



1325 California Avenue
Windsor, ON N9H 2P1
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

REGULAR BOARD MEETING
Tuesday, April 24, 2007 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

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

1. Call To Order
2. Opening Prayer - Jesse Manibusan “Being Present”
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, April 10, 2007	
ii) Minutes of Regular Meeting, April 10, 2007	1 - 9
b. Items From In-Camera Meetings of April 24, 2007	
10. Communications	
a. External (Associations, OCSTA, Ministry)	
b. Internal (Reports from Administration)	
i) Report: Administrative Staff Report (M. Seguin)	10 – 11
ii) Report: Update – Pupil Accommodation Review Policy (M. Iatonna)	12 – 13
iii) Verbal Report: St. Bernard (Windsor) Prohibitive to Repair Status (M. Iatonna)	--
11. Unfinished Business	
a. Deferred Report (<i>deferred from March 27, 2007</i>): Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report	14 - 16
b. Deferred Notice of Motion (<i>deferred from April 10, 2007</i>): Trustee Soulliere - “ <i>At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School.</i> ”	--
c. Report: Board Policy Amendments (J. Berthiaume/M. Iatonna)	17 - 43
i) Policy A:04 Travel, Meal, Professional Development and Compensation for Auto (Final Approval)	
ii) Policy A:27 Purchasing Cards (Final Approval)	
iii) Deferred Policy T:02 Conventions, Meetings and Out-of-Pocket Expenses (Approval in Principle)	
iv) Policy A:06 Out of District Expenses and Policy A: 25 Conventions/ Conferences/Seminars (To be Revoked)	
v) Deferred Procedure T:02 Conventions, Meetings and Out-of-Pocket Expenses (For Receipt)	
12. New Business	
a. Field Trips: Nil (WALK-ON: St. Thomas of Villanova - Amended Itinerary)	
b. Report: Tender – New Chiller at Holy Names High School (M. Iatonna/P. Picard)	44 - 54
c. Report: County Elementary French Immersion – Enrolment Status (C. Geml)	55 - 56
13. Committee Reports	
a. Report: City and School Boards Liaison Meeting – Minutes of March 28, 2007 (J. Berthiaume/J. Macri)	57 - 66
b. Report: Windsor Citizens’ Crime Prevention Committee (J. Berthiaume/ F. Alexander)	67 - 77
c. Report: High School Council Meeting of February 8, 2007 (L. Staudt)	78 - 83
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)*
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, 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

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John Macri, Board Chairperson

REGULAR BOARD MEETING
Tuesday, April 10, 2007 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair (<i>entered at 7:13 p.m.</i>)	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	
L. Willson, Student Trustee	

Administration:

J. Berthiaume (Resource)	K. Gignac
M. Iatonna	R. Limarzi
M. Seguin	P. Littlejohns
L. Staudt	C. Norris
C. Geml	P. Picard
J. Bumbacco	E. Poirier
I. Fregonese	R. Sasso

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:02 p.m.
2. Opening Prayer – Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance – All trustees present. Trustee Courtney entered the meeting at 7:13 p.m.
4. Approval of Agenda
Moved by Trustee Holland and seconded by Trustee DiMenna that the April 10, 2007 Regular Board meeting agenda be approved as distributed. Carried.
5. Questions Pertaining to Agenda – None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - Trustee Keane disclosed interest in agenda item 10b(iii) Report: Municipal Election Recount English Separate Ward 2 – Cost Summary since it concerns costs associated with an election recount held within his electoral ward and did not participate in the discussion or vote on any question raised on that item.

7. Presentations

a. Sustaining a Culture of Academic Excellence

Superintendent Linda Staudt and Kelly Power, Assessment & Evaluation Consultant provided an overview of the data that resulted from an analysis of last year's Education Quality and Accountability Office (EQAO) primary, junior and intermediate assessments. Primary students from the Windsor-Essex Catholic District School Board continue to exceed the provincial average in all three areas of reading, writing and math. Junior students are maintaining a similar pattern with the province in that reading is slightly below provincial results, writing is meeting provincial results and math is exceeding provincial results. Significant improvements have been achieved in both English Language Learners and Students with Special Needs.

Trustee Courtney entered the meeting at 7:13 p.m.

Intermediate students tested in the grade 9 math assessment show consistent growth over time and mirror the province achievement average in the academic program. Students in the applied program are 6% over the provincial average. Intermediate students are maintaining a similar pattern with the provincial assessment average for the grade ten *Ontario Secondary School Literacy Test* (OSSLT). 84% of our students passed the OSSLT the first time they wrote it. Students who were unsuccessful are provided with intense support so that they are successful the second time. Key intervention strategies to assist students and the Board in sustaining a “culture of excellence” include, but are not limited to: teacher in-service focussing on effective strategies for teaching and assessing reading, speciality teachers, writing and math in the primary division, collaboration among departments, classroom assessments, Writing on Wireless initiative, Student Success initiative, differentiated instruction and cross-curricular strategies. Superintendent Staudt briefly described the board's initiatives and strategies used to support students in successfully completing 16 credits by the end of Grade 10, including Student Success Teams, Curriculum Connections, Credit Recovery and Credit Rescue, Early Intervention Strategies and various Transition Activities.

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, March 27, 2007

Moved by Trustee Soulliere and seconded by Trustee Janisse that the minutes of the Committee of the Whole Board In-Camera meeting of March 27, 2007 be adopted as distributed. Carried.

ii) Minutes of Regular Meeting, March 27, 2007

Amendments:

- Amend Page 1 to record that Superintendent Seguin was present.
- Amend Page 2 Item 6 – Trustee Soulliere clarified the nature of her declaration of conflict regarding the “Grass Cutting Services / 2007” was due to her employment.
- Question on Page 7 Item 12 b Cafeteria Service Report – Superintendent Iatonna confirmed that the proposed process for the Request for Proposal will be provided in the early fall for trustee review and comment.
- Amend Page 7 Item 12 c Tender “Grass Cutting Services / 2007” to delete reference to Trustee Soulliere leaving the room due to her disclosure of interest. The conflict is noted on Page 2 under item 6.

Moved by Trustee Holland and seconded by Trustee Keane that the minutes of the Regular Board meeting of March 27, 2007 be adopted as amended. Carried.

b. Items From In-Camera Meeting of April 10, 2007

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on April 10, 2007 pursuant to the Education Act - Section 207, to consider specific personnel, real property issues and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act.

Moved by Trustee Courtney and seconded by Trustee DiMenna that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of April 10, 2007 be approved. Carried.

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated April 10, 2007 for information. Carried.

ii) Report: Legal Services – December 2006

Moved by Trustee Holland and seconded by Trustee Soulliere that the report Legal Services – December 2006 be received as information. Carried.

iii) Report: Municipal Election Recount English Separate Ward 2 – Cost Summary

Superintendent Iatonna provided a report on the board costs for the Municipal Election Recount - English Separate Ward 2 of ballots cast in the Municipal Election that was held on December 11, 2006. The total cost to the Board for activities related the recount was

\$13,791.89, which included \$10,406.89 paid to the City of Windsor as a reimbursement of their costs and \$3,385.00 to the board's solicitor's Shibley Righton, LLP for their legal work and an outside opinion on the Board's legal authority to pay a candidate's legal costs for the recount.

Moved by Trustee Alexander and seconded by Trustee Holland that the report *Municipal Election Recount – English Separate Ward 2 – Cost Summary* be received as information.

Amended motion:

Moved by Trustee Alexander and seconded by Trustee Holland that the report *Municipal Election Recount – English Separate Ward 2 – Cost Summary* be received as information; and, that a letter be sent to the Province requesting consideration that the election recount costs incurred by the Board be reimbursed as permitted under the Municipal Elections Act, 1996, S.O. 1996, Chapter 32. Carried.

- iv) Verbal Report: Update - Recruitment Process for Superintendent of Business - Superintendent Seguin reported that the competition closed on April 2 with several applications received. Trustees are asked to contact Superintendent Seguin if they are interested in participating in the interview panel.

11. Unfinished Business

- a. Notice of Motion from March 27, 2007 – Trustee Soulliere - “*At the next regular scheduled meeting of the Board, I will move or cause to be moved, that a comprehensive facility review be completed for Our Lady of the Annunciation Catholic Elementary School.*” - Trustee Soulliere deferred this notice of motion.
- b. Deferred from March 27, 2007: Board Policy Amendments

Colleen Norris, Coordinator of Policy Development provided background and an overview of the process used to develop the proposed draft policies and procedures pertaining to employee and trustee expenses. On October 24, 2006, trustees received a proposed board action plan presented by Senior Administration to address concerns raised in the Ministry of Education Review Team report of October 10, 2006. Under the action plan, it was proposed that board policies A:04, A:06 and A: 25 be condensed into one comprehensive policy incorporating amendments to address Ministry concerns. The action plan also proposed the development of a policy to provide for the use of Board Purchasing Cards. On December 5, 2006 the Ministry of Education issued *School Board Expenditure Guidelines* intended to address (1) use of corporate credit cards, (2) travel, meals and hospitality, (3) advertising and (4) advocacy. The resulting policies, if approved in principle at this meeting, will be brought back to the April 24 Board meeting for final approval in accordance with the Board's policy development process.

Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve amendments, in principle, to (Administration) Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto.

Discussion occurred on the rationale for the inclusion of clause 3.4. Concern was raised that the clause allows board policy to be negated through the negotiation process. Clarification was

provided that the inclusion of an “exemption” clause would permit some flexibility in negotiating employee contracts while acknowledging it would ultimately come before the Board for final approval.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the draft policy be amended to delete 3.4 in its entirety. *Withdrawn.*

Moved by Trustee Alexander and seconded by Trustee Holland that the draft policy be amended to read “An Alternative process specified in any “existing” collective agreement or personal service contract shall be an exception to this policy.” *Defeated.*

Lengthy debate occurred on the requirements of clause 3.9, including the proposed language change from “allotment” to “expense” and the requirement for receipts along with supporting documentation for the expense; the increased reporting requirements for employees; and, the opportunities available for trustees input new policy development process.

Moved by Trustee Soulliere and Trustee Holland that the Board approve amendments, in principle, to (Administration) Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto.

Moved by Trustee Courtney and seconded by Trustee Porcellini that the report be deferred for further review and discussion at a public workshop. *Defeated.*

Moved by Trustee Soulliere and Trustee Holland that the Board approve amendments, in principle, to (Administration) Policy A:04 Travel, Meal, Professional Development and Compensation for Use of Auto. *Carried.*

Policy T:02 Conventions, Meetings, Out of Pocket Expenses

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board approve amendments, in principle, to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses.

Discussion occurred on clause 2.2 with respect to the proposed deletion of the phrase “and/or losses to,” as related to reimbursement of lost wages incurred by trustee attendance at meetings. Colleen Norris, Coordinator of Policy Development reported that both the Ministry guidelines and Education Act provide little guidance with respect to the issue of lost wages in attending to the duties of trustee. Administration will further research the issue and report back on current practices employed by coterminous boards and local municipalities.

Moved by Trustee Janisse and seconded by Trustee Courtney that approval, in principle, of Policy T:02 Conventions, Meetings, Out of Pocket Expenses be deferred for two weeks to allow time for Administration to review the issue of reimbursement of lost wages and report back on the policies of coterminous boards and local municipalities. *Carried.*

Procedure T:02 Conventions, Meetings, Out of Pocket Expenses

Moved by Trustee Janisse and seconded by Trustee Courtney that the receipt of the Procedure T:02 Conventions, Meetings, Out of Pocket Expenses be deferred for two weeks for review in conjunction with the deferral of Policy T:02 Conventions, Meetings, Out of Pocket Expenses. *Carried.*

Policy A:27 Purchasing Cards

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve, in principle, new Draft Policy A: 27 Purchasing Cards. Carried.

Procedure A:04 Travel, Meal, Professional Development & Compensation for Use of Auto

Discussion occurred on clause 4.1 and rationale was provided for the increase in reimbursement of meal expenses incurred outside of the County of Essex. Discussion occurred on 4.2 and the practicability of receiving prior approval for meal expenses outside of the course travel.

Moved by Trustee Janisse seconded by Trustee Courtney that 4.2 be amended to read as follows: "There may be occasion where it becomes necessary in the course of conducting board business for an employee to incur meal expenses outside of the course of travel, particularly for the purposes of extending hospitality. Employees may be reimbursed for reasonable expenses incurred while conducting such Board business. Approval and authorization for payment is obtained as follows: a) Academic and non-academic staff from their respective Superintendent upon recommendation from their immediate supervisor. b) Superintendents from Director. Carried.

Moved by Trustee Holland and seconded by Trustee DiMenna that that the Board receive the following as information: Procedure A:04 Travel, Meal, Professional Development and Compensation for Use of Auto. Carried.

Procedure A: 27 Purchasing Cards

Discussion occurred on clause 3.7 concerning the frequency and timing of the reporting process.

Moved by Trustee Janisse and seconded by Trustee DiMenna that the reporting frequency be amended to semi-annually. Defeated.

It was determined that the reporting period will correspond with the fiscal year ending in August with the annual report coming to the Board in either October or November.

Moved by Trustee Soulliere and seconded by Trustee Janisse that that the Board receive the following as information: Procedure A: 27 Purchasing Cards. Carried.

12. New Business

a. Field Trips:

i) Catholic Central High School – Cedar Point

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board approve the Catholic Central High School Field Trip to Cedar Point for May 21, 2007. Carried.

ii) St. Theresa Catholic Elementary School – Bark Lake

Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board approve the St. Theresa Catholic Elementary School field trip to Bark Lake on May 22 – 25, 2007. Carried.

- b. Report: School Year Calendar 2007 – 2008
Moved by Trustee Holland and seconded by Trustee Porcellini that the Board approve the School Year Calendar - 2007-2008 for the Windsor-Essex Catholic District School Board. Carried.

- c. Report: Call Centre Services – Request for Proposals

Superintendent Seguin reported that the Board has been utilizing the services of KelCom since amalgamation (and previously with the predecessor Essex Board for several years) as a Call Centre for our teaching staff as well as some support staff groups to report their absence and arrange for replacement. The current contract expires in May 2007.

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board extend the current contract with KelCom to June 30, 2007 and immediately proceed with a Request for Proposals for these services. Carried.

- d. Report: Good Places to Learn Borrowing Resolution
Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board approve the Borrowing Resolution, deemed to be read three times, to secure a capital loan for expenditures under Stage 2 of the Good Places to Learn Program. Carried.

BORROWING RESOLUTION - A RESOLUTION AUTHORIZING THE BORROWING OF MONEY BY WAY OF CAPITAL LOAN.

WHEREAS the Windsor-Essex Catholic District School Board (hereinafter called the board) finds it necessary to borrow a sum up to \$4,684,843 by way of bank capital loan for major school repair expenditures under Stage 2 of the Good Places to Learn Program.

AND WHEREAS the estimated current revenues of the board have not yet been received or fully received and such revenues hereafter to be received are sufficient to repay all unpaid sums borrowed hereunder and interest thereon.

AND WHEREAS the total cost of the projects is within the Board's Debt and Financial Obligation Limit as established by the Ministry of Education and Training.

THEREFORE the council of the board enacts as follows:

1. The Chairperson and Secretary-Treasurer are hereby authorized on behalf of the board, pursuant to the orders to borrow by way of promissory note or credit agreement, a sum or sums not exceeding the aggregate of \$4,684,843 to meet capital expenditures of the board for school purposes and are hereby authorized to give, on behalf of the board, to the lender a promissory note or credit agreement signed by the Chairperson and the Secretary-Treasurer for the monies borrowed hereunder with interest and other charges that may be agreed upon from time to time with the bank.
2. The Secretary-Treasurer of the board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies comprising of current revenue of the board hereafter received.

13. Committee Reports

- a. Report: Elementary School Council Notes of February 26, 2007
Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the notes from the Elementary School Council dated February 26, 2007, as information.
Carried.
- b. Report: Special Education Advisory Committee Meeting Minutes of February 22, 2007
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the February 22, 2007 Special Education Advisory Committee (SEAC) meeting as information. *Carried.*

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson Macri – No remarks this evening.
- b. Director of Education Berthiaume commented on a meeting with Episcopal Vicars Goyeau and Roche regarding open communications with the Deaneries and a review the Pastor Reference procedure. Director Berthiaume thanked trustees for approving the policies this evening that will assure our ratepayers and supporters of the openness and transparency of our expenditures. Director Berthiaume thanked Kelly Powers for the presentation on sustaining a culture of excellence this evening. Director Berthiaume advised trustees of this Friday's school/parish day in the elementary school system. Secondary teachers will be attending professional development workshops at St. Thomas of Villanova. Director Berthiaume conveyed his thanks to the University of Windsor Lancers for providing two summer basketball camp vouchers for students at St. James and St. Francis schools.
- c. Board Chaplain Brunet commented on the upcoming school and parish day that has been scheduled for elementary schools on April 13.

16. Remarks/Questions by Trustees

- Trustee Porcellini asked that the verbal report on the status of the School Accommodation Policy be placed on the next agenda for discussion. Trustee Porcellini commented on the upcoming St. Angela Elementary School garage sale fundraiser and congratulated the staff and students of Immaculate Conception upon the success of their health fair held the evening of parent interviews. Trustee Porcellini extended her appreciation to the Windsor Essex Principals and Vice Principals Association for sponsoring "An Evening with Barbara Coloroso."
- Trustee Keane asked for confirmation that Acting Interim Superintendent of Business Iatonna was attending the OCSTA/OCSBOA Finance Seminar on April 26.
- Trustee Holland inquired into a report on the March 28 City Board Liaison meeting. Trustee Holland briefly commented on her attendance at the Ontario Forum of the *Canadian Coalition of Municipalities Against Racism and Discrimination* and asked that a letter of commendation be sent to the two students of the board who attended as part of the Mayor's Youth Advisory Committee.

