day)	Curriculum Review & Implementation	
School Year ends	June 28		



**Education Act**  
**R.R.O. 1990, REGULATION 304**  
*Amended to O. Reg. 360/06*  
**SCHOOL YEAR CALENDAR, PROFESSIONAL ACTIVITY DAYS**

Excerpt:

**SCHEDULE 1**  
**TOPICS FOR PROFESSIONAL ACTIVITY DAYS REQUIRED UNDER**  
**PARAGRAPH 1 OF SUBSECTION 2 (3.1)**

1. The following are the possible topics for professional activities relating to the improvement of student outcomes in literacy and numeracy:
  1. Differentiating instructional strategies and resources for diverse learners with respect to literacy or numeracy or both.
  2. Developing and using literacy strategies that are responsive to the learning needs of students with regard to race, culture, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, family status or disability.
  3. Using effective literacy strategies that are responsive to the learning needs of francophone students or Aboriginal students having regard to cultural identity.
  4. Identifying appropriate interventions and using accommodations and modifications to improve student outcomes in literacy or numeracy or both.
  5. Using differentiated literacy instruction to meet the needs of one or both of the following:
    - i. English Language learners.
    - ii. students in Actualisation linguistique en français (ALF) and Perfectionnement du français (PDF).
  6. Gathering and analyzing data to make appropriate instructional decisions with respect to literacy or numeracy or both.
  7. Integrating the development of character and citizenship attributes throughout the teaching of the literacy curriculum.
  8. Using effective techniques to integrate literacy across the curriculum.
  9. Using shared reading and interactive writing in small group instruction in kindergarten.
  10. Using effective strategies to develop oral communication skills.
  11. Using effective strategies to develop reading comprehension.
  12. Using the writing process and specific feedback to improve student writing.
  13. Connecting reading, writing, talking, listening and thinking to improve student achievement.
  14. Using effective instruction in combined grades with respect to literacy or numeracy or both.
  15. Integrating the use of manipulatives and technologies for teaching mathematics.
  16. Teaching and learning mathematics through problem-solving.
  17. Developing skills for communicating mathematical knowledge.
  18. Using effective assessment of students learning mathematics to guide instruction.
  19. Using a portfolio to engage students in their literacy learning and to communicate to parents.

## APPENDIX "B"

20. Using strategies to communicate student achievement and to engage parents in supporting their child's learning with respect to literacy or numeracy or both.
  21. Developing skills for teacher inquiry and reflective practice in literacy or numeracy or both.
  22. Developing coaching and facilitation skills for literacy leaders or numeracy leaders or both.
2. The following are the possible topics for professional activities relating to the improvement of student success in making the transition from elementary to secondary school, graduating from secondary school and obtaining employment or attending college or university after graduation:
1. Using differentiated instruction and other teaching strategies to,
    - i. make instruction relevant to students by addressing student readiness, interests and program pathways,
    - ii. engage students in their learning,
    - iii. guide instructional and program planning strategies for all types of learners,
    - iv. improve the use of effective instructional strategies for all types of courses,
    - v. apply age appropriate interventions,
    - vi. integrate essential skills required in the workplace, and
    - vii. assess and evaluate student achievement.
  2. Using students' assessment and evaluation data to inform teachers' instructional and program planning to support students' transition through school.
  3. Using cross-curricular instructional and learning strategies to support students' transition through school.
  4. Facilitating transitions from elementary to secondary and from secondary school to postsecondary education.
  5. Developing and analyzing class profiles to make instructional decisions to support students' transition through school.
  6. Developing students' profiles to plan how to enhance achievement.
  7. Creating a positive classroom climate conducive to learning.
  8. Developing student engagement, character and citizenship attributes necessary for lifelong learning.
  9. Teaching students how to set and revise personal learning objectives using assessment and evaluation data.
  10. Teaching students how to use assessment and evaluation data to improve their achievement.
  11. Developing an understanding of how to be successful in transitions, Program Pathways, Cooperative Education and other forms of Experiential Learning.
  12. Using strategies to communicate student achievement and to engage parents in supporting their child's learning.



# Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

## BOARD REPORT

**Meeting Date:**  
August 29, 2006

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Board Audit Committee (Trustees DiMenna, Porcellini, Soulliere)

**SUBJECT:** **AUDIT COMMITTEE REPORT**

### RECOMMENDATION:

**That the Board receive the Audit Committee Report as information;**

***and*, that the Board approve the Terms of Reference for the Audit Committee.**

---

### BACKGROUND:

At the June 26, 2006 Regular Board meeting, the following motion was approved by the Board:

“That the Board establish a policy to provide for an Internal Audit Committee consisting of a minimum of three trustees and that the policy details the responsibilities of the Committee; *and*, that the Committee immediately convene to review the provisions of the upcoming audit engagement, review the sufficiency of same, and report to the Board.”

Trustees DiMenna, Porcellini and Soulliere volunteered to sit on the Committee.

**FINANCIAL:** None.

### COMMENTS:

The Audit Committee met July 17, July 24 and July 31, 2006, to discuss the purpose and responsibilities of the Committee, to review the current internal and external financial audit processes, to develop a draft Terms of Reference and to select a Committee Chair.

Joseph Berthiaume, Director of Education and Rosemary Limarzi, Communications Coordinator provided administrative resource to the Committee. Peter Marchini, Superintendent of Business, Ken Gignac, Controller of Finance and representatives from the Board's external auditors, Graham, Settingington, McIntosh, Driedger & Hicks, provided additional resource and background information on the current financial audit procedures.

Trustee Soulliere was selected as the Audit Committee Chairperson at the July 31 meeting.

No further action will be undertaken by the Audit Committee pending approval of the Terms of Reference and the appointment of the Policy Coordinator.

**TIMELINES:**

- Board Approval of the Terms of Reference – August 29, 2006
- Development of Board Policy – following the appointment of the new Policy Coordinator

**APPENDICES:**

- Attachment A: Draft Terms of Reference
- Attachment B: Notes from the July 17, July 24 and July 31 meetings

**Attachment A:**

**AUDIT COMMITTEE**

**Draft Terms of Reference**



# Windsor-Essex Catholic District School Board

## AUDIT COMMITTEE

### DRAFT Terms of Reference

#### 1. Responsibilities

The primary function of the Windsor-Essex Catholic District School Board's (WECDSB) Audit Committee is to assist the Board of Trustees in fulfilling its oversight responsibilities with respect to:

1. the quality, performance and independence of WECDSB external auditors;
2. the quality, integrity and performance of WECDSB internal controls regarding finance and accounting;
3. the quality, integrity and appropriateness of WECDSB financial reporting;
4. WECDSB compliance with regulatory requirements as it relates to financial reporting.

Internal audit function of WECDSB is the responsibility of administration. All results of internal control reviews found by administration will be brought to the Audit Committee.

The Board can refer items to the Committee for review.

Any findings of the Committee should be brought to the Board for action. The Committee may recommend action to the Board.

#### 2. Membership

The Audit Committee of the WECDSB shall be a Standing Committee of the Board.

The Audit Committee shall be comprised of three Trustees as determined by the Chair of the Board.

Trustees shall be appointed to the Audit Committee at the beginning of each term of office for the full term of office of Trustees.

The Chair of the Committee will annually be appointed by the members of the Committee.

The Director of Education shall act as a resource to the Committee. The Director will provide such other staff resources from time to time as the Committee requires in carrying out its objectives.

Administrative support will be provided.

Should the Committee determine that outside consultants, at a cost to the Board, are required to provide support on specific matters, the Committee shall make such recommendation to the Board. The Board shall determine if an outside consultant should be retained to assist the Committee and the Board shall determine the terms of engagement of the outside consultant.

### **3. Meetings**

The Audit Committee shall meet a minimum of six times a year. Additional meetings shall be at the call of the Chair of the Committee.

The Committee shall meet with the external auditors of the Board annually:

1. prior to commencement of the year end audit process; and
2. at the completion of the audit process to receive and review the draft audited statements.

Any additional meetings with the external auditor shall be as required and at the request of the Committee and/or the external auditor.

