



**REGULAR BOARD MEETING
Tuesday, February 12, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

A G E N D A

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

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

- 9. Action Items
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, January 29, 2008 --
 - ii) Minutes of Regular Meeting, January 29, 2008 1 - 6
 - b. Items From In-Camera Meeting of February 12, 2008

- 10. Communications
 - a. External (Associations, OCSTA, Ministry) --
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (P. Picard) 7 - 8
 - ii) Report: 2007 - 2008 Budget Status as of February 4, 2008 (M. Iatonna) 9 - 12
 - iii) Report: Legal Services - November and December 2007 (M. Iatonna) 13 - 14
 - iv) Report: School Council Liability Insurance (M. Iatonna) 15 - 21
 - v) Report: Special Education Budget Report for the Fiscal Year Ended August 31, 2007 (M. Iatonna/C. Geml) 22 - 24
 - vi) Verbal Report: Long Term School Accommodation and Boundary Study - Watson & Associates (M. Iatonna) --

- 11. Unfinished Business: Nil.

- 12. New Business
 - a. Field Trips: Nil. --
 - b. Report: Board Policy Amendments (for approval in principle): A: 19 Communicable Diseases (C. Geml/L. Staudt) 25 - 28
 - c. Report: Board Policy Amendments (for approval in principle): ST:13 Safe Arrival - Elementary (C. Geml/L. Staudt) 29 - 32
 - d. Report: 2007 - 2008 Revised Capital Renewal Program (M. Seguin/M. Iatonna) 33 - 42
 - e. Report: Canada Day Designation 2008 (P. Picard) 43
 - f. Report: Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Occasional Teacher Bargaining Unit (P. Picard) 44 - 45
 - g. Report: Notice to Bargain - Ontario English Catholic Teachers' Association (OECTA) - Windsor-Essex Elementary Unit (P. Picard) 46 - 47
 - h. Report: Temporary Borrowing Resolution (M. Iatonna) 48 - 51

- 13. Committee Reports:
 - a. Verbal Report: City of Windsor / School Board Liaison Meeting Minutes of January 31, 2008 (M. Iatonna) --

- 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 REPORT: Children’s Safety Village of Windsor and Essex County (*To be presented at the March 4, 2008 Regular Board Meeting*) - -
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, March 4, 2008 (NEW DATE)
 - Tuesday, April 1, 2008 (NEW DATE)
 - Tuesday, April 22, 2008
 - Tuesday, May 13, 2008
 - Tuesday, May 27, 2008
 - Tuesday, June 10, 2008
 - Monday, June 23, 2008
20. Closing Prayer
21. Adjournment

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

REGULAR BOARD MEETING
Tuesday, January 29, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

F. Alexander	P. Keane
J. Courtney, Vice-Chair	J. Macri, Chair
B. Holland	S. Porcellini
C. Janisse	L. Soulliere
Rev. L. Brunet, Board Chaplain	
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

Regrets:

M. DiMenna

Administration:

J. Berthiaume (Resource)	J. Bumbacco
C. Geml	E. Byrne
M. Iatonna	P. Littlejohns
P. Picard	R. Mousaly
M. Seguin	P. Murray
L. Staudt	S. O'Hagan-Wong

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:40 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with the reading of intentions and a prayer.
3. Recording of Attendance - Trustee DiMenna sent regrets due to her vacation schedule. Trustee Janisse entered the meeting at 7:59 p.m.
4. Approval of Agenda - Chair Macri noted that the handout pertaining to agenda item 10b(ii) 2007 - 2008 Budget Status Report was at trustee places and was previously emailed to trustees.

Amendments:

- WALK-ON: Children's Safety Village of Windsor and Essex County (*Handout at trustee places and previously emailed to trustees*) (M. Iatonna)

Moved by Trustee Soulliere and seconded by Trustee Keane that the January 29, 2008 Regular Board meeting agenda be approved as amended. Carried.

5. Questions Pertaining to Agenda - None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - None.
7. Presentations
 - a. Cardinal Carter Catholic High School - Stand Up Against Bullying

Vice-Principal Kevin Hamlin was present to provide a brief overview of the Bullying Prevention Plan in place at Cardinal Carter Catholic High School. Students P. Frankfurth and J. Zucatto performed the song "Don't Laugh at Me," and trustees viewed an excerpt from the anti-bullying video that was created by the staff and students of Cardinal Carter.

Trustee Janisse entered the meeting at 7:59 p.m.

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, January 15, 2008
Moved by Trustee Holland and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of January 15, 2008 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, January 15, 2008
Moved by Trustee Courtney and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of January 15, 2008 be adopted as distributed. Carried.
 - b. Items From In-Camera Meeting of January 29, 2008

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on January 29, 2008 pursuant to the Education Act - Section 207, consider specific personnel, real property matters, labour relations matters, litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustee Porcellini declared a conflict of interest during the January 29, 2008 In-Camera Session and excused herself from the relevant discussion item.

Moved by Trustee Courtney and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of January 29, 2008 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- the receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff dated January 29, 2008 for information

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated January 29, 2008 for information. Carried.

ii) Report: 2007 - 2008 Budget Status Report - *Handout was distributed and previously emailed to trustees.*

Moved by Trustee Alexander and seconded by Trustee Janisse that the Board receive the 2007 - 2008 Budget Status as of January 28, 2008 as information. Carried.

iii) Report: 2008 – 2009 Budget Schedule

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the report on the 2008-09 Budget Schedule as information. Carried.

iv) Report: Trustee Attendance July – December 2007

Moved by Trustee Holland and seconded by Trustee Alexander that the Board receive the report *Trustee Attendance – August to December 2007* as information. Carried.

v) Verbal Report: Watson & Associates – Long Term School Accommodation and Boundary Study Report

Superintendent Iatonna reported that administration has provided direction to Watson and Associates to finalize a draft report and to present their findings at meeting in the near future. A comprehensive administrative report will be brought to the Board following receipt and analysis of the Watson & Associates report.

11. Unfinished Business: Nil.

12. New Business

a. Field Trips:

i) Cardinal Carter Catholic High School - Chicago, IL

Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve Cardinal Carter Catholic High School Field Trip to Chicago, Illinois for May 29 to May 31, 2008. Carried.

- b. Report: Board Policy Amendment (for final approval) - Draft Policy ST:05 Student Discipline Policy; Draft Policy SC:15 Code of Conduct; and, Draft Policy SC:18 Bullying Prevention and Intervention

Trustees received an administrative report concerning the final approval of policies and the receipt of procedures related to implementation of Bill 212, an Act to amend the Education Act in respect of behaviour, discipline and safety, and its related regulations, which comes into effect February 1, 2008. Administration will follow-up on the question raised with respect to procedure ST: 05 , *section 3.0* to ensure the language is consistent with the *Act*.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board provide final approval to Draft Policy ST: 05 Student Discipline Policy;

and, that the Board provide final approval to Draft Policy ST: 15 Code of Conduct;

and, that the Board provide final approval to Draft Policy SC: 18 Bullying Prevention and Intervention;

and, that the Board revoke Board policies ST: 05 Suspension, ST: 06 Suspension Appeal, ST: 07 Expulsion, ST: 21 Expulsion Appeal, SC: 07 Safe Schools, and ST: 17 Alcohol and Drug Abuse/Students;

and, that the Board receive as information Procedures, Pr ST: 05 Student Discipline Procedure and Pr SC: 18 Bullying Prevention and Intervention. Carried.

- c. WALK-ON REPORT: Children's Safety Village of Windsor and Essex County (*Handout at trustee places and previously emailed to trustees*)

Superintendent Iatonna reported that the board has received a funding request through MPP Sandra Papatello's office to provide funds to the Children's Safety Village of Windsor and Essex County (CSV) to assist with the ongoing operating costs. The request indicates that the CSV is attempting to raise approximately \$70,000 in funding from area school boards, of which this board's prorated contribution would be \$25,900. Given this Board's current financial situation, administration is suggesting a lesser contribution in the amount of \$10,000. Lengthy discussion occurred on the funding request and trustees asked for a further report to provide information on other boards' participation in the annual corporate membership fee and the one-time donation request, the cost of per pupil admission, the Board's status with donations to other organizations, and, if the Board were to donate, an accounting of how the Children's Safety Village of Windsor and Essex County spends the monies.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board approve the payment of the Children's Safety Village of Windsor and Essex County annual corporate membership fee of \$500 and decline the request for a one time donation to assist with the ongoing operating costs. (*Not voted upon*)

Moved by Trustee Holland and seconded by Trustee Soulliere that the matter be deferred to the next meeting and that a further report be provided as per discussion. Carried.

13. Committee Reports:

a. Report: City of Windsor / School Board Liaison Meeting Minutes of October 30, 2007

Administration will follow-up on concerns raised by trustees including clarification of bus bay funding responsibilities, the mandate of the new Windsor Essex Education Business Partnership Advisory Council, the purpose and validity of the City of Windsor / School Board Liaison Committee, and the status of the survey conducted by the Association of Municipal Managers, Clerks and Treasurers of Ontario's (AMCTO) *Municipal Elections Act Project Team* to gather information on the administration of the 2006 municipal elections in Ontario, including problems linked to the development of the Catholic trustees voters' list.

