



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, January 16, 2007 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

AGENDA

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

Page #

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
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, December 12, 2006
 - ii) Minutes of Regular Meeting, December 12, 2006 1 - 7
 - b. Items From In-Camera Meeting of January 16, 2007

10. Communications
 - a. External (Associations, OCSTA, Ministry)
 - i) Letter to the Minister of Education from Superior-Greenstone District School Board dated December 5, 2006 re Regulation 357/06 Honoraria for Board Members 8 - 9
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (M. Seguin) 10 – 11
 - ii) Report: Year-End Financial Statements for the Year Ended August 31, 2006 (P. Marchini/K/ Gignac) 12 – 31
 - iii) Report: Report on Trustee Expenses 2005 - 2006 (P. Marchini/K. Gignac) 32 – 33
 - iv) Report: 2007 Budget Report (P. Marchini) 34 – 35
 - v) Report: Legal Services – October 2006 (P. Marchini) 36 - 37

11. Unfinished Business
 - a. Deferred Motion from October 24, 2006: Trustee Porcellini: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna 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.”*

12. New Business
 - a. Field Trips:
 - i) St. Gabriel Catholic Elementary School - Chicago (M. Seguin) 38 – 45
 - ii) Catholic Central High School – Quebec City (L. Staudt) 46 – 51
 - b. Report: School Boundary and Consolidation Review – Watson & Associates (P. Marchini) 52 – 53
 - c. Report: Ontario Association of Parents in Catholic Education (OAPCE) Annual Membership Fees (J. Berthiaume) 54 – 56
 - d. Report: Aramark Canada Contract (P. Marchini) 57 – 59
 - e. WALK-ON Report: Appointments to Special Education Advisory Committee

13. Committee Reports
 - a. Report: Elementary School Council Meeting Notes of November 21, 2006 (C. Geml) 60 – 63
 - b. Report: Audit Committee Report – Notes from the Meetings of December 1 and December 12, 2006 (J. Berthiaume) 64 - 69

14. Notice of Motion

15. Remarks and Announcements
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain

16. Remarks/Questions by Trustees

17. Pending Items

- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
- b. Deferred Motion from October 24, 2006 to February 27, 2007: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board, in adherence with Policy A:21 Child Care, require all daycare service providers housed in Board schools to be not-for-profit, and further, that the Board encourage those daycare service providers that are currently for profit and housed in our system, to complete the conversion process prior to March 31, 2007, after which all contracts for the provision of daycare services by any for profit providers will be terminated and subject to tender, for award and installation by July 1, 2007.”*

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, 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-Treasurer



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

January 15, 2007

Uga Rose

VIA E-MAIL: [REDACTED]@cogeco.ca

[REDACTED]
Windsor, ON N9B 3Y6

Dear Mrs. Rose:

Re: Delegation Request to Appear at the Regular Board Meeting

This letter acknowledges your correspondence dated January 15, 2006 requesting an opportunity to appear as a delegation at the January 16, 2007 Regular meeting of the Windsor-Essex Catholic District School Board.

Your request has been granted to appear at the Tuesday, January 16, 2007 Board Meeting. The public session begins at 7:00 p.m. in the Board Room at the Windsor Essex Catholic Education Centre located at 1325 California Avenue, Windsor.

Your correspondence indicated that Mr. Chuck Peterson, will be present to speak on behalf of the "neighbourhood team" and that the delegation's petition pertains to the school boundary and school consolidation report that will be discussed by trustees that evening.

In accordance with the Board By-Laws, the delegation will have **up to ten minutes to make their presentation**, which shall be limited to the nature of the petition. The time limit can be waived by the consent of the majority of the Board.

Please contact my office as soon as possible at (519) 253-2481 extension 289, should the delegation no longer wish to appear.

Sincerely,

Joseph Berthiaume
Director of Education

cc: J. Macri, Board Chairperson
Trustees



Monday, January 15, 2007 9:37:17 AM

Message

From:  "Uga Rose" <-----@cogeco.ca>

Subject: Board Meeting -- January 16, 2007

To:  **Joseph Berthiaume**

Attachments:  Attach0.html

Mr. Berthiaume:

Our "neighbourhood team" would like to appear as a delegation at Tuesday's meeting to encourage the Trustees to order an immediate Boundary Assessment of the Catholic high schools in our area.

Our spokesperson will be Chuck Peterson.

Thank you for your attention to this matter; see you Tuesday.

Uga Rose



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, December 12, 2006 at 7:00 p.m. Windsor Essex Catholic Education Centre John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	C. Janisse
J. Courtney, Vice-Chair	P. Keane
M. DiMenna	S. Porcellini
B. Holland (<i>electronically</i>)	L. Soulliere
L. Willson, Student Trustee	

Regrets:

J. Macri, Chair
Rev. L. Brunet, Board Chaplain

Administration:

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

Recorder:

D. Steffens

1. Call To Order – Vice Chair Courtney assumed the Chair in Trustee Macri's absence and called the meeting to order at 7:12 p.m.
2. Opening Prayer – The meeting opened with a prayer.
3. Recording of Attendance – Trustee Macri and Fr. Brunet sent regrets. Trustee Holland participated electronically.
4. Approval of Agenda

Amendments:

- Addition: 12a(ii) WALK-ON Field Trip: Assumption College Catholic High School – Quebec
(*report was previously e-mailed to trustees and at trustee places*)

- Hand-out pertaining to agenda item 12 b Budget Report for the Fiscal Year Ended August 31, 2006 regarding the Schedule of Capital Fund 2005 – 2006 (*handout was previously e-mailed to trustees and at trustee places*)

Moved by Trustee Keane and seconded by Trustee Soulliere that the December 12, 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 – None.
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, November 28, 2006
Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the In-Camera meeting of November 28, 2006 be adopted as amended. Carried.
 - ii) Minutes of Regular Meeting, November 28, 2006
Moved by Trustee DiMenna and seconded by Trustee Keane that the minutes of the Regular Board Meeting of November 28, 2006 be adopted as distributed. Carried.
 - iii) Minutes of Special In-Camera Meeting, December 1, 2006
Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Special In-Camera meeting of December 1, 2006 be adopted as distributed. Carried.
 - iv) Minutes of Organizational Meeting, December 5, 2006
Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Organizational Meeting of December 5, 2006 be adopted as distributed. Carried.
 - b. Items From In-Camera Meetings of November 28 (Re-convened), December 1 (Special) and December 12, 2006

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on November 28, 2006 and convened a Special Committee of the Whole Board on December 1, 2006, pursuant to the Education Act - Section 207, to obtain legal advice and to consider specific personnel issues required to be kept private and confidential under the Freedom of Information and Protection

of Privacy Act. The Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on December 12, 2006 pursuant to the Education Act - Section 207, to obtain legal advice, consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its Special In-Camera Meeting of December 1, 2006 and its In-Camera meeting of December 12, 2006 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- The acceptance of the retirement from Peter Marchini effective June 30, 2007
- The appointment of Joseph Berthiaume as Secretary-Treasurer of the Board
- The appointment of Cathy Geml to the position of Superintendent of Education effective January 8, 2007 pending approval from the Minister of Education
- The appointment of Brian Steer as Healthy Active Living Consultant effective January 2007 for a three-year term with the opportunity for renewal at the discretion of the board.

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee DiMenna and seconded by Trustee Keane that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated December 12, 2006 for information. Carried.

ii) Report: Special Education Budget Report for the Year Ended August 31, 2006

Superintendent Marchini will provide a copy of the report to the Special Education Advisory Committee (SEAC) for information.

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the *Special Education Budget Report* for the year ended August 31, 2006 as information. Carried.

iii) Report: Annual Policy Review Plan 2006 - 2007

Director Berthiaume reported that, pursuant to Policy A:01 Policy Development, Approval and Review Process approved on June 26, 2006, the Director is to provide the Board with an annual plan for policy review for each year. The reviews for the policies identified in the Annual Policy Review Plan 2006 – 2007 shall be conducted over the course of the 2006-2007 school year and a report, with recommendations on each policy, shall be filed with the Board on completion. Colleen Norris, Coordinator of

Policy Development was present to respond to trustee questions regarding the status of policies that have been referred by the Board for development or review and the new processes that are in place.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive the report, Annual Policy Review Plan 2006-2007, as information. Carried.

iv) Report: Legal Services – September 2006

Moved by Trustee Alexander and seconded by Trustee DiMenna that the report Legal Services – September 2006 be received as information. Carried.

11. Unfinished Business

a. Deferred Report: St. Anne Catholic High School – Move to New Location (*Deferred from November 28*)

Superintendent Ouellette reported that following the deferral of this report from the November 28 meeting, additional information has been provided related to staffing, insurance, security, utility and bussing expenses. A letter from the St. Anne High School Parents' Club supporting Option Three was also provided to the Board.

Patricia Machina, St. Anne's School Council Chair and Parents' Club President, and John Byrne, Principal were present on behalf of the school community to convey support for a move at the end of this school year. Discussion occurred on the three options presented with regard to the timing, possible loss of instructional time, bussing costs, security issues, and the ability to identify deficiencies in a timely manner if the building is not fully occupied. Administration will contact the Ontario School Board Insurance Exchange to receive written confirmation of no additional insurance costs if the building is not occupied until the end of the school year.

Moved by Trustee Janisse and seconded by Trustee Porcellini that the Board approve the plan for the move to the new St. Anne High School in June, July and August 2007. Carried.

Recorded vote: In favour: Trustees Porcellini, Janisse, Keane, Soulliere and DiMenna.
Opposed: Trustees Alexander and Holland. Absent: Trustee Macri.

12. New Business

a. Field Trips:

i) St. Thomas of Villanova – New York City, NY

Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the field trip for St. Thomas of Villanova Catholic Secondary School to travel to New York, N. Y. from May 17 to May 20, 2007. Carried.

ii) WALK-ON: Field Trip: Assumption College Catholic High School – Quebec (*report was previously e-mailed to trustees and at trustee places*)

Moved by Trustee Keane and seconded by Trustee Janisse that the Board approve

the field trip for Assumption College Catholic High School to travel to Quebec City from January 31 to February 3, 2007. Carried.

- b. Report: Budget Report for the Fiscal Year Ended August 31, 2006

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Budget Report for the fiscal year ended August 31, 2006;

and, that the Board approve the transfer of the year-end surplus of \$416,988 to the Reserve for Working Funds;

and, that the Board approve the transfer of \$610,685 from the Working Fund Reserve to the school budgets for fiscal 2007. Carried.

- c. Report: Primary Class Size Space Needs

Superintendent Marchini reported that the initial Ministry Primary Class Size (PCS) capital funding approved for the Board was 494 pupil spaces resulting in an annual grant of \$555,000. Through the negotiation process that occurred this past summer, the final Ministry approval has been adjusted to 552 spaces or \$620,000 in annual grants for twenty-five years. The annual increase of \$65,000 will fund an additional \$1,000,000 in facility needs. The board's final grant of \$620,000 annually will cover the cost of the \$9M in construction needs associated with the PCS program. Administration will review the on-going accommodation needs of schools that are expanding at the lower grades and bring recommendations to the Board to address requirements for schools that have limited classroom space and land expansion availability.

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the report Primary Class Size Space Needs as information;

and, that the Windsor-Essex Catholic District School Board resolve to use the Primary Class Size Capital funding for only those projects that address the Primary Class Size space requirements. Carried.