Meetings with the external auditors to review the terms of engagement and the draft audited financial statements shall be with Trustees and the external auditor.

The Committee shall meet in private to discuss those items that the Board is entitled to discuss privately.

Agendas shall be prepared for each meeting of the Committee in accordance with Board By-laws. Each agenda of the Committee shall be circulated to all Trustees of the Board to allow for attendance of any Trustee at any meeting of the Audit Committee. In accordance with the Board By-laws, all Trustees are entitled to attend the Audit Committee meetings, however, only those Trustees appointed to the Committee are entitled to vote and only those Trustees appointed to the Committee will be considered in establishing quorum for any meeting.

#### 4. Responsibilities and Duties

To fulfill its responsibilities and duties, the WECDSB Audit Committee shall:

##### External Auditors

1. The external auditors are ultimately accountable to the Audit Committee and the Board of Trustees. The Audit Committee shall review the independence and performance of the auditors; participate in any recommendation to the Board of Trustees for the appointment of the external auditors or the approval of any discharge of external auditors. The Board shall undertake a Request for Proposal (RFP) at least once in every five (5) year period for the appointment of external auditors and the Committee shall participate in the RFP process for the hiring of external auditors with recommendation to the Board from the Audit Committee.
2. The Committee shall, prior to the annual audit by the external auditors:
  - a. review all significant written communications between the external auditor and administration, such as any management letter or any item where the external auditor has made recommendations;
  - b. review any documentation that would reveal issues that were raised at the last audit and assess resolution of the issues;
  - c. review with the external auditors their audit plan;
  - d. discuss and recommend audit scope, staffing, locations, reliance upon management, and internal audit and general audit approach;
  - e. provide to the external auditor, a listing of concerns that have been reviewed by the Audit Committee during the year.
3. The Committee shall, at the conclusion of the annual external audit, request a report by the external auditors describing:
  - a. results of the audit including any material issues raised by the most recent audit by the external auditors;
  - b. quality and appropriateness of the Board's accounting principles as applied in the Board's financial report;
  - c. any weaknesses found in the internal control systems of the Board;
  - d. any recommendations for improvement to internal control systems of the Board;



- e. any item the external auditors are required to submit to management by law or any other item the external auditors wish to bring to the Board.

Review Procedures

1. Review WECD SB annual audited financial statements and provide comment to the Board of Trustees.
2. Review with Senior Management the quarterly financial statements and provide comment to the Board of Trustees.
3. Review revenue and expense source documents and underlying documentation supporting the financial statements as determined by the Committee or through requests by the Board or by any Trustee.
4. At least once annually, review policies and procedures pertaining to reimbursement of expenses and use of board-owned property for currency and completeness.

Communications

1. After each meeting, the Audit Committee will report to the Board of Trustees, either in writing or orally, at the discretion of the Board. The Committee will prepare an annual report on the Committee's activities and financial matters, which will be presented to the Board of Trustees.
2. The Committee shall review its practices and procedures annually; including in its annual report to the Board any recommendations for changes to the policy, practices or procedures of the Audit Committee.

Approved by the Board: \_\_\_\_\_, 2006

**Attachment B:**

**AUDIT COMMITTEE  
Meeting Notes:**

**July 17, 2006**

**July 24, 2006**

**July 31, 2006**



# 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

## **INTERNAL AUDIT COMMITTEE** **Monday, July 17, 2006 at 1:30 p.m.** **Windsor Essex Catholic Education Centre** **1325 California Avenue, Windsor** **NOTES**

### **PRESENT**

**Trustee Committee Members:** M. DiMenna  
L. Soulliere

**Regrets:** S. Porcellini

**Administration:** J. Berthiaume (Resource)  
P. Marchini  
R. Limarzi

**Recorder:** J. Berthiaume

1. Opening Prayer – The meeting was called to order and opened with a prayer at 1:30 p.m..
  2. Opening Comments – Joe Berthiaume
  3. Approval of Agenda – No changes.
  4. Requirements under the Education Act – The document was reviewed.
  5. Discussion of Current External Auditor Agreement - Discussed
  6. Discussion of External Auditor Processes – Discussed.
  7. Discussion of Internal Audit Functions – Discussed.
  8. Next Meeting Date: Monday, July 24, 2006, 1:30 p.m. – P. Marchini to invite a representative of the external audit firm to attend the meeting at **2:00 p.m.**
- A *draft* Terms of Reference will be provided to members of the Internal Audit Committee for review and discussion at the July 24 meeting.
9. Closing Prayer
  10. Adjournment – The meeting adjourned at 2:34 p.m.