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the draft Minutes of the October 30, 2007 City and School Boards Liaison Committee Meeting as information. Carried.

b. Report: High School Council Meeting Notes of November 8, 2007

Moved by Trustee Keane and seconded by Trustee Holland that the Board receive the report for the November 8, 2007 High School Council meeting as information. Carried.

c. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of November 20, 2007

Clarification was provided on the community partnership activities and proactive strategies in place by both the Board and other community agencies to assist newly settled families with cultural and language barriers they may encounter. It was noted that the Multicultural Council of Windsor & Essex County is a community resource available to assist the Board in communicating to these families by translating pertinent school and board policy information.

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the Minutes of the November 20, 2007 Special Education Advisory Committee meeting as information. Carried.

14. Notice of Motion - None.

15. Remarks and Announcements

a. Chairperson Macri - No comments this evening.

b. Director of Education Berthiaume indicated that the Junior Kindergarten and Senior Kindergarten Registration Packages were at trustee places, this year's registration dates are February 11 to 22, and the annual Open House evening for all elementary schools has on been scheduled for Tuesday, February 12, from 5:00 to 7:00 p.m.

c. Board Chaplain Rev. Brunet welcomed Patrick Murray to the meeting.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated staff at Canada South Science City on the quality of their educational programming. Trustee Porcellini congratulated Darlene Kennedy upon her induction into the National Academy of Outstanding Principals and congratulated the student at Immaculate Conception Elementary School who won the school's spelling competition.
- Trustee Keane commented on the board's obligation to begin the public meetings at the pre-scheduled time.
- Trustee Alexander inquired into the status of the St. Bernard Catholic School's prohibitive to repair application. Administration advised that the Ministry has not made any recent announcements on this funding and that trustees will be advised as soon as information is received.
- Trustee Soulliere inquired into receiving a report on the status of border crossing issues that affect the board's school communities. Trustee Soulliere asked for a brief report on the City of Windsor's Interim Control By-law and Demolition Control By-law #20-2007, and a recommendation on whether or not the board should provide any input on discussions in the interest of supporting our school communities in that area.
- Student Trustee Bradley reported that she has been appointed to the position of Secretary for Ontario Student Trustees' Association (OSTA- AÉCO) and that she has been selected as a finalist for the Loran Scholarship Foundation.

17. Pending Items - None.

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, February 12, 2008
- Tuesday, March 4, 2008 (**NEW DATE**)
- Tuesday, April 1, 2008 (**NEW DATE**)
- Tuesday, April 22, 2008
- Tuesday, May 13, 2008
- Tuesday, May 27, 2008
- Tuesday, June 10, 2008
- Monday, June 23, 2008

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

21. Adjournment - There being no further business, the Regular Board meeting of January 29, 2008 adjourned at 8:47 p.m.

Not approved.

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
P. Picard, Senior Manager of Human Resources
P. Littlejohns, Manager of Human Resources
J. Bumbacco, 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 February 12, 2008 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 12, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 5 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008

February 12, 2008

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

	Employee Name	Position	Location	Date
HIRING:	Nicholas Chevalier	Secondary Teacher	Cardinal Carter	February 1, 2008
	Catherine Da Silva	Secondary Teacher	St. Thomas of Villanova	February 1, 2008
	Jenny Geary	Secondary Teacher	St. Anne	February 1, 2008
	Roberto Muscedere	Secondary Teacher	Assumption	February 1, 2008
	Chad Spickett	Occasional Teacher	Supply	February 1, 2008

RESIGNATION:

RETIREMENT:	William Brackell	Secondary Teacher	St. Thomas of Villanova	April 30, 2008
	Pierina Civitillo	Elementary Teacher	Our Lady of Perpetual Help	June 30, 2008
	Judy Foreman	Elementary Teacher	Sacred Heart	June 30, 2008
	Nancy Rice	Elementary Teacher	St. John	May 1, 2008
	Kathleen Roy	Elementary Teacher	St. Anne Fr. Immersion	June 30, 2008

OTHER:

Teacher Retirements - Upcoming	Elementary: 5	Secondary: 3	Total: 8
*Have given notice; have yet to retire			
Teacher Retirements - Year to Date	Elementary: 2	Secondary: 3	Total: 5
** Have retired as of this date			
Teacher Resignations - Upcoming	Elementary: 0	Secondary: 0	Total: 0
Teacher Resignations - Year to Date	Elementary: 2	Secondary: 0	Total: 2



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business
SUBJECT: **2007 - 2008 BUDGET STATUS AS OF FEBRUARY 4, 2008**

RECOMMENDATION:

That the Board receive the 2007-08 Budget Status as of February 4, 2008 as information.

SYNOPSIS:

In order to ensure appropriate monitoring of the budget, a regular status report is to be submitted at each meeting of the Board. The current projection indicates a balanced budget at year-end.

BACKGROUND COMMENTS:

The 2007-08 Budget Status report as of February 4, 2008 is provided in the attached Appendix A.

FINANCIAL IMPLICATIONS:

Provided in Appendix A.

TIMELINES:

Not applicable.

APPENDICES:

Appendix A - 2007-08 Budget Status as of February 4, 2008.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008

APPENDIX A**2007-08 BUDGET STATUS**
AS OF FEBRUARY 4, 2008

CATEGORY	2007-08 REVISED BUDGET JAN. 15/08	2007-08 PROJECTION TO YEAR-END AUG. 31/08	2007-08 PROJECTED VARIANCE AT AUG. 31/08
Classroom Teachers	122,772,200	122,500,000	272,200
Supply Teachers	3,336,321	3,473,021	-136,700
Teacher Assistants	12,130,000	12,140,000	-10,000
Textbooks & Classroom Supplies	5,158,176	5,158,176	0
Computers	1,230,000	1,230,000	0
Professionals & Paraprofessionals	5,249,900	5,249,900	0
Library/Guidance	3,659,256	3,659,256	0
Staff Development	200,000	200,000	0
Department Heads	495,000	495,000	0
Principals & V.P.'s	10,046,500	10,182,000	-135,500
School Office	5,235,270	5,225,270	10,000
Consultants	1,361,963	1,361,963	0
Administration	7,162,700	7,162,700	0
School Operations & Maintenance	20,501,700	20,501,700	0
Continuing Education	1,440,000	1,440,000	0
Transportation	8,099,000	8,099,000	0
Renewal	2,553,411	2,553,411	0
TOTALS	210,631,397	210,631,397	0
Overtime	-50,000	-50,000	0
Miscellaneous Accounts	-275,000	-275,000	0
GRAND TOTALS	210,306,397	210,306,397	0

COMMENTS

- There have been no changes in any of the figures in the budget numbers or projections since the previous report was submitted to the Board on January 28, 2008.
- Comments respecting the categories for which variances are being projected remain unchanged since the previous report and are noted as follows:

CLASSROOM TEACHERS

- A positive variance of \$272,200 is being projected to year-end.
- The variance is based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

SUPPLY TEACHERS

- A negative variance of \$136,700 is being projected to year-end.
- A detailed review of this category is presently ongoing and the results will be provided in a future budget status report.

TEACHER ASSISTANTS

- A negative variance of \$10,000 is being projected to year-end.
- The variance is based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

PRINCIPALS AND VICE-PRINCIPALS

- A negative variance of \$135,500 is being projected to year-end.
- The variance is based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

SCHOOL OFFICE

- A positive variance of \$10,000 is being projected to year-end.
- The variance is based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

NOTES

- Since overtime is included in a number of categories, the overtime reduction previously approved by the Board has been shown separately at the bottom of the previous table. The allocation of the overtime budget reduction to specific categories is being reviewed and further adjustments to these budgets may be recommended in the future.
- The reduction in miscellaneous accounts approved by the Board has also been shown separately at the bottom of the attached table. When individual accounts are identified for reduction, the budgets for the applicable categories will be subject to future adjustment.

- Discussions are ongoing with Ministry of Education staff to finalize the revised budget numbers in terms of the Board's approved Financial and Operational Plan. This includes the completion of the long term capital debt financing, which may also result in further amendments to the budget numbers. Any changes will be identified in future budget status reports.
 - Based on the revised budget numbers pursuant to the Board's Financial and Operational Plan, the projections as noted for each category, and the acknowledgement that further changes may arise out of the discussions with the Ministry of Education, the projection of the entire Board budget to year-end at this time indicates a balanced budget.
-



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: LEGAL SERVICES – NOVEMBER AND DECEMBER 2007

RECOMMENDATION:

That the Board receive the report Legal Services – November and December 2007 as information.

SYNOPSIS:

By the terms of the agreement with the Board the Board's solicitor, Shibley Righton LLP is required to report fees and services on a regular basis.

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

For the month of November and December 2007 legal fees submitted as follows:	
*Real Estate and Property Matters	\$ 2,693.00
* Labour (incl. Negotiations, Contract Administration and Arbitration)	\$ 24,050.00
* Litigation (incl. OLRB Hearings, Spec Ed., Human Rights, Safe Schools)	\$ 0.00
* Other Misc. (On-going Legal Advice and Consultation)	\$ 18,100.00
Total The above fees do not include disbursements and GST	\$ 44,843.00

TIMELINES:

November and December Report - February Board Meeting

APPENDICES: None.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: January 28, 2008

Approval Date: February 5, 2008

Approval Date: February 5, 2008



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Ken Gignac, Controller of Finance

SUBJECT: **SCHOOL COUNCIL LIABILITY INSURANCE**

RECOMMENDATION:

That the Board receive the School Council Liability Insurance report as information.