13. Committee Reports

- a. Report: Special Education Advisory Committee Minutes of September 28, 2006
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the September 28, 2006 Special Education Advisory Committee meeting as information. Carried.
- b. Report: Elementary School Council Meeting Notes of June 6, 2006
Moved by Trustee Janisse and seconded by Trustee Keane that the Board receive the notes from the Elementary School Council dated June 6, 2006 as information. Carried.
- c. Verbal Report: Audit Committee Meetings of December 1, 11 and 12, 2006

Trustee Soulliere briefly reported on the recent Audit Committee meetings. The Audit Committee met on December 1 with external auditors to review their engagement to provide

an audit for last fiscal year, to discuss a reasonable schedule for reviewing administrative financial reports for next year, and to begin discussions on board policy for the procurement of architects. The Audit Committee met on December 11 with the external auditors to review the draft audited 2005-2006 financial statements. The Audit Committee met on December 12 met with representatives from PricewaterhouseCoopers for a briefing of the process for the upcoming business practices review. The next meeting of the Audit Committee will be December 18 at 6:00 p.m.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson – In the absence of Chair Macri, Vice-Chair Courtney congratulated Cathy Geml upon her appointment to Superintendent of Education and wished her colleagues a holy and blessed Christmas season.
- b. Director of Education Berthiaume reported that advertising for grade eight parent information nights and JK/SK registration plans have begun. Director Berthiaume thanked Superintendent Marchini for his over 31 years of service to the Board and expressed his appreciation to Superintendent Marchini for agreeing to act as a resource and to assist with the transition over the next few months. Director Berthiaume welcomed Cathy Geml to the senior management team in her new role as Superintendent of Education, thanked Steve Freeman and the organization team on success of the Together in Faith day and congratulated Trustee Keane on the results of the recent election vote recount.
- c. Board Chaplain – Sent regrets this evening.

16. Remarks/Questions by Trustees

- Trustee Holland congratulated Trustee Keane on the results of the recent recount of election votes and wished everyone a peaceful and restful holiday season.
- Trustee Porcellini congratulated Cathy Geml on her appointment and thanked Superintendent Marchini for all the work he has done for the school community over the past 31 years.
- Trustee Janisse thanked Superintendent Ouellette for her service to Catholic education, congratulated Trustee Keane on the election recount, welcomed Cathy Geml to her new position, congratulated the St. Anne's girls; basketball team for making it to the gold medal game at OFSAA and wished fellow trustees and administration a very merry Christmas.
- Trustee Alexander asked everyone to remember Carol and Michael Moher in their prayers as they deal with the tragic loss of their niece. Trustee Alexander asked that reports being prepared for trustees be as accurate as possible and inquired into the matter of teacher liability in transporting students. Superintendent Marchini will send out a reminder to staff of their insurance coverage requirements.
- Trustee DiMenna congratulated all members of the Dancology production that was recently held at Cardinal Carter Catholic High School, the St. John de Brebeuf school community on the success of their pasta night fundraiser and wished all staff and trustees a peaceful Christmas.
- Student Trustee Willson wished everyone a merry Christmas.

17. Pending Items

- a. Deferred from June 27, 2005: Board Policy Review Committee – Board Policy Revisions: *A:12 Code of Ethics / Conflict of Interest (Amended Policy)*
- b. Deferred Motion from October 24, 2006 to January 16, 2007: Trustee Porcellini: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna 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.”*
- c. Deferred Motion from October 24, 2006 to February 27, 2007: *“Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board, in adherence with Policy A:21 Child Care, require all daycare service providers housed in Board schools to be not-for-profit, and further, that the Board encourage those daycare service providers that are currently for profit and housed in our system, to complete the conversion process prior to March 31, 2007, after which all contracts for the provision of daycare services by any for profit providers will be terminated and subject to tender, for award and installation by July 1, 2007.”*

18. Continuation of In-Camera - Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- Tuesday, January 16, 2007
- Tuesday, January 30, 2007
- Tuesday, February 13, 2007
- Tuesday, February 27, 2007
- Tuesday, March 13, 2007 (tentative due to March Break)
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- 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 December 12, 2006 adjourned at 8:55 p.m.

Not approved.

Joan Courtney
Board Vice-Chairperson

Joseph Berthiaume
Director of Education & Secretary



SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

P.O. Bag 'A', 12 Hemlo Drive
Marathon, Ontario P0T 2E0
Telephone: 807-229-0436 Fax: 807-229-1471
E-Mail: boardoffice@sgdsb.on.ca

December 5, 2006



The Honourable Kathleen Wynne, MPP
Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

Dear Minister Wynne:

Re: Regulation 357/06 Honoraria for Board Members

The new regulation regarding Trustee Honoraria has caused considerable discussion and concern in the Superior-Greenstone District School Board. The main issue is around the lack of equity between boards with large numbers of pupils versus boards with small numbers of pupils. As you know, the base amount is calculated by using the full time enrolment (FTE). While this recognizes boards with many pupils it does not recognize boards with vast geography and very small schools which are remotely located.

This letter is in no way intended to say that large boards should not be remunerated based on their FTE, but there needs to be consideration given to the work of trustees in very small boards with large geographic regions. As a particular example, in order to hold an Expulsion Hearing, a quorum of the Expulsion Hearing Committee had to drive anywhere from 3 to 5 hours (one way) in order to be present at the hearing. The hearing itself lasted for three hours and then the committee deliberated and faced the journey home. This 14-hour day is typical for trustees in Superior-Greenstone District School Board. The actual time spent with the student and parent is comparable to any other in the province, but the time away from work, the dangers of traveling and the time traveling are unique and should be considered. As a point of interest, in all but one electoral area of our board, trustees were acclaimed; many for fourth, fifth and sixth consecutive terms. It is clear there is no long line up of candidates and this honorarium is very discouraging to the existing group.

Another concern with the new regulation is that only statutory committee meetings for Student Alternative Education Plan (SALEP) and Special Education Advisory Committee (SEAC) are recognized for the \$50 distance allowance. We do not understand this decision. When we analyze the data we have about attendance at SALEP meetings, we rely on the local trustee to attend, so the distance allotment would rarely be paid for this meeting. There are many committees such as our Native Education Advisory Committee that require physical attendance, but are not recognized. In addition, legislation requires trustees to be physically present in the designated meeting room for its Regular Board meetings three times per year.

If the distance and meeting allowances were supposed to be the equalizing factor between boards with large FTE and boards with large geography, it does not work and does not effectively

Minister Kathleen Wynne
Page 2
December 5, 2006

address the challenges faced by our board. For example, the distance that trustees within our board have to travel to conduct regular business (as mandated) is comparable to being mandated to travel from Toronto to Sudbury on a regular basis.

We would appreciate the opportunity to meet with you to discuss this issue.

Sincerely yours,

original signed by

Bette Bartlett, Board Chair
Superior-Greenstone District School Board

BB:rmj

Cc: SGDSB Trustees
Ontario Public School Boards' Association
Ontario District School Boards & Authorities



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:
January 16, 2007

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 January 16, 2007 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated January 16, 2007

January 16, 2007

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

	Employee Name	Position	Location	Date
HIRING:	Jenna Dresser	Occasional Teacher	Supply	January 8, 2007
	Jennifer Franklin-McInnis	Learning Commons	OLOL/St. Jules	December 4, 2006
	Aline Kobti	Occasional Teacher	Supply	January 8, 2007
	Linda Patrick	Occasional Teacher	Supply	January 8, 2007
	Erin Picard	Head Psychologist	Catholic Education Centre	January 8, 2007
	Rosemarie Strano	Elementary Teacher	St. Anthony	January 8, 2007
RESIGNATION:	Matthew Holland	Part-time Custodian	Supply	December 29, 2006
	Michelle Laudenbach	Occasional Teacher	Supply	December 8, 2006
	Chantal Sawhney	Occasional Teacher	Supply	December 12, 2006
RETIREMENT:	Rizieri Campagna	Elementary Teacher	St. William	March 31, 2007
	Peter Marchini	Superintendent, Business	Catholic Education Centre	June 30, 2007
	Janet Nagorsen	Elementary Teacher	St. Pius X	January 1, 2007
	Janet Ouellette	Superintendent, LSS	Catholic Education Centre	January 31, 2007
OTHER:				
Teacher Retirements - Upcoming		Elementary: 1	Secondary: 1	Total: 2
*Have given notice; have yet to retire				
Teacher Retirements - Year to Date		Elementary: 3	Secondary: 1	Total: 4
** Have retired as of this date				
Teacher Resignations - Upcoming		Elementary: 0	Secondary: 0	Total: 0
Teacher Resignations - Year to Date		Elementary: 1	Secondary: 1	Total: 1



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Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Peter S. Marchini, Senior Financial Analyst
Ken Gignac, Controller of Finance
Ivan Fregonese, Accounting Supervisor

SUBJECT: **YEAR-END FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED AUGUST 31, 2006**

RECOMMENDATION:

That the Board receive the year-end financial statements for the fiscal year ended August 31, 2006 as information.

BACKGROUND:

On December 12, 2006, a budget report for the fiscal year ended August 31, 2006 was presented to the Board with the understanding that the auditor's report would follow in January. Details of the activity in the Operating Capital and Reserve funds was provided in the December 12, 2006 report.

FINANCIAL:

Attached are the financial statements and Auditor's Report for the fiscal year ended August 31, 2006.

COMMENTS:

TIMELINES:

APPENDICES:

- Financial Statements and Auditor's Report

**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

**Financial Statements
August 31, 2006**

AUDITORS' REPORT

To the Board of Trustees of Windsor-Essex Catholic District School Board

We have audited the consolidated statement of financial position of Windsor-Essex Catholic District School Board as at August 31, 2006 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Windsor-Essex Catholic District School Board as at August 31, 2006 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

We issued our audit report November 30, 2005 on the financial statements as at and for the year ended August 31, 2005. Our audit report contained a qualification with respect to the school-generated fund balances and activities.