# 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

## **INTERNAL AUDIT COMMITTEE** **Monday, July 24, 2006 at 1:30 p.m.** **Windsor Essex Catholic Education Centre** **1325 California Avenue, Windsor** **St. Thomas Aquinas Meeting Room**

### **NOTES**

#### **PRESENT:**

**Trustee Committee Members:** M. DiMenna  
S. Porcellini  
L. Soulliere

**Administration:** J. Berthiaume (Resource)  
K. Gignac, Controller of Finance  
R. Limarzi, Communications Co-ordinator

**Guests (present from 2:00 p.m. to 3:15 p.m.):** Dave Settington and Lindsay Rounding,  
External Auditor Representative from Graham,  
Settington, McIntosh, Driedger & Hicks

**Recorder:** D. Steffens

1. Call to Order and Opening Prayer – Director Berthiaume called the meeting to order at 1:49 p.m. and opened the meeting with a prayer.
2. Recording of Attendance – All Committee members present.
3. Approval of Agenda/Questions Pertaining to Agenda – Director Berthiaume asked that, when developing the terms of reference, the Committee that consider the suggestion of appointing a member of the public to sit on the Committee who has an expertise in accounting. Director Berthiaume indicated that the August 8 meeting is just a budget meeting not a regular Board meeting and as such suggested that the Committee bring anything for Board approval to the August 29 meeting.
4. Disclosure of Interest – None.
5. Review of July 17, 2006 Meeting Notes – Accepted as distributed.

6. Review of Board By-Laws (*Pertaining to Committees*) – Attachment
  - 3.6 Meetings of COMMITTEES
  - 4.0 Committees
  - 5.0 Committee Reports
  - 8.0 Agenda

Committee members were asked to review the Board By-Laws pertaining to Committees of the Board.

General discussion occurred with respect to the current external audit process and how it interfaces with internal audit processes conducted by Board employees. Ken Gignac clarified that the external auditors conduct a financial audit not a “value for money audit” and as such the primary objective of the audit is to determine whether or not the financial statements of the Board present fairly.

Ken Gignac provided general information with respect to the internal audit procedures utilized for the overall system and schools.

*At 2:00 p.m., Joseph Berthiaume, Ken Gignac and Rosemary Limarzi left the meeting.*

7. **(At 2:00 p.m.)** Timed Discussion Item with External Auditor Representative from Graham, Settingington, McIntosh, Driedger & Hicks

Dave Settingington and Lindsay Rounding entered the meeting at 2:00 p.m. and participated in an informal round table discussion until 3:15 p.m., at which time they left the meeting.

Mr. Settingington distributed a memorandum and provided an overview of the auditing services provided by the firm of Graham, Settingington, McIntosh, Driedger & Hicks. Mr. Settingington responded to specific questions with regard to their qualifications with respect to education issues, the guiding principles of the external audit, the extent that the external audit, including integrity of financial statements, confirmation of compliance with legislative requirements, Board authority/minutes, risk assessment, and efficiency of Board policies and procedures and abundance of same.

Provincial Reporting Requirements/Financial Statements: Mr. Settingington provided background on the new provincial reporting requirements under the Public Sector Accounting Board (PSAB). Under the new reporting standards, Boards are now required to report school funds and accumulated liabilities for employee future benefits. in their financial statements. By fiscal 2009, all boards will be required to report fixed / capital assets. Every piece of property the board owns will have to be analyzed and a value placed on it as of 2009 so that it can start to be depreciated.