SYNOPSIS:

This report is being submitted to provide the Board with information respecting the particulars of this insurance.

BACKGROUND COMMENTS:

The Ontario School Boards' Insurance Exchange (OSBIE) is the insurance carrier for the Windsor Essex Catholic District School Board. OSBIE has recently announced that they are now able to arrange \$2 million of Commercial General Liability coverage for School Councils. The attached memorandum and Risk Management Advisory from OSBIE details the insurance coverage that councils would have with this policy. The Risk Management Advisory also provides several examples of activities that would not be covered by the Board's policy and why a school council requires its own liability insurance. OSBIE has asked that the purchase of School Council insurance be transacted through one order for all councils that wish to purchase coverage. Individual councils will not be added later in the year.

School Councils are being polled to determine if they want the Board to order this insurance on their behalf. An email was forwarded to all Principals on January 30, 2008 requesting that they discuss this offer with their school councils and advise Administration if they wish to purchase the policy.

FINANCIAL IMPACT:

The annual premium is \$80 plus PST per council. There is no financial impact for the Board since the School Councils are expected to pay the premium.

TIMELINES:

Deadline for response is Tuesday, February 12, 2008.

APPENDICES:

- Comprehensive General Liability – School Councils
- Risk Management – School Councils / Parent Groups

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008



**Ontario School Boards' Insurance Exchange
Comprehensive General Liability for School Councils**

Comprehensive General Liability – School Councils

Terms and Conditions

Premium	\$80/per school council/per annum
Each Occurrence Limit including Products and Completed Operations	\$2,000,000
Tenant's Legal Liability	\$1,000,000
Medical Expenses	\$25,000
Non-Owned Auto Liability Limit	\$1,000,000
Extension for Physical Damage to Non-Owned Auto	\$50,000 with \$1,000 deductible
Territory	Worldwide
Advertising and Personal Injury	\$2,000,000
Out of Country Risk	Insured
Off-Premises Sports Related Activities	Insured
Higher Risk Sports Related Equipment	Insured
Aggregate Limit	\$10,000,000 (shared by all insured school councils)
General Deductible	\$500



RISK MANAGEMENT ADVISORIES

SCHOOL COUNCILS / PARENT GROUPS

1. PARENT GROUPS

Parent groups play a significant role and contribute to the success of many school functions through their volunteer efforts. This contribution is recognized through the school board's liability policy which extends coverage to members of parent groups while they are acting within the scope of their duties on behalf of the school board. Duties are those assigned by any authorized employee or trustee. Coverage is extended to volunteer parents involved in activities which are approved and controlled by any authorized employee or member of the board. The person authorizing the activity must assume responsibility for it and the activity must be in accordance with board policies and procedures. Thus if a member of a parent group were sued because of alleged negligence arising out of their duties for the board, the OSBIE policy would provide protection.

The parent organizations require their own liability insurance as protection against being named in a law suit for activities of the group that independent of a school and are not directed by a school employee or trustee. Activities such as conventions, social outings of the parent group, independent fund-raising events, etc., would not fall under the board's liability insurance.

The Ontario Home & School Association and the Federation of Catholic Parent-Teacher Associations of Ontario both have made liability insurance available to their membership. Parent groups should investigate the feasibility of obtaining liability insurance for their organizations for activities that are not under the jurisdiction of the school board.

2. SCHOOL COUNCILS

School councils are deemed to be formed for the sole purpose of providing advice to school staff. Members of school councils are protected by the boards' liability insurance for lawsuits while they are working within the scope of their mandated duties for the board.

Since the Ministry of Education and Training issued its Policy/Program Memorandum No. 122 on April 12, 1995, a mandate to form school council advisory organizations, the OSBIE office has received a number of questions regarding insurance coverage for School Councils.

To help to clarify the matter of insurance protection, the remainder of this bulletin is written in a question and answer format. It is recommended that this bulletin be copied and distributed to all interested parties

Are school councils protected by the board's liability insurance while they are working within their mandate to provide advice to the principal?

Yes. School councils are mandated by the Ministry of Education & Training to provide advice to principals on a variety of issues. While the members of the council are performing their duties as outlined by the

Ministry of Education and Training for the board, they are deemed to be working within the scope of their duties (to provide advice to the principal), and are an insured as defined in the liability policy.

What if school councils go beyond their mandate to provide advice? What if they become involved in some of the fund-raising activities that were previously run by parent groups? Does the board's liability insurance protect them in these circumstances?

It depends.

- i. YES, they are protected IF the school council members are "working within the scope of their duties for the board as assigned by an authorized board representative". For example, if a school principal organized a fund-raising activity and the school council members were asked to assist with the event, insurance protection would be provided to those members who volunteered.
- ii. NO, IF the school council members involve themselves in a fund-raising or other activity on their own and outside of the control of the school or board, the members are not protected by the board's liability insurance policy. For example, if a school council decided to hold a Christmas social, a family social event, conduct a craft sale, orchestrate programs not provided by schools, etc. on its own, coverage is not extended by the board's insurer.

If my school council is willing to volunteer its time and energy to run a series of fund-raising events, why must we have the board's support and input on our plans? If my school council decides to run a program on school premises, after school for the benefit of children and families in the community, why does the board have to be involved in setting up the program and outlining the rules for operation in order for me to be covered by the board's insurance? The board is obstructing our creativity by imposing rules? Is it fair for the board to withhold insurance protection if we don't follow the board's rules.

Yes, it is fair. The board has a high onus to ensure that any activity in which it or its representatives are involved is conducted in a safe manner. A board develops procedures and policies with respect to various activities with safety in mind. Safety and security must have priority when it comes to any school activity. Matters such as accommodations, equipment, supervision, training, appropriateness of the activity, etc. must all be addressed before an activity is undertaken. School officials have developed policies and procedures to ensure safety for students and others. To disregard these policies and procedures may lead to injury and to losses.

A liability insurance policy issued to a school board provides protection to the school board and to other interests while they are acting within the scope of their duties on behalf of the board. The insurer protects the board and others for activities within the control and jurisdiction of the school board. If the activity is outside of the jurisdiction of the school board, then coverage is not provided for that activity. A board is not obligated to assume responsibility for an activity independent of a school even if the school might be the beneficiary.

Therefore, it is fair for the board to advise school councils that if they run activities outside of the board's jurisdiction, they must purchase their own insurance that would respond to claims brought against them arising out of their events. They cannot be deemed to be working within the scope of duties for the board if they are not involved in a board controlled activity.

If the school council is given permission to use a school gymnasium for an after-school program that the parents are running, are the parents protected by the board's liability insurance?

No. If the school council is simply using the school gym to operate a non-school activity, the group would require it's own liability insurance for the activity they are running. They would be in the same position as

other users of school premises, and should provide liability insurance for their activities on the board's premises.

Do school councils require their own liability insurance?

Yes, they do if they engage in any activities beyond their assigned duties. School councils will inevitably be involved in personal activities that are not under the jurisdiction of the school. Activities such as providing after-hours child care, running music programs, or organizing a Christmas party or other social activity for the council members would need to be insured by the school council's insurance.

Can school councils purchase liability insurance from OSBIE?

No, not through OSBIE. OSBIE is a Reciprocal Exchange that is licenced to insure school boards only.

Where would school councils purchase liability insurance?

We are aware of two possible sources of group insurance for school councils.

1. The Ontario Federation of Home and School Associations has a group liability insurance policy available to their members only. School councils members involved in fundraising and other activities independent of a school may wish to consider membership in this Association.
2. The Ontario Association of Parents in Catholic Education will add School ç Councils who become members to their group liability policy. Information about membership and insurance can be obtained through the London Office at 519-432-5573.

Liability insurance protection is just one of the benefits of membership in either of these organizations.

These group liability insurance programs are designed to complement liability insurance policies provided by OSBIE or any other school board insurer.

[Back to Risk Management Advisories](#) →

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1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Ken Gignac, Controller of Finance

SUBJECT: **SPECIAL EDUCATION BUDGET REPORT FOR THE FISCAL YEAR
ENDED AUGUST 31, 2007**

RECOMMENDATION:

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

SYNOPSIS: A financial report for the Special Education program is submitted to the Board each year after the Financial Statements are released.

BACKGROUND COMMENTS: The Special Education allocation for 2006-07 was \$24,137,462. A breakdown of the allocation as determined by the Ministry is provided in the attached Appendix A. In addition to the Ministry allocation, additional revenue for the program in the amount of \$415,000 was received from the Ontario Psychological Association and from the Council of Directors of Education. Therefore, the total revenues available for Special Education in 2006-07 were \$24,552,462.

FINANCIAL IMPACT: The Budget Report attached in Appendix B, details the expenditures for the program for 2006-07. The year-end actual expenditures of \$26,033,503 exceeded both the original budget set by the Board and the available revenues. A deficit of \$1,481,041 versus revenues was realized as a result. The Board has addressed the year-end deficit through the Financial and Operational Plan approved on January 15, 2008.