Respectfully yours,

**GRAHAM, SETTERINGTON, McINTOSH,
DRIEDGER & HICKS**

Leamington, Ontario
December 11, 2006

Chartered Accountants

Leamington, Ontario
December 11, 2006

Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Statement of Financial Position

for the years ending August 31

FINANCIAL ASSETS	2006		2005	
Cash and cash equivalents (note 2)	\$	2,248,300	\$	1,908,655
Accounts receivable		12,325,564		9,349,020
TOTAL FINANCIAL ASSETS	\$	14,573,864	\$	11,257,675
FINANCIAL LIABILITIES				
Temporary borrowing (note 3)	\$	26,468,604	\$	6,576,120
Accounts payable and accrued liabilities		4,830,658		8,909,961
Net debenture debt, capital loans and leases (note 6)		140,041,924		98,144,760
Deferred revenue - reserves (note 4)		8,103,996		7,355,826
Deferred revenue - other		476,105		1,619,293
Employee benefits payable (note 5)		56,061,391		52,365,383
TOTAL FINANCIAL LIABILITIES		235,982,678		174,971,343
NET FINANCIAL LIABILITIES		(221,408,814)		(163,713,668)
NON-FINANCIAL ASSETS				
Prepaid expenses		1,037,218		374,935
NET LIABILITIES		(220,371,596)		(163,338,733)
FINANCIAL POSITION				
Operating fund		-		-
Capital fund		(27,642,010)		(16,594,991)
Reserve fund		3,824,148		4,118,841
School Activities fund		2,219,325		1,879,680
TOTAL FUND BALANCE		(21,598,537)		(10,596,470)
Amounts to be recovered (note 7)		(198,773,059)		(152,742,263)
NET FINANCIAL POSITION	\$	(220,371,596)	\$	(163,338,733)

Signed on Behalf of the Board

Chief Executive Officer

Chair of Board

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Statement of Financial Activities

For the years ended August 31

	(unaudited) 2005-06 Budget	2005-06 Actual	2004-05 Actual
REVENUES			
Local taxation	\$ 59,404,000	\$ 59,931,615	\$ 60,053,096
Provincial grants - student focused funding	148,139,146	148,721,603	142,381,883
Provincial grants - other	738,329	4,534,389	1,988,951
Federal grants and fees	125,000	-	3,956
Other fees and revenues	945,669	3,120,913	1,300,763
Investment income	3,000	95,299	312,262
School fundraising	8,000,000	8,350,000	8,194,760
TOTAL REVENUE	217,355,144	224,753,819	214,235,671
EXPENDITURES (note 9)			
Instruction	165,557,078	169,643,795	159,996,882
Administration	6,743,980	8,258,541	6,829,775
Transportation	7,645,000	7,767,094	7,524,758
School operations and maintenance	20,862,100	21,171,542	21,029,009
Pupil accommodation	37,156,233	65,984,893	34,671,067
Other	1,612,745	1,612,745	1,612,745
School funded activities	8,000,000	8,010,355	8,655,396
TOTAL EXPENDITURES	247,577,136	282,448,965	240,319,632
NET EXPENDITURES	(30,221,992)	(57,695,146)	(26,083,961)
Increase (decrease) in prepaid expenses	-	662,283	(390,166)
CHANGES IN NET LIABILITIES	(30,221,992)	(57,032,863)	(26,474,127)
FINANCING TRANSACTIONS			
Long term financing issues	45,000,000	45,000,000	-
Debt repayments and sinking fund contributions	(3,078,429)	(3,102,836)	(3,540,657)
Increase in unfunded liabilities	1,513,426	4,133,632	1,524,838
CHANGE IN AMOUNTS TO BE RECOVERED	43,434,997	46,030,796	(2,015,819)
CHANGE IN FUND BALANCES			
Opening fund balances	13,213,005	(11,002,067)	(28,489,946)
	(10,596,470)	(10,596,470)	17,893,476
Closing fund balances	\$ 2,616,535	\$ (21,598,537)	\$ (10,596,470)

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Statement of Changes in Financial Position
For the years ended August 31

	<u>2005-06</u>	<u>2004-05</u>
OPERATIONS		
Net expenditure	\$ (57,695,146)	\$ (26,083,961)
Sources and (Uses)		
Decrease (increase) in accounts receivable	(2,976,544)	2,688,522
Increase (decrease) in accounts payable and accrued liabilities	(4,079,304)	5,189,763
Increase (decrease) in deferred revenues - reserves	748,170	(407,586)
Increase (decrease) in deferred revenues - other	(1,143,188)	1,390,322
Increase employee benefits payable	3,696,008	1,601,490
NET DECREASE IN CASH FROM OPERATIONS	(61,450,004)	(15,621,450)
FINANCING		
Long term liabilities issued	45,000,000	-
Debt repaid and sinking fund contributions	(3,102,836)	(3,540,657)
NET INCREASE (DECREASE) IN CASH FROM FINANCING	41,897,164	(3,540,657)
CHANGE IN CASH AND CASH EQUIVALENTS	(19,552,840)	(19,162,107)
Opening cash and cash equivalents	(4,667,464)	14,494,643
Closing cash and cash equivalents	\$ (24,220,304)	\$ (4,667,464)
Cash and cash equivalents comprise:		
Cash and short-term investments	\$ 2,248,300	\$ 1,908,656
Less: Bank temporary borrowing	26,468,604	6,576,120
	\$ (24,220,304)	\$ (4,667,464)

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Schedule of Operating Fund
For the years ended August 31

	(unaudited)		
	2005-06 Budget	2005-06 Actual	2004-05 Actual
REVENUES			
Local taxation	\$ 59,404,000	\$ 59,931,615	\$ 60,053,096
Provincial legislative grants	148,139,146	148,721,603	142,381,883
Provincial grants - other	738,329	4,534,389	1,988,951
Federal grants and fees	125,000	-	3,956
Other fees and revenues	945,669	3,120,913	1,300,763
Investment income	3,000	95,299	312,262
TOTAL REVENUE	209,355,144	216,403,819	206,040,911
EXPENDITURES			
Instruction	164,657,078	168,594,094	159,418,608
Administration	6,743,980	8,258,541	6,829,775
Transportation	7,645,000	7,767,094	7,524,758
School operations and maintenance	20,862,100	21,154,225	20,823,886
Pupil accommodation	5,956,233	6,876,354	5,797,716
TOTAL EXPENDITURES	205,864,391	212,650,308	200,394,743
NET REVENUE	3,490,753	3,753,511	5,646,168
Increase (decrease) in prepaid expenses	-	662,283	(390,166)
INCREASE (DECREASE) IN NON-FINANCIAL ASSETS	-	662,283	(390,166)
Debt principal repayments and sinking fund contributions	(3,078,429)	(3,102,836)	(3,540,657)
Increase in unfunded liabilities	1,513,426	4,133,632	1,524,838
CHANGE IN AMOUNTS TO BE RECOVERED	(1,565,003)	1,030,796	(2,015,819)
NET TRANSFERS (TO) FROM OTHER FUNDS			
Transfers (to) from capital fund	(1,921,761)	(5,029,600)	(4,366,105)
Transfer (to) from reserve fund	-	(416,990)	1,125,922
NET TRANSFERS TO OTHER FUNDS	(1,921,761)	(5,446,590)	(3,240,183)
CHANGE IN OPERATING FUND BALANCE	3,989	-	-
Opening balance - operating fund	-	-	-
Closing balance - operating fund	\$ 3,989	\$ -	-

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Schedule of Capital Fund
For the years ended August 31

	(unaudited) 2005-06 Budget	2005-06 Actual	2004-05 Actual
REVENUES			
Other Revenues	\$	\$	-
			\$ -
CAPITAL EXPENDITURES			
Instruction	900,000	1,049,701	578,274
School operations and maintenance	-	17,317	205,123
Pupil accommodation	31,200,000	59,108,539	28,873,351
Other	1,612,745	1,612,745	1,612,745
TOTAL EXPENDITURES	33,712,745	61,788,302	31,269,493
NET EXPENDITURES	(33,712,745)	(61,788,302)	(31,269,493)
LONG TERM FINANCING	45,000,000	45,000,000	-
NET TRANSFERS FROM (TO) OTHER FUNDS			
Transfers from operating fund	1,921,761	5,029,600	4,366,105
Transfers from reserve fund	2,178,239	711,683	1,530,109
NET TRANSFERS FROM OTHER FUNDS	4,100,000	5,741,283	5,896,214
CHANGE IN CAPITAL FUND BALANCE	15,387,255	(11,047,019)	(25,373,279)
Opening balance - capital fund	(16,594,991)	(16,594,991)	8,778,288
Closing balance - capital fund	\$ (1,207,736)	\$ (27,642,010)	\$ (16,594,991)

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Schedule of Reserve Funds

For the years ended August 31

	(unaudited) 2005-06 Budget	2005-06 Actual	2004-05 Actual
REVENUES			
Investment income	\$ -	\$ -	\$ -
NET REVENUE		-	-
NET TRANSFERS (TO) FROM OTHER FUNDS			
Transfers (to) from operations	-	416,990	(1,125,922)
Transfers to capital	(2,178,239)	(711,683)	(1,530,109)
NET TRANSFERS TO OTHER FUNDS	(2,178,239)	(294,693)	(2,656,031)
CHANGE IN RESERVE FUND BALANCE	(2,178,239)	(294,693)	(2,656,031)
Opening balance - reserve fund	4,118,841	4,118,841	6,774,872
Closing balance - reserve fund	\$ 1,940,602	\$ 3,824,148	\$ 4,118,841

The reserve fund is comprised of:

Working funds	\$ 1,005,738	\$ 588,748
Pupil accomodation debt reserve	2,818,410	3,530,093
	\$ 3,824,148	\$ 4,118,841

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Schedule of School Activities Fund
For the years ended August 31

	(unaudited) 2005-06 Budget	2005-06 Actual	2004-05 Actual
REVENUES			
Elementary School fundraising & other revenue	\$ 4,000,000	4,433,680	\$ 2,985,212
Secondary School fundraising & other revenue	4,000,000	\$ 3,916,320	5,209,548
NET REVENUE	8,000,000	8,350,000	8,194,760
EXPENDITURES			
School funded activities	8,000,000	8,010,355	8,655,396
NET REVENUE (EXPENDITURES)	-	339,645	(460,636)
CHANGE IN SCHOOL ACTIVITIES FUND BALANCE	-	339,645	(460,636)
Opening balance - School Activities Fund	1,879,680	1,879,680	2,340,316
Closing balance - School Activities Fund	\$ 1,879,680	\$ 2,219,325	\$ 1,879,680

The accompanying notes are an integral part of these financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting Entity

The consolidated financial statements are prepared by management in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the assets, liabilities, revenues, expenditures and fund balances of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financed affairs and resources to the Board and which are controlled by the Board. School generated funds, which include the assets, liabilities, revenues, expenditures and fund balances of various entities which exist at the school level and which are controlled by the Board are reflected in the consolidated financial statement.

(b) Trust Funds

Trust funds and their related operations administered by the Board are not included in the financial statements as they are not controlled by the Board.

(c) Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenditures are the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

(d) Cash and Cash Equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

(e) Investments

Investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the Statement of Financial Position at the lower of cost or market value.

(f) Capital Assets

The historical cost and accumulated depreciation of capital assets are not reported. Capital assets are reported as expenditures on the Statement of Financial Activities in the year of acquisition.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(g) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

(h) Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance and health care benefits, retirement gratuity, worker's compensation and long-term disability benefits. The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates.

For self insured retirement and other employee future benefits that vest or accumulated over the periods of service provided by employees, such as retirement gratuities and life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

For those self insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;
- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

1. SIGNIFICANT ACCOUNTING POLICIES (Cont'd)

(i) Reserves and Reserve Funds

Certain amounts, as approved by the Board trustees, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

(j) Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

(k) Investment Income

Investment income earned on surplus operating funds, capital funds, reserves and reserve funds are reported as revenue in the period earned.

Investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education is added to the fund balance and forms part of the respective deferred revenue balances.

(l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board, the budget figures presented have not been adjusted to conform with this basis of accounting as it is used to prepare the financial statements. The budget figures are unaudited.