- Trustee DiMenna indicated that she wanted to clarify her comments from the last board meeting regarding the provision of French Immersion in county schools. Trustee DiMenna indicated that in no way does she support the removal of the French Immersion program currently in place at Holy Name Elementary School. She does, however, support implementation of the program at other locations in the county where Catholic students have enrolled in schools outside of the board in order to receive instruction in the French Immersion program. Trustee DiMenna also commented on her attendance at the Evening with Barbara Coloroso.
 - Trustee Courtney inquired into receiving information on the level of involvement between our schools and their community parishes.
 - Student Trustee Willson provided an update on the new student trustee election process.
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 Report: Our Lady of the Annunciation Catholic Elementary School – Facility Condition Report (*Deferred from March 27, 2007 to April 24, 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, April 24, 2007
 - Tuesday, May 8, 2007
 - Tuesday, May 22, 2007
 - Tuesday, June 12, 2007
 - Monday, June 25, 2007
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment – There being no further business, the Regular Board meeting of April 10, 2007 adjourned at 10:05 p.m.

Not approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



Windsor-Essex Catholic District School Board

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

Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
April 24, 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
J. Bumbacco, Acting 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 April 24, 2007 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated April 24, 2007

April 24, 2007

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

	Employee Name	Position	Location	Date
HIRING:	Eugene Pellegrino	Occasional Teacher	Supply	April 11, 2007
	Elizabeth Rock	Elementary Teacher	Stella Maris	April 10, 2007
RESIGNATION:				
RETIREMENT:	Jo-Ann Brown	Educational Assistant	F.J. Brennan	June 29, 2007
Teacher Retirements - Upcoming		Elementary: 13	Secondary: 4	Total: 17
*Have given notice; have yet to retire				
Teacher Retirements - Year to Date		Elementary: 7	Secondary: 4	Total: 11
** 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: 2



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Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date: April 24, 2007
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Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Interim Acting Superintendent of Business

SUBJECT: **UPDATE – PUPIL ACCOMMODATION REVIEW POLICY**

RECOMMENDATION:

That the Board received the report *Update – Pupil Accommodation Review Policy* as information.

BACKGROUND:

The Ministry of Education released the Pupil Accommodation Review Guidelines on October 31, 2006. The Ministry has directed School Boards to have a Pupil Accommodation Review Policy in place by March 31, 2007.

FINANCIAL: N/A

COMMENTS:

The Ontario Catholic School Business Officials' Association hosted a workshop on Friday, March 23, 2007 to provide information to Boards to assist in developing their own policies. The Board's Policy Coordinator and Acting Superintendent of Business attended the workshop. Ministry representatives were also in attendance. A sample policy document was provided at the workshop as developed by Peter Lauwers of Miller Thomson. It details the required items to be included in such a policy as per the Ministry Guidelines. These items include:

- Establishing an Accommodation Review Committee
- Defining the mandate, composition and operation of the Committee
- Determining the method to be used for school valuation and the requirements for inclusion in the final report. The generic school valuation framework is to include:

- Value to the student
 - Value to the community
 - Value to the school board
 - Value to the local economy
-
- Detailing the process and timelines to be followed for the specific review

A sample valuation tool was also provided at the workshop. Such a tool is to be part of the policy to be developed by boards. However, there was no consensus as to the form that such a tool should take.

At the conclusion of the workshop, the Ministry representatives indicated that not many boards had completed the development of their policies to date. In addition, they indicated that many boards had already asked for an extension of the March 31, 2007 deadline. The Ministry suggested that boards who would not be able to meet the deadline should submit a letter to this effect indicating the revised timeline for submission.

TIMELINES:

- The Board has submitted a formal request to the Ministry asking for an extension of the deadline to May 31, 2007.
- Administration will be presenting a draft policy to the Board for consideration prior to that date.

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

DEFERRED BOARD REPORT

Meeting Date: April 24, 2007 Deferred from: March 27, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Acting Superintendent of Business
 Paul Picard, Acting Controller, Facilities Services

SUBJECT: **OUR LADY OF THE ANNUNCIATION CATHOLIC ELEMENTARY
SCHOOL - FACILITY CONDITION REPORT**

RECOMMENDATION:

That the Board receive the report on the facility condition of Our Lady of the Annunciation Catholic Elementary School for information.

BACKGROUND:

At the February 27, 2007 Board meeting, the Parents' Advisory Committee (PAC) at Our Lady of the Annunciation (OLOA) School made a presentation regarding the ability of the facility to effectively meet the needs of the current and future students of the school. Given this situation, PAC requested that the construction of a new school be made part of the Board's capital plan.

FINANCIAL:

Maintenance demands for the school have been increasing in recent years due to the age of the main building. Budget allotments for ongoing maintenance are insufficient to address all of these demands. Funding that has been provided for major items over and above normal maintenance includes the following:

- 2003/04 – Roof Replacement - \$25,000
- 2006/07 – Energy controls - \$3,000
 - Lighting - \$ 8,000
 - Playground - \$10,000
 - Exterior Brick - \$30,000

COMMENTS:

Based on a site visit by Facilities Services management in October 2006, a number of items were reviewed and addressed and action taken as follows:

- The school had been using an old coal storage room for storing documents and other items. Given its originally intended use, the room had not been designed with appropriate ceiling height, insulation, moisture barrier, heating and ventilation appropriate for document storage. The resultant mould situation was immediately remedied and the room shut off and restricted from further use. This room will not be re-opened since it does not meet prevailing codes for the use intended and upgrading would be significantly cost-prohibitive.
- A number of ceiling tiles were noted to have been stained due to leaks, and these were examined and replaced as necessary.
- Moisture infiltration along the inside of an exterior wall was investigated and the rerouting of a roof drain from the adjacent portable classroom resolved the problem.
- An external storage container which housed items not required for regular use was emptied and removed.
- Internal shelving was provided in the school to assist with storage, but even with this measure, storage remains inadequate.
- The need to do more than re-point the exterior brick was reviewed. A subsequent design was commissioned from a local architect to come up with a re-facing of the affected portions of the school to address both the structural and cosmetic concerns with the brick. Drawings have now been received and a costing is being undertaken for this work.
- The entry vestibule at the front of the school was determined to be in need of removal and it is planned to undertake this work at the same time as the brick re-facing.
- Washrooms were re-confirmed as being in need of upgrading and this will again be considered as part of future capital renewal budgets.
- Heating plant was addressed with the replacement of two burners, which primarily service the gym area. Other than that repair, the system has been determined to be fully functioning. Issues related to heating will continue to be addressed as they arise.
- Playground drainage, not unlike many similar schools, was again noted as an area to be considered for improvement as part of future capital renewal budgets.
- The concerns with the impending sale of the adjacent Church were investigated, particularly in terms of the daily use by the school of the Church parking lot for buses and other vehicle access to the school. Board administration has been in discussion with the Diocese on this property and others with a view to coordinating efforts to ensure that the interests of both the Diocese and the Board are protected.

At the Board meeting where PAC made its presentation, many of the above items were identified as issues. In addition, reference was made to the safety of the cross over the main building entrance. This has been investigated and found to be sound. However, any work to address the brick situation at the school will also include work on the cross. An upgrading of the school sign will also be considered.

With respect to the PAC request for the construction of a new school, the facility has to date not met the criteria established by the Ministry of Education as being prohibitive to repair. However, with further detailed review by an independent third party expert, as was undertaken with St Bernard in Windsor, the threshold for being designated as prohibitive to repair may be achievable. The facility would then compete with schools across the Province for limited dollars allocated by the Ministry for school construction.

However, before undertaking such a detailed condition review, it would be prudent to await the outcome of the comprehensive, system-wide, school boundary review being undertaken by the Board. This may impact the planning parameters for the construction of a new school. In the short term, the relatively small school enrolment of 187 students is being accommodated within the main building and the portables on site.

TIMELINES:

Maintenance demands will continue to be addressed on an ongoing basis within available operating budget funding. Capital renewal projects will be addressed as funding permits. The school boundary review is projected to be completed by the Fall of this year. Thereafter, the Board can establish the timing for a comprehensive facility review in order to comply with prohibitive-to-repair criteria.

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

BOARD REPORT

Meeting Date:
April 24, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Colleen Norris, Coordinator of Policy Development

SUBJECT: BOARD POLICY AMENDMENTS

RECOMMENDATION:

That the Board provide final approval of the amendments to (Administration) Policy A:04 Compensation for Use of Auto.

and, that the Board provide final approval of the new Draft Policy A: 27 Purchasing Cards.

and, that the Board approve amendments, in principle, to (Trustee) Policy T:02 Conventions, Meetings, Out of Pocket Expenses.

and, that the Board revoke Policy A:06 Out of District Expenses, and Policy A: 25 Conventions/Conferences/Seminars.

and, that the Board receive Procedure T:02 Conventions, Meetings, Out of Pocket Expenses as information.

BACKGROUND: At its meeting of April 10, 2007, the Board approved, in principle, amendments to (Administration) Policy A:04 Compensation for Use of Auto and new Draft Policy A: 27 Purchasing Cards.

Pursuant to the Board's policy development process, once these policies have been approved in principle they are to be presented to the Board at its next meeting for final approval.

The amendments to Policy A:04 included a consolidation of the following existing Board Policies:

Policy A:04 Compensation For Use of Auto
Policy A:06 Out of District Expenses
Policy A: 25 Conventions/Conferences/Seminars

On March 5, 2007 Draft Policy T:02 Conventions, Meetings, Out of Pocket Expenses and Draft Procedure T:02 Conventions, Meetings, Out of Pocket Expenses were forwarded to all Board Trustees for their feedback and were also posted to the Board's public web site.

The Audit Committee met on March 20, 2007 and as part of their agenda reviewed Policy T:02 and Procedure T:02. Feedback was received from many of the trustees as well as from the audit committee. The feedback was considered by senior administration and amendments were made to the original draft policy.

Draft Policy T:02 was before the Board on April 10, 2007 for approval in principle and was deferred for two weeks to allow time for Administration to review the issue of reimbursement of lost wages and to report back on the policies of coterminous boards and local municipalities.

Draft Procedure T:02 was also deferred for two weeks with the deferral of the draft policy.

FINANCIAL: Financial issues are addressed within the attached drafts and procedures.

COMMENTS:

Policy A:04 Travel, Meal, Professional Development and Compensation For Use of Auto and Policy A: 27 Purchasing Cards were approved in principle without suggested further amendments. With the approval in principle of Policy A:04 Travel, Meal, Professional Development and Compensation For Use of Auto, Policy A:06 and Policy A: 25 have become redundant. Therefore, it is recommended that they be revoked upon final approval of Policy A:04 Travel, Meal, Professional Development and Compensation For Use of Auto.

With respect to Policy and Procedure T:02, as directed by the Board, Administration has further reviewed the issue of reimbursement of lost wages for Trustees. Administration has reviewed the policies of a number of other Boards as set out on their public web sites. Administration has also contacted representatives from the Ministry of Education, The Ontario Catholic School Trustees' Association, the City of Windsor, and the Greater Essex County District School Board.

Of the 13 public websites reviewed, none of the policies provided for reimbursement of a Trustee's lost wages.

The representative at the Ministry indicated that lost wages are not usually considered an allowable out of pocket expense.

The representative of The Ontario Catholic School Trustee's Association indicated that it is the Association's position that it would not be proper for a school board to compensate for loss of wages.

Windsor City Councilors do not receive replacement for lost wages either under the City's Corporate Travel Policy or as remuneration or benefits.

The Greater Essex County District School Board does not reimburse its Trustees for lost wages incurred as a result of conducting Board business.

The following comments are in reference to Policy and Procedure T:02 Conventions, Meetings, Out of Pocket Expenses:

Proposed Changes to Existing Policy/Procedure

- Any additions to current board policy are underlined within the Drafts.

Source and Rationale for the Proposals

- Draft Policy and Procedure T:02 were developed in order to address the recommendations of the Ministry of Education Review Team and the guidelines set out by the Ministry of Education. The underlying principle issued from the Ministry is that school Board expenditures (both by Trustees and Board employees) for travel, meal, professional development, and hospitality expenses must be reasonable and transparent, with appropriate accountability and reporting mechanisms. Specific recommendations include minimal use of cash advances, appropriate approvals of expenses, and adequate supporting documentation.

Results of Public Consultation Process

The following is a summary of feedback and consultation:

- There was some concern that administration's prescribed forms referenced in section 2.2 of the Procedure are not helpful and difficult to complete and that it may not be necessary to have a "prescribed form". These forms are being reviewed to ensure that they are user friendly and complete. Administration believes that the forms must be prescribed and the same forms be completed by each Trustee in order to ensure consistency in the Board's processes.
- Similar to the concerns raised with the administrative travel expense, the need for receipts and supporting documentation, including names of individuals for whom hospitality expenses were incurred, was raised. In keeping with Ministry Guidelines and with the principles of transparency and accountability, administration recommends inclusion of these requirements.
- Our current policy provides for reimbursement for wage loss and "replacements at work". After feedback received, consultation with Ministry, and review of other Board policies, administration recommends that these be deleted as appropriate expenses for reimbursement. Section 2.3 (h) of Procedure T:02 has been amended, deleting those expenses and "others of a similar nature". Pursuant to section 2.3 child care expenses can continue to be claimed.
- Pursuant to section 2.3 of the Procedure, it is proposed that trustees may claim for the cost of books, periodicals etc. that are relevant to their professional development.
- It is proposed that s.2.7 of the Procedure be deleted as being repetitive.
- Feedback was received recommending that the Board should have a provision that reflects the practice of providing Trustees with computer equipment. Administration proposes the provision set out in s. 2.10 of the Procedure.
- There was concern expressed that advances should be provided to cover hotel expenses. It is suggested that section 3.2 of the Procedure be amended as noted.

- There was a concern that reimbursement of political contributions and legal fees was not addressed. Administration proposes the amendments set out in sections 3.3 and 3.4 of the Procedure.

Impact On Other Policies and Procedures N/A

Timetable For Implementing Policy and Procedure - Immediately upon approval.

Benefits of the Policy Proposals - To provide for more transparent and accountable processing of expenditures.

Risks of Policy Direction and Mitigation Strategies N/A


Impact on Stakeholders and Plan For Communicating the Policies - The draft policy provides Trustees and administration clear direction as to the type of expenses to be reimbursed and the procedures to be followed to claim reimbursement.

TIMELINES:

The Minister of Education directed correspondence dated February 19, 2007 referencing the new Ministry Guidelines for expenditures specifically those addressing trustee expenses, including the use of corporate credit cards, travel, meals and hospitality. The Minister reinforced the deadline for Boards to have such policies available on their public websites by March 31, 2007.

APPENDICES:

- Draft Policy A:04 Travel, Meal, Professional Development and Compensation For Use of Auto and Appendix A Out of District Mileage Allowance, as approved in principle
- Draft Policy A: 27 Purchasing Cards, as approved in principle
- Draft Policy T:02 Conventions, Meetings, Out of Pocket Expenses.
- Draft Procedure T:02 Conventions, Meetings, Out of Pocket Expenses.
- Ministry Guidelines December 5, 2006.
- Education Act R.S.O. 1990,c.E.2, s.191.2.



Windsor-Essex Catholic District School Board

Section: Administration

Policy:04 Travel, Meal, Professional Development and Compensation For Use of Auto

POLICY:	A:04
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	Pr A:04 A:27 Pr A:27
REPEALS:	Replaces A:04 A:06 A:25
REVIEW DATE:	2007-2008

DRAFT

1.0 OBJECTIVE

To provide procedures for authorizing and/or reimbursing employees for expenses related to travel, meal, and professional development fees.

2.0 GUIDING PRINCIPLES

- 2.1 The Windsor-Essex Catholic District School Board believes that any employee may be compensated for expenses incurred in the use of their private vehicle in the performance of their employment duties.
- 2.2 The Board shall pay employees traveling within the County of Essex on Board business in non-Board owned vehicles at a rate established by the Board.
- 2.3 For travel outside the County of Essex incurred while on official Board business, the means of travel chosen should be the most economical and employees will be reimbursed at the rates set out within this policy and its supporting procedures.
- 2.4 Subject to authorization and approval by the appropriate supervising officer and subject to amount limits set through Board Procedure, the Board shall pay the reasonable meal costs incurred by Board employees while performing Board business, including the reasonable costs of meals incurred when traveling.
- 2.5 The Board recognizes the need for staff to be informed with regard to current educational issues and practices and educational conventions. Staff development opportunities such as conferences and seminars are a significant means of assisting staff to be informed with regard to educational matters.
- 2.6 No employee shall be reimbursed or advanced funds unless all provisions of the Board's policies and procedures are followed and all prescribed Board forms, including cheque request forms, expense reports, and mileage reimbursement forms are properly completed and filed with the designated parties.
- 2.7 Cash advances will be kept to a minimum and will be limited to unusual circumstances where appropriate prior approvals are obtained.