TIMELINES: N/A

APPENDICES:

- Appendix A – 2006-07 Special Education Ministry Allocation
- Appendix B – 2006-07 Special Education Budget Report

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008

**Ministry of Education
Special Education Allocation**

Appendix A

	<u>Elementary</u>	<u>Secondary</u>	<u>Total</u>
Total Special Education Per Pupil Allocation (SEPPA)	\$8,550,266	2,740,050	\$11,290,316
Approved Personalized Spec Ed Equipment	350,000	50,000	400,000
Total High Needs Allocation Inc. Special Incidence Portion (SIP)	<u>9,323,000</u>	<u>3,124,146</u>	<u>12,447,146</u>
Total Special Education Allocation	<u>\$18,223,266</u>	<u>\$5,914,196</u>	<u>\$24,137,462</u>

Appendix B

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2006/2007 SPECIAL EDUCATION
BUDGET REPORT

ENVELOPE	Staffing FTE	Original Budget	Year end Actual	Special Ed Allocation	Surplus < Deficit >
TEACHERS					
Elementary	98.5	7,277,168	7,649,717		
Secondary	37.0	2,615,457	2,751,650		
Supply		50,000	81,179		
Sub-Total	135.5	9,942,625	10,482,546	10,133,175	(349,371)
PARA PROFESSIONAL SUPPORT					
Educational Assistants	272.5	12,296,947	11,874,575		
Sign Language Interpreters	3.0	131,698	152,690		
Behavioural Specialist	9.0	541,820	422,753		
Sub-Total	284.5	12,970,465	12,450,018	12,301,730	(148,288)
PROFESSIONAL SUPPORT					
Psychological Services	2.5	261,365	189,074		
Speech Pathologist	7.1	647,115	617,152		
Social Work	10.0	856,000	805,033		
Sub-Total	19.6	1,764,480	1,611,259	1,388,693	(222,566)
COORDINATOR					
Supervisor	.5	65,000	72,728		
Coordinators	5.0	412,300	441,761		
Sub-Total	5.5	477,300	514,489	72,919	(441,570)
Text & Learning Materials		71,700	194,671		
Transportation		25,450	32,845		
Professional Development/Travel		110,000	123,062		
Grants from OPA and CODE				415,000	
ISA Equipment		80,000	624,613		
		287,150	975,191	655,945	(319,246)
GRAND TOTAL	445.1	25,442,020	26,033,503	24,552,462	(1,481,041)



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Paul Picard, Senior Manager Human Resources
Colleen Norris, Coordinator of Policy Development

SUBJECT: **BOARD POLICY AMENDMENTS**
- Draft amendments to Board Policy A: 19 Communicable Diseases

RECOMMENDATION:

That the Board approve in principle amendments to Policy A: 19 Communicable Diseases.

SYNOPSIS: A proposal for review and development of Board Policy A: 19 was brought to Executive Council by administration after consultation with the Joint Health and Safety Committee. The Policy Working Subcommittee of Paul Picard, Senior Manager Human Resources and Colleen Norris, Coordinator of Policy Development worked with the Board's Risk Management Committee to review the existing Policy.

The Policy Working Subcommittee and the Risk Management Committee prepared the policy development proposal with consideration for the Board motion of February 14, 2006 which directed administration to develop a Fifth Disease Policy to be presented to the Board for approval

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure: The amendments to the existing policy include separating policy objectives and guiding principles from administrative procedure pursuant to the Board's Policy Development Policy A: 01.

The amendments also include the addition within the policy of a clear definition of "Communicable Disease". This definition was recommended after consultation with the Windsor-Essex Health Unit.

It is proposed that the Board's current Fifth Disease Protocol be incorporated as a Board procedure that supports the objectives and is guided by the principles set out within Draft Policy A: 19 Communicable Diseases. The Policy working Subcommittee has prepared Procedure Pr A: 19A to be implemented upon final approval of Draft Policy A: 19 Communicable Diseases. The Procedure will be presented to the Board as information upon final approval of the draft policy.

The Policy Working Subcommittee will also present as information, upon final approval of the draft policy, a general procedure addressing guidelines and processes for dealing with communicable diseases.

Source and Rationale for the Proposals

- To ensure that processes are in place that comply with legislation and protect health and safety of staff and students.

Results of Public Consultation Process – On December 14, 2007, the draft policy was forwarded to all Union/Association Representatives, Trustees, Student Trustees, and Principals and Vice-Principals, with a request to forward to their school councils. The draft was also posted at that time for public consultation. There were no amendments made to the original draft policy as posted for feedback.

Impact On Other Policies and Procedures – The draft policy is consistent with existing Board policy.

Timetable For Implementing Policy and Procedure – The processes referred to in the policy are currently in place in the Board's schools.

Benefits of the Policy Proposals – To establish a communicable disease policy with clear objectives and principles that will guide the development of the necessary supporting procedures.

Risks of Policy Direction and Mitigation Strategies – N/A

Impact on Stakeholders and Plan For Communicating the Policies – Upon approval, the policy will be forwarded to Principals and Vice-Principals. It will also be posted to the Board's public website.

FINANCIAL IMPACT: N/A

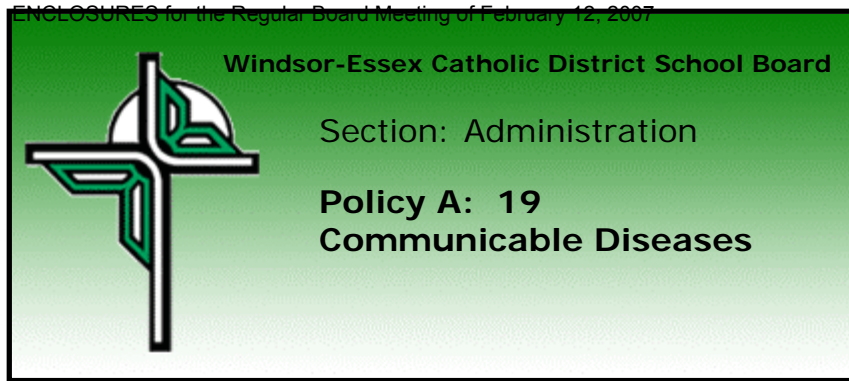
TIMELINES: Upon approval in principle, the Draft policy will be brought back to the Board for final approval on April 1, 2008.

APPENDICES:

- Draft Policy A: 19 Communicable Disease

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008



POLICY:	A: 19
EFFECTIVE:	Jan 11,2000
AMENDED:	
RELATED POLICIES:	H:06 Health and Safety
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objectives

DRAFT

- 1.1 To promote the good health and safety of students and employees, and to create conditions for learning and working in which the wellness of staff and students is not compromised.

2.0 Definitions

- 2.1 “Communicable Diseases”, shall be defined for the purpose of this policy, as any condition, that is transmitted directly, or indirectly to a person from an infected person or animal.

3.0 Guiding Principles

- 3.1 The Windsor-Essex Catholic District School Board is committed to making health and safety an essential part of its day-to-day operation, and making every effort to provide a safe, healthy work environment for its employees in accordance with the Health Protection and Promotion Act, the Education Act, and the Occupational Health and Safety Act.

4.0 Specific Directives

- 4.1 Administration shall develop procedures that support the objectives of this policy and that are consistent with the applicable legislation governing communicable diseases.

5.0 Responsibility

- 5.1 Principals, Supervisors, Human Resources, and Facilities Services shall work in conjunction with the Ministry of Health and the Windsor-Essex County Health Unit to implement the policy and any supporting procedures.

6.0 Review and Evaluation

- 6.1 The effectiveness of this policy shall be assessed through trustee, staff and community satisfaction measures.
- 6.2 This policy shall be reviewed during the 2010 –2011 review cycle.

7.0 References

Education Act, Section 265 (1)(l)
Occupational Health and Safety Act, R.S.O. 1990,c.01
Health Protection and Promotion Act, R.S.O 1990., c.H.7
Specification of Communicable Diseases, Ont. Reg. 558/91
Specification of Reportable Diseases, Ont. Reg. 559/91
Board Policy H:06-Health and Safety of Employees



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **BOARD POLICY AMENDMENTS**
- Draft Amendments to Policy ST: 13 Safe Arrival - Elementary

RECOMMENDATION:

That the Board approve in principle amendments to Policy ST: 13 Safe-Arrival - Elementary.

SYNOPSIS: Board Policy ST: 13 Safe Arrival – Elementary was reviewed by the Policy Working Subcommittee composed of Cathy Geml, Superintendent of Education and Colleen Norris, Coordinator of Policy Development in consultation with staff and with the benefit of a public consultation process. The review was conducted as part of the Board's Policy Review Plan for 2006 –2007.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure: The substantive changes to the existing Board policy are underlined for highlighting purposes.