(m) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the year. Actual results could differ from these estimates.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Notes to the Consolidated Financial Statements
August 31, 2006

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include the following:

	<u>2006</u>		<u>2005</u>
School Activities fund	\$ 2,219,325	\$	1,879,680
Petty Cash	28,975		28,975
	<u>\$ 2,248,300</u>	<u>\$</u>	<u>1,908,655</u>

3. TEMPORARY BORROWING

Temporary borrowing consists of the following:

	<u>2006</u>		<u>2005</u>
Bank overdraft bearing interest at CIBC prime minus 0.6%.	\$ 18,531,177	\$	6,576,120
90-day bank acceptance bearing interest at 4.33%.	7,937,427		-
	<u>\$ 26,468,604</u>	<u>\$</u>	<u>6,576,120</u>

4. DEFERRED REVENUE

The use of certain reserve funds are restricted by the provincial government regulations. It is a requirement of the public sector accounting principles of the Canadian Institute of Chartered Accountants that these reserve funds be reported as deferred revenue.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2006 is comprised of:

	<u>2006</u>		<u>2005</u>
Proceeds of Disposition	\$ 8,103,996	\$	7,355,826
	<u>\$ 8,103,996</u>	<u>\$</u>	<u>7,355,826</u>

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS

Retirement and Other Employee Future Benefit Liabilities		2006		2005	
		Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Accrued Employee Future Benefit Obligations	\$ 94,305,593	\$ 2,455,445	\$ 96,761,038	\$ 61,840,744	
Unamortized Actuarial (Gains) Losses	40,471,714	227,933	40,699,647	11,576,332	
Employee Future Benefits Liability	\$ 53,833,879	\$ 2,227,512	\$ 56,061,391	\$ 50,264,412	

Retirement and Other Employee Future Benefit Expenses		2006		2005	
		Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Current Year Benefit Cost	\$ 2,434,904	\$ 270,500	\$ 2,705,404	\$ 2,015,437	
Interest on Accrued Benefit Obligation	3,132,353	32,109	3,164,462	3,039,315	
Recognized Actuarial (gains) losses	1,025,452	22,199	1,047,651	123,651	
Employee Future Benefit Expenses	\$ 6,592,709	\$ 324,808	\$ 6,917,517	\$ 5,178,403	

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (Cont'd)

Retirement Benefits

(i) Ontario Teacher's Pension Plan

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's financial statements.

(ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. From January 1, 2005 to December 31, 2005, eligible employees contributed at rates of up to 8.8% of earnings. Effective January 1, 2006 employee contribution rates continued at levels of up to 9.6% of earnings. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2006, the Board contributed \$ 1,852,084 (2005 - \$ 1,629,892) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's financial statements.

(iii) Retirement Gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The amount of the gratuities paid to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at retirement. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

(iv) Retirement Life Insurance and Health Care Benefits

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

Other Employee Future Benefits

(i) Workplace Safety and Insurance Board Obligations

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

5. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS (Cont'd)

Other Employee Future Benefits (Cont'd)

(ii) Long-term Disability Life Insurance and Health Care Benefits

The Board provides life insurance, dental and health care benefits to employees on long-term disability leave. The board is responsible for the partial payment of life insurance premiums and the partial costs of health care benefits under this plan. The Board provides these benefits through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan.

The accrued benefit obligations for employee future benefit plans as at August 31, 2006 are based on an actuarial valuations for accounting purposes as at August 31, 2006. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Board's best estimates of expected rates which implicitly include an inflation rate adjustment.

	2006	2005
	%	%
Wage and salary escalation	3.5 - 3.75	2.0 - 4.0
Insurance and health care cost escalation	5.0 - 11.5	5.0 - 7.5
Discount on accrued benefit obligations	4.75	5.0

6. NET LONG-TERM LIABILITIES

Net long-term debt reported on the Statement of Financial Position comprises of the following:

	2006	2005
1 By-law # 55	\$ 583,000	\$ 664,000
2 By-law # 57	124,000	235,000
3 By-law # 64	5,046,000	5,670,000
4 By-law # 67	6,520,000	7,146,000
6 By-law # 02-01	29,961,780	30,641,258
7 By-law # 03-04 Sinking Fund Debenture	24,012,700	24,012,700
8 By-law # 03-05	29,488,147	30,113,635
9 By-law # 06-01	45,000,000	-
Less: Sinking Fund Assets Balance as at August 31	(693,703)	(337,833)
	<u>\$ 140,041,924</u>	<u>\$ 98,144,760</u>

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

6. NET LONG-TERM LIABILITIES (Cont'd)

Principal and interest payments relating to net long-term liabilities of \$ 140,041,923 outstanding as at August 31, 2006 are due as follows:

	Principal and Sinking Fund Contributions	Interest	Total
2006/07	\$ 4,217,458	\$ 8,107,114	\$ 12,324,572
2007/08	4,362,063	7,819,884	12,181,947
2008/09	4,647,984	7,525,104	12,173,088
2009/10	4,959,633	7,207,566	12,167,199
2010/11	5,293,449	6,865,274	12,158,723
Thereafter	116,561,337	57,135,492	173,696,829
	\$ 140,041,924	\$ 94,660,434	\$ 234,702,358

7. AMOUNTS TO BE RECOVERED IN FUTURE YEARS

The amounts to be recovered in future years reported on the Statement of Financial Position are comprised of:

	2006	2005
Capital outlay to be recovered in future years		
Net long term debt (note 6)	\$ 140,041,924	\$ 98,144,760
Amounts to be financed in future years		
Retirement and other employee future benefits liability (note 5)	56,061,391	52,365,383
Vacation accrual	557,692	54,390
Interest accrual	2,112,052	2,177,730
	\$ 198,773,059	\$ 152,742,263

8. DEBT CHARGES AND CAPITAL LOANS AND LEASES INTEREST

The expenditure for debt charges, capital loans and capital leases interest includes principal, sinking fund contributions and interest payments as follows:

	2006	2005
Principal payments on long term liabilities including contributions to sinking funds	\$ 3,075,430	\$ 3,531,288
Interest payments on long term liabilities	6,213,139	\$ 6,309,880
	\$ 9,288,569	\$ 9,841,168

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Notes to the Consolidated Financial Statements
August 31, 2006

9. EXPENDITURES BY OBJECT

The following is a summary of the current and capital expenditures reported on the Statement of Financial Activities by object:

	(unaudited) 2006 Budget	2006 Actual	2005 Actual
Current expenditures:			
Salary and wages	\$ 146,637,500	\$ 149,801,158	\$ 141,940,329
Employee benefits	25,426,600	27,282,885	24,767,814
Staff development	219,175	1,465,694	394,622
Supplies and services	13,539,435	15,274,552	16,018,324
Replacement furniture & equipment	1,940,000	1,682,490	1,510,235
Interest	5,956,233	6,876,354	6,218,806
Rental expenditures	147,000	544,989	234,208
Fees and contract services	11,928,448	8,959,295	9,310,405
Other	70,000	762,891	-
School fund activities	8,000,000	8,010,355	8,655,396
Capital expenditure	33,712,745	61,788,302	31,269,493
	\$ 247,577,136	\$ 282,448,965	\$ 240,319,632

10. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The school board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks.

11. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

Interest rate risk represents the risk to the Board's operations that arises from fluctuations in interest in interest rates and the degree of volatility of these rates. The Board is exposed to interest rate risk as the interest on the bank short term borrowings is at variable rates.

(b) Fair Value

Fair values approximate amounts at which financial assets and liabilities would be exchanged between willing parties, based on current markets for instruments of the same risk and materiality. The fair value of financial assets and liabilities approximate their carrying values.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2006

12. CONTINGENT LIABILITIES

In the normal course of operations, the Board became involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at August 31, 2006 cannot be predicted with certainty, it is the opinion of the Board that their resolution will not have a material adverse effect on the Board's financial position or results of operations.



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:
January 16, 2007

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
Peter S. Marchini, Senior Financial Analyst
Ken Gignac, Controller of Finance
Ivan Fregonese, Accounting Supervisor
SUBJECT: **REPORT OF TRUSTEE EXPENSES 2005-2006**

RECOMMENDATION:

That the Board receive the Report of Trustee Expenses 2005-2006 as information.

BACKGROUND:

The attached report shows the honorarium and expenses for Board Trustees for the fiscal year ending August 31, 2006.

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Report of Trustee Expenses

THE WINDSOR ESSEX CATHOLIC DISTRICT SCHOOL BOARD
 REPORT OF TRUSTEE EXPENSES
 FOR THE FISCAL YEAR ENDED AUGUST 31, 2006

Trustee	Honarium	Professional Development	Total
ALEXANDER	5,000.00	5,000.00	10,000.00
COURTNEY	7,500.00	5,000.00	12,500.00
DIMENNA	5,000.00	4,840.56	9,840.56
HOLLAND	5,000.00	3,662.02	8,662.02
JANISSE	5,000.00	4,033.45	9,033.45
KEANE	5,000.00	5,000.00	10,000.00
MACRI	10,000.00	5,000.00	15,000.00
PORCELLINI	5,000.00	4,229.71	9,229.71
SOULLIERE	5,000.00	4,135.87	9,135.87
TOTAL	\$52,500.00	\$40,901.60	\$93,401.60



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BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Peter S. Marchini, Senior Financial Analyst
Ken Gignac, Controller of Finance

SUBJECT: 2007 BUDGET REPORT

RECOMMENDATION:

That the Board receive the 2007 Budget Report as information.

BACKGROUND:

On August 29, 2006, the Board approved a "Balanced Budget" for the 2006/2007 fiscal year.

Since then, administration has conducted ongoing reviews of Board revenues and expenditures in order to determine if major variances have occurred that require changes so as to remain in a balanced budget position.

On Friday, December 15, 2006, the Revised Estimates were filed with the Ministry with little change to the Operating Fund Budget. The balance of our working fund reserve will be used in fiscal 2007.

Reviews of departmental expenditures are conducted periodically with Board staff entrusted with a program or department budget. It is expected that over expenditures in some accounts will be offset by favourable variances in others.

During these reviews, over expenditures come to light in some accounts and adjustments are made to other planned expenditures so that the department or program as a whole remains within the budget.

In order to provide the Board with a financial picture at the end of the first quarter, major groupings of accounts were analyzed and our observations are as follows:

Salaries (\$152,576,715)

The largest component of our operating budget is salaries, representing over 71% of the expenditures. A global review reveals that salaries are anticipated to match the budget with the exception of supply teacher salaries that, if the trend continues will be over the budgeted amount by approximately 2,000,000. In fiscal 2006, we realized a similar variance, which was offset by additional Ministry grants announced throughout the year.

Fringe Benefits (\$23,504,516)

The second largest component of our budget is fringe benefits, estimated to cost \$23.5M in fiscal 2007. There is no indication that the budget should be adjusted at this time.

Long-term Debt (\$12,322,249)

The interest and principal payments on our debentures are not estimates. The budget is based on actual payments that will be made and fully funded by Ministry grants and reserves. For fiscal 2007, we will draw \$1,746,177 from our pupil accommodations debt reserve fund, which, at the end of fiscal 2006 had a balance of \$10,922,406.

Transportation (\$7,980,000)

The December payments for transportation have been made and, to date, we have spent approximately 37% of our annual budget. Transportation expenditures should be about 10% of the total for each month until the end of June. At this time, it is expected that transportation costs will be within the budgeted amount.

Fees, Supplies and Services (\$18,247,235)

The balance of the expenditure budget consists of purchases of textbooks and learning materials (\$5,663,883), professional development (\$883,975), replacement computers (\$1,509,537), professional fees such as legal, audit and insurance (\$760,000) and plant operations and maintenance expenditures (\$8,008,000). These expenditures are considered controllable since at any time during the year adjustments can be made between the lines to accommodate any unplanned expenses.

FINANCIAL:

COMMENTS:

TIMELINES: Next reporting date - March 27, 2007

APPENDICES: None.