3.0 SPECIFIC DIRECTIVES

For Travel Within the County of Essex:

- 3.1 There shall be two forms of compensation:
 - a. Monthly Car allowance (CARA) or
 - b. Mileage Allowance (MILA)

- 3.2 To be eligible, the employee shall:
 - a. be the driver of the vehicle or be responsible for the vehicle expenses;
 - b. be unable to travel with another employee attending the same function;
 - c. be specifically and individually instructed by their supervisor to perform a service or attend a function.

- 3.3 To be reimbursed, the mileage per single round trip shall be:
 - a. in excess of 5km or
 - b. Accumulated to over 5 km per week.

- 3.4 An alternative process specified in any collective agreement or personal service contract shall be an exception to this policy.

- 3.5 Travel to and from home shall not be reimbursed.

For Travel Outside the County of Essex:

- 3.6 Where air or train fare can be obtained at less cost than the mileage allowance, those methods of transportation shall be used, subject to time and availability.

- 3.7 Where section 3.6 does not apply, the employee shall be compensated for his or her auto expenses according to the rates set out in the “Out of District Mileage Allowance” (Appendix A) attached, provided:
 - a. The employee is the driver of the vehicle or is responsible for the vehicle expenses.
 - b. The employee is unable to travel with another employee attending the same function.
 - c. Be specifically and individually instructed by their supervisor to perform a service or attend a function.

- 3.8 Overnight accommodation shall be provided only for events held at distances greater than 150 km from Windsor. Corporate and government rates shall be utilized wherever possible.

- 3.9 Meal expenses and all other expenses shall be supported by receipts and with supporting documentation explaining whose meals or expenses are being claimed and why the expense was incurred.

- 3.10 For all travel outside the County of Essex all employees shall receive prior approval and authorization for payment as follows:
- a. Academic and non-academic staff from their respective Superintendent upon recommendation from their immediate supervisor for travel within Canada.
 - d. Academic and non-academic staff from the Director for travel outside of Canada.
 - e. Superintendent from the Director.
 - f. Director from the Chair of the Board.

For Travel With Respect to Professional Development Including Conventions/Conferences/Seminars:

- 3.11 Academic and non-academic staff shall be entitled to attend conventions, conferences or seminars, subject to obtaining the required authorization and approval as prescribed in section 3.10 of this policy.
- 3.12 Funding for such conventions, conferences or seminars may include registration fees and travel and may also include other expenses as approved and authorized pursuant to section 3.10 of this policy. This funding shall be within the limitations of the Board's annual budget for such purposes.
- 3.13 Where the Director of Education requests or requires such staff to attend a convention, conference or seminar on behalf of the Board, all reasonable expenses shall be paid by the Board.
- 3.14 Attendance at an event outside of North America shall be recommended by the Director of Education and shall be submitted to the Board for approval.

4.0 RESPONSIBILITY

- 4.1 It is the responsibility of each employee to obtain the necessary pre-authorization before engaging in any travel and/or professional development conventions, conferences, or seminars.
- 4.2 It is the responsibility of each employee to provide the necessary documentation to support expenses.
- 4.3 It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.

5.0 REVIEW AND EVALUATION

- 5.1 The effectiveness of this policy shall be assessed through trustee and staff satisfaction measures.
- 5.2 This policy shall be reviewed during the 2007-2008-policy review cycle.

6.0 REFERENCES

- Procedure A:04 – Travel, Meal, Professional Development, and Compensation For Use of Auto.
- Policy A:27 - Purchasing Cards.
- Pr A:27 – Purchasing Cards.

7.0 APPENDICES

- Appendix A: Out of District Mileage Allowance



Windsor-Essex Catholic District School Board

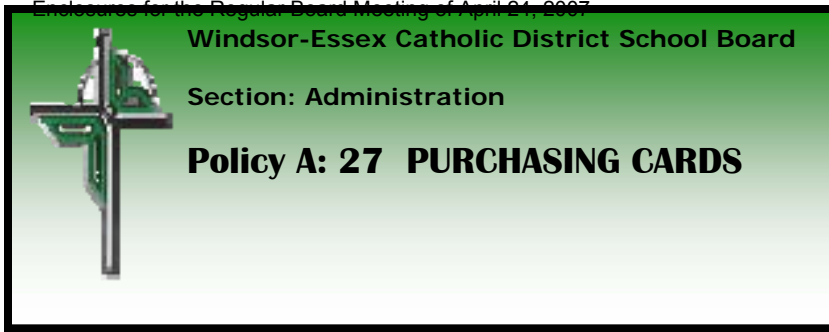
OUT OF DISTRICT MILEAGE ALLOWANCE**APPENDIX A****A:04**

A standard mileage allowance is provided to the following cities:

Brantford	246.00
Chatham	69.00
Hamilton	280.00
Kitchener/Waterloo/Guelph	258.00
London	171.00
Mississauga	302.00
Niagara Falls	343.00
Owen Sound	352.00
Sarnia	146.00
Stratford	216.00
Toronto (including the Greater Toronto Area)	334.00

Destinations further than the Greater Toronto Area are paid at \$.46 per kilometre.

Revised October 26, 2006



POLICY:	A:27
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	Pr A:27 A:04 Pr A:04 A:12 F:02
REPEALS:	
REVIEW DATE:	2007-2008

DRAFT

1.0 OBJECTIVE

To establish a more effective method of purchase and payment for small dollar transactions.

2.0 DEFINITIONS

2.1 **Purchasing Card** refers to the purchasing card for procurement, which shall be issued to approved board employees for the payment of small dollar transactions.

3.0 GUIDING PRINCIPLES

- 3.1 The Purchasing Card is to be used for the Windsor Essex Catholic District School board’s purchasing requirements for small dollar transactions.
- 3.2 The Purchasing Card must be used only for expenses incurred in relation to a cardholder’s duties.
- 3.3 All items purchased with the card are the property of the Windsor Essex Catholic District School Board.
- 3.4 Any use of the Purchasing Card for personal purposes is strictly prohibited. Such fraudulent use of the card could result in disciplinary action up to and including dismissal.

4.0 SPECIFIC DIRECTIVES

4.1 Administration shall set authorization controls through Board procedure.

5.0 REVIEW AND EVALUATION

- 5.1 The effectiveness of this policy shall be assessed through trustee and staff satisfaction measures.
- 5.2 This policy shall be reviewed during the 2007 – 2008- policy review cycle.

6.0 REFERENCES

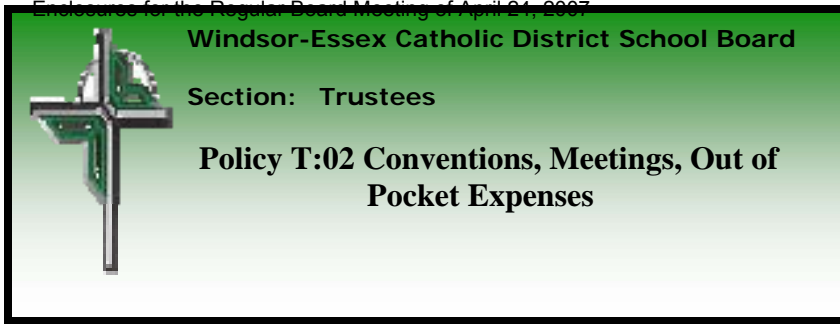
Policy A: 04 - Travel, Meal, Professional Development Fees, and Compensation for Use of auto.

Procedure A:04 - Travel, Meal, Professional Development Fees, and Compensation for Use of Auto.

Procedure A:27 – Purchasing Cards.

Policy A:12 – Code of Ethics/Conflict of Interest.

Policy F:02 – Purchasing of Furniture, Equipment, Supplies and Service.



POLICY:	T:02
EFFECTIVE:	June 9, 1998
AMENDED:	April 13, 2004
RELATED POLICIES:	A:04 Pr A:04 Pr T:02 T:01
REPEALS:	
REVIEW DATE:	2007-2008

DRAFT

1.0 Objective

To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board.

2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 2.2 The Board recognizes that it must schedule meetings of Trustees, which may require out- of- pocket expenses and/or losses to by Trustees who wish to attend such meetings.
- 2.3 The Board recognizes the importance of assisting Trustees in communicating with Board administration and with their individual constituencies.

3.0 Specific Directives

- 3.1 The Board shall set aside in its annual budget an amount to support this policy.
- 3.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director. The Chair of the Board shall seek approval from the Superintendent of Business.
- 3.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.

4.0 Responsibility

- 4.1 It is the responsibility of each Trustee to determine the appropriateness of obtain the necessary pre-authorization before engaging in any travel and/or

professional development conventions, conferences, or seminars, or before incurring any necessary or the necessity of any out-of-pocket expenses.

- 4.2 It is the responsibility of each Trustee to provide the necessary documentation to support the expenses.
- 4.3 It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.
- 4.4 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee and detailing out of district travel, professional development, conventions, conferences and seminars attended by each Trustee.

5.0 **Review and Evaluation**

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2007 – 2008 policy review cycle.

6.0 **References**

Education Act s.191


Ontario Regulation 357/06

Procedure T:02 Conventions, Meetings, Out of Pocket Expenses

Policy T:01 Student Trustee

Policy A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.

Procedure A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.



Windsor-Essex Catholic District School Board
Section: Trustees
Procedure T:02 Conventions, Meetings, Out of Pocket Expenses

DRAFT

PROCEDURE:	T:02
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	A:04 Pr A:04 T:02 T:01
REPEALS:	
REVIEW DATE:	

1.0 Objective

To establish a procedure to provide reimbursement for expenses incurred by Trustees.

2.0 Professional Development/Out of Pocket Expenses

- 2.1 Trustees may attend the conventions of O.C.S.T.A. and C.C.S.T.A. Trustees may also attend Attendance at all other conferences, seminars, courses, and special sessions and out of district meetings. may be recommended by the Director of Education or requested by Trustees and must have the prior approval of the Chairperson and the Director before claims for reimbursement or advance will be considered.
- 2.2 The Board shall allocate to each Trustee a \$5,000 Professional Development Allowance. To access those funds the Trustee ~~must have obtained the required prior approval,~~ must submit the required forms as prescribed by administration, and must file with the supporting documentation attached prior to having expenses considered for reimbursement.
- 2.3 ~~Upon the required approvals being obtained~~The Board will pay the following from the Professional Development Allowance:
 - a) Registration fees
 - b) The Board shall pay for the full hotel room accommodation when such request is accompanied by the original receipt. Corporate, government and conference rates shall be utilized wherever possible. Personal purchases charged to the room will not be reimbursed (non- reimbursable expenses would include movies and mini-bar charges).
 - c) Meal expenses incurred while traveling outside the county of Essex on a per meal basis to a maximum of \$15 for breakfast, \$25 for lunch and \$50 for supper. The maximum meal expenses to be claimed per day shall not exceed \$90 per person. Meal expenses shall only be reimbursed upon submission of receipts with supporting documentation, including details as to whose expense is being claimed and the reason for the

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- breakfast/lunch/dinner. A credit card slip will not be considered sufficient supporting documentation for meal expenses.
- d) Where meal packages are available as part of the convention, the Board shall pay either the value of the meal package or reimburse on a per meal basis as set out above at the discretion of the Trustee. Where the registration fee includes a meal package, the Board shall reimburse only for those meals not provided through the package, to the maximums set out above.
 - e) Reimbursement at the rate of \$0.46 per kilometer for the use of a Trustee's personal vehicle while traveling to conventions, seminars, board meeting business, etc outside of the County of Essex.
 - f) The cost of plane or train fare when accompanied by the receipts, a boarding pass for a flight or a ticket stub for rail travel.
 - g) An advance of \$30.00 per day for miscellaneous expenses, i.e. parking, etc. incurred when attending conventions, seminars, board business, etc. outside of the County of Essex. In lieu of this advance, The Board shall pay the actual costs of the miscellaneous expenses when accompanied by the receipts up to a maximum of \$30 per day (i.e. parking).
 - h) Expenses incurred (including travel outside the County of Essex, child for care resulting from the need care, for replacements at work, or expenses of a similar nature) to attend meetings of the Board, conventions or to conduct other Board business shall be reimbursed for such expenses in accordance with the provisions within Policy T:02 and this supporting Procedure. The required prior authorizations shall be obtained and Details of such expenses (including receipts when available) shall be submitted to the Board, where required, in writing in order to be eligible for reimbursement.
 - i) The cost of books, periodicals (i.e. Catholic Register subscription) and computerized learning materials relevant to the Trustee's professional development provided such claims are supported by receipts.
- 2.4 When the spouse accompanies the Trustee at a conference or convention, the Board shall not incur any additional costs as a result of Accommodation, Meals or Travel.
- 2.5 There maybe occasion where it becomes necessary in the course of conducting Board Business for a Trustee to incur meal expenses outside of the course of travel, particularly for the purposes of extending hospitality. Trustees may be reimbursed the reasonable expenses incurred while conducting such Board business within the County of Essex provided prior approval and authorization for payment is obtained from the Chairperson and the Director (or the Chairperson from the Superintendent of Business) receipts and supporting documentation are filed, including details as to whose expense is being claimed and the purpose of the meal. These meal expenses shall be reimbursed on a per meal/per person basis to a maximum of \$15 for breakfast, \$20 for lunch and \$30 for supper. These expenses shall be drawn from the Professional Development Allowance.
- 2.6 Trustees shall be reimbursed for certain reasonable out of pocket expenses incurred for the purpose of extending hospitality. Hospitality can include the

provision of food and other amenities that are extended in an economical, consistent and appropriate way when it will facilitate board business or is considered desirable as a matter of courtesy. Hospitality expense claims must be accompanied with names of individuals entertained and the purpose of the hospitality. These expenses shall be drawn from the Professional Development Allowance.

2.7 ~~Meal expenses shall only be paid upon submission of receipts with supporting documentation, including details as to whose expense is being claimed and the reason for the breakfast/lunch/dinner. A credit card slip will not be considered sufficient supporting documentation for meal expenses.~~

2.8 The Board may, at its discretion, reimburse Trustees for meal expenses in excess of the limits specified within this procedure provided:

- a) The expense was reasonable and necessary.
- b) Approval is obtained from the Chairperson and the Director (or the Chairperson from the Superintendent of Business)
- c) Supporting documentation is filed, including receipts and documentation detailing the persons for whom the meal was purchased and the purpose of the meal.

2.9 Trustees will be reimbursed reasonable expenses to facilitate communications with administration and their constituencies. The following may will be covered: ~~provided prior approval is obtained from the Chairperson and the Director (or the Chairperson from the Superintendent of Business):~~

- a) Basic cell phone package
- b) Computer supplies and Board-approved software
- c) Stationery, letterhead, business cards, office supplies.
- d) Internet connection

These expenses will be reimbursed through the Professional Development Allowance.

2.10 Each Trustee will be provided at the beginning of their term of office with a lap top computer and a fax/printer/copier/scanner. All equipment will be returned to the Board at the end of the Trustee's term.

2.11 Trustee travel to and from Board meetings within the County of Essex will be reimbursed at the rate of \$.46/kilometer and will not be drawn from the individual Trustee's \$5,000 Professional Development Allowance. It will be accounted for separately and the Board will establish an annual budget amount to account for these expenditures.

3.0 Restricted Expenses

3.1 Reimbursement shall not be provided for alcoholic beverages.

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- 3.2 Cash advances will be kept to a minimum and will be limited to unusual circumstances where appropriate prior approvals are obtained. Hotel costs may be advanced (must attach statement from hotel establishing total amount payable). Actual expenses must be submitted as soon as possible following return from travel. The expense reimbursement procedure must be followed, including the reconciliation of the cash advance, with surplus funds returned to the Board.
 - 3.3 There shall be no reimbursement of political contributions or fund raising activities for political parties.
 - 3.4 There shall be no reimbursement of legal fees unless pre-approved by the Board.

4.0 Adjustment for Consumer Price Index

- 5.1 The mileage rate shall be reviewed and adjusted in September of each year in accordance with changes in the Consumer Price index

Ministry of Education

Ministère de l'Éducation

Minister

Ministre

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December 5, 2006



Dear colleagues,

Thank you for your willingness to serve the public as a school trustee. For the next four years, you will play a key role in shaping publicly funded education in Ontario. I know firsthand both the demands and satisfactions of this role. I believe strongly that trustees make a vital contribution to education and to local democracy. To support trustees in their role, we have increased limits on honoraria to reflect the demands of the position. I am pleased to provide orientation sessions for trustees that are now taking place around the province, and I am also looking forward to meeting on December 14th with all school board chairs.

The McGuinty government has recognized the importance of school boards and school trustees as leaders in improving student achievement, as vital community representatives, and as key partners in policy development. Innovation and leadership at the board, community, and school level has produced great results. An essential part of our strategy to reach every student is to learn from the local successes of boards around the province, and then share those strategies.

Our students have achieved three years of improved results under the direction of trustees, and we want that success to continue. Improved achievement is a critical element of building confidence in publicly funded education in the minds of students, parents, educators, and the public. This improvement has been supported by a 21 percent increase in per-pupil funding by this government. We will further build public confidence by working with you to demonstrate a thoughtful stewardship of these resources.

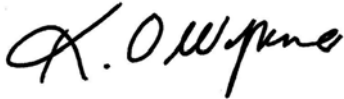
To this end, I want to talk about an important leadership initiative. As a former trustee, I recognize the important support that clear standards and processes provide to school board trustees and staff. I am pleased to inform you that the Ministry of Education is releasing guidelines to enhance the transparency and accountability of spending decisions. These guidelines are a reflection of best practices in government and school boards, and were developed in consultation with the trustee associations. Details of this initiative will be sent to your Director of Education.