Source and Rationale for the Proposals

- The existing policy directs the establishment of safe arrival procedures in each elementary school. This directive complies with Ministry Memorandum #123 dated February 2, 1999. The Policy Working Subcommittee recommends amendments to the policy to provide a process for reporting student absence in secondary schools. The amendments include changing the name of the policy from "Safe Arrival – Elementary" to "Safe Arrival". The process proposed for secondary schools is consistent with that detailed in Board Policy ST: 04 Attendance and Punctuality.
- Upon final approval of Draft Policy ST: 13 Safe Arrival, the Subcommittee proposes to implement a Board Procedure addressing specifically a safe arrival process for elementary schools.

Results of Public Consultation Process – On December 14, 2007, the draft policy was forwarded to all Union/Association Representatives, Trustees, Student Trustees, and Principals and Vice-Principals, with a request to forward to their school councils. The draft was also posted at that time for public consultation. There were some minor amendments made to the original draft as a result of the public consultation process.

Impact On Other Policies and Procedures – The draft policy is consistent with existing Board policy.

Timetable For Implementing Policy and Procedure – The processes referred to in the policy are currently in place in the Board's schools.

Benefits of the Policy Proposals – To clearly articulate the Board's commitment to the safety of its pupils, and to direct the development and review of safe arrival processes for elementary schools, as well as processes for the recording and reporting of student absence in secondary schools.

Risks of Policy Direction and Mitigation Strategies – N/A

Impact on Stakeholders and Plan For Communicating the Policies – Upon approval the policy will be forwarded to Principals and Vice-Principals. It will also be posted to the Board's public website.

FINANCIAL IMPACT: N/A

TIMELINES: As above-noted in the Timetable for Implementing Policy and Procedure.

APPENDICES:

- Draft Policy ST: 13 Safe Arrival

REPORT REVIEWED BY:

EXECUTIVE COUNCIL

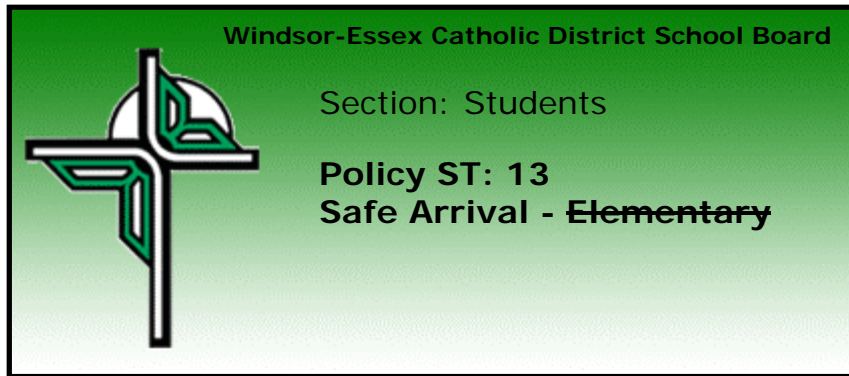
SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: February 4, 2008

Approval Date: February 5, 2008

Approval Date: February 5, 2008



POLICY:	ST: 13
EFFECTIVE:	January 11, 2000
AMENDED:	
RELATED POLICIES:	ST:04, Pr ST: 13
REPEALS:	
REVIEW DATE:	

DRAFT

1.0 Objectives

- 1.1 To ensure that every school, both elementary and secondary, adopt a procedure of reporting and monitoring student absenteeism.
- 1.2 To ensure that all elementary schools have in place safe arrival procedures which will enable the school and parent(s)/guardian(s) to account for any pupil's unexplained failure to arrive at school.

2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board is committed to the safety of its pupils.
- 2.2 The Board accepts responsibility to assist with the safe arrival procedures within its elementary schools while recognizing that the primary responsibility for each student's safe arrival remains with the parent/guardian.

3.0 Specific Directives

- 3.1 Each secondary school shall develop procedures for the recording and reporting of student absence that include the following:
 - a) A requirement that student absence be recorded daily;
 - b) A requirement that in the event of absence from the school, parents or students (if adult) contact the school with a reason for and the duration of the absence;
 - c) A requirement that the school call the parents or students (if adult) as soon as possible on the first day of an unexplained absence;
 - d) A requirement that students who arrive late, report to the office.
 - e) A requirement that the recording and reporting procedures be reviewed annually.

3.2 All elementary schools shall have in place safe arrival procedures which enable the school and parent(s)/guardian(s) to account for any pupil's unexplained failure to arrive at school.

3.3 The Director shall establish Board Procedures directing the development and implementation of safe arrival procedures in each elementary school.

4.0 Responsibility for Implementation

4.1 The Director and Principals shall be responsible for the implementation of this Policy.

5.0 Review and Evaluation

5.1 The policy shall be reviewed during the 2010-2011-policy review cycle.

6.0 References

Ministry of Education Policy/Program Memorandum No. 123 issued February 2, 1999

Pr ST: 13 Safe Arrival Procedures – Elementary
ST: 04 Attendance and Punctuality



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Mike Seguin, Superintendent of Education-Facilities Services

SUBJECT: **2007 - 2008 REVISED CAPITAL RENEWAL PROGRAM**

RECOMMENDATION:

That the Board approve the 2007 - 2008 Revised Capital Renewal Program

SYNOPSIS: The Facilities Services Department has assembled the 2007/2008 Revised Capital Renewal Program addressing the priority-based facility needs in the system. Projects that have been deferred may be considered under future funding sources, such as Good Places to Learn III, when it is announced by the Ministry.

BACKGROUND COMMENTS: The 2007/2008 Capital Renewal Program has been revised to reflect the reduction of \$655,000 from the original \$3,100,000. The 2007/2008 Capital Renewal Program consists of the recommended allocation of budget funds in the following categories:

- Transfer to NPPG Reserve
- Roofing
- Window replacement
- HVAC
- Environmental Issues-Asbestos and Mould Abatement
- Confined Space Compliance Regulations
- Roof Replacement
- Accessibility Program
- Portable Management
- Fire Prevention Initiatives

- Play Structure and Playground Repair Items
- Bleacher Repairs
- Gym Equipment Repairs
- Septic, Sewer & Watermain Improvements
- Flooring
- Painting
- Gym Floor Re-Finishing
- School Improvements
- Siteworks
- Field Items
- FS Capital Requests
- Security Infrastructure Initiative

FINANCIAL IMPACT: The Revised Capital Renewal budget has been confirmed at \$2,445,000.

TIMELINES: All projects under Capital Renewal are to be completed within the fiscal year of 2007/2008.

APPENDICES:

- Appendix A 2007/2008 Revised Capital Renewal Program

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008**

REVISED DATE:
February 3/08

	School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
	Roofing				
	Sacred Heart	E, splitting as of Fall 2006	\$55,000	\$55,000	\$55,000
	St. Angela	E1 failed - remainder of E2 next	\$225,000	\$225,000	\$225,000
	St. Edmond (ICS)	All existing poor - B1, C1, D4 all canopy roofs	\$0	\$0	\$0
	St. Gabriel	A1,A2,A3,B1,B3,B4,C,D leaking and failing	\$375,000	\$375,000	\$375,000
	St. John the Baptist	B, E, F - all aging and poor condition past	\$180,000	\$180,000	\$180,000
X	St. Jules	B, C, D - Fair/Poor - replace	\$110,000	\$110,000	\$0
	St. Rose	Roof A - Poor	\$83,000	\$83,000	\$83,000
	St. William	A, C, E, F - Poor condition	\$155,000	\$155,000	\$155,000
X	W.J. Langlois	All in uniformly deteriorated condition	\$495,000	\$495,000	\$0
	Secondary				
	Assumption - Residence	All in uniformly deteriorated condition	\$0	\$0	\$0
	Cardinal Carter	Phase II/ III	\$200,000	\$200,000	\$200,000
	Sub Total		\$1,878,000	\$1,878,000	\$1,273,000
	NPPG				
		Transfer to NPPG Reserve	\$260,000	\$260,000	\$260,000
	Sub Total		\$260,000	\$260,000	\$260,000
	Windows				
	Stella Maris	Replace in older wing and primary	\$0	\$0	\$0
	Secondary				
	Assumption	Windows in gym (original request blackout curtains)	\$0	\$0	\$0
	Sub Total		\$0	\$0	\$0
	H VAC				
	L.A. Desmarais	Replace roof top units - Phase II	\$0	\$0	\$0
X	St. Joseph - RC	Boiler controls/conversion	\$200,000	\$0	\$0
	Stella Maris	Install central air - entire school	\$0	\$0	\$0
	St. Angela	Air condition 1st floor	\$0	\$0	\$0
	St. Anne (Fr. Imm)	Air condition 2nd floor	\$0	\$0	\$0
	Secondary		\$0	\$0	\$0
	Catholic Central	Revamp heating system main campus	\$30,000	\$30,000	\$30,000
	Sub Total		\$230,000	\$30,000	\$30,000
	Controls				
			\$0	\$0	\$0
	Sub Total		\$0	\$0	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008

REVISED DATE:

February 3/08

	School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
		Painting			
X	Christ the King	Entire interior (halls) C43	\$0	\$10,000	\$0
X	Christ the King	Rooms 5,6,8,14,15	\$0	\$5,000	\$0
X	L. A. Desmarais	Paint washrooms, stage and cloak area	\$0	\$2,000	\$0
	H. J. Lassaline	Playground	\$0	\$0	\$0
	OLMC	Closed classroom -Sr. Wing	\$0	\$0	\$0
X	St. Alexander	Front entrance and flag pole	\$2,000	\$2,000	\$0
X	St. Angela	Staffroom and library	\$7,000	\$7,000	\$0
X	St. Bernard - (A)	Dressing rooms	\$2,000	\$2,000	\$0
X	St. Bernard - (A)	Room 6	\$0	\$1,000	\$0
	St. Bernard - City	Playground	\$0	\$0	\$0
	St. Bernard - City	Room 31B	\$0	\$0	\$0
	St. Gabriel	Interior and exterior (2006/2007)	\$0	\$0	\$0
X	St. Gregory	Hallway	\$0	\$10,000	\$0
X	St. John the Evangelist	Staff washrooms and hallways, etc. (TBD)	\$0	\$4,000	\$0
X	St. John Vianney	SK washroom	\$0	\$500	\$0
X	St. Joseph - RC	Rooms 25,52	\$2,500	\$2,500	\$0
	St. Joseph - RC	Entire interior	\$0	\$0	\$0
X	St. Maria Goretti	Exterior doors (both sides)	\$0	\$2,000	\$0
	St. Peter	JK/SK hallway and accompanying rooms	\$0	\$0	\$0
X	St. Peter	Port-a-pack Washrooms	\$1,000	\$1,000	\$0
	St. Pius X	Lockers senior wing (Gr.6/7/8)	\$0	\$0	\$0
	St. Theresa	Interior doors and washrooms,	\$0	\$0	\$0
	Stella Maris	Library	\$0	\$0	\$0
	Stella Maris	Rm 39 Storage Rm New Wing	\$0	\$0	\$0
	St. William	Classrooms in old wing (northeast)	\$0	\$0	\$0
		SECONDARY			
	Brennan	All washrooms	\$0	\$0	\$0
X	Cardinal Carter	Doors in stairwell leading to exterior, repairs/ paint-attend., main office, rms. 218,130,154 hallway to 158	\$0	\$7,000	\$0
X	Catholic Central	Room 300	\$1,500	\$1,500	\$0
	St. Michaels (Essex)	Repair walls and paint	\$0	\$0	\$0
	St. Michael's (Rhodes)	Lockers	\$0	\$0	\$0
	St. Thomas of Villanova	Auditorium	\$0	\$0	\$0
X	St. Thomas of Villanova	Lower portion of gym and several classrooms	\$0	\$10,000	\$0
	Sub Total		\$16,000	\$67,500	\$0
		Flooring			
X	Sacred Heart	Room 11	\$2,000	\$2,000	\$0
	St. Francis	Library	\$0	\$0	\$0
	St. Gabriel	5 Rooms	\$0	\$0	\$0
X	St. John the Baptist	Replace floor in room 111	\$2,000	\$2,000	\$0
X	St. John Vianney	Replace floor tile Room 6/7 (TBD)	\$4,000	\$4,000	\$0
		Replace carpet with tile (P & Sec.)			
X	St. Joseph - RC		\$2,000	\$2,000	\$0
X	St. Louis	Gym	\$20,000	\$30,000	\$0

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008

REVISED DATE:

February 3/08

	School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
X	St. Louis	Remove carpet replace with tile (Principal office)staff & kitchen	\$5,000	\$5,000	\$0
X	St. Maria Goretti	Remove floor tile Rm 21	\$2,000	\$2,000	\$0
*	St. Mary	Replace gym floor	\$0	\$25,000	\$25,000
X	St. Mary	Replace floor in washroom #1	\$1,500	\$1,500	\$0
	St. Peter	Office area, main hall, wash	\$0	\$0	\$0
	St. Peter	Replace flooring in front entrance and hallway	\$0	\$0	\$0
X	St. Pius	Front entrance office, 1 room	\$1,500	\$1,500	\$0
	St. Pius X	Replace floor in rooms 3,5,6,8,9	\$0	\$0	\$0
	St. Rose	Gym floor	\$0	\$0	\$0
X	St. Theresa	Replace carpet in office	\$2,000	\$2,000	\$0
	W. J. Langlois	Balance of carpet (2006/2007)	\$0	\$0	\$0
	SECONDARY				
	Cardinal Carter	Replace carpet in Resource Centre & Sp. Ed.	\$15,000	\$15,000	\$15,000
X	Cardinal Carter	Cafeteria, office, music room	\$30,000	\$30,000	\$0
*	Catholic Central	Rm 206,304, hall, washroom, music room, Sp. Ed.	\$12,000	\$12,000	\$15,000
X	Holy Names S.S.	10 rooms, office	\$15,000	\$15,000	\$0
	St. Thomas of Villanova	Copy room., prep rooms 1,6, resource	\$0	\$0	\$0
	Sub Total		\$114,000	\$149,000	\$55,000
	Other Repairs				
	H.J. Lassaline	Replace shelves/cupboards with locks LSST room	\$0	\$0	\$0
	Immaculate Conception	Replace exterior doors & frames	\$0	\$0	\$0
	L.A. Desmarais	Replace ceiling tiles in open area	\$0	\$0	\$0
	L.A. Desmarais	Replace exterior doors & new door closers	\$0	\$0	\$0
	Our Lady of Annunciation	Storm doors for boiler rm	\$0	\$0	\$0
	Our Lady of Mt. Carmel	Additional shelving in primary classrooms	\$0	\$0	\$0
	Our Lady of Mt. Carmel	Install window pane in 3 LET rm doors	\$0	\$0	\$0
	Our Lady of Mt. Carmel	Replace double doors near gym	\$0	\$0	\$0
	Sacred Heart	New ceilings in P/VP & Zones 2,3,4,5	\$0	\$0	\$0
	St. John the Baptist	Replace fascia, soffits - trim	\$0	\$0	\$0
	St. John the Evangelist	Replace exterior doors (North, south & west)	\$0	\$0	\$0
	St. John Vianney	New doors - main office-control button	\$0	\$0	\$0
	St. Mary	Replace exit doors in gym and south entrance	\$7,000	\$7,000	\$7,000
	St. Pius X	Ceiling & lighting in old section to be checked)	\$0	\$0	\$0
	St. Pius X	Replace 2 sets of doors	\$0	\$0	\$0
X	St. William	Replace fountain (main entrance)	\$1,000	\$1,000	\$0
	Secondary				
	Assumption	Chapel repairs	\$0	\$0	\$0
	Catholic Central	Full length counter - Attend. office (TBD)	\$0	\$0	\$0

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008**

REVISED DATE:
February 3/08

	School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
	St. Thomas of Villanova	Remove storage room walls between 215&216	\$0	\$0	\$0
	Sub Total		\$8,000	\$8,000	\$7,000
	Mechanical/Electric				
	St. John the Baptist	Update electrical per H & S	\$0	\$0	\$0
*	Holy Names	Fire panel replacement	\$0	\$10,000	\$10,000
	Secondary				
X	Assumption	Power/heat to greenhouse	\$5,000	\$5,000	\$0
	Sub Total		\$5,000	\$15,000	\$10,000
	Washroom/Plumbing				
	Immaculate Conception	Replace all upstairs washrooms-Phase II	\$0	\$0	\$0
	L.A. Desmarais	New sinks in student washrooms	\$0	\$0	\$0
	Sacred Heart	Renovate staff & visitors washrooms	\$0	\$0	\$0
	St. Angela	Renovate primary washrooms 1st fl.	\$0	\$0	\$0
	St. Gregory	Renovate north end boys & girls washrooms	\$0	\$0	\$0
	St. John the Baptist	Renovate student washrooms n/w wing (TBD)	\$0	\$0	\$0
	St. John Vianney	Install toilet in SK washroom	\$0	\$0	\$0
	St. Peter	Renovate washrooms JK/SK	\$5,000	\$5,000	\$5,000
	St. Pius X	Renovate washrooms junior wing (06/07 budget)	\$0	\$0	\$0
	St. William	Renovate washrooms (NE wing)	\$0	\$0	\$0
	Stella Maris	Reno boys& girls washrooms older & primary	\$0	\$0	\$0
	Sub Total		\$5,000	\$5,000	\$5,000
	Lighting				
	St. Alexander	Exterior lighting	\$0	\$0	\$0
	Sub Total		\$0	\$0	\$0
	Addition/Renovation				
	Christ the King	Extended office/meeting space front of school	\$0	\$0	\$0
	Christ the King	Eliminate gym windows - extend wall	\$0	\$0	\$0
	H.J. Lassaline	Enclose sec office/glass walls	\$0	\$0	\$0
X	St. Alexander	Renovate front entry, mail office (alternative install window)	\$1,000	\$1,000	\$0
*	St. Anne (Fr. Imm)	Additional classroom space 2007/08	\$0	\$10,000	\$10,000
	St. Anne (Fr. Imm)	Add staff washroom main floor	\$0	\$0	\$0
*	St. Anne (Fr. Imm)	gym walls	\$0	\$0	\$65,000
X	St. Francis	Renovate class, staff, washrooms	\$50,000	\$50,000	\$0
	St. Gabriel	Renovate main entrance	\$0	\$0	\$0