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
Peter S. Marchini, Senior Financial Analyst
SUBJECT: **LEGAL SERVICES – October 2006**

RECOMMENDATION:

That the report *Legal Services – October 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 October 2006 legal fees submitted are as follows:

* Real Estate and property matters	\$4,640.00
* Labour, incl. Negotiations, contract administration and arbitration	\$42,698.50
* Litigation (incl. OLRB hearings, Spec. Ed., Human Rights and Safe School issues).	\$0
* Other Misc. (on-going legal advice and consultation)	<u>\$29,572.50</u>

TOTAL

\$76,911.00

COMMENTS: a portion of the real estate fees (\$2,715.00) will be charged to the St. Joseph project.

TIMELINES:

November, 2006 Report – January Board meeting.

APPENDICES:

- None



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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Michael Seguin, Superintendent of Education

SUBJECT: **ST. GABRIEL CATHOLIC ELEMENTARY SCHOOL**
- Chicago, Illinois - June 6 & 7 2007

RECOMMENDATION:

That the Board approve St. Gabriel Catholic Elementary School field trip to Chicago, Illinois for June 6 & 7, 2007.

BACKGROUND:

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

FINANCIAL: None.

COMMENTS:

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

TIMELINES:

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Field Trip Proposal
- Curriculum Outcomes
- Itinerary



Request for Approval of Field Trip

School	St. Gabriel Catholic Elementary		Date of Trip	06/06/2007	
Destination	Chicago		Mode of Transportation	Highway Cruiser	
School Departure Time	6:00 AM	School Arrival Time	9:30 PM	Name of Carrier	Canada Coach
# of Male Students	20	Grade of Students	8	Number of Supervisors	Female 3 Male 2
# of Female Students	35	Personal Cost Per Student	\$339.00	Travel Company Involved	Sharpe Bus Tours
Total Cost Per Student	\$339.00				

EDUCATIONAL RATIONALE

Name of Teacher David Bishop, Renee Leal

Purpose of Trip Science, Geography Education

Relationship to Students' Program/Course Science: Water Systems, Optics, Fluids / Geography: Human Imprints

Pre-Trip Preparation(s) by Students Units of Study in above subject areas

Follow-Up Activities Planned Worksheets and class discussion upon return

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

Date Submitted	10/24/2006	Name of Teacher	David Bishop
Approval Date	10/25/2006	Name of Principal	Rino Licata
Approval Date		Name of Superintendent	Michael Seguin
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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

Field Trip Proposal
St. Gabriel Catholic Elementary School
Grade 8 Science/Geography

To: Board of Trustees, Windsor-Essex Catholic District School Board
From: David Bishop, St. Gabriel Catholic Elementary School
Date: 25 October, 2006
Subject: Science/Geography/End of Year Field Trip

To reinforce the curriculum objectives in the grade 8 Science and Geography classes, we would like to propose a field trip to Chicago, Illinois June 6/7, 2007.

The trip will include tours of the Museum of Science and Technology, Omnimax Theatre, John G Shedd Aquarium, and the Field Museum of Natural History. The information and exhibits provided by these institutions will certainly reinforce the concepts covered by the grade 8 Science and Geography curriculums.

Please find attached, a detailed itinerary including exact locations and times. Attached also is the Request for Approval of Field Trip (SC:04 Form A)

Respectfully submitted,

David Bishop
Grade 8
St. Gabriel Catholic Elementary School

Applicable Curriculum Outcomes for Proposed Grade 8 Field Trip to Chigaco

Shedd Aquarium:

Science Overall Expectations (Water Systems)

- demonstrate an understanding of how the earth's water systems were formed, the similarities and differences among them, and how they influence the climate and weather of the region in which they are located;
- investigate the major features of the earth's resources and the effects of large bodies of water on global climate and ecosystems;
- examine how human use resources from the earth's different water systems and identify the factors involved in managing these for sustainability.

Museum of Science and History:

Science Overall Expectations (Mechanical Efficiency):

- demonstrate an understanding of the factors that contribute to the efficient operation of mechanisms and systems;
- design and make systems of structures and mechanisms, and investigate the efficiency of the mechanical devices within them;
- demonstrate understanding of the factors that can affect the manufacturing of a product.

Science Overall Expectations (Optics):

- describe ways in which different sources of visible light and the properties of light, both natural and artificial, are used by humans for different purposes.

Science Overall Expectations (Cells, Tissues, Organs, and Systems):

- demonstrate an understanding of the basic structure and function of plant and animal cells, describe the hierarchical organization of cells in plants and animals;
- describe ways in which study of the structure, function and interdependence of human organ systems can result in improvements in human health.

Health and Physical Education (Healthy Living) Specific Expectations:

- outline the possible negative consequences of substance use and abuse;

Museum of Natural History:

Science Overall Expectations (Water Systems)

- examine how human use resources from the earth's different water systems and identify the factors involved in managing these for sustainability.

Visual Arts Overall Expectations

- explain how an artist has used the expressive qualities of the elements and principles of design to affect the viewer, and support their analyses with evidence from the work;
- use correctly, vocabulary and art terminology associated with the specific expectations for this grade.

Wendela Cruise Lines:

Geography Specific Expectations:

- compare the characteristics of places with high and low population densities;
- explain how site and situation influence settlement patterns;
- summarize the factors that affect patterns of urbanization, industrialization, and transportation;

Medieval Times:

Drama and Dance Overall Expectations:

- critique, orally and in writing, their own and others' work in drama and dance, using criteria developed independently and in a group;

ESPNZone:

Health and Physical Education (Active Participation) Overall Expectations;

- apply living skills in physical activities;
- transfer appropriate interpersonal skills to new physical activities;

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**St. Gabriel School
Chicago, Illinois
2 Days/1 Night**

Proposed Itinerary:

- 5:30 a.m. Everyone assembles at: St. Gabriel School
1400 Roselawn
Windsor, Ontario
- 5:45.m. Bus Company: Coach Canada – 1/55 passenger
Head Teacher: David Bishop
- 6:00 a.m. Departure for Chicago, Illinois
Traveling time: 5 hrs Making one stop

Please note: Everyone will require proof of citizenship to cross the border. (i.e. Birth Certificate, Voters Registration Card, Passport) A photocopy of the child's Birth Certificate is acceptable however, the border would like picture I.D. if possible.

Time Change: Please note Chicago is one hour behind Windsor and the itinerary is now on Chicago Local Time.

- 10:30 a.m. Arrival into the **Museum of Science and Industry**. This popular favorite features a full-scale working coal mine, captured German submarine and giant pulsating model of a human hear.

The U-505 Submarine – the Museum's historic Submarine resurfaces as part of a brand new 35,000 square-foot exhibit. Along with a variety of never-before-seen artifacts, the new exhibit will feature audio narratives from war veterans involved in the vessel's capture. Guest will also be able to get an up-close view of the authentically restored exterior and climb into a re-created crewman's bunk. Interactive elements of the exhibit let guests experience dive training and buoyancy, peek through periscopes and send message in enigma code.

Lunch Arrangements: The group will be able to purchase their own lunch in the cafeteria located at the Science Museum or they may wish to bring their lunch from home. The Museum does have tables for the group to eat their own lunch

- 1:10 p.m. The group will have reserved seating for the **Omnimax Theatre**. The film title has not been determined yet.

CHARTERS & TOURS INC.

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



RETAIL #04628442
RETAIL #1012879
WHOLESALE #1717051

- 2:10 p.m. Departure for **Wendella Cruise Lines**
 3:00 p.m. The Great Chicago Fire of 1871 devastated the city and caused property losses estimated at 200 million U.S. This tragedy could have very well put an end to development in Chicago, but it had the opposite effect. Chicago became a place for innovative architects to try new designs, leading to the establishment of the "Chicago Style" of architecture. The group will cruise the Chicago River and Lake Michigan for a narrated cruise on the history, facts and architecture of Chicago. (1.5 hrs)
- 4:30 p.m. Departure for the: **Comfort Inn**
 2550 Landmeier Rd.
 Elk Grove, Illinois
 Phone: (847) 364-6200
- 5:30 p.m. The group will check in and have time to freshen up before departing for the evening.
- 6:00 p.m. Departure for **Medieval Times and Tournament**
 7:00 p.m. Let the Show Begin!
Medieval Times Dinner and Entertainment
 Experience the recreation of the last tournament held in the year 1903 at the court of H.G. Don Raimando II. You will be seated in one of the six colored sections that correspond to our six noble knights. As you enjoy a medieval feast, you'll see spectacular pageantry, dramatic horsemanship, swordplay, and an authentic jousting tournament. Cheer your own brave knight and take your part in history. (2 hrs.)
- 10:00 p.m. Arrival into the hotel for the evening.
- 11:00 p.m. **Hallway security begins** – the guards will identify himself/herself before starting duty. At this time please give instructions to the guard as to any special requirements you need.
- Day Two:**
- 5:00 a.m. Hallway security is finished.
- 7:00 a.m. **Rise and Shine**
 A deluxe continental breakfast is served in the lobby of the hotel. The breakfast consists of Hot and Cold items.
- 7:45 a.m. Room Check for damages and forgotten items
 8:00 a.m. Departure for the John G. Shedd Aquarium
- Due to traffic conditions we must allow 1 hr. traveling time.

-
- 9:00 a.m. **Arrival at the John G. Shedd Aquarium, rated # 1 in the United States; offers the world's largest indoor collection of aquatic mammals, reptiles, amphibians and fish. "From the national landmark building which opened in 1930, to the most recent award-winning exhibit, the Wild Reef, Shedd's is unrivaled in aquatic diversity, numbers of exhibits and more importantly, guest experience. We have over 5 million gallons of water running throughout the aquarium and more than 22,000 animals that call the aquarium home. We are one of four aquariums in North America that have Pacific white-sided dolphins and one of seven with Beluga whales. (1½ hr.)**
- 10:30 a.m. **Arrival at the Field Museum of Natural History: The group will have a guided tour of the Museum - Visit mummies, Egyptian tombs, Native American artifacts, dinosaur skeletons and more than 16 million other specimens from the fields of anthropology, botany, geology, and zoology. The most popular display is Sue, the largest, most complete and best-preserved Tyrannosaurus Rex Fossil ever discovered. (2 hrs.)**
- 12:30 p.m. **Departure for the ESPN Zone**
1:00 p.m. **ESPN Zone: Step into ESPN Zone and you've entered a unique world where sport is king. It's non-stop action, high-energy fun, unbelievable food, and more. The Sports Arena – features 10,000 square feet of active and competitive interactive games and attractions, along with the latest and greatest simulators and video games. (2 hr)**
- Lunch Arrangements: The ESPN Zone does have facilities for the group to purchase their own lunch.**
- 3:00 p.m. **Departure for Windsor, Ontario**
4:00 p.m. **Local Windsor Time**
- 9:30 p.m. **Arrival into St. Gabriel School**



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Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 16, 2007

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Linda Staudt, Superintendent of Education

SUBJECT: **FIELD TRIP - CATHOLIC CENTRAL HIGH SCHOOL**
- Quebec City, April 26 – 29, 2007

RECOMMENDATION:

That the Board approved the field trip for Catholic Central High School to Quebec City, from April 26 to 29, 2007.

BACKGROUND:

This trip is in relation to the French curriculum in all grades.

FINANCIAL:

The personal cost per student is \$540.00.