The guidelines address the use of corporate credit cards; travel, meals, and hospitality; advertising; and advocacy. They set a high standard for decision making that is accountable to staff, students, and the public, and that is transparent and focused on improving student results. I believe these guidelines will help reinforce the work boards are undertaking to strengthen operations and improve student achievement.

When I visit schools and meet with boards, I am struck by the positive energy and the clear focus of trustees, leadership, staff, and educators on improving student outcomes. I believe our partnership is a key part of that success, and it will be essential as we develop excellent programming to build on those results.

I look forward to working closely with you and all of our partners in a constructive way that supports our students and builds public confidence in education.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Wynne". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Kathleen Wynne
Minister of Education

USE OF CORPORATE CREDIT CARDS

PRINCIPLE:

The use of corporate credit cards should build efficiency by simplifying the acquisition, receipt and payment of low-dollar-value purchases and travel expenses, supported by board policies and procedures about the use and safekeeping of the card. These policies should ensure that cardholders are responsible for exercising due care and judgement when using corporate credit cards. These policies must be publicly available on a school board's website.

BEST PRACTICES:

- The appropriate uses of corporate credit cards are specified in board policies and procedures
- Corporate credit card policies and procedures are reviewed with cardholders
- Corporate credit cards are used only for expenses incurred in relation to a cardholder's duties
- The cardholder is responsible for the card and meeting all the terms and conditions
- All expenditures are supported by receipts; hospitality expense claims should be accompanied with names of individuals entertained and their role. Purpose of the hospitality is also clearly stated
- Appropriate approvals of the expenses are obtained from a higher ranking employee (for example, immediate supervisor); in the case of trustees, the Chair of the Board or a designated senior official of the board; in the case of The Chair of the Board, a designated senior official of the board other than the Director of Education; the Chair of the Board should approve all of the expenses initiated by the Director of Education.
- Cash advances are kept to a minimum and limited to unusual circumstances; appropriate approvals should be obtained
- A monitoring process is in place to ensure corporate credit cards are used in accordance with established policies and procedures

EXAMPLES:

Examples of suitable use of a corporate credit card include:

- Payment for travel, meals and hospitality in compliance with established policies and procedures
- Tokens of appreciation for voluntary services such as presentations and guest speakers; retirement presents

Examples of inappropriate use of a corporate credit card include:

- Personal charges, such as booking personal travel
- Lavish gifts
- Split purchases to circumvent approval limits

RESEARCH STATISTICS:

Out of 72 school boards surveyed, 19 had a corporate credit card policy available on the board's public website. Eight boards' policies addressed specific types of expenditures permitted on the corporate card. One board specifically required proof of expenditure to accompany the claim.

TRAVEL, MEALS, AND HOSPITALITY EXPENDITURES

PRINCIPLE:

School board expenditures for travel, meals, and hospitality must be reasonable and transparent, with appropriate accountability and reporting mechanisms based on system-wide policies.

BEST PRACTICES:

- Policies and procedures should be publicly available on a school board's website
- Policy should clearly address:
 - Travel reimbursement costs within and outside the province
 - Kilometric reimbursement rates for personal vehicle use
 - Meal allowances
 - Hospitality expenses
 - Policy on reimbursement of alcohol
 - Standard level of travel and accommodation
 - Non-reimbursable expenses
 - Cash advances
- Expenditures are in compliance with the established policies and procedures
- Policies and procedures specifically address exceptions and processes to follow
- Policies and procedures ensure fair and consistent treatment of all employees and, where applicable, are consistent with collective agreements
- Expenses are associated with employee's duties, support the program objectives of the organization, and maximize the benefits to the organization
- Expenditures are accompanied with original receipts to support the claim; hospitality expense claims should be accompanied with names of individuals entertained and their role. Purpose of the hospitality is also clearly stated.
- Appropriate approvals of the expenses are obtained from a higher ranking employee (for example, immediate supervisor); in the case of trustees, the Chair of the Board or a designated senior official of the board; in the case of The Chair of the Board, a designated senior official of the board other than the Director of Education; the Chair of the Board should approve all of the expenses initiated by the Director of Education.
- The policies clearly address when and if reimbursement of alcohol is permitted; reimbursement of alcohol is not encouraged
- Cash advances are kept to a minimum and should be limited to unusual circumstances; appropriate approvals should be obtained
- Preference to be given to travel services and accommodation that provide specially negotiated rates (such as government rates)
- Periodic review and audit of expenditures are undertaken to monitor the adherence to the policy

EXAMPLES:

Examples of suitable expenditures for travel, meals and hospitality include:

- Cost for official board representatives to attend a meeting of benefit to the school board (such as education/business conferences, stakeholder association meetings, professional development sessions)
- Tokens of appreciation for voluntary services such as presentations and guest speakers; retirement presents

Examples of inappropriate expenditures for travel, meals and hospitality include:

- Excessive meal expenses and accommodation
- Hotel movies and mini-bar snacks
- Re-furnishing of offices due to staff changes
- Supporting a fundraiser or event for a specific political party
- Lavish gifts

RESEARCH STATISTICS:

Out of 72 school boards surveyed, 44 had a travel, meal, and hospitality policy available on board's public website. 31 boards required original receipts to be submitted for reimbursement of expenses. Approval to travel was addressed in the policy of 29 boards, and 12 boards required additional approvals for travel outside the province or country. 24 boards addressed daily meal allowance in their policy. One board allowed reimbursement of alcohol expenses.

ADVERTISING EXPENDITURES

PRINCIPLE:

Advertising expenditures should be for the purposes of informing and educating the public, as well as creating awareness of education programs, services, issues, events and community activities of specific interest or benefit to students and families. The level of expenditure should be appropriate to school board status as a taxpayer funded organization whose primary purpose is to educate students.

BEST PRACTICES:

- School boards exercise due diligence in determining the advertising medium that maximizes cost efficiency
- Appropriate approvals support the nature and the extent of an advertising campaign
- Advertising campaigns are targeted to specific groups that have a demonstrable need for information
- Advertising presents objective, factual and explanatory information based on verifiable facts in an unbiased, fair and equitable manner
- Advertising campaigns are in compliance with any applicable laws and regulations
- School boards are able to produce measurable outcomes as a result of advertising activities (for example, increase in number of inquiries or participation rates; awareness surveys)
- School boards have a process in place to ensure that advertising expenditures are adequately managed to achieve planned outcomes (such as ensuring that the actual advertisement was done appropriately and checking actual against planned outcomes)
- School boards have a process in place to ensure that significant advertising expenditures are competitively placed

EXAMPLES:

Examples of suitable uses for advertising include:

- School registration including kindergarten registration
- Program offerings
- Extracurricular activities
- Public consultations
- Employment opportunities
- Requests for tenders for goods and services
- School board accountability to the public (for example, annual publication of board financial statement)

- Information to Catholic and French-language education rightholders about their constitutional rights and the availability of Catholic and French-language education in their community

Examples of inappropriate uses of advertising include:

- Recruiting students from other school boards or schools
- Providing unverifiable or inaccurate information or comparisons
- Using paid advertising or communications with parents, teachers, or students for the sole purpose of advocating the government or other education partners
- Using advertising that is not targeted to appropriate groups, for example through widespread phone calls and automatic phone messages

RESEARCH STATISTICS

Out of 72 surveyed school boards, 13 had an advertising policy publicly available on school board's website. Out of those 13 boards, only 2 boards addressed communication plan and budget requirements in their policy, as well as approval of exceptions to the policy. Five school boards specifically addressed competitive selection processes in their advertising policy.

ADVOCACY EXPENDITURES

PRINCIPLE:

School board communication with the Ontario government is an important activity to identify, discuss and find solutions to policy and financial issues. Ontario has an effective education governance structure to ensure there is open and ongoing communication between school boards and the province, including partnership tables, regular meetings and other vehicles established by the government.

BEST PRACTICES:

- Focus on ongoing communication between school boards, education partners and governments through established mechanisms and channels
- Avoid basing communications on personal or partisan political agendas
- Maximize resources for student success and achievement

EXAMPLES

Examples of suitable advocacy expenditures include:

- Membership dues and fees to appropriate organizations

Examples of inappropriate advocacy expenditures include:

- Placing content intended to advocate for a particular position with report cards and annual reports
- Using students as vehicles for board or school advocacy to the public, education partners and governments
- Use of board funds to attend events for specific political parties

RESEARCH STATISTICS:

None of the boards surveyed had a distinct, publicly available policy on advocacy.

Education Act
R.S.O. 1990, CHAPTER E.2

Expenses

Travel expenses to attend board and committee meetings

191.2 (1) In respect of travel of a member of a board to and from his or her residence to attend a meeting of the board, or of a committee of the board, that is held within the area of jurisdiction of the board, the board may,

- (a) reimburse the member for his or her out-of-pocket expenses reasonably incurred or such lesser amount as may be determined by the board; or
- (b) pay the member an allowance at a rate per kilometre determined by the board. 1997, c. 31, s. 97.

Other travel expenses

(2) A board may by resolution authorize a member, teacher or official of the board to travel on specific business of the board and may reimburse the member, teacher or official for his or her out-of-pocket expenses reasonably incurred or such lesser amount as may be determined by the board. 1997, c. 31, s. 97.

Other expenses

(3) A board may establish a policy under which a member of the board may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.

Same

(4) A board may, in accordance with a policy established by it under subsection (3), reimburse a member for his or her out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a board member. 1997, c. 31, s. 97.

Deduction because of absence

(5) A board may provide for a deduction of a reasonable amount from the allowance of a member because of absence from meetings of the board or of a committee of the board. 1997, c. 31, s. 97.

Committee members

(6) Subsections (1) to (4) apply with necessary modifications to members of a committee established by the board who are not members of the board. 1997, c. 31, s. 97.

Deemed expenses

191.3 Despite this Act or any other Act, where an elected member of a board is, under a by-law or resolution of the board, paid a salary, indemnity, allowance or other remuneration, one-third of such amount shall be deemed to be for expenses incident to the discharge of his or her duties as a member of the board. 2002, c. 17, Sched. F, Table.



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: April 24, 2007
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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 – ST. THOMAS OF VILLANOVA CATHOLIC HIGH SCHOOL – AMENDED ITINERARY**

RECOMMENDATION:

That the Board approve the amended field trip itinerary for St. Thomas of Villanova Catholic High School to Ireland, from May 14 – 23, 2007.

BACKGROUND:

This trip is in relation to the senior students' English curriculum. On October 10, 2006 the Board approved the field trip for St. Thomas of Villanova Catholic High School to Scotland and England, from May 14 to May 23, 2007.

FINANCIAL:

The personal cost per student for the original itinerary for travel to Scotland and England was \$2,500.00. Due to several factors, which included,

- Increased cost of flights: the original itinerary had an additional flight between Scotland and England
- Withdrawal of participants: several students due to unforeseen circumstances were unable to fulfill their commitment to take part

the cost of the trip increased significantly for the remaining participants, from \$2,500 to \$3,500.

COMMENTS:

To fulfill the commitment to the students at the original cost, the travel company presented the school with the option of Ireland as an alternate destination. With the focus of the senior English classes being Celtic writers Ireland was seen as a good alternative in terms of connections to the curriculum. The students and parents were presented with the amended itinerary and unanimously agreed to the altered itinerary. Parents were appreciative that their children could still be given the opportunity to study literature and experience the culture of a Celtic country.

TIMELINES:

May 14 to 23, 2007.

APPENDICES:

- SC:04 Form A – Appended Request for Approval of Field Trip
- Amended Itinerary



Request for Approval of Field Trip

School	St. Thomas of Villanova		Date of Trip	Ex. mm/dd/yyyy 05/15 - 05/23 (2007)	
Destination	Ireland		Mode of Transportation	air & coach	
School Departure Time	12 pm	School Arrival Time	7 pm	Name of Carrier	
# of Male Students	5 approx.	Grade of Students	11 & 12	Number of Supervisors	Female 2 Male 1
# of Female Students	10 approx.	Personal Cost Per Student	\$2500.00	Travel Company Involved	EF Tours
Total Cost Per Student	\$2500.00				

EDUCATIONAL RATIONALE

Name of Teacher: Ms. Sorrentino, Ms. Nolan, Mr. Rocheleau

Purpose of Trip: Destinations Program - English Enrichment

Relationship to Students' Program/Course: Senior English Curriculum

Pre-Trip Preparation(s) by Students: As submitted and approved October 10, 2006

Follow-Up Activities Planned: As submitted and approved October 10, 2006

If Activity is Occuring over a Weekend Indicate Plans for Students to Attend a Eucharistic Celebration: Killarney's (County Kerry) Saint Mary's RC Church - 8 a.m. mass

Date Submitted	09/08/2006	Name of Teacher	Ms. Stacey Sorrentino
Approval Date	12/04/2007	Name of Principal	J. Shea
Approval Date	12/04/2007	Name of Superintendent	L. 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.

St. Thomas of Villanova Catholic High School

Amended Detailed Itinerary

Day 1 > May 15 > Overnight flight to Dublin, Ireland

Students and teachers will attend school during the day and depart for the airport in late afternoon. Students will be bussed to the Detroit airport where they will board an overnight flight to Dublin, Ireland.

Day 2 > May 16 > Hello Dublin

Walking tour of Dublin

Take a stroll through literary Dublin with our tour director. "Dublin's fair city" is situated on the banks of the River Liffey which divides the city north and south. This informative orientation is the perfect way to introduce our students to the historic capital of Ireland. Sites will include Dublin's famous 18th century architecture, brick-lined Grafton Street, St. Stephen's Green and Temple Bar.

Day 3 > May 17 > Literature tour of Dublin

Guided sightseeing of Dublin

For a city of only 1 million people, Dublin has offered the world a disproportionately large number of great literary works. See the sights that inspired Joyce, Beckett and Yeats during a guided tour of Dublin. Sights visited include the president's residence, Phoenix Park and famous O'Connell Street. Travel down the banks of the River Liffey to St. Patrick's Cathedral where Jonathon Swift once served as dean. Students will also visit Trinity College where they will view the illuminated 8th century Book of Kells.

Day 4 > May 18 > Dublin to Cork

Travel to Cork via Kildare

Travel to County Kildare and the National Stud Farm where world-class race horses are bred and trained. Then on to Kilkenny, Ireland's best-preserved medieval town and the 12th-century Kilkenny Castle overlooking the River Nore. Continue on to County Cork.

Day 5 > May 19 > County Cork Landmarks

Guided sightseeing tour

Our tour director will introduce the students to Cork, Ireland's second largest city.

Queenstown Story Museum

Visit the Queenstown Story Museum whose exhibits tell the story of Irish emigration during the past 150 years.

Blarney Castle

On to Blarney Castle and the legendary Blarney Stone. Students will have the opportunity to wander through the castle and kiss the famed stone.

Transfer to County Kerry where we will spend the night.

Day 6 > May 20 > Ring of Kerry

Ring of Kerry

Experience the mystical beauty of Ireland as we journey through the 112 miles around the Iveragh Peninsula, better known as the Ring of Kerry.

Bog Village

In Glenbeigh, visit the Bog Village. Students will wander through the recreation of an early 1800s village as costumed guides demonstrate the way of life that prevailed in 19th-century rural Ireland.

Attending Mass at St. James' Roman Catholic Church

Day 7 > May 21 > County Kerry to Galway

Transfer to Galway via Bunratty Castle

The students will have the opportunity to explore Ireland's best-restored medieval castle built in 1425. They will also stroll through Folk Park on the castle's grounds, an authentic re-creation of a 19th century rural Irish village. Transfer to County Clare for the night.

Day 8 > May 22 > Tour End

Morning flight from Shannon, Ireland to Detroit.



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:
 April 24, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Acting Superintendent of Business
 Paul Picard, Acting Controller Facilities Services
 Claude Marier, Manager of Purchasing & Administrative Services

SUBJECT: TENDER – “NEW CHILLER HOLY NAMES HIGH SCHOOL”

RECOMMENDATION:

That the Board approve the successful tender bid from Fahrhall Mechanical, \$381,388.00 for a new chiller for Holy Names High School and that a purchase order contract be issued upon Board approval;

and, that the work be funded through an allocation of \$162,850 from the approved budget under Good Places to Learn Grant – Stage 2 (GPL2) and an allocation of \$218,538 from the additional \$488,843 Good Places to Learn Stage 2 funding confirmed by the Ministry of Education on February 12, 2007.

BACKGROUND: A tender opening for a “New Chiller Holy Names High School” took place on Tuesday April 10, 2007. Four companies were invited to bid with all of them closing. The bids have been listed in alphabetical order and include all taxes. Present at the tender opening: Claude Marier, Ken Gignac, Marc Pare and representatives from 3 of the 4 bidding contractors.

FINANCIAL IMPLICATIONS:

<u>Company Name</u>	<u>Contract Price (Taxes Incl.)</u>
Bryant Heating & Cooling	\$429,300.00
Fahrhall Mechanical	\$381,388.00
Haller Mechanical	\$421,562.00
Vollmer & Assoc.	\$415,000.00

All submissions were reviewed and found to be in order. Therefore, it is being recommended that a purchase order be issued to the low bidder.