Interaction/Communication Protocols between the External Auditor and the Board: Mr. Settingington indicated that, in the case of the discovery of significant errors or irregularities through the audit, the firm currently reports to the Board through the Chair, but with the existence of an Audit Committee it would reported to the Board through the Audit Committee. Mr. Settingington indicated that if the Board wanted the firm to audit a particular area it would

come from the Chair or in the case of a Board Audit Committee through that venue. Mr. Setterington recommended that the Audit Committee meet with the external auditors twice a year to get an idea of what the focus of the audit will be and to make suggestions for any particular area of concern to make recommendations on the effectiveness of internal controls.

Terms of Reference/Committee Membership: Mr. Setterington suggested that the auditor generally reports to those having “oversight responsibility” and advised against outside membership on the committee. After discussion, it was determined that community stakeholders would have an avenue for conveying concerns through the policy approval / review process and through communications to administration or directly to trustees. Mr. Setterington indicated that it is common for committees to be named “Audit Committee” with reference to “internal” and “external” audits within the terms of reference for the committee.

Discussion occurred on the importance that the Audit Committee’s mandate not relieve administration of their duties or responsibilities, the committee’s relationship to the external auditor and the committee’s rights to information to assist in its oversight responsibilities.

Mr. Setterington agreed to review the draft Terms of Reference/Policy with the Committee to provide feedback.

Mr. Setterington and Ms. Rounding left meeting at 3:17 p.m.

8. Review of Draft Terms of Reference (*Final approval to be provided by the Board*) - Attachment

Round table discussion occurred on the function and mandate of the committee. Trustees will review the draft Terms of Reference provided, email suggestions for amendments and bring forward for discussion at the next meeting.

9. Selection of Chair – To be placed on the agenda for the next meeting.

10. Next Steps

Terms of Reference to be placed on the August 29, 2006 Regular Board meeting agenda. Policy to be developed in conjunction with the new Policy Development Coordinator.

11. Next Meeting Date - Monday, July 31, 2006, 1:30 p.m.

12. Closing Prayer and Adjournment – 4:06 p.m.



## Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6  
Joseph Berthiaume, Director of Education      John Macri, Chairperson

**AUDIT COMMITTEE**  
**Monday, July 31, 2006 at 1:30 p.m.**  
**Windsor Essex Catholic Education Centre**  
**1325 California Avenue, Windsor**

### NOTES

#### PRESENT

<b>Trustee Committee Members:</b>	M. DiMenna L. Soulliere S. Porcellini
<b>Administration:</b>	J. Berthiaume (Resource) R. Limarzi
<b>Recorder:</b>	R. Limarzi

1. Opening Prayer – The meeting was called to order and opened with a prayer at 1:50 p.m.
2. Opening remarks and approval of agenda – J. Berthiaume welcomed the members and received approval for the agenda.
3. Disclosures of Interest – There were no disclosures of interest by the members present at this meeting.
4. Review of Minutes of the Audit Committee meeting held July 24, 2006 – The minutes were accepted as submitted.
5. Review of Draft Terms of Reference – J. Berthiaume and R. Limarzi were excused. L. Soulliere, S. Porcellini and M. DiMenna reviewed and revised the draft terms of reference.

**Action:** L. Soulliere to incorporate changes into the Draft Terms of Reference document and distribute to the members and Administration.

**Action:** The amended Draft Terms of Reference to be submitted to the Board of Trustees for approval at the meeting scheduled for August 29, 2006.

**Action:** Upon confirmation of the appointment of the Policy Coordinator, the Board of Trustees will direct the Policy Coordinator to commence work on the Audit Committee policy.

6. Selection of Chair – L. Soulliere was selected Chair of the Audit Committee.
7. Next Steps – J. Berthiaume and R. Limarzi re-entered the meeting. L. Soulliere confirmed the presentation of the Draft Terms of Reference to the Trustees for approval. No further action will be undertaken by the Audit Committee pending approval of the Terms of Reference and the appointment of the Policy Coordinator.
8. Closing Prayer – J. Berthiaume led the members in the closing prayer. The meeting was then adjourned at 3:55 p.m.