COMMENTS:

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

TIMELINES:

April 26 to April 29, 2007

APPENDICES:

- SC:04 Form A - Request for Approval of Field Trip
- SC:04 Form B - Field Trip Information and Consent Form
- Information Letter to Parents
- Proposed Itinerary

LS/psh/C08



Request for Approval of Field Trip

School	Catholic Central High School		Date of Trip	04/26/2007-04/29/2007	
Destination	Québec City, Québec		Mode of Transportation	Bus	
School Departure Time	3:30	School Arrival Time	22:30	Name of Carrier	Badder Bus Service
# of Male Students		Grade of Students	9-12	Number of Supervisors	Female <input type="text" value="2"/> Male <input type="text" value="2"/>
# of Female Students		Personal Cost Per Student	\$540.00	Travel Company Involved	Ship's School Educational Tours
Total Cost Per Student	\$540.00				

EDUCATIONAL RATIONALE

Name of Teacher Ms. Laura Porfilio

Purpose of Trip To promote French culture; to enhance French language skills; to gain an appreciation of

Relationship to Students' Program/Course to make the curriculum relevant to students' lives

Pre-Trip Preparation(s) by Students Cultural Unit on Québec City, information meetings, discuss code of

Follow-Up Activities Planned Reflection and Discussion

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration Day three, @ 4:00p.m. Ste- Anne de Beaupre

Date Submitted	12/13/2006	Name of Teacher	Laura Porfilio
Approval Date	12/13/2006	Name of Principal	Darlene Kennedy
Approval Date		Name of Superintendent	Linda Staudt
Approval Date		Board of Trustees Approval (per Superintendent)	

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

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

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



FIELD TRIP INFORMATION AND CONSENT FORM

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

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

School	Date(s) of Trip	Mode of Transportation
Catholic Central High School	April 26-29, 2007	Bus
Destination Name and Phone#		Cost per Student
Quebec City, Quebec		\$540.00
Time of Departure from School	Approximate Time of Return to School	
3:30a.m.	10:30p.m.	
No. Of Students	No. of Supervisors	
43	4	
Purpose/Relationship to program		
To promote French culture; to enhance French language skills; to gain an appreciation of French		
Students should come prepared with		
money for personal shopping, meals, appropriate dress		

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

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

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

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

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

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

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

Medical Condition (if any) or Prescribed Medication

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

Student Home Telephone # **Emergency Contact Name**

Emergency Phone Number

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Catholic Central High School



441 Tecumseh Rd. E., Windsor, Ontario, N8X 2R7 Tel. (519) 256-3171 Fax (519) 256-6691
Windsor-Essex Catholic District School Board *"Learning Together In Faith and Service"*

Mr. Pat Hickson
Vice-Principal

Ms. Darlene Kennedy
Principal

Mrs. Kathy Furlong
Vice Principal

December 18, 2006

Dear Parent or Guardian:

Your son or daughter has expressed an interest in traveling with us. We have organized an educational field trip this year to Quebec City, Quebec, April 26th-29th, 2007. Ship's School Educational Tours is most experienced in the field of educational travel for young people. It aims not only to introduce insights and lifestyles of different areas of the world, but also to give a new dimension to the overall education and development of high school students. Your child will undoubtedly benefit from this experience. Thank you for allowing him or her this opportunity. Please find attached a complete itinerary for the trip.

We will be asking the students to choose with whom they would like to share a room (4 per room). Changing roommates at the last minute will not be allowed. Please advise them to choose wisely.

Students must meet at the main entrance of the school promptly at 3:00a.m. on Thursday April 26, 2007. You are responsible to pick up your son/daughter at the main entrance of the school on Sunday April 29, 2007 at 10:30p.m., the day of return.

The final payment for this trip is due no later than **Monday April 2, 2007**. The total cost of the trip is **\$540.00 Canadian**. Unfortunately, we will not be accepting any personal cheques, cash only. Please note that if the trip is not paid in full by this time, your son/daughter will be taken off the list. We must make accommodations for them and it is important that payments are on time. A payment schedule is attached to the itinerary.

It is also very important to note that the students are expected to be at school, and on time on Monday April 30, 2007, the day after our return. They will have ample time to sleep on the bus. No excuse for their absence will be accepted by administration.

We are looking forward to a safe, educational, and fun trip for all. Thank you for allowing your son or daughter to participate.

If you have any questions or concerns, please do not hesitate to contact us at the school 256-3171.

Thank you for your support,

Ms. Laura Porfilio
Department Head of Modern Languages

SHIP'S SCHOOL EDUCATIONAL TOURS

CATHOLIC CENTRAL HIGH SCHOOL -FRENCH GROUP QUEBEC CITY CULTURAL TOUR 07 APRIL 26 - 29 PROPOSED ITINERARY

Day One: Thursday, April 26, 2007

- 3:30am*coach arrives for loading
- 4:00am*coach departs for Quebec City
- 5:00pm * Your tour director meets group at **Best Western Hotel** and helps with the check in
- 6:30pm * Dinner at a local French restaurant - **Le Dorsay** (incl)
- 8:00pm *walking **tour of Quebec City** (incl)
- 9:30pm * Return to hotel for the night
- 11:00pm * Night supervisor on duty

Day Two: Friday, April 27, 2007

- 8:15am* Your tour director meets group at hotel and proceeds to **La Vieille Maison** for breakfast (incl)
- 10:00am ***Experience Quebec** - a multi media experience of Quebec (3D show) (incl)
- 11:00am *lunch (not included) and free time to explore **Old Quebec**
- 1:30pm * Activity at **La Maison de la Decouverte** (incl)
- 3:30pm * **Parc De L'artillerie** (incl)
- 4:30pm *transfer to the Sugar Shack
- 5:00pm *Dinner at the **Sugar Shack** (incl)
- 6:30pm *transfer to Les Galeries de la Capitale
- 7:00pm *shopping at **Les Galeries de la Capitale**
- 9:00pm *transfer back to the hotel
- 9:30pm *enjoy some free time on the Dufferin Terrace just beside the Chateau Frontenac, an area to walk, enjoy a beaver tail, watch street performers.
- 10:30pm * return to hotel
- 11:00pm * Night supervisor on duty

Day Three: Saturday, April 28, 2007

- 8:15am* Tour director meets group at hotel restaurant for breakfast
- 9:00am*breakfast at **Chez Marie** (included)
- 10:15am *Activity at **Atelier Pare** (Ecomuseum of Woodcarving) (incl)
- 1:00pm * Lunch at **La Goeliche** (Isles d' Orleans)
- 2:30pm * tour of **Isles d' Orleans**
- 3:30pm *visit to **Montmorency Falls** (incl)
- 4:00pm *Mass at Ste-Anne de Beaupre
- 5:30pm * Dinner at **Le Bonaparte** (incl)
- 8:00pm * **MV Louis Jolliet Disco Cruise** (incl)
- 10:30pm *return to hotel for the night
- 11:00pm *Night supervisor on duty

Page 2

Day Four: Sunday, April 29, 2007

8:00am*checkout

8:30am*breakfast at the hotel (incl)

9:30am* departure for home

10:30pm *arrival back in Windsor at Catholic Central

WELCOME HOME!!



Windsor-Essex Catholic District School Board

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John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
Peter S. Marchini, Senior Financial Analyst
SUBJECT: **SCHOOL BOUNDARY AND CONSOLIDATION REVIEW –
WATSON AND ASSOCIATES**

RECOMMENDATION:

That the Board appoint Watson and Associates to review and provide comment on a board “draft” Accommodation Review Policy to be submitted to the Ministry of Education by March 31, 2007.

That the Board direct administration to approach Watson and Associates to undertake a comprehensive review of school boundaries and bring a report outlining the scope and cost to the Board for final approval to proceed.

BACKGROUND:

Ministry memorandum 2006:B12 Pupil Accommodation Review Guidelines provides that boards are requested to pass a resolution approving an accommodation review policy by March 31, 2007 or prior to the announcement of an accommodation review whichever is earlier.

It would be prudent that in conjunction with the drafting of a new accommodation policy that the board undertake an independent review of existing school boundaries.

Watson and Associates have provided input to the Ministry of Education in the drafting of Pupil Accommodation Review Guidelines.

Their input in the forming of a policy for the board would be very beneficial.

Since the board has not reviewed its school boundaries from the time of amalgamation, it is recommended that Watson and Associates assist the board in a comprehensive boundary study.

The recommendations provided by Watson and administration resulting from this study would be forwarded to the Board and may create the need for an accommodation review.

FINANCIAL:

The cost of the boundary study as well as review of a “DRAFT” board accommodation review policy will be forwarded to the board for approval.

COMMENTS:

TIMELINES:

- Mid January 2007 – Appointment of Watson and Associates
- March 2007 – Final Report – Watson and Associates

APPENDICES: None.



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

Meeting Date:
January 16, 2007

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education

SUBJECT: **ONTARIO ASSOCIATION OF PARENTS IN CATHOLIC EDUCATION (OAPCE) – 2007 ANNUAL MEMBERSHIP FEES**

RECOMMENDATION:

That the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2007 annual membership fees for 41 elementary school councils and 8 secondary school councils in the amount of \$60.00 per school.

BACKGROUND:

Each year, the Board pays for the School Council membership fees with the Ontario Association of Parents in Catholic Education (OAPCE). This year, the fees remain at the 2006 rate.

FINANCIAL:

The total 2007 annual membership fee for 49 schools is \$2,940.00.

COMMENTS:

Individual School Councils have the option of purchasing Liability Insurance Coverage from Ontario Association of Parents in Catholic Education.

TIMELINES:

APPENDICES:

- Letter dated December 7, 2006 from the OAPCE
- Invoice received December 12, 2006



Ontario Association of Parents in Catholic Education

P.O. Box 70614,
2938 Dundas St. West,
Toronto, ON, M6P 4E7

Tel: 416-760-7784 Toll Free: 1-877-828-208
Fax: 416-760-7784 Toll Free: 1-877-828-2081
Email: oapce@bellnet.ca www.oapce.on.ca

Joseph Berthiaume
Director of Education
Windsor-Essex CDSB
1325 California Ave.
Windsor, Ontario N9B 3Y6

December 7, 2006

Dear Mr. Berthiaume,

Please find enclosed the annual invoice for the OAPCE membership and Annual Report.

The OAPCE is a grass roots organization, with business conducted by a volunteer Board of Directors. We represent parents/guardians of children enrolled in the publicly funded system of Catholic education in Ontario and ensure their voice is heard in all consultations and meetings attended at the provincial level.

The payment of the Parent Involvement & Communication (PIC) membership ensures that your parent/guardians are represented as members of OAPCE. These funds are used for various communications to our members directly. Our Directors currently hold seats on the Board of the Institute for Catholic Education (ICE), the Ontario Catholic Conference of Bishops (OCCB) Family Life Education Committee, various working tables, sub-groups and advisory meetings for the Ministry of Education (EQAO, Special Education) along with many others such as The Ontario College of Teachers consultations.

We encourage you to support the payment of the membership fees on behalf of the parents/guardians of your students. They receive our newsletter 4 times a year, have opportunities for providing feedback and input about current educational issues, and have full voting and election rights at our Annual General Meeting, according to our bylaws. Our system of publicly funded Catholic education now, more than ever, needs this collective voice and by your participation, the strength of that voice remains strong.

If you have a Board wide system where your school council chairs meet, there is a process whereby we can recognize them as a District Regional Council. This council is then entitled to receive a 30% rebate of the membership fees paid by your Board, that can be used for increased regional communications, workshops or any other item that is for the benefit of the parents. This initiative promotes the profile and efforts of OAPCE at the grass roots level and continues our work to retain and enhance our publicly funded Catholic education system.

We thank you for your kind attention and look forward to hearing from you. If you have any questions, please contact our Central Office at the above telephone number.

Sincerely,

Brian Evoy
President OAPCE

cc: trustees
S.D.S.