An amount of \$250,000 was approved by the Board for various heating, ventilation and cooling work at Holy Names High School as part of the 2006/07 Capital Renewal Program to be funded under the Good Places to Learn Phase 2 (GPL2) grant. An amount of \$87,150 has already been expended for other work at the school. Therefore, the low bid price of \$381,388 exceeds the remaining budget allocation by \$218,538.

Therefore, the funding for this tender is as follows:

Holy Names Chiller Approved Budget (GPL2 Grant)	\$250,000
Less: Holy Names (HVAC) Budget previously expended (GPL2)	<u>(87,150)</u>
Total Available Holy Names (HVAC) Budget (GPL2 Grant)	\$162,850
Additional GPL2 Grant	<u>\$218,538</u>
<u>Low Bid (Fahrhall Mechanical)</u>	<u>\$381,388</u>

COMMENTS: The original estimate for the Holy Names Chiller work was \$250,000 and had been undertaken two years ago. Since that time and during detailed design subsequent to budget approval, a number of additional items have been brought forward for consideration. These include:

- Further alterations to the interior walls to accommodate the chiller have been identified at an additional cost.
- The regulatory requirements for asbestos abatement have become more onerous and now require considerable extra measures to undertake the abatement at an increased cost.
- Construction costs have escalated over recent years, particularly the cost of steel, which is a key component in chiller fabrication.

The costs pursuant to the bid submissions reflect the above items. A number of options have been considered to address the lack of sufficient approved budget dollars to undertake the work as follows:

- A reduction in the scope of the project to stay within the budget allocation was reviewed. However, the work is such that it is not feasible to eliminate any component.
- A phasing of the project was also reviewed, with a portion to be completed this year and a budget allocation for the balance allowing the work to be completed next year. However, this was also not deemed to be feasible since the work does not lend itself to phasing.
- Deferring the project in its entirety to next year was investigated, but the need to upgrade the aging system prior to the start of the upcoming cooling season was determined to be imperative.

- Transferring budget dollars from another approved project was reviewed. The heating system upgrade at St. Michael's (Victoria) estimated at \$200,000, offered sufficient funds. This work could be deferred, since the present electrical system is functioning. The upgrade is to address energy efficiency by moving to a natural gas system. Discussions continue with natural gas suppliers to determine if additional grants and subsidies are available to reduce the cost of the St. Michael's work. However, overall operating savings from this upgrade support this work proceeding as soon as possible.

In an announcement dated February 12, 2007, the Ministry of Education advised that the Board's GPL2 Grant had been increased from \$4,196,000 to \$4,684,843. Given the timing of the Ministry confirmation, the additional \$488,843 has yet to be allocated. This would accommodate the \$218,538 balance required for the chiller project.

Therefore, the recommendation in this report is to allocate sufficient funds from the additional GPL2 (confirmation from the Ministry) to cover the unbudgeted costs for the Holy Names Chiller project. The disposition of the balance of the GPL2 funding will be reported to the Board at a later date.

TIMELINES: Requires Board approval at the Board Meeting April 24, 2007, in order to have the equipment in place and operating by May 22, 2007.

APPENDICES:

Ministry of Education Announcement GPL2: Stage Funding Allocation
(Revised February 12, 2007)

Good Places to Learn: Stage 2 Funding Allocation

Amendments in Revised Document

This document reflects the changes made to the *Good Places to Learn: Stage 2 Funding Allocation* document posted on the Ministry's ftp site on June 19, 2006. The amendments are based on a data validation exercise performed by the Ministry to correct for facilities eligible for Good Places to Learn (GPL) Stage 2 funding which were not captured in the original calculation of Stage 2 allocation. In addition, other corrections included verifying the cost-sharing percentages between shared/leased facilities as indicated by boards and re-calculating program needs on a school-by-school basis.

As a result, the following sections have been modified from the original version of this document:

- Identification and Analysis of Renewal Needs – Shared Facilities
- Calculation of Allocations
- Eligible Stage 2 Projects – Update Renewal Need Priority
- *Appendix B: Stage 2 Allocation*
- *Appendix C: School Renewal Need*

Please note, ***Appendix A: Ministry Identified Prohibitive to Repair Candidate Inventory*** has not changed from the original version of this document, however as this list has been communicated several times, in order to conserve the length of this document, it has not been included in the revised version of this document.

The GPL Stage 2 allocations have changed from the June 2006 Grants for Student Needs announcement. These changes are reflected in the revised *Appendix B: Stage 2 Allocation* and Table 15 of the regulation has been corrected. For boards whose renewal needs have increased as a result of this re-calculation, the Ministry has increased the Stage 2 allocation accordingly (as indicated in *Appendix B: Stage 2 Allocation*). For boards whose renewal needs have decreased as a result of this recalculation, to prevent disruption in the project planning cycle for these boards, the Ministry will leave their allocation as originally announced on June 19, 2006. However, the over-allocation will be adjusted from their Stage 3 allocation in 2007-2008. The adjustments to be made in GPL Stage 3 are indicated in the new *Appendix D: Allocation Adjustments to be made in GPL Stage 3*.

Three new appendices have been added to this revised document, including:

- *Appendix D: Allocation Adjustments to be made in GPL Stage 3;*
- *Appendix E: Program Needs Calculation;*
- *Appendix F: Updating Renewal Priorities in ReCAPP.*

Introduction

On February 17, 2005, the Minister of Education announced the Good Places to Learn (GPL) initiative with a goal of investing \$280 million in annual funding to address school renewal and new school construction. It is anticipated that this funding will enable boards to undertake capital projects in their schools that are valued at almost \$4 billion.

In 2005-2006, GPL Stage 1 provided school boards with funding to address an estimated \$1 billion in urgent and high renewal needs. This allowed boards to allocate funding to the repairs of roofs, heating and cooling systems, windows, fire alarms and extinguishers, and other urgently needed items. Appendix A of the *Good Places to Learn: Stage 1 Funding Allocation* document summarizes each board's GPL Stage 1 allocation. This document can be found at the Ministry's ftp site: <ftp://ftp.edu.gov.on.ca/sfis/facilities-policy-review/Good-Places-to-Learn-Priority-Allocation-Stage-1-Funding-Allocation-English-%20Feb-3-06.pdf>

In 2006-07, GPL Stage 2 will provide school boards with an allocation to support a further \$500 million to address additional high and urgent renewal needs not funded in Stage 1, and to recognize lacking or inadequate specialized spaces, such as science labs, libraries, gymnasias or broad-based technology.

Identification and Analysis of Facility Renewal Needs

Allocation of funding under the GPL Stage 2 initiative is based on the detailed inspections of each school by building professionals completed in December 2003. The facilities management consulting company, Physical Planning Technologies Incorporated (PPTI), was contracted for this process.

Based on these findings, the Ministry developed an allocation formula to identify and designate funding to each board with respect to the renewal needs of their inventory of school facilities. The purpose of the following is to identify the calculations used to determine board allocations of GPL Stage 2 funding.

The renewal information submitted by PPTI to the Ministry of Education on March 31, 2004 was adjusted by the Ministry to reflect current utilization of facilities, cost sharing agreements between boards for shared facilities and funding already allocated to boards in recognition of facilities deemed prohibitive to repair. Further information is available in the *Good Places to Learn: Stage 1 Funding Allocation* document referred to above.

- Shared Facilities

In some instances, facilities are shared either between coterminous boards or between panels. The cost of renewal work presented by PPTI did not reflect the cost sharing arrangements that exist between boards sharing (or leasing) a facility. For Stage 1 allocation calculation, boards were asked as part of Memorandum 2004:SB3 sent on March 24, 2004 to submit information regarding their cost sharing agreements. The Stage 2 allocation calculation continues to use the percentage of the renewal needs attributed to one or more of the facilities sharing a building submitted by boards. Where no information was submitted,

renewal needs were attributed to each shared facility based on each board's share of the total on-the-ground capacity (OTG) reported for the facility in the SFIS for 2004-05.

In the event that one or more of the shared facilities are no longer eligible for Stage 2 funding (see *Eligible Facilities for GPL Stage 2* below), the renewal needs are attributed to each shared facility based on the share of total OTG reported for the facility in the SFIS for 2004-05.

Eligible Facilities for GPL Stage 2

To be eligible for GPL Stage 2 funding, facilities must satisfy the criteria listed below.

- Operating Facilities

Schools offering a regular day school program in 2005-06 as indicated in SFIS are eligible. Specifically, of the schools inspected, the renewal needs of only those facilities operating an elementary or secondary day school program as reported in Appendix C of the 2005-06 Revised Estimates are recognized in the funding calculations. The renewal needs for school facilities that are reporting no enrolment in 2005-06 are not eligible.

- Facility Condition Index (FCI¹) less than 65%

The Ministry has identified two separate approaches to calculate the facility replacement value, and thereby the FCI. The first uses On-the-Ground (OTG) capacity which reflects only the number of student spaces in a facility; the second uses Gross Floor Area (GFA) to reflect the entire facility area. Facilities with an FCI greater than or equal to 65%, by either the GFA or OTG methods², are not eligible for Stage 2 funding. See Appendix A for facilities considered Prohibitive to Repair (PTR) candidates.

Facilities with an FCI of less than 65% are eligible for Stage 2 funding, and their renewal needs have been included in the Stage 2 allocation calculation.

- Phase I Prohibitive to Repair

Renewal needs for any facilities that were declared Prohibitive to Repair as a result of Phase I of the School Renewal Initiative inspection process were not recognized since funding was allocated toward the replacement of these facilities in 2003-04.

Phase I and the identification of Prohibitive to Repair facilities are documented in the *School Renewal Initiative: Identification of "Prohibitive to Repair" Schools*,

¹ FCI is an industry standard which expresses the facility's total renewal cost as a percentage of replacement value.

² In order to be consistent with the GPL Stage 1 calculation, the replacement value used in the FCI calculation for OTG and GFA is determined by using the information in SFIS in 2004-05.

2003-04. This document is available at the Ministry's ftp site at:
<ftp://ftp.edu.gov.on.ca/sfis/April2003/Documents/Prohibitive-to-Repair1.pdf>

- 2005 Capital Policy Adjustment

The 2005 Capital Policy Adjustment facilities that have been recognized for funding in the 2005-06 Grant for Student Needs (GSN) are not eligible for GPL Stage 2 funding, and their renewal needs have been removed from the calculation.

Calculation of Allocations

The inspection process identified renewal work to be undertaken over a 5-year period from 2002/03 to 2006/07. The GPL Stage 1 allocations were based on high and urgent priority needs identified in the first two years, 2002/03 and 2003/04, of the 5-year period as determined by PPTI.

The determination of priority was based on the condition of building components requiring repair/replacement as determined by the building inspectors and the component's criticality to the operation of the school building as determined by PPTI.

The GPL Stage 2 allocations are based on:

- All 5-year high and urgent needs from 2002/03, 2003/04, 2004/05, 2005/06 and 2006/07; and
- Estimated program needs, including inadequate or lacking gymnasias, libraries, science labs, and broad-based technology, as identified by PPTI during the original inspection.

To determine the total eligible Stage 2 renewal needs, the total 5-year high and urgent renewal needs for all eligible Stage 2 facilities were aggregated to the board-level. Similarly, the board's estimated program needs for all eligible Stage 2 facilities was determined (see *Appendix E: Program Needs Calculation*). The Stage 1 allocation was deducted from the total eligible renewal needs to calculate the Stage 2 renewal base

Appendix E: Program Needs calculation has been added to this revised document to detail the program needs on a school-by-school basis.

Each board's Stage 2 allocation addresses approximately 18.5% of the renewal base.

Example

A board has total renewal needs of \$50 million. Of these, \$35 million have been identified as the 5-year high and urgent renewal needs for 2002/03 to 2006/07 by PPTI. Approximately \$16.7 million was funded through Stage 1. An additional \$5 million is estimated as costs for program needs. The calculation of the board's Stage 2 allocation is as follows:

Total 5-year High & Urgent Renewal Needs (2002/03 – 2006/07)	Total Estimated Cost for Program Needs	Stage 1 Allocation	Total Stage 2 Renewal Base	GPL Stage 2 Allocation (18.5% of Total Stage 2 Renewal Base)
\$35,000,000	\$5,000,000	\$16,700,000	\$23,300,000	\$4,310,500

Appendix B provides the GPL Stage 2 allocation on a board-by-board basis.

Appendix C provides the school-by-school renewal needs including program needs for each board used to calculate the information in *Appendix B*.

The GPL Stage 2 allocations have changed based on the re-calculated renewal needs.

For boards whose renewal needs have increased, the Ministry has increased the Stage 2 allocation accordingly (as indicated in *Appendix B*).

For boards whose renewal needs have decreased, the Ministry will leave their allocation as originally announced on June 19, 2006; however, the over-allocation will be adjusted from the Stage 3 allocation in 2007-2008. The adjustments to be made in GPL Stage 3 are indicated in the new *Appendix D: Allocation Adjustments to be made in GPL Stage 3*.

The GPL Stage 2 allocation available to boards for 2006-07 is detailed in the last column ("Final Stage 2 Allocation") of *Appendix B*.

Eligible GPL Stage 2 Projects

School boards must apply the GPL Stage 2 funding to facilities which are expected to be open and operating for the next ten years. Further, this allocation must be applied to those projects which are considered to be capital in nature that meets the criteria in the document *School Board and School Authority Tangible Capital Assets – Accounting Policies* available at the Ministry's tpfr site at:

http://tpfr.edu.gov.on.ca/Reporting%20Entity/March%2006%207-month%20reporting/Mini-guide%20March%2006%20FINAL_revised_E.pdf

Projects that were tendered by boards after January 1, 2006, that meet the Stage 2 eligibility criteria noted above, can be recognized as part of the board's completed or in-progress Stage 2 renewal activity.

In addition, boards may use any of their unspent Stage 1 GPL allocations on the range of work identified as being eligible under Stage 2.

Update Renewal Need Priority in ReCAPP

Boards will have the flexibility to identify changes in renewal need priority. This will enable boards to use Stage 2 funding for renewal needs that have become high and

urgent since the inspections were completed. Any change requests in the renewal need priority are intended to provide the boards with greater flexibility to address the changes in renewal needs since the inspection. These requests will **not** be used to re-calculate the Stage 2 allocation.

Only renewal needs identified by PPTI during the initial inspection are eligible to be considered to have their priority updated. In order to escalate a low or a medium priority to a high or urgent level, boards are required to submit an excel file of the priorities to be escalated and the rationale for escalation.

For more information on how to update renewal need priorities in ReCAPP, please refer to *Appendix F: Updating Renewal Priorities in ReCAPP*. The Ministry will review and approve these requests, and submit them to PPTI to update the ReCAPP database.

Stage 2 Financing

In August 2005, Memorandum 2005:B7 indicated to boards that pending the arrangement of a long-term financing vehicle for the GPL initiative, boards were to short-term finance projects being undertaken and the Ministry would fund the short-term interest costs associated with the projects.

The Ministry will fund the short-term interest costs of Stage 2 renewal work in 2006-07. The interest cost recognized for funding will continue to be the three-month Bankers' Acceptance rate plus 13 basis points. For boards that borrow against internal reserves to support GPL Stage 2 projects, funding in 2006-07 will be recognized at the three-month Bankers' Acceptance rate on September 1, 2006.

The Ministry will begin funding short-term financing costs for GPL Stage 2 projects as of September 1, 2006. Although boards can attribute eligible work undertaken since January 1, 2006 against their Stage 2 renewal allocations, the Ministry will not provide boards with short-term financing costs for the period from January 1, 2006 to August 31, 2006.

Renewal Databases

The *Good Places to Learn* initiative is an effort to address current renewal needs, as well as supporting good management practices and decision-making regarding the facilities in the future. Accordingly, part of the initiative was the installation of facilities management software³ and the creation of databases for each board.

³ The facilities management software, ReCAPP is a tool designed to help boards identify renewal needs for the capital planning cycle. It will also allow consistent reporting across the province with respect to school condition. As indicated in Memorandum 2005:B4, boards will have access to their individual ReCAPP databases upon signing their licensing agreements with PPTI. This access will allow boards to update their school building condition assessment information developed from the inspections of all schools and will also

District school boards are receiving additional funding through the Grant for School Operations for the ongoing licensing and hosting fees associated with the ReCAPP software package. Boards receive the lesser of the amount specified in Table 8 of the 2006-07 Grant Regulation, *Amount for Renewal Software Licensing Fee*, and the amount actually expended by the board for the licensing and hosting fees as reported in the 2006-07 Financial Statements.

Boards have had access to their ReCAPP databases since 2005. As part of the Ministry's accountability framework and the ongoing management of the Good Places to Learn Stage 1 and Stage 2 initiatives, boards are required to update information in their database to reflect renewal projects completed and/or underway.

assist boards in selecting projects and developing effective school renewal programs. In conjunction with the development of long-term capital plans, school boards are required to update their databases to reflect current renewal projects as well as aid in the planning process.