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008**

REVISED DATE:
February 3/08

	School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
X	St. John the Evangelist	Renovate main off P/Sec	\$5,000	\$5,000	\$0
		New addition to replace port-a-pac			
	St. Peter		\$0	\$0	\$0
	St. Pius X	Re-furbish senior wing	\$0	\$0	\$0
	St. Theresa	Flag pole	\$0	\$0	\$0
	St. William	Storage shed for garbage and recyclables	\$0	\$0	\$0
*	Our Lady of Annunciation	Renovate main entrance	\$0	\$10,000	\$10,000
*	St. John the Baptist	Renovate office	\$0	\$10,000	\$10,000
	Secondary				
	Assumption	Renovate cafeteria lobby stairwell	\$0	\$0	\$0
	Catholic Central	Open wall between 2 rooms (weight room)	\$0	\$0	\$0
	Holy Names	New science labs	\$0	\$0	\$0
	Holy Names	Drama dept- dance facility	\$0	\$0	\$0
	Holy Names	New gym entrance on s/w cafeteria wall	\$0	\$0	\$0
*	Assumption (Basilian Res.)	Renovations	\$0	\$13,000	\$65,000
	Sub Total		\$56,000	\$99,000	\$160,000
	Grounds keeping				
	H. J. Lassaline	Re-seed front lawn/sprinkler system	\$0	\$0	\$0
	H. J. Lassaline	Level soccer field	\$0	\$0	\$0
	Sacred Heart	Drainage in yard B	\$0	\$0	\$0
	St. Alexander	Level playground and courtyard/ add drainage	\$0	\$0	\$0
	St. Christopher	Level soccer field	\$0	\$0	\$0
	St. Francis	Level playground	\$0	\$0	\$0
	St. John Vianney	Fill, grade & seed playground	\$0	\$0	\$0
	St. John the Baptist	Install drainage in front of building	\$30,000	\$30,000	\$30,000
	St. John de Brebeuf	Topsoil for senior play area	\$0	\$0	\$0
	St. Peter	Drainage, surface (north parking lot)	\$0	\$0	\$0
	St. John de Brebeuf	Completion of yardwork 06/07	\$0	\$10,000	\$0
*	St. Louis	Fill, grade & seed yard	\$0	\$0	\$25,000
*	St. John Evangelist	Remainder from 06/07 project	\$0	\$0	\$5,000
	Secondary				
	Assumption	Upgrade south playing field	\$0	\$0	\$0
	Holy Names	New athletic field and track	\$0	\$0	\$0
*	St. Thomas of Villanova	Upgrade athletic field and track (Sports Council-funding)	\$0	\$35,000	\$35,000
	Sub Total		\$30,000	\$75,000	\$95,000
	Fencing				
	Christ the King	JK/SK area (completed 06/07)	\$15,000	\$15,000	\$0
	Holy Name (Essex)	Fence & gate in primary	\$0	\$0	\$0
	Notre Dame	Fence along Partington Ave.	\$0	\$0	\$0
	Queen of Peace	Repair/replace fence around sch. Yard.	\$0	\$0	\$0
	Stella Maris	Additional fence St. William street	\$0	\$0	\$0
	St. John Vianney	Install fence between driveway and sidewalk	\$0	\$0	\$0

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008**

REVISED DATE:
February 3/08

School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
St. Maria Goretti	Fence school yard	\$0	\$0	\$0
* St. Louis	Fencing (completed)	\$0	\$22,600	\$22,600
Sub Total		\$15,000	\$37,600	\$22,600
Paving				
Holy Name (Essex)	Extend asphalt in playground	\$0	\$0	\$0
Notre Dame	Larger parking lot	\$0	\$0	\$0
Our Lady of Mount Carmel	Extend asphalt	\$0	\$0	\$0
Sacred Heart	New layer of asphalt in yard A & B	\$0	\$0	\$0
Stella Maris	Repair/replace asphalt in parking lot & playground	\$0	\$0	\$0
St. Christopher	Extend asphalt for play area	\$0	\$0	\$0
St. Francis	Asphalt	\$0	\$0	\$0
St. Gabriel	Resurface asphalt in primary and junior area	\$0	\$0	\$0
St. John Evangelist	Level ground/new driveway	\$0	\$0	\$0
St. Theresa	Repave parking lot (complete??)	\$0	\$0	\$0
* St. Gregory	paving		\$0	\$8,900
Secondary				
St. Michael's (Victoria)	Repair parking lot & asphalt	\$0	\$0	\$0
St. Thomas of Villanova	Resurface asphalt (close area?) tennis courts	\$0	\$0	\$0
Sub Total		\$0	\$0	\$8,900
Playground				
H. J. Lassaline	Replace basketball standards in playground	\$0	\$0	\$0
Holy Names (Essex)	Fill in holes in playground	\$0	\$0	\$0
St. John the Evangelist	Play area	\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Gym repairs				
St. Louis	Replace gym floor	\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Bleachers				
		\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Septic/Sewer/water main/drains				
St. John the Evangelist	Sanitary connection, septic	\$105,000	\$105,000	\$105,000
Sub Total		\$105,000	\$105,000	\$105,000
Security				
St. Maria Goretti	Security system for entry control (investigate)	\$0	\$0	\$0
Secondary				

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008**

REVISED DATE:
February 3/08

School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
Catholic Central	Increase cameras Phase I	\$25,000	\$25,000	\$25,000
Holy Names	Improve security camera equipment & add more cameras	\$0	\$0	\$0
St. Michael's (Rhodes)	Security cameras	\$20,000	\$20,000	\$20,000
St. Michael's (Victoria)	Additional security cameras-gym & parking lot	\$0	\$0	\$0
Sub Total		\$45,000	\$45,000	\$45,000
Fire Prevention				
	Hold open devices	\$10,000	\$10,000	\$10,000
		\$0	\$0	\$0
Sub Total		\$10,000	\$10,000	\$10,000
Haz Material Abatement				
	Assessment/Maintenance	\$180,000	\$180,000	\$180,000
Sub Total		\$180,000	\$180,000	\$180,000
Confined Spaces Regulation		\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Special Ed Accessibility				
X Queen of Peace	Exterior handicap accessible (doors),	\$5,000	\$5,000	\$0
X Sacred Heart	Install automatic door opener at front	\$5,000	\$5,000	\$0
St. Alexander	Handicap accessible interior doors	\$0	\$0	\$0
* Holy Name (Essex)	Fencing	\$0	\$1,500	\$0
Sub Total		\$10,000	\$11,500	\$0
Portable Networking				
		\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Lan Closets				
	(IT expenditure)	\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Additional Vehicles	(Operating expenditure)			
		\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Moving of Portables				
	Based on enrollment projections	\$100,000	\$100,000	\$100,000
		\$0	\$0	\$0
Sub Total		\$100,000	\$100,000	\$100,000

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
REVISED CAPITAL RENEWAL BUDGET REPORTING 2007/2008**

REVISED DATE:
February 3/08

School	Project Description	09-Oct-07 Budget Approval	08-Nov-08 Budget Adjustments	Jan-8- 2008 Budget Adjustments
Portable Purchase				
		\$0	\$0	\$0
Queen of Peace	Replace port-a-pack incl. Washrooms	\$0	\$0	\$0
Sub Total		\$0	\$0	\$0
Contingency Renewal				
		\$33,000	\$24,400	\$78,500
Sub Total		\$33,000	\$24,400	\$78,500
TOTAL		\$3,100,000	\$3,100,000	\$2,445,000
Note: * Additional Projects-Nov/2007 X Reduction Projects				



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Paul Picard, Senior Manager of Human Resources

SUBJECT: **CANADA DAY DESIGNATION 2008**

RECOMMENDATION:

That the Board approve the designation of July 1, 2008 as Canada Day with the exception of CUPE Local 1358.1 which would be June 27, 2008.

SYNOPSIS: Canada Day is a statutory holiday that falls on Tuesday this year. The collective agreement with CUPE Local 1358.1 outlines that their members are paid for the holiday on the last scheduled day of work in June.

BACKGROUND COMMENTS: By designating Friday, June 27, 2008 as a holiday for CUPE Local 1358.1, they are eligible to collect employment insurance benefits earlier during the summer months.

As other administrative and support staff work the first week of July, Tuesday, July 1st would be designated the holiday.

FINANCIAL IMPACT:

TIMELINES: As described above.

APPENDICES:

- None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 5, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: John Macri
 DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
 February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Paul Picard, Senior Manager of Human Resources

SUBJECT: **NOTICE TO BARGAIN - ONTARIO CATHOLIC ENGLISH TEACHERS' ASSOCIATION (OECTA) WINDSOR-ESSEX OCCASIONAL TEACHERS BARGAINING UNIT**

RECOMMENDATION:

That the Board enter into negotiations with the Ontario Catholic English Teachers' Association (OECTA) Windsor-Essex Occasional Teachers Bargaining Unit.

SYNOPSIS: The collective agreement between the Board and the OECTA Windsor-Essex Occasional Teachers Bargaining Unit expires on August 31, 2008.

BACKGROUND COMMENTS:

Either party to the agreement may give written notice to the other party of its intention to negotiate a renewal of the current collective agreement. Such notice of desire to negotiate shall be given prior to April 30th of the year in which the Agreement expires.