PIC Membership 2007

Ontario Association of Parents in Catholic Éducation
P.O. Box 70614
2938 Dundas St. West
Toronto, Ontario
M6P 4E7

Date	Invoice #
1/1/2007	P3538

Bill To
Windsor-Essex Catholic District School Board 1325 California Ave. Windsor, ON N9B 3Y6



Description	No. of Schools	Rate	Amount
Annual Parent Involvement and Communication Membership Fee	49	60.00	2,940.00

COPY

Please Return Yellow Copy with Payment to OAPCE	Subtotal	\$2,940.00
	Total	\$2,940.00
	Payments/Credits	\$0.00
	Balance Due	\$2,940.00

Phone #	Fax #	E-mail	Web Site
1-877-828-2081	416-760-7784	www.oapce@bellnet.ca	www.oapce.on.ca



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

REVISED BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
Peter S. Marchini, Senior Financial Analyst
SUBJECT: **ARAMARK CANADA CONTRACT**

RECOMMENDATION:

That the Board approve the attached letter of agreement between the Windsor-Essex Catholic District School board and Aramark Canada Ltd (Aramark) extending the contract dated June 25, 2003 to June 30, 2008.

BACKGROUND:

The current Aramark term of agreement commenced on June 25, 2003 and expired June 30, 2006. The agreement included a clause that if both parties agreed the contract could be extended for an additional two-year period.

As part of the original agreement Aramark invested over \$207,000 in the installation of equipment and leasehold improvements in the board's secondary schools.

Aramark provides food services to all of the board's secondary school.

FINANCIAL:

The commission payable to the board is as follows:

- Food service sales 22% of net cash sales
- Snack Vending sales 20% of net cash sales
- Cold vending sales 30% of net cash sales

Net cash sales equals sales less taxes.

Aramark also provides each school annually with:

- School spirit awards \$100
- Educational bursary \$500
- Principals fund \$1,000
- Fundraising Support \$500

A statement of revenues for each accounting period is provided to the board.

The board has received an average of \$300,000 annually from Aramark of which \$50,000 is retained centrally by the board for repairs and maintenance of board owned food service equipment. The balance of the commissions is returned to the schools on a quarterly basis.

COMMENTS:

Approximately six companies quoted on the RFQ in the spring of 2003. A second RFQ is recommended to be undertaken by the board in the spring of 2008.

The new process initially required an adjustment by the board's secondary schools. Previously secondary principals negotiated their own contracts with food service providers. Overall the Aramark contract has increased revenues to the board while providing a nutritious, reasonably priced product to the students.

TIMELINES:

January 16, 2007 board approval.

APPENDICES:

- Letter of Agreement WECDSB and Aramark Canada Ltd.

LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT made and entered into as of December 5, 2006, between **WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD** ("Board") and **ARAMARK CANADA LTD.** ("ARAMARK").

RECITALS

- A. The parties have entered into a managed services agreement dated June 25, 2003 (the "Services Agreement"), for the provision of Food Services at Board's various schools.
- B. The parties wish to extend the Services Agreement as provided in Section 2(b) of the Services Agreement.

FOR VALUE RECEIVED, the parties agree as follows:

- 1. Pursuant to Section 2(b) of the Services Agreement – Term of Agreement, the Services Agreement shall continue in full force until June 30, 2008.
- 2. All terms and conditions of the Services Agreement remain in full force and effect.

IN WITNESS WHEREOF each of the parties hereto has caused this Letter of Agreement to be executed as of the date first written above.

**WINDSOR-ESSEX CATHOLIC DISTRICT
SCHOOL BOARD**

ARAMARK CANADA LTD.

Name:

Title:

I have authority to bind

By: 

Name: Karen Wetselaar

Title: Vice President Finance, Chief
Financial Officer

I have authority to bind ARAMARK
CANADA LTD.

COPY



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

WALK-ON BOARD REPORT

Meeting Date:
January 16, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Cathy Geml, Superintendent of Education

SUBJECT: APPOINTMENTS TO SPECIAL EDUCATION ADVISORY COMMITTEE

RECOMMENDATION:

That the Board approve the following members and alternate members to the Special Education Advisory Committee for the four year term, December 1, 2006 to November 30, 2010.

ASSOCIATION	MEMBER	ALTERNATE
Down Syndrome Parent Association	Paula Nantais-Murphy	Michelle Mastellotto
Learning Disabilities Association	Bev Clarke	
High School Council	Claudio Del Duca	Michelle Del Duca
Maryvale Adolescence & Family Svs.	Tom Aymar	

BACKGROUND: Ontario Regulation 464/97 under the *Education Act*, states that Association representatives on the board's Special Education Advisory Committee (SEAC) are to be appointed for the same term as that of Trustees, and that the Board of Trustees is to approve all appointments.

FINANCIAL: None.

COMMENTS: The above Associations have indicated that all proposed SEAC members are qualified to vote for Roman Catholic Trustees, and reside in the Board's area of jurisdiction.

TIMELINES: Each SEAC appointee shall hold office during the term of office of the members of the Board and **until a new Board is organized.**

APPENDICES:

- Ontario Regulation 464/97

Education Act

ONTARIO REGULATION 464/97

No Amendments

SPECIAL EDUCATION ADVISORY COMMITTEES

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

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

This is the English version of a bilingual regulation.

1. In this Regulation,

"local association" means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults. O. Reg. 464/97, s. 1.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

(a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;

(c) such number of members from among the board's own members as is determined under subsection (4), as appointed by the board;

(d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and

(f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

(a) three; and

(b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board. O. Reg. 464/97, s. 2.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

(a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board;

(b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;

(c) one member from among the board's own members, as appointed by the board;

(d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and

(e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board. O. Reg. 464/97, s. 3.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4). O. Reg. 464/97, s. 4.

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board. O. Reg. 464/97, s. 5.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized. O. Reg. 464/97, s. 6.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee; or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated. O. Reg. 464/97, s. 7.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation. O. Reg. 464/97, s. 8.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of their members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place. O. Reg. 464/97, s. 9.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

(a) the role of the committee and of the board in relation to special education; and

(b) Ministry and board policies relating to special education. O. Reg. 464/97, s. 10.

11. (1) A special education advisory committee of a board may make recommendations to the board in respect of any matter affecting the establishment, development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred. O. Reg. 464/97, s. 11.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education. O. Reg. 464/97, s. 12.

13. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 464/97, s. 13.



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:
January 16, 2007

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Cathy Geml, Superintendent of Education

SUBJECT: **NOTES FROM THE ELEMENTARY SCHOOL COUNCIL
MEETING – November 21, 2006**

RECOMMENDATION:

That the Board receive the notes from the Elementary School Council dated November 21, 2006, as information.

BACKGROUND:

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

FINANCIAL: None.

COMMENTS:

TIMELINES:

APPENDICES:

- Notes from the November 21, 2006 meeting are attached.



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

ELEMENTARY SCHOOL COUNCIL COMMITTEE MEETING
Tuesday, November 21, 2006
7:00 p.m.
Catholic Education Centre – 1325 California Avenue

Parent Representatives

Holy Name	Mary Kiteley	St. Gregory	Antosh Pieniasek, Wendy Daniel
W. J. Langlois	Lorna Leese, Linda Virgili	St. James	Heather McGuire-Rainone
H. J. Lassaline	Margaret Sapardanis	St. John de Brebeuf	Suzanne Ingratta, Denise Wilds
Our Lady of Mount Carmel	Cristina Kerr	St. John the Baptist	Kay Brown
Stella Maris	Gina Meloche, Barbara Maitre	St. John Vianney	Dawn Dyer
St. Alexander	Nancy Bertotti	St. Joseph	Susan Gillis, Angela Thoman
St. Angela	Dori Bengle	St. Rose	Crystal Hepburn, Donalda Turner
St. Bernard (city)	Lucy MacDonnell, Kim Regnier	St. Theresa	Sherry Wright-Palcit
St. Christopher	Lisa Ducharme, Marina Vadori	St. William	Julie Stafford

Others

Joan Courtney, Trustee	Paul Picard, Administration	Jo-Anne McCaffrey, Recording Secretary
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Presenter

Sharon O'Hagan Wong, Principal – St. John the Baptist School
--

NOTES (Since there was not a quorum, notes only have been recorded)

- Supervisor Paul Picard called the meeting to order, thanked everyone for coming and led the opening prayer.
- Parents representing 18 elementary schools attended the meeting in the John Paul II Board Room.
- Mrs. O'Hagan-Wong spoke to the 'Jump Start' program that is offered in some of our schools. The not-for-profit program provides snacks and breakfasts for some of our neediest students. She also spoke to the upcoming theatrical performance, Danny, King of the Basement, that will take place on Monday, November 27th at the Capitol Theatre. The live- performance is based on the true story of a little boy who has a great attitude & great resilience, was raised in the inner city and now lives in a basement in suburban Toronto. Mrs. O'Hagan-Wong provided a free ticket for Monday's performance to each parent to who attended tonight's meeting. Live performances will also take place at seven of our schools next week at a cost of \$636 per school.

A parent asked how to get a breakfast/snack program up and running at a school. Ms. O'Hagan-Wong said that they should contact her at St. John the Baptist – access to the program is universal.

Trustee Courtney asked if parents could be informed of the program through their church bulletins.

Principal O'Hagan-Wong also noted that the Catholic Principals Association from Windsor-Essex is sponsoring a community forum with internationally recognized speaker and author in the areas of parenting, teaching, school discipline, non-violent conflict resolution and reconciliatory justice, Barbara Coloroso. Ms. Coloroso will also be available to sign her latest book entitled 'Just Because It's Wrong Doesn't Make It Right'. The forum and book signing will take place on March 30th at Holy Names High School in Windsor. Five hundred tickets are being printed - tickets can be made available through school councils at a charge of \$12 per ticket.

4. UPDATES

✓ LSST (Learning Support Services Teachers)

- Beginning in September, the system saw a merging of all Special Education Services at the school level. The Board assigned a minimum of 3 teachers at each school (one in each division) to provide learning support for students with learning challenges. Children in the middle who may be struggling with numeracy or literacy and who need a little support will receive assistance in the regular classroom setting rather than through remedial withdrawal. Last year, 80-85 special education teachers served the entire Board. This year, students are being served by approximately 150 LSST and teachers are already seeing a reduction in some of the behavioural problems.

✓ HALT (Healthy Active Living Teachers)

- With the obesity crisis facing our students today and with students spending more and more time in front of computers, HALT, using a cross-curriculum approach, are assisting students towards healthy eating and getting active
- As part of the instructional day, with the assistance of HALT, every student in elementary school will participate in 20 minutes of physical activity (excluding recess and lunch break) as mandated by the Ministry of Education

The Board is moving into an era of having other specialty teachers in schools, i.e. offering music and drama in all of our schools. As well, by providing additional specialty teachers in schools, the Board is able to increase prep time for teachers as mandated by the collective agreements.

✓ Primary Reduction of Class Size (23 and below)

- Class size has been dramatically reduced in elementary schools
- With government funding to reduce class size, KP to Gr. 3 is now at 19.2 with a PTR of 24.5 system-wide.