DSB	Board Name	Total 5-year Renewal Needs	Total 5-year High & Urgent Renewal Needs	Total Estimated Costs for Program Needs	Stage 1 Allocation	Stage 2 Renewal Base	Eligible GPL Stage 2 Allocation (18.5% of Base, based on recalculation)	Final Stage 2 Allocation (See Appendix D)
48	Wellington Catholic DSB	\$10,308,595	\$5,879,390	\$1,994,835	\$1,461,091	\$6,413,134	\$1,186,430	\$1,216,228
37	Windsor-Essex Catholic DSB	\$71,920,831	\$28,736,270	\$4,681,438	\$8,094,232	\$25,323,476	\$4,684,843	\$4,684,843
42	York Catholic DSB	\$80,128,266	\$37,670,651	\$3,344,837	\$10,423,811	\$30,591,676	\$5,659,460	\$5,678,045
16	York Region DSB	\$267,426,685	\$102,358,982	\$11,336,118	\$27,532,179	\$86,162,921	\$15,940,140	\$15,940,140
	Total	\$7,342,667,522	\$3,327,913,391	\$535,882,102	\$1,034,685,418	\$2,829,110,075	\$523,385,364	\$530,910,188



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: April 24, 2007
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Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent of Education/Learning Support Services
 Rosa Cipparone, Consultant

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

RECOMMENDATION:

That the Board review this report and continue to offer French Immersion solely for the current group of Grade One students enrolled in the program at Holy Name Elementary School.

That the Board direct administration to begin examining the feasibility of establishing an alternative site for a French Immersion program in the county, with the possibility of beginning in September 2008.

BACKGROUND:

In September of this year, a Grade One French Immersion class was started at Holy Name with 15 students, 9 girls and 6 boys. Of the 15 students, 2 were from another school other than Holy Name. One came from Queen of Peace, and the other from the French Catholic Board, Ecole St Ursule. The program was established with the intent to provide this program to ALL county students.

Of this initial class, all but one has indicated that they wish to continue French Immersion in Grade Two. Another student has transferred from St Anne French Immersion and therefore the number of students remains at 15 for September 2007.

The board is now in the position it must determine the feasibility of initiating an additional grade one class at Holy Name Elementary School.

FINANCIAL:*Expenditures for Fiscal 2008*

- Transportation-additional mileage cost for one Queen of Peace student, one Holy Cross student and one St. Pius student
- Classroom supplies - French textbooks/resources approximately \$4,124
- New classroom setup - \$11,700
- Teacher Salary - \$76,049

Revenues

- French Immersion Grant: \$337 per student per year
- Foundation Grant: Approximately \$4,000 per student per year (This revenue already exists for students currently enrolled in our system – new revenue is only realized for new students to the board)

COMMENTS:

Registration has taken place for Grade One again at this same location. As of April 17, there are 20 students tentatively scheduled for this class. There are only 3 of the twenty that are from elsewhere, one from each, St Mary, Holy Cross and Queen of Peace.

We do not have any guarantees that these students will indeed present themselves in September 2007. Transportation concerns seem to be a deterrent for many parents outside the district.

From past experience, not all that originally expressed their intent to enroll their children, actually materialized for any given reason. A survey that was circulated in November 2005 showed that 76 parents were interested in enrolling their child in French Immersion. At this time last year, there were only 20 families that initially sent in their registration package. However, the real numbers for September 2006 showed a 25% reduction, with only 15 students actually in attendance.

On January 31, 2006, the Board endorsed the following by board motion:

“Registration may commence immediately, with a deadline recommended for March 10, 2006, in order to allow sufficient time for school organization. Implementation, to begin Sept 2006, will be dependent on numbers enrolled. A firm number of at least 25 students is required in order to proceed, since there will be some attrition and a class size of 20 would be advisable.”

TIMELINES:

Parents should be informed as soon as possible.

APPENDICES: None.



Windsor-Essex Catholic District School Board

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Joseph Berthiaume, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
April 24, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education

SUBJECT: **CITY AND SCHOOL BOARDS LIAISON COMMITTEE MEETING
– MARCH 28, 2007**

RECOMMENDATION:

That the Board receive the draft Minutes of the March 28, 2007 City and School Boards Liaison Committee Meeting as information.

BACKGROUND:

This joint committee is comprised of the Chair, Vice-Chair, Director of Education and Superintendent of Business from the four local school boards and Councillors and Resource Personnel from the City of Windsor. Meetings to discuss issues of common concern are arranged on an as needed basis.

FINANCIAL:

n/a

COMMENTS:

n/a

TIMELINES:

The next meeting will be hosted by Greater Essex County District School Board in June 2007.

APPENDICES:

- Minutes of the March 28, 2007 City and School Boards Liaison Committee meeting.

**Minutes of the City/School Board Liaison Committee
held Wednesday, March 28, 2007 at 12:00 Noon at the Windsor Essex
Catholic Education Centre, 1325 California Avenue, Windsor**
(Minutes will be formally approved at the next Committee meeting)

In attendance from the City of Windsor:

Councillor Caroline Postma - Ward 2
Lee Anne Doyle, Manager of Development, Building Department
Steve Kapusta, Policy Analyst, Operations

In attendance from the Greater Essex County District School Board:

Beth Cooper, Vice-Chairperson of the Board
Mary Jean Gallagher, Director of Education
Penny Allen, Superintendent of Business

In attendance from Conseil Scolaire de District des ecoles catholiques de Sud Ouest:

Georges Groulx, Superintendent of Business

In attendance from the Windsor-Essex Catholic District School Board:

John Macri, Chairperson of the Board
Joseph Berthiaume, Director of Education
Ken Gignac, Controller of Finance

Regrets received from:

Councillor Fulvio Valentini, City of Windsor
Gale Simko-Hatfield, Chairperson, Greater Essex County District School Board
Jean-Luc Bernard, Director of Education, Conseil Scolaire public de district du Centre Sud-Ouest
Denise Berez, Principal, Ecole l'envolee
Janine Griffore, Director of Education, Conseil Scolaire de district des ecoles catholiques du Sud Ouest
Joan Courtney, Vice-Chairperson, Windsor-Essex Catholic District School Board
Mario Iatonna, Acting Superintendent of Business, Windsor-Essex Catholic District School Board

-
1. **Call to Order**
John Macri, Chairperson of the Windsor-Essex Catholic District School Board called the meeting to order at 12:30 p.m.
 2. **Approval of Agenda**
The Committee considered the agenda and the matters were dealt accordingly.
 3. **Approval of Minutes of October 26, 2005**
Moved by Mary Jean Gallagher and seconded by Beth Cooper that the minutes of the last meeting of the committee held on October 26, 2005 be approved. CARRIED.

4. **Business Arising from the Minutes**

Task Force to examine Safe Routes to Schools in high traffic areas (from the minutes of December 9, 2004)

Director M. J. Gallagher indicated that a Task Force to examine safe routes to schools in high traffic areas was to be established some time ago in order to review present traffic concerns and recommend solutions based on best practices presently used in other communities in Ontario. Director M. J. Gallagher requested that the Task Force be established as soon as possible given the number of traffic issues and safety concerns for students in schools throughout the City.

Policy Analyst S. Kapusta responded to concerns and stressed the need for a collaborative effort in changing traffic patterns in and around school areas based on the ways children get to and from school.

Discussion occurred with respect to parents driving children to and from school and the congestion this causes on city streets. Many concerns were raised with respect to no sidewalks, open ditches, child abduction and the mindset of parents because of these issues. Policy Analyst S. Kapusta noted that other cities double and triple fines where no parking is allowed adjacent to schools and have successfully implemented programs that have considerably reduced car traffic in school areas.

Director M.J. Gallagher cited specific traffic issues related to Dominion and Northwood Streets in South Windsor. With 3 schools and a group home in the area, the Transportation Consortium for the four school boards has addressed the need for bus and bell times to change but this has not alleviated the continuing traffic congestion that occurs on a daily basis. Policy Analyst S. Kapusta indicated that the City has been reviewing this area and recommendations will be coming forward to change traffic patterns on adjacent streets, specifically to Longfellow Avenue.

Superintendent of Business P. Allen asked that the city review the status of its present bylaw related to sidewalks in existing areas of the City as well as the bylaw related to school approaches. The present sidewalk bylaw indicates that 66 percent of homeowners must agree to proceed with installation of sidewalks and in most cases homeowners are not agreeable to adding sidewalks. This bylaw comprises the safety of students in specific school zones.

Manager of Development L. Doyle indicated that a report will be provided to this committee by the City on the status of the establishment of the Task Force. A formal recommendation from this committee stating priorities would be an important step in beginning the process. Although funding and priorities is an ongoing challenge, a recommendation would cause City Council to provide direction to administration to begin a process to act on safe routes to schools and

safe approaches to schools. Manager of Development L. Doyle indicated it will be her responsibility for reporting to the Directors of Education regarding the implementation of the Committee.

5. Business Items Submitted by the City of Windsor:

5.1 Traffic Problem on Longfellow - across from Northwood School (Councillor Brister)

Discussion regarding traffic concerns on Longfellow including Northwood and Dominion continued from the previous discussion in Item 4. School Board Administration has moved forward in addressing as much as possible with respect to diffusing traffic congestion. As indicated, recommendations are being made by City staff to add lanes, change traffic flows, etc but budget priorities remain a concern. The Committee agreed that the City of Windsor be asked to address this area as a major priority as soon as possible.

Moved by Director M. J. Gallagher and seconded by Councillor C. Postma that a joint task force to examine safe routes to schools in high traffic areas be established as soon as possible, and

That this Task Force, as it's first order of business, conduct a traffic study to review problems on Longfellow, Northwood and Dominion in South Windsor directly impacting on Holy Names Catholic High School and Northwood Public School, with the feasibility of using Ward funds to address these immediate safety concerns, and

That The Joint Task Force be charged with reviewing the feasibility of filling in ditches, sidewalks in existing neighbourhoods, providing asphalt pathways and other recommendations that would ensure the safety of children going to and from school. CARRIED.

5.2 South Windsor Elementary School Redistricting (Councillor Brister)

Trustee B. Cooper noted that this issue has been addressed and there is no need for discussion at this time.

5.3 Report of the General Manager of Public Works dated October 21, 2005 re: endorsement of the formation of a Task Force to review the application of the city's approved traffic calming policies

This item was discussed under Item 4 – Business Arising from the Minutes.

5.4 School Consultation on site plan or building expansion that is not subject to city rezoning or planning process

Manager of Development L. Doyle noted that when construction projects such as renovations to schools, expansion of parking lots or other types of development occur in the City that are related to schools, the City responds to many calls asking about the project and whether or not it has received appropriate approval. Although, approvals have been given and it is not considered a City project, there is no requirement for the City to notify adjacent homeowners about these projects. The City is urging School Boards to be proactive in educating ratepayers about ongoing construction when it is occurring and that the City and School Boards work together in keeping the public aware prior to any project starting.

6. Business Items submitted by the Greater Essex County District School Board:

6.1 City Closure of Walkways

Superintendent of Business P. Allen indicated that many of the original walkways in the Forest Glade area are being closed or being requested for closure by neighbouring residents. School Boards receive ad hoc notices that a request for closure has been made to City Council and there is no time for school communities to prepare an action plan. She requested that school boards be consulted earlier in the process so that it can be addressed with the school community for an appropriate response to the City. In some cases, a walkway is closed and there are no sidewalks in the area. A change in walking patterns and distance for students can also increase transportation costs based on the school board's present policy. Closures are also counter-productive to encouraging children to walk to school. A report from the City as to the number of walkways in existence would be helpful to school boards.

In response, Manager of Development L. Doyle agreed that the process was not the most effective for school boards to respond to the application for closure. She suggested that when the City receives a request, a meeting is held with school board staff and that principals, parents and school staff be able to address concerns regarding the closure before coming before the Street and Alley Committee. From this consultation, options can be brought back to the community in an effort to provide a workable solution for both residents and school boards. Closure of walkways is occurring due to issues of vandalism, graffiti, and other crimes. For this reason, police are very supportive of walkway closures. Present City policies do not address existing areas that have walkways. The policy relates to new subdivisions. Present situations with gated walkways requiring someone to have keys are not working. This is an inherent problem with relatively very few solutions.

Policy Analyst S. Kapusta indicated the present bylaw restricts fencing and vegetation, therefore many walkways are like tunnels. He sited that in other municipalities chain link fence is used and no hedging is allowed, therefore experiencing very little crime.

Councillor C. Postma noted that many of the issues being discussed are connected, whether it is no sidewalks, the closure of walkways, crime on the walkways, or walking patterns to schools, the matter requires a study of schools and their neighbourhoods. She requested that Barry Horobin prepare a report outlining crime statistics, complaints on file and other appropriate data, with a view to adding elements that can make areas safer, how we can work with neighbours and police to ensure that the walkway stays safe.

Superintendent of Business P. Allen requested that in the mean time the issue of the City's bylaw on sidewalks be fast tracked. Councillor C. Postma indicated she would take the lead on this matter in expediting the review.

Manager of Development L. Doyle indicated she would follow-up with the General Manger of Public Works to educate him on these discussions with a view to recommending solutions to the present bylaws and ask that a report be presented at the next meeting of this committee. Barry Horobin's report would also be presented at the next meeting.

6.2 Announcing Official Results during November 2006 School Board Elections

Director M. J. Gallagher requested that the City Elections Clerk review the process in which school boards are notified of Trustee election results. In November's election it was extremely difficult to ascertain who won in each ward. This was also a problem with county municipalities. She also noted that when all candidate meetings were announced, trustees were not invited to attend and requested that this be addressed.

In response, Manager of Development L. Doyle will inform Chuck Scarpelli, City Elections Clerk, of these concerns. This feedback will be important for him to properly prepare for 2010 election. Following Mr. Scarpelli's investigation as to what occurred, a report will be brought to the next meeting of this committee.

6.3 Mutually Beneficial Partnerships (Trustee Cooper)

Trustee B. Cooper expressed her interest in continuing to work towards mutually beneficial partnerships with the City of Windsor. Most recently, the City became involved in a cost-sharing venture, through use of ward funds, to assist in providing playground equipment at Northwood School. Since there were no parks in the area, the provision of a playground structure provided the community, as well as the school, with a suitable community use play area.

Manager of Development L. Doyle indicated that this has and continues to occur specifically when designing subdivisions, adding soccer fields and baseball diamonds on school sites as well as other areas.

Councillor C. Postma noted that there are many situations where we can continue to partner. When ward funds are used, both councillors must agree on the expenditure. If not, the funds are divided equally. School councils should be made aware of these funds and should be encouraged to request assistance for specific projects.

7. Business Items submitted by Le Conseil Scolaire de district des écoles catholiques du Sud-Ouest:

7.1 Bus Bays

Superintendent of Business G. Groulx reported the bus bay at St. Edmond Catholic Elementary School will go forward based on a plan that was approved by the City of Windsor.

Superintendent of Business P. Allen noted that the School Board's Transportation Consortium compiles the bus bay priority list which is submitted to the City of Windsor with school boards and the City sharing costs. There was discussion regarding horseshoe driveways on school property being more effective in certain situations where a bus bay is not feasible. School Board Administrators asked that the City be more open to sharing costs related to these driveways when all other avenues are exhausted with the traditional bus bay and to review present bylaws that may be too restrictive.

Policy Analyst S. Kapusta indicated that a bus bay is meant for buses and not to entertain parking in any way that a horseshoe driveway would. He noted that the City of Windsor is presently the only municipality in Ontario that cost shares with school boards in this endeavour and it may not be the best practice for the future. He will apprise Public Works staff of this discussion as a follow-up from this meeting.

Councillor C. Postma noted that school board officials appeared frustrated with city policies being too rigid and suggested that a meeting be held to discuss those policies that affect schools and school boards with a view to reviewing changes on a broad perspective.

In response, Manager of Development L. Doyle indicated that having identified key issues with urgency on both the city and school boards part as it relates to policy will help to address matters in a timely manner.

Director M. J. Gallagher stressed that the relationship with the City of Windsor continue, specifically with the bus bay partnership, since school boards have no ability to raise taxes and have a budget that has very little flexibility. It would be extremely difficult to move forward on traffic safety issues without the City's assistance. She suggested that for the next meeting, committee members look at

their respective policies with a view to highlighting concerns that may be a hindrance to both the city and/or the school boards.

Director M. J. Gallagher questioned the procedure in placing their request as a major priority to the City with respect to the capital project for storm sewers in the Begley Public School area. In response, Councillor C. Postma asked that this committee proceed with a motion in this matter. This committee is a conduit to City Council and from the minutes, Councillors can direct staff to generate follow-up reports to engage action where needed.

Moved by Director M. J. Gallagher and seconded by Trustee B. Cooper that the storm sewer project in the Begley School neighbourhood be placed in highest priority on the City of Windsor's Capital Projects List. CARRIED.

8. Business Items submitted by Le Conseil Scolaire de public de district du centre Sud-Ouest:

8.1 None.

8. Business Items submitted by the Windsor-Essex Catholic District School Board

9.1 Border Crossing – safety concerns; impact on Our Lady of Mount Carmel Catholic School and Assumption College High School

Director J. Berthiaume noted that the city and school boards share the same concerns raised with respect to the Border Crossing. The present plan will affect all schools in the Huron Church Road corridor, that being Bellewood, Sandwich West, Oakwood, Marlborough, Brock, Forester, Monsignor Jean Noel, Our Lady of Mount Carmel and Assumption High School.

Director M. J. Gallagher noted that the most recent proposal by Avalon Consulting Professionals of Ontario for a 6-lane enhancement of Huron Church Road with a twinning of the bridge is an unacceptable proposal to the Greater Essex County District School Board and she encouraged other school boards to note their rejection of this newest proposal. A letter was sent on March 22 by this consulting firm to all school boards requesting consultation with stakeholders as part of the federal environmental assessment and encourages participation in the public consultation by meeting with them. Director M.J. Gallagher will invite them to be present at a public meeting of its school Board.

Councillor C. Postma indicated she had received this letter and that she is aware that they have been conducting community meetings updating the enhancement project with members of the Huron Church Corridor and the West end and offering monies to various community groups to come on board with their

proposal. She encouraged school boards to prepare a community impact statement and advise Transport Canada of their objection to this proposal.

Several options continue to be presented for the new border crossing beyond what the City of Windsor is proposing. It is rumored that the ring road option is back for discussion along with the bridge twinning.

9.2 Construction Notification – advance communication required

Controller of Finance K. Gignac asked for the City's cooperation in continuing to notify school boards of impending road work. It is important that the School Board's Transportation Consortium be informed and that parents are advised of any delays in school bus transportation that may occur.

9.3 St. Jules Catholic Elementary School possible Bus Bay – Parent concerns

Director J. Berthiaume noted the request by parents for a Bus Bay at St. Jules Catholic Elementary School and also noted that it is presently on the priority list.

9.4 Notre Dame Catholic Elementary School – request for Bus Bay – Parent concerns

Director J. Berthiaume noted the request by parents for a Bus Bay at Notre Dame Catholic Elementary School to be situated on Labelle Street and requested that it be added to the priority list.

Action: Add Notre Dame Catholic Elementary School to the bus bay priority list.

9.5 Ward Meetings

Director J. Berthiaume reported that the Trustees of the Windsor-Essex Catholic District School Board wished to thank the City and Councillors for hosting Ward meetings and saw this as a positive step in inviting ratepayers to bring issues and concerns forward.

9.6 Transport Trucks off City Streets

Director J. Berthiaume asked the City to remain diligent in keeping transport traffic off City streets.

Policy Analyst S. Kapusta indicated that transport traffic is presently restricted on Wyandotte street during nighttime hours. He noted that there continues to be spill over onto other streets such as Sandwich and that monitoring and ticketing is not always enforced. A report will be coming forward to City Council in the near

future and he will ask that school boards be notified of the report when it is completed.

10. Other Business:

None.

11. Dates and Host of Next Meeting:

The next meeting of the City and School Boards Liaison Committee will be hosted by the Greater Essex County District School Board and will take place in June 2007. The Committee members will be contacted in the near future to determine a date.

12. Adjournment:

Moved by Superintendent of Business P. Allen and seconded by Director J. Berthiaume that the meeting be adjourned at 2:20 p.m. CARRIED.



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:
 April 24, 2007

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 F. Alexander, Trustee Representative to the Windsor Citizens'
 Crime Prevention Committee

SUBJECT: **REPORT ON THE WINDSOR CITIZENS' CRIME
 PREVENTION COMMITTEE**

RECOMMENDATION:

**That the Board receive the report on the Windsor Citizens' Crime
 Prevention Committee, as information.**

BACKGROUND: Windsor Citizens' Crime Prevention Committee (WCCPC) is committee of the City of Windsor Council that consists of a citywide partnership comprised of citizens and organizations united to develop programs aimed at the reduction of crime through education and active participation in our community, resulting in a safe and caring city.

The membership of the WCCPC comprises associations, corporations, groups, clubs, persons or police services that practice, promote, encourage and/or establish crime prevention programs. Trustee Alexander is a Committee Member representing the Windsor-Essex Catholic District School Board for a two year term expiring November 30, 2008 with an option to renew at the end of the term.

FINANCIAL: None.

COMMENTS: WCCPC was founded in 1981 and was named the Mayor's Committee Against Vandalism under Mayor Burr. In 1984, the name was changed to Community Spirit of Windsor, and the Neighbourhood Watch program was added. In 1987, the committee name was changed to Windsor Citizens' Crime Prevention Committee. The committee has changed over the years, though their main concern has remained the safety of the citizens of Windsor.

The Windsor Citizens' Crime Prevention Committee (WCCPC) currently offers and supports the following programs:

- Wipe Out Graffiti Program - Graffiti Hotline Number
- Community Emergency Response Volunteers (CERV)
- Crime Prevention Through Environmental Design (CPTED)
- Neighbourhood Watch
- Seniors Taking Extra Precautions (S.T.E.P.)
- Block Parent
- P.R.I.D.E Players – Promoting Respect In Dramatic Exhibits
- Park Watch
- Neighbours Night Out
- Apartment Watch
- Robbery Prevention

TIMELINES: The Committee conducts regular monthly meetings on the third Thursday of each month at 3:30 p.m. and may meet more often if required.

APPENDICES:

- Windsor Citizens' Crime Prevention Committee (WCCPC) – Mission Statement
- WCCPC Terms of Reference and Mandate May 2005
- Agency Business Plans (referenced as Appendix “A”)
- Crime Prevention Programs (referenced as Appendix “B”)
- Sample Informational Pamphlet “Personal Safety Tips for Men”



Windsor Citizens' Crime Prevention Committee

Mission Statement

Windsor Crime Prevention Service is a city-wide partnership made up of citizen' and organizations united to develop programs aimed at the reduction of crime through education and active participation in our community, resulting in a caring and safe society.

**WINDSOR CITIZEN'S CRIME PREVENTION
COMMITTEE
TERMS OF REFERENCE AND MANDATE
MAY 2005**

Mission Statement

Windsor Crime Prevention Services is a citywide partnership comprised of citizens and organizations united to develop programs aimed at the reduction of crime through education and active participation in our community, resulting in a safe and caring city.

The name "Windsor Citizens Crime Prevention Committee" herein shall be referred to as W.C.C.P.C.

Membership

A member of W.C.C.P.C is defined as an individual appointed by the Striking Committee of City Council.

The membership of the W.C.C.P.C. should comprise those associations, corporations, groups, clubs, persons or police services that practice, promote, encourage and / or establish crime prevention programs.

The membership of the W.C.C.P.C will consist of a maximum of 15 voting members. One City Councillor will also be a member of the Committee.

In accordance with Council Resolution, M175-82 membership is restricted to individuals residing within the City of Windsor. Council may waive this provision.

Representatives from the following organizations are encouraged to sit on the W.C.C.P.C. as members:

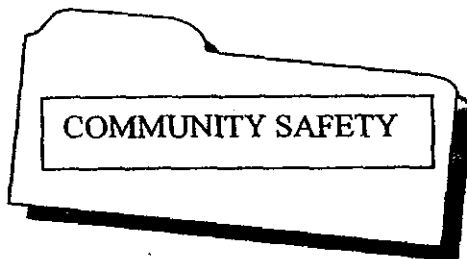
- Windsor Police Services
- Parks and Forestry
- Windsor – Essex Catholic District School Board
- Greater Essex County District School Board
- Safewatch – St. Clair College
- Multicultural Council
- Retired Seniors Volunteer Program (RSVP)
- Canadian Consulate
- University of Windsor Campus Police
- Ontario Provincial Police (O.P.P)

APPENDIX "A"**WINDSOR CITIZENS CRIME PREVENTION COMMITTEE****AGENCY BUSINESS PLANS**

AGENCY NAME: Windsor Citizens Crime Prevention Services
C/O Windsor Police Service
150 Goyeau P.O. Box 60
Windsor, Ontario N9A 6J5
Tel: (519) 255-6173 ext. 6 Fax: (519) 973-4935
Email: wincrime@bellnet.ca

AGENCY DESCRIPTION: The Windsor Citizens Crime Prevention is a committee of Windsor City Council and was developed to initiate community pride, respect of people and property. This committee is united with citizens and organizations to develop programs aimed at reducing crime through education and active participation in our city, resulting in a caring and safe community. This committee uses positive approaches such as Neighbourhood Watch, Block Parent, STEP (Seniors Taking Extra Precautions), Park Watch, Wipe out Graffiti, PRIDE (Promoting Respect in Dramatic Exhibits) and personal safety seminars. For more information on our programs, please refer to APPENDIX "B".
Web page: www.wincrim.ca link: [Windsor Citizens Crime Prevention Committee](#)

GOALS AND OBJECTIVES: To establish the Windsor Citizens Crime Prevention Committee as an organization that is continually recognized as a leader in the delivery of consistent crime prevention programs which are accessible to all the citizens of Windsor. Windsor Crime Prevention has joined in a partnership with several organizations such as Drouillard Place, St Leonard's House and the Windsor Police Community Services branch to provide information and awareness on our Wipe out Graffiti program. Together, the Windsor Police Service and Windsor Crime Prevention will coordinate robbery prevention seminars to promote safety and awareness to the business of Windsor.

**GOALS;**

- *Crime prevention office will seek to reduce the break and enters in higher crime rate areas.

- *Crime prevention office will continually improve our website for public access of crime prevention tips, strategic plan and opportunities for citizens to volunteer with the many programs we offer.

- *Crime prevention office will be a platform for sharing knowledge about the benefits of becoming involved with the Neighbourhood Watch program and becoming a Block Parent or assisting with graffiti clean ups.
- *Crime prevention office will educate the community on the importance of reporting criminal activity.
- *Crime prevention office will hold regular scheduled meetings which will increase a sense of safety and security for residents.
- *Crime prevention office will increase a sense of safety and security with the older community members by promoting regular scheduled STEP meetings.
- *Crime prevention office will work on community participation in meetings such as: Neighbourhood Watch, STEP, and community safety seminars.
- *Crime prevention office will partner with the University of Windsor Campus police to design and promote crime prevention week in November 2006.

New programs for consideration:

- **Taxi Watch:** Taxis drivers can observe and report suspicious activity thereby assisting the police and community. They will have direct contact with Police, Fire and ambulance via their radio which will also provide increased protection for taxi drivers.

ACCOMPLISHMENTS:

Crime Prevention Through Environmental Design (CPTED) is a crime prevention strategy which conducts audits addressing the issue of unsafe physical environments. Audits aim to identify ways in which local areas can be made safer and more secure. Specific places will be examined, as will the features that contribute to safe and unsafe environments including street lighting, location and safe accessibility of public bus stops, security in parking lots, the availability of street parking and adequate street signs.

Street Smarts: Mural program that Windsor Crime Prevention partnered with Drouillard Place and St. Leonard's House.

Earn a bike: Windsor Crime Prevention partnered with Windsor Police Services community branch and Tim Horton's. VIP (Values Influences and Peers) students cleaned graffiti and had to put in 30 hours to earn a bike, which were donated by Tim Horton's.

Neighbourhood Watch / Block Parent; Neighbourhood Watch is now active in 12 new communities and several new Block Parents have signed up.

Block Parent Conference: From May 2nd -5th, 2006 Windsor Crime Prevention hosted the Block Parent conference at the Holiday Inn Select. Approximately 63 delegates were in attendance.

Volunteer Appreciation: Windsor Crime Prevention held its semi-annual volunteer appreciation night at the Children's Aid Society building on Riverside Drive; the event's theme was "Hats Off "to our volunteers. Mayor Francis signed letters of recognition which were distributed that evening.

Community Emergency Response Volunteers (CERV); Currently we have 69 volunteers trained and available for call out, if an emergency should happen. Volunteers assisted the United States during the Super Bowl XL, Hurricane Katrina and the All-Star baseball game. They also participated with Fire and Rescue for the Canada Day Parade as well as assisted the Windsor Police Auxiliary in the closing of side streets. Unfortunately by October 2006 due to lack of support and funding from the Provincial Government CERV has been dissolved.

Police Week: Was very successful because of the number of people that came to the booth. Windsor Citizens Crime Prevention Committee along with the Windsor Police Community Services branch coordinated a display that promoted our programs. Information was provided encouraging the public to volunteer their time. Ideas to produce CD's with our programs and information on them is being looked into for the year of 2007 to give out to the public at Police Week

Crime Prevention Programs: APPENDIX "B"

Neighbourhood Watch/ Apartment Watch: A program for residential neighbourhoods and apartment complexes that encourages people to know their neighbours and watch out for each other. It involves a partnership between citizens and the Windsor Police, Windsor Crime prevention staff conduct meeting in the neighbourhoods educating citizens on identifying and reporting suspicious activity, protecting their valuables with home security regarding locks, lighting, landscaping, personal safety and security.

STEP Seniors Taking Extra Precautions: This safety program aims at educating seniors in our community. The emphasis of this program is to educate the senior adult community about crimes they are most likely to be targeted due to their age. Scams and frauds are discussed along with basic safety precautions that are easily incorporated into the senior daily activities such as how to care for their belongings, cash monitoring, and the buddy system. Programs are usually arranged through senior centers or senior apartment management groups.

Block Parent: Block Parents are responsible adults who care about the well-being of children and others and volunteer to help in an emergency. All block parents pass a criminal records check and are given instructions on the program. The Block parent window sign is displayed only when someone over the age of 18 years is available to answer the door. Block Parents together with Windsor Crime Prevention are working to educate children and adults about personal safety.

CERV Community Emergency Response volunteers: The goal of CERV is to address public safety risks in Windsor by promoting individual and community awareness and action through a training program that prepares residents to take an active role in the emergency management concept. Volunteers have an increased awareness and training which is used to inspire the confidence to help save co-workers, neighbours, friends or even family members.

PRIDE Players Promoting Respect in Dramatic Exhibits: The PRIDE players are a group of five energetic students who tour summer camps and day cares during the summer months. These students perform a short skit which educates children in topics such as not doing drugs/alcohol or graffiti, how to keep safe outdoors and why you should not play with fire as well as what you should do if you are being bullied.

Park Watch: This program was designed to help reduce vandalism in Windsor parks. Citizens are encouraged to call the parks and recreation department should anything happen in the park.

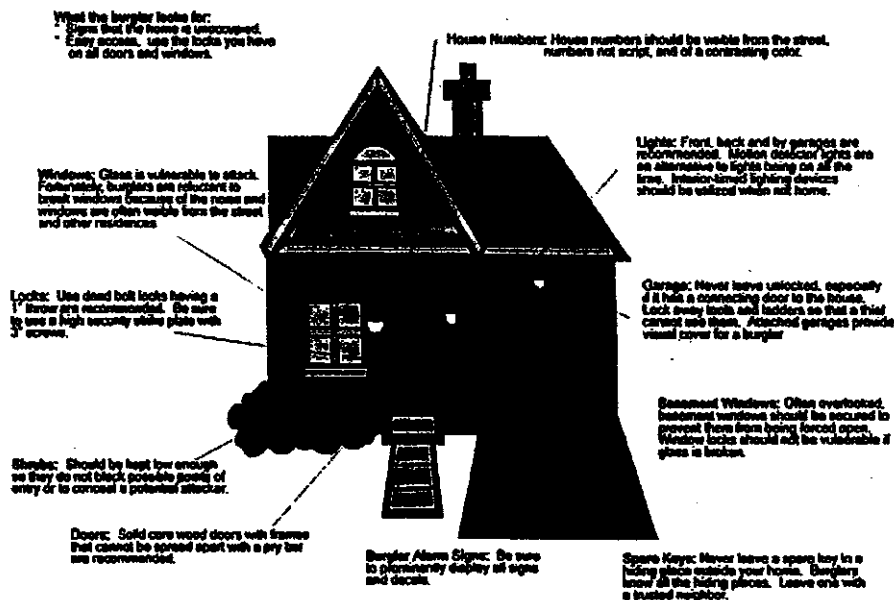
Crime Prevention Programs:

Wipe Out Graffiti: Graffiti is more than just words, symbols or pictures painted on a wall. Graffiti is an act of vandalism that costs tax payers a lot each year. Windsor Citizens Crime Prevention committee in partnership with the Windsor Police Service is working together in the battle against graffiti. Education has been the first priority, the primary focus of the campaign has been to dispel the myth that graffiti should be considered art.

CPTED Crime Prevention Through Environmental Design: A trained member of Windsor Crime Prevention will conduct a survey of your home or business and complete a written audit with the improvements or steps you can take to better secure your property and improve the feeling of security for each or your family members or employees.

Robbery Prevention: The purpose of this program is to provide information to persons and business who are at risk of becoming victims of a robbery. The program focuses on educating the person on how to avoid becoming confronted by a potential criminal and what to do in that situation. We also offer local businesses education on how to recognize and deter shoplifting, and what action they can take legally.

How to Keep the Burglar Out



When you are traveling or going for a walk:

- Know where you are going, do your homework, look at maps and read guidebooks.
- Leave expensive or expensive-looking jewelry at home.
- Do not carry valuables, even in a backpack or locked luggage.
- If you must carry camera, radios, etc. don't leave them unattended.
- Wear a money belt, concealed under your clothing.
- Avoid unlit places when walking alone. Stick to well-traveled streets and walk in groups at night. Be especially cautious when you are new to a city and know little about what parts of town may be less safe.
- Plan in advance the safe-lit route to your destination.
- Choose busy, well-lit streets.
- Avoid isolated bus stops.
- Put your wallet in your front jean or coat pocket so you have control over it at all times.
- Do not walk around with large amounts of cash in your wallet or pocket.

When answering the telephone:

- Do not give any personal information to strangers over the phone.
- Do not record specific messages on your answering machine and avoid messages such as: "we'll be back around 7 o'clock on Sunday."
- If you receive an obscene or crank call, hang up immediately, without saying anything.