✓ Occasional Teacher Contract

- The Board has just settled a collective agreement with its Occasional Teachers
- Approximately 300 of those teachers are on our prospective hire list
- Through this contract, re. Regulation 298 which provides teachers with a 40 minute uninterrupted lunch period, occasional teachers have agreed that when they're in a casual situation, they will provide lunch supervision

5. Round table Discussion: *Some of the issues that were addressed*

Wendy Daniel, St. Gregory said that GEM is no longer available at St. Gregory School and asked if the program is available in any of our schools. Supervisor Picard stated that although the GEM program is no longer in existence, LSST should address the needs of each child in the system, including gifted.

Supervisor Picard was asked when HALT will be available at St. Gregory and he responded that 15-20 additional specialty teachers will be added next year and that specialty programs may be offered at additional sites.

Several questions were raised re. the music program. Trustee Courtney said that in the past when programs had to be cut, it was usually done in music, drama and art. Up until this year, music had been an optional program (usually in Gr. 7 & 8), however this year music is being offered in 30 schools. The Board hopes to have a music teacher on staff in every school next year, where in the past, one itinerant music teacher served approximately 7 or 8 schools.

Questions were also raised re. the availability of instruments (in some schools parents and/or PAC purchased instruments, in others, parents rent instruments through their school). A lengthy discussion ensued.

Trustee Courtney's goal is to equalize monies budgeted for music.

Can PAC apply for grant money or reimbursement from the Board or get some assurance from the Board that if it starts a music program, the Board will see it through?

Could every school have a half-time instrumental music teacher, in much the same way as they will have a HALT?

Donalda Turner said that parents at St. Rose had purchased instruments a few years ago – perhaps they could go back to having students in Grades 7 & 8 participate in the program this year and next year they could expand the program to include students in Grades 5 –8.

Parents also spoke to ways that a variety of music programs could be realized for all students, i.e.

Gr. K-3	Vocal
Gr. 4-5	Recorders
Gr. 6	Guitars
Gr. 7-8	Instruments

It was suggested that since the Board is presently reviewing staffing proposals for next year, parents should give proposals to their principal, (i.e. half-time music/1/2 time HALT) and principals, in turn, should send out feelers regarding the availability of specific programs requested by the school community. Supervisor Picard suggested that after Christmas (in February or March) school councils should get a proposal to the principal requesting consideration of programs that they would like to see offered in their school.

Parents asked that a manual be kept in a school as part of an entry plan so that when principals transfer to a new school programs are not interrupted or cancelled? In schools that experienced several principal changes (i.e. 3 principals in 5 years), a principal will get a program up and running (i.e. music) in September, then that principal is transferred or retires and the new principal will often cancel it upon assuming the role (sometimes as early as December in the school year).

Supervisor Picard said that School Councils are asked to make a Profile for Principals each year – outlining the wants of a school community i.e. half-time music/1/2 time HALT, - programs they see as important to their community.

Supervisor Picard was asked if teachers are teaching to the EQAO test in Reading, Writing, Mathematics and his response was "yes".

A concern was raised regarding the wait time for psychological assessments for students. The parent said that she was told she would need to get an independent psychologist's assessment before an IPRC can be scheduled for her child. The cost: \$800. Supervisor Picard said that the Board has hired a child neuropsychologist who will begin in January 2007 and it is hoped that the waiting list for children who need to be evaluated will be greatly reduced in a timely fashion. There are approximately 100 children in the system who are waiting to be evaluated. He also asked if the parents would like to have the Chief Psychologist as well as the Supervisor of Special Education scheduled for the next meeting and received a positive response.

There is no scheduled date for the next meeting.



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:
January 16, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education

SUBJECT: **AUDIT COMMITTEE REPORT – NOTES FROM THE MEETINGS OF DECEMBER 1 AND DECEMBER 12, 2006**

RECOMMENDATION:

That the Board receive the notes from the Audit Committee dated December 1 and December 12, 2006 as information.

BACKGROUND:

The Audit Committee was established by Board resolution at the June 26, 2006 Board meeting and the Board approved the Committee's Terms of Reference at the August 29, 2006 Board meeting. The Audit Committee members for 2006 consisted of Trustees Soulliere (Chair), DiMenna and Porcellini.

FINANCIAL: None.

COMMENTS:

Notes of the following Audit Committee meetings were received by the Board at the August 29 meeting: July 17, July 24, and July 31, 2006. Since then, the Committee has met on several occasions; including one informal meeting with the external auditors on December 11 to review the board's draft audited 2005-2006 financial statements. Notes from the December 1 and December 12 meetings are attached for information. Notes from the December 18 meeting will follow at a later date.

TIMELINES:

Upcoming Audit Committee meeting dates are as follows: January 25 at 5:00 p.m., March 19, June 18 and September 17.

APPENDICES:

- Notes from the December 1 and 12, 2006 Audit Committee meetings



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

AUDIT COMMITTEE

Friday, December 1, 2006 at 1:00 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)
P. Marchini, Superintendent of Business
K. Gignac, Controller of Finance

Guests: Dave Settington and Lindsay Rounding (External Auditor Representative from Graham, Settington, McIntosh, Driedger & Hicks)

B. Nolan, Board Solicitor

Recorder: P. Hickmott

1. Call to Order and Opening Prayer
2. Recording of Attendance
3. Approval of Agenda/Questions Pertaining to Agenda
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the agenda be approved as distributed.
4. Disclosure of Interest – None.
5. External Auditor Meets with Trustees –Discussion of the Draft Audited Financial Statements
(Committee Members, Dave Settington and Lindsay Rounding were present for this item on the agenda.)

The auditors reported that the statements should be done by the end of next week (December 8th).
The Committee members will meet with the auditors on Monday, December 11, 2006 at 10:00 a.m. at

the Graham, Settingington office in Leamington. The auditors will explain the financial statements at this meeting. The Audit Committee will report to the Board on December 12, 2006. An independence letter and letter of responsibility have been reviewed by the committee. If there is a management letter, it will go to the Committee as well, along with the auditor's report. The auditor's report is a public document, to be sent to the Ministry by the Board.

The auditors also reported that three elementary and three secondary schools, including parent councils, have been examined this year. St. Anne High School Parents' Club is audited externally. The Principal will provide a copy of their auditor's report to the Board's auditors. The Board will rely on that information, and will verify permission from the auditors for St. Anne Parents Club to rely on their audit for consolidation in the Board's overall audit. At this point, the auditor does not believe that the Board's audit will need to be qualified. There was no issue of access to information required to do the audit at the Board office.

The Terms of Reference of the Audit Committee will be provided to the auditors. As an interim audit is done in October, and the actual audit done near end of calendar year, the auditor recommends a meeting with the Audit Committee between the interim and year- end audits in future years.

Dave Settingington and Lindsay Rounding left the meeting.

6. APPROXIMATELY 1:45 P.M. - Quarterly Finance Reporting (*J. Berthiaume, P. Marchini and K. Gignac joined the meeting.*)

A schedule for the six standard meetings for the Committee was circulated by email. After discussion, it was determined that the following schedule would be maintained for the quarterly financial reporting meetings:

Quarter Ending	Audit Committee Meeting Date	Board Meeting Date
November 30, 2006	December 18, 2006	January 16, 2007
February 28, 2007	March 19, 2007	March 27, 2007
May 31, 2007	June 18, 2007	June 25, 2007
August 31, 2007	September 17, 2007	September 25, 2007

The year-end report, which is due at the end of the year, will go to the Board on December 12th.

Comparisons were made to quarterly reports done by the Greater Essex and the St. Clair Catholic Boards. Peter Marchini noted that all other boards are using a similar template, and a report like that of the Greater Essex Board could be done within the timelines. The Committee members agreed to a more simplified report similar to that of the coterminous board.

As the year-end (fourth quarter) is August 31st, but some benefits are not paid until October, a report will be presented to the Committee in early September with a notation that it is incomplete. Peter Marchini noted that enrolment numbers are crucial to the accuracy of this report.

As quarterly reports are to be used to fine-tune the budget, Ken Gignac will bring situations to the Audit Committee when they occur. The Committee will then discuss recommendations on areas of the budget to cut in order to make up for overages in areas that cannot be adjusted. Peter Marchini noted that the supply teacher line is a trouble area across the province and may require additional funds.

A simplified special education portion of quarterly reports will be provided to SEAC which will include staff numbers.

Ken Gignac left the meeting.

7. APPROXIMATELY 2:00 P.M. – Discussion on architect invoices. (*J. Berthiaume, B. Nolan, P. Marchini*)

An initial discussion was held on the current process of hiring an architect and setting of architect fees. It was noted that the last RFQ was done in 2000 with three architects selected from eight who responded.

Discussion was had regarding past practice for architect appointments and adherence to the current Board policy. It was suggested that the audit committee review the Selection of Architect policy and that recommendations be made to the Board to update the policy to reflect best practices. An analysis of past projects could be considered to determine how the Board's needs have been met and what issues have arisen that could be avoided in the future.

An initial discussion about the architect billings for St. Joseph and St. Anne projects took place. In response to the question of what was paid in architectural fees, Peter Marchini indicated that 6.1% of the total cost for the first school and 3.8% for the second was charged on what the project came in at plus the GST, not the initial estimate. The Board is reimbursed 68% of the GST payment. It was noted that the Board was also charged 6.1% of the GST on St. Joseph.

Administration responded to specific questions pertaining to the architect fee structure and charges for the two new high schools, site drawings, the adequacy and gaps of the current board policy and the budgeting process for the two projects.

Administration and the board solicitor will follow-up on outstanding concerns that were raised and report back to the Audit Committee. At that time, the Committee will review the information provided and determine whether or not there is a need to proceed with recommendations to the Board.

8. Next Meeting Date – Monday, December 11, 10:00 a.m. at Graham Settingington Offices located at 29 Erie Street North, Leamington
9. Closing Prayer and Adjournment



Windsor-Essex Catholic District School Board

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

AUDIT COMMITTEE

Tuesday, December 12, 2006 at 4:30 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

Other Trustees: C. Janisse

Administration: J. Berthiaume (Resource)

Guests: PricewaterhouseCoopers Representatives - Mike Pacholek and Leanne Leech

Recorder: J. Berthiaume

1. Call to Order and Opening Prayer
2. Recording of Attendance
3. Approval of Agenda/Questions Pertaining to Agenda
4. Disclosure of Interest - None
5. Business Practices Review – Project II Overview (Project Plan attached - independent review of the internal controls, policies, processes and procedures)

Representatives of PricewaterhouseCoopers LLP Chartered Accountants - Leanne Leech and Michael Pacholek indicated that the Business Practices Review will begin January 8, 2007. Attachment B of the Business Practices Review Project Plan was discussed. The project management team has held a meeting to provide an overview of the review to administration with Peter Marchini, Brian Nolan and Joseph Berthiaume.

The scope of the business practices review was provided. High level reviews will be held on the following: structure of the department, payroll processing, revenue and cash receipts, school funds, information technology area and reporting mechanism to trustees. Detailed reviews will be conducted on the procurement, payment and recording of goods and services processes including capital expenditures.

Key control points for review include management accountabilities and approval authorities, segregation of duties, policy implementation and integrity of information.

Results/outcome:

- comparison for best practices;
- review of the policies and procedures on purchasing processes and tendering and recommendations for a transparent procurement policy and procedure;
- succession planning;
- clear organization chart, job descriptions and reporting hierarchy;
- review of workflow for benefits/payroll/human resources
- “value for service” will be looked at

6. Next Meeting Date – Monday, December 18, 2006 at 6:00 p.m. in the St. Thomas of Aquinas Meeting Room, CEC
7. Closing Prayer and Adjournment – Meeting adjourned at 5:30 p.m.