Important phone numbers

**Windsor Police Emergency
911**

**Windsor Police Non-Emergency
258-6111**

**Windsor Police General Inquiry
255-6700**

**Crime Stoppers
258-Tips
258-8477**

**Windsor Crime Prevention
255-6173 ext. 6**

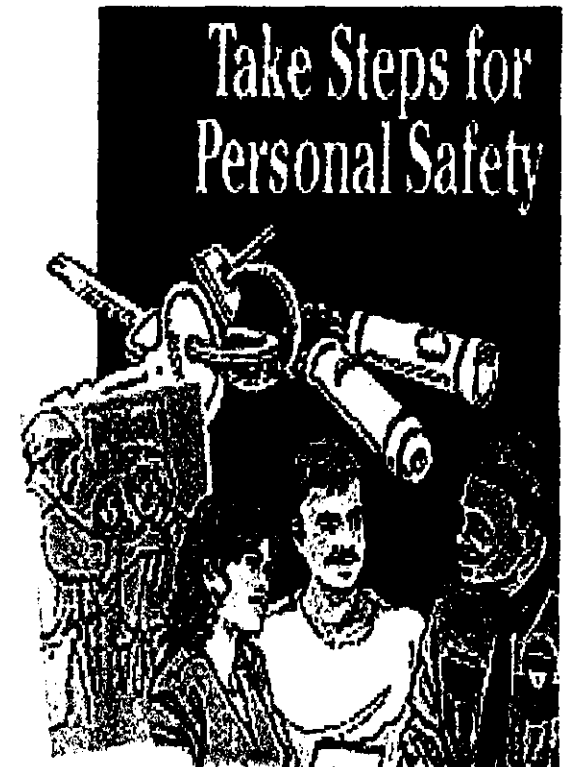
**Phone Busters
1-888-495-8501**

**Better Business Bureau
258-2711**

**Victim Services
723-2711**



**Personal Safety
Tips for Men**



Winter Fire Safety tips for the home



Room Heating:

- 🔥 Never use fuel burning appliance without proper vents to the outside.
- 🔥 Never quicken a fire with kerosene or gasoline.
- 🔥 Maintain adequate clearance in all directions around a space heater.
- 🔥 If you have a electric heater, be sure your house wiring is adequate.
- 🔥 Never use a gas range or an oven to heat your home. They produce carbon monoxide.
- 🔥 All homes, must have smoke detectors. Change the battery each year on your birthday.
- 🔥 Never try to heat up frozen pipes.

Being Prepared In Case of an Emergency

Be alert to what is happening outside.
For Tornado Warning:

- 🔥 A sickly greenish or greenish black color to the sky.
- 🔥 If there is a watch or warning posted, then the fall of hail should be considered a real danger sign.
- 🔥 Clouds moving by very fast, especially in a rotating pattern or converging toward one area of the sky.
- 🔥 The sound of a tornado has been described as both railroad trains and jets.

If you see a tornado find shelter either in a basement, but away from the west and south walls. Hiding under the stairs or a heavy table will protect you from crumbling walls, chimneys and large airborne debris falling.

Assemble a disaster Kit:

- ✓ A first Aid kit with essential medication.
- ✓ A battery powered radio, flashlight, and extra batteries.
- ✓ Canned and other non-perishable food and a hand operated can opener.
- ✓ Bottled water.
- ✓ Written instructions on how to turn off your homes utilities.

When in your car:

- Always lock your car doors while driving
- Keep your windows rolled up whenever possible.
- Do not pick up hitchhikers.
- Keep your car in good running order to avoid breakdowns in dangerous areas.
- Look for well-lit areas to park your car.
- Always lock your car when it is parked.
- Look in the back seat before getting into the car.
- If you suspect being followed, avoid going home and go to the nearest place of safety instead.

When at the bank or the ATM machine:

- Be aware of your surroundings, particularly at night. If you observe or sense suspicious persons or circumstances, do not use the machine at that time.
- Have your ATM card ready and in your hand as you approach the ATM.
- Be careful that no one can see you enter your PIN at the ATM. Use your body to "shield" the ATM keyboard as you enter your PIN.
- Park close to the ATM in a well-lighted area.
- If shrubbery has overgrown or a tree blocks the view, select another ATM and notify your bank.



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:
April 24, 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: **HIGH SCHOOL COUNCIL – February 8, 2007 MEETING**

RECOMMENDATION:

That the Board receive the report of the High School Council dated February 8, 2007, as information.

BACKGROUND:

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

FINANCIAL: None.

COMMENTS:

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

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

TIMELINES:

APPENDICES:

- Report of February 8, 2007 meeting is attached.

LS/cdp



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

HIGH SCHOOL COUNCIL MEETING

February 8, 2007

~ F. J. Brennan High School ~

7:14 p.m.

REPORT

PRESENT

Parent Representatives

F. J. Brennan
Catholic Central
Holy Names
St. Anne's
St. Joseph's
St. John Vianney, Parent Chair
St. Rose Elementary

Robin Marentette
Janice Bennett
Daniela Pastorius
Joe Bachmeier, Pat Machina
Barbara Dettlinger
Dawn Dyel
Donalda Turner

Administration

Principal/VP Brennan
Trustees
Trustees
Superintendent
Superintendent
Supervisor

Ron Innocente
Patrick Keane
Shannon Porcellini
Linda Staudt
Cathy Geml
Randal Sasso

Also Present

WECDSB Psychologist
Recording Secretary

Erin Picard
Celeste DiPonio

REGRETS

Assumption
Cardinal Carter
St. Thomas of Villanova
Student Trustee
SEAC Rep

Sam Boglitch
Liz Matte
Representative to be named
Luke Willson
Claudio DelDuca

1. Call to Order and Opening Prayer

Mr. Keane opened with prayer.

2. Introduction of Members and Roll Call

Joe Bachmeier thanked Ron Innocente, Vice-Principal and Robin Marentette, School Council Chairperson for their hospitality.

3. Approval of Agenda/Amendments to Agenda

Moved by: Robin Marentette
Seconded by: Janice Bennett
THAT the agenda be approved. All in favour. CARRIED.

4. Approval of Minutes – January 11, 2007

Moved by: Pat Machina
Seconded by: Daniela Pastorius
THAT the minutes of the January 11, 2007 meeting be approved. All in favour. CARRIED.

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5. Presentation

A) Dr. Erin Picard – WECDSB Psychologist

Cathy Geml, Superintendent introduced Dr. Erin Picard, Clinical Psychologist. She gave a brief description of her past qualifications and noted that Dr. Picard comes to our board from Bloorview McMillan hospital. She highlighted the Step One and Two process that is followed in our elementary schools under the jurisdiction of a specialist team – Special Education Coordinator, Principal, Vice-Principal and members of the Learning Support Services Staff. She explained the referral process and the screening process that the members of the Special Education Team perform - assessment and feedback. She explained the inclusionary process under the criteria of the Ministry of Education through the IPRC (Identification, Placement and Review Committee) and further explained the IEP for those students that cannot achieve at grade level. She noted that when these students continue on in high school, some of these students are placed in a Life Skills class or a class that is appropriate for their modification or whatever stream they have chosen. She also noted that when equipment is purchased for students, the equipment remains with the board as they move on to post-secondary. The board pays the first \$800 SEA (Specialized Equipment Amount). She noted the difference in University and College.

Dr. Erin Picard

She gave an overview of her role at the board; both at the elementary and secondary level, and some of the challenges with respect to assisting in the planning for the students post secondary education. The focus is to target the types of concerns and accommodations needed for post secondary education as the Universities and Colleges want a diagnosis and very specific criteria with respect to the students' exceptionality - specific recommendations i.e., how much time is needed to complete work, etc. She noted quite a few options to access assessments through OSAP funding, bursaries, specialized tech and mobile assessment teams province wide for students in need. Dr. Picard is taking a general look at our service, what we are doing, what staffing and resources are in place and where we need to put our focus. Much discussion ensued and she answered many questions. She offered to attend any meetings if invited, as well as individual school meetings or umbrella elementary school council meetings.

B. Randal Sasso

Superintendent Linda Staudt introduced Randal Sasso the newly hired Supervisor of Faith Development and noted that he will now be attending the High School Council meetings in her place. She did note that she would however; try to attend some of the meetings.

Mr. Sasso indicated that this is his 9th day on the job as Supervisor and noted the wonderful work that his predecessor, Steve Freeman has done. He has worked at the elementary and secondary level for the past 30 years in both city and county. He spoke on a number of things with respect to faith formation, Catholic publicly funded schools and our rights and the struggles we face with our Catholic identity. He sited the loss of Catholic publicly funded schools in Newfoundland, Quebec, Manitoba and now Alberta. He noted that Catholicity is everything we do and how we must show all evidence of this in our schools. He spoke about Character Development and our distinctiveness and how we must model Jesus in our schools. He noted the Faith Day at Oxley for the staff and what a great experience for all those who attended. He is excited at the number of opportunities he will have to represent our board and bring the voices of this committee to the various committees and groups he is involved with such as, priests, churches, deanery, auxiliary bishop, Catholic parent groups, trustees, principals group, etc.

6. Business Arising from the Minutes

Joe Bachmeier at the last meeting noted that any parent/persons wishing to be involved in the school system and in the effectiveness of parent involvement initiatives can find the information on the following website.

openlist@edu.gov.on.ca

Action Items from January 11th meeting

#1 Program/Package presented by Maire Bracken which Barb Dettlinger reported on.

Linda noted that this resource is available at the ICE Symposium. She noted that she spoke to someone at CPCO and the person in charge of this is Nelly Kellers. Barbara Dettlinger indicated that she was asked to sit on this training session at the end of January, but was unable to commit. It was comprised of 10 parents, 10 principals and 10 teachers and workshop was in Toronto. The 30 people were to be trained and the go into the different schools to do the training.

*High School Council
Minutes- February 8, 2007*

#2 Linda Staudt will gather the information as to the amount of money the Regional Council is giving towards Parent Involvement for both Secondary and Elementary.

Linda indicated that \$7000 is remaining. She suggested that we organize a function that would reach parents that normally do not come out to school events. She reiterated her thanks to Robin and Daniela for agreeing to sit on this committee. Discussion ensued with many suggestions with respect to the use of the \$7000. One suggestion was to look into having Fr. Tony Ricard, a dynamic priest from New Orleans come to address parents at a venue that is convenient for both city and county parents. It was also suggested to have a daycare set up that evening, whereby, high school students could earn their community service hours and at the same time remove the burden of daycare for the parents.

#3 Linda Staudt will arrange for Barbara Dettlinger to meet with our new Supervisor, Faith Development and team that were present at the symposium.

Superintendent Linda Staudt indicated that the meeting was with Randy Sasso. She also spoke with trustee Barbara Holland who is very interested and the team will reconvene with respect to the resource that Barb Dettlinger shared.

#4 Barbara Colorosso – Parent Evening – March 30th 7 p.m. at Holy Names High School

Linda Staudt reported that she has sent this information out to the principals and some elementary schools have already sent out this information in their newsletters. Linda is anticipating that this event will be sold out.

7. Superintendent's Report – Linda Staudt

- a) Randy Sasso will be supporting the committee for the Parent Involvement Fund.
- b) Dec 20 legislation – Learning to 18 passed.
 - Students are now required to remain in school until the age of 18 or a diploma has been obtained.
 - The board is exploring possibilities for additional coop opportunities for students.

8. Student Senate Report – Luke Willson

Absent, report tabled till next meeting.

With respect to Joe Bachmeier's request to have another student in his place when absent, Superintendent Staudt indicated that the policy will be changing with respect to the selection of Student Trustee and next year, if the policy is passed as presented, we will have two Student Trustees.

9. SEAC Report – Claudio DelDuca

Absent, report tabled to a meeting later on in the school year.

10. New Chairperson's Report/Comments

- a) Joe Bachmeier on behalf of Sam Boglitch announced her absence, as she was attending a meeting this evening to firm up the details of a Town Hall Meeting/co sponsor border crossing issue that the PAC Assumption group is organizing. There will be representatives from CBC, University of Windsor, etc. Assumption will be inviting 3 levels of government. They are hoping that this meeting will take place on March 3rd.
- b) Notice – Ontario Parent Board – deadline February 16th – still do not have representatives.

12. OAPCE Report

No report at this time.

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13. New Business/Other

Shannon Porcellini

- She spoke of the Artwork done by the students in our school system, through the guidance of their teacher Elaine Carr, to support a justice project from last year with respect to Lionel Davis. The purpose is to raise funds to help support Aids orphans in South Africa. She passed around a sample of the pack of cards, each with a different Artwork by a specific student. The cost is \$15.00 per package of cards.
- Board meeting of March 13th has been cancelled due to the March Break.
- She noted the Ad hoc policy meeting on Tuesday. The policy group is to wrap up work that they have done and they have hired a Policy Coordinator for the board.
- At the last board meeting, it was approved to do a study on all our schools with respect to infrastructure, demographics and projections.
- She noted that if parent councils are looking for an inexpensive way to draw parents into their school, she noted the services of Wendy Dupuis, Credit Counsellor. She is willing visit schools and do a free seminar on how to teach students to budget. If you are interested, please let Joe Bachmeier know and he will pass this along to her.

Pat Keane, Trustee

- He spoke of a memo sent by John Stunt, Executive Director of OCSTA regarding Education Equality in Ontario (EEO) He indicated that some Catholic schools have received correspondence addressed to school council chairs from Leonard Baak, president of EEO. This organization's main objective is to eliminate English and French Catholic schools and replace them with single school systems based on language.

ACTION ITEM: Mr. Bachmeier to have the recording secretary send a copy of this memo to all of the HS Council members by email.

- He spoke of the 2nd – **Grand Night of South Windsor – bursaries for students** – students must be the son or daughter Ontario Knights of Columbus.

ACTION ITEM: Mr. Bachmeier to have the recording secretary send a copy of this bursary information to all of the HS Council members by email.

Ron Innocente – VP – F. J. Brennan High School

- He indicated that their school Newsletter will be sent with the report card. At the back of the newsletter he pointed out the advertisement regarding an Evening with Barbara Colorosso and how parents and teachers can help break the cycle of violence.
- He also noted that the newsletter has an article about the Canadian Half Pints (Basketball Team) coming to Brennan on Thursday, February 15th, where they will give a message about Bullying.
- He spoke of a guest speaker - Lisa Gallant who spoke about cyber bullying.
- Report cards were sent out today, February 8th.
- They will be having an Option Sheets assembly next week.
- He spoke of the CPCO group in London and the production of a well done video, lead by teacher Steve Kristoff highlighting the various great things that happen in each classroom and the variety of courses offered which really makes our school system shine.

Dawn Dye St. John Vianney, Parent Council Chair

- They have a licence to raise money for instruments
- She noted successful parental involvement through bake sales.
- During the Christmas Season their school had a hot chocolate walk through.

Pat Machina – Parent Council Co-Chair – St. Anne's High School

- Student council is putting it on Breakfast for grade 9's that have over 80% in their first semester. She said that this is a time to welcome them and honour them.
- Grade 8 day went very well.
- Tour of school – did a virtual tour powerpoint.
- The semi formal night is this coming Saturday evening – February 10th.
- The Grade 8 night was very successful with much anticipation of the new school.

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- April 12th tentative date of the next HS Council meeting. The location of the meeting will be communicated prior to the meeting.

Janice Bennett – Parent Council Chair - Catholic Central High School

- Their film festival was held on January 12th. It was a great success.
- Their Blood Drive was held on January 16th.
- Bake sale will take place on February 14th to help the band and choir members raise money for their trip to Quebec.
- They are preparing for their yard sale on April 28th and also their Bursary Gala and Silent Auction on May 17th.
- They have sent out a flyer at a Grade 8 night to try to introduce themselves on the PAC.
- Another flyer will be going out with the report cards indicating important dates for the remainder of the year.

Donalda Turner – Parent Council Chair – St. Rose

- Their Reader Rock-A-Thon was a great success.
- She spoke of their Track team and leadership program that encourages and promotes fitness.
- In past speakers come to school, a lot of fun.
- She indicated that her daughter speaks highly of Brennan, as well as a nephew and they are both excited about attending Brennan.

Joe Bachmeier – High School Council Chairperson and also the School Council Co-Chair – St. Anne's High School

- He informed the Council of the upcoming OAPCE Conference Symposium coming up in Peterborough. The title of the conference is Empowering Catholic Learning Communities. The date of the event is June 1, 2, 3, 2007.
- He indicated that last year a motion was passed to send two parents – June 1, 2, 3, 2007.

Daniela Pastorius, Parent Council Chairperson – Holy Names High School

- Their feeder school grade 7 and 8 dance was very successful
- West Side Story will be playing the end of February and first week in March.
- The school band and choir will be travelling to British Columbia this May.
- The school prom is on Saturday, May 26th.
- The school will have a 24 hour fast for lent on Friday, March 23 8 a.m. to Saturday March 24th 8 a.m. They will then have father say mass and eat together by breaking bread.

Barbara Dettlinger, Parent Representative – St. Joseph's High School

- They will be hosting a pasta day for St. Alexander School on March 8th and 15th.
- The school is running a lottery - \$5.00 a ticket.
- Their grade 8 day was very successful.

Robin Marentette, Parent Council Chair – F. J. Brennan High School

- She reiterated comments made by Ron Innocente and thanked everyone for attending the meeting at their school.

14. Next Meeting

March – No meeting
 April 12 – St. Anne – host – Pat Machinia
 May 10 – Holy Names High School – host – Daniela Pastorius
 June – St. Thomas of Villanova (tentative)

15. Closing Prayer and Adjournment

Meeting adjourned at -- 9:05 p.m.

Moved by: Daniela Pastorius

Seconded by: Robin Marentette

All in favour. CARRIED