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

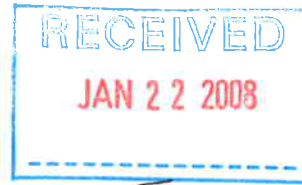
- Letter from the Ontario English Catholic Teachers' Association, dated January 17, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 29, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008



65 St. Clair Avenue East
Toronto, ON M4T 2Y8
Tel. 416-925-2493
1-800-268-7230
Fax 416-925-7764
www.oecta.on.ca



IB

cc: Paul / Jarnie
Paulette / Brian N.

Director of Education
Windsor-Essex Catholic District School Board
1325 California Avenues
Windsor, ON N9B 3Y6

Dear Mr. Berthiaume,

Please be advised that the Ontario English Catholic Teachers' Association representing the Windsor-Essex Occasional Teachers Bargaining Unit hereby notifies the Board of its intention to negotiate a renewal of the current collective agreement.

In keeping with the above, we ask that you please advise us of possible dates for our first meeting and confirming your intent to bargain.

Please respond in writing to our local bargaining unit President

Marguerite Bastien
P.O. Box 1379
Belle River, ON N0R 1A0

and at OECTA Provincial Office

Chandra Ramgobin
65 St. Clair Avenue East, 4th floor
Toronto, ON. M4T 2Y8
Email: c.ramgobin@oecta.on.ca
Fax 416-925-7764

Should you have any questions or concerns, please contact me at 416-925-2493 ext 431.

Sincerely

Ihor Baczynsky
Executive Assistant
Collective Bargaining Department

IB/cr

c. Marguerite Bastien, Unit President



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Paul Picard, Senior Manager of Human Resources

SUBJECT: **NOTICE TO BARGAIN - ONTARIO CATHOLIC ENGLISH
TEACHERS' ASSOCIATION (OECTA) WINDSOR-ESSEX
ELEMENTARY UNIT**

RECOMMENDATION:

That the Board enter into negotiations with the Ontario Catholic English Teachers' Association (OECTA) Windsor-Essex Elementary Teachers Bargaining Unit.

SYNOPSIS: The collective agreement between the Board and the OECTA Windsor-Essex Elementary Teachers Bargaining Unit expires on August 31, 2008.

BACKGROUND COMMENTS:

Either party to this Agreement may file written notice to the other party by April 30th in the year in which the Agreement expires, of its desire to negotiate, with the view to the renewal, with or without modification, of the Agreement then in operation.

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Letter from the Ontario English Catholic Teachers' Association, dated January 25, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 4, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 4, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 5, 2008



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Tel. 416-925-2493
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www.oecta.on.ca



*Paul / Jamie
Paulette / Brian Nolan*

January 25, 2008

Joseph Berthiaume, Director
Windsor-Essex Catholic District School Board
1325 California Ave.
Windsor, ON N9B 2Z8

Dear Mr. Berthiaume,

Please be advised that the Ontario English Catholic Teachers' Association representing the Windsor-Essex O.E.C.T.A. Elementary Unit, hereby notifies the Board of its intention to negotiate a renewal of the current collective agreement.

In keeping with the above, we ask that you please advise us of possible dates for our first meeting and confirming your intent to bargain.

Please respond in writing to our local unit President

Al Anderson
13139 Tecumseh Rd.
Tecumseh, ON N8N 3T4

and at OECTA Provincial Office

Chandra Ramgobin
65 St. Clair Avenue East
4th floor
Toronto, ON. M4T 2Y8
Email: c.ramgobin@oecta.on.ca
Fax 416-925-7764

Should you have any questions or concerns, please contact me at 416-925-2493 ext 431.

Sincerely

Ihor Baczynsky
per

Ihor Baczynsky
Executive Assistant
Collective Bargaining Department

IB/cr
c. Al Anderson, Unit President



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date:
February 12, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Ken Gignac, Controller of Finance

SUBJECT: BOARD RESOLUTION FOR TEMPORARY BORROWING

RECOMMENDATION:

That the Board approve the attached Resolution 2008:01 (deemed to be read three times) authorizing the Board to borrow \$48,000,000 to bridge finance the permanent improvements as detailed in Schedule A to Resolution 2008:01

SYNOPSIS: A resolution authorizing the Windsor Essex Catholic District School Board to borrow money pursuant to the provisions of Section 247 of the Education Act to finance capital expenditures is required by the Canadian Imperial Bank of Commerce.

BACKGROUND COMMENTS: On January 15, 2008, the Board approved a Temporary Borrowing Resolution for \$70,000,000 as a line of credit to finance the Board's expenditures for the calendar year 2008. A separate resolution is required to segregate the capital portion of the loans.

In 2007, the Board borrowed \$45,000,000 to bridge finance its unfinanced expenditures. The bridge financing requirements for 2008 are detailed in Schedule A to Resolution 2008:01 which represents the total costs of permanent improvements made by the Board.

Schedule A to Resolution 2008:01 has been updated to include interest paid during 2007 and estimated payments to complete the St. Anne and St. Joseph projects.

FINANCIAL IMPACT: Bridge financing in the amount of \$48,000,000 will be required until a debenture is issued.

TIMELINES:

APPENDICES:

- Board Resolution 2008:01
- Schedule A to Resolution 2008:01

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: - -

Approval Date: February 7, 2008

Approval Date: February 7, 2008

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**RESOLUTION 2008:01**

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

WHEREAS:

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

THEREFORE, BE IT RESOLVED as follows:

1. The Director and the Treasurer of the Board are authorized on behalf of the Board to borrow \$48,000,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
2. The Director and the Treasurer are authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

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

Dated this 12th day of February, 2008.

John Marci, Chairperson

Joseph Berthiaume, Director of Education
and Secretary-Treasurer to the Board

Mario Iatonna, Superintendent of Business

WINDSOR ESSEX CATHOLIC DISTRICT SCHOOL BOARD
 CAPITAL EXPENDITURES AND FINANCING REPORT
 SCHEDULE A TO RESOLUTION 2008:01

DATE: February 3, 2008

PROJECT	EXPENDITURES TO DATE								TOTAL	Total Financing	Total Unfinanced
	FISCAL 2001	FISCAL 2002	FISCAL 2003	FISCAL 2004	FISCAL 2005	FISCAL 2006	FISCAL 2007	FISCAL 2008			
Assumption	\$116,964	\$123,380	\$1,264,372	\$11,133,103	\$2,292,307	\$60,933	\$8,145		\$14,999,204	14,803,943	(195,261)
F.J.Brennan	225,893	2,273,821	8,208,273	2,691,868	89,550				\$13,489,405	13,489,405	0
St. Anne - construction			11,703	339,215	607,405	13,454,975	20,635,057	500,000	\$35,548,355	20,025,579	(15,522,776)
St. Anne - land					2,517,822		109,600		\$2,627,422		(2,627,422)
St. Joseph - construction				28,997	665,475	32,401,417	6,752,762	50,000	\$39,898,651	21,270,004	(18,628,647)
St. Joseph - land					4,470,403		194,596		\$4,664,999		(4,664,999)
St. Thomas of Villanova		234,864	3,919,607	169,219	12,631	0			\$4,336,321	4,580,900	244,579
Holy Cross	4,491,248	4,497,717	147,806	39,833	9,719	(6,073)			\$9,180,250	8,966,025	(214,225)
Holy Cross addition				61,789	732,864	32,362			\$827,015	1,030,000	202,985
St Anthony				0	4,944,961	1,350,485			\$6,295,446	6,083,678	(211,768)
St Christopher				923,679	3,386,026	760,281			\$5,069,986	5,336,416	266,430
Holy Name Essex		1,016,527	7,177,513	132,543	4,651				\$8,331,234	8,413,912	82,678
Holy Name Essex - site		507,051					22,072		\$529,123		(529,123)
ICS	42,891	24,757	7,500						\$75,148	101,887	26,739
H.J. Lassaline			177042.7	2,629,323	1,258	2,959			\$2,810,583	2,788,475	(22,108)
Notre Dame	34,844	1,627,983	1,792,000						\$3,454,827	3,462,259	7,432
OLMC		40,641	1,416,335	3,350,538	86,190	72,013	1,100,211		\$6,065,928	4,893,426	(1,172,502)
St. John	195,284	460,846	93,306	0		0			\$749,436	662,263	(87,173)
St.John de Brebeuf			7,374	5,669,669	2,090,690	(38,112)			\$7,729,621	7,851,873	122,252
St.John de Brebeuf - site			230,711				10,043		\$240,754		(240,754)
St. John Vianney	35,999	3,563,884	1,114,328	18,517					\$4,732,728	4,714,899	(17,829)
St. Rose	94,449	822,362	363,886	2,127					\$1,282,824	1,283,848	1,024
St. William		577,986	1,806,468	33,494					\$2,417,948	2,417,948	(0)
Administration		363,297	(698)	111,313	1,979,046	47,042	108,825		\$2,608,825	0	(2,608,825)
St Michael Rhodes Drive						329,929	403,166		\$733,095	0	(733,095)
St Louis land				537382					\$537,382		(537,382)
St Ann Windsor land					100497				\$100,497		(100,497)
Catholic Central land						395579			\$395,579		(395,579)
Total	\$5,237,572	\$16,135,116	\$27,737,526	\$27,872,609	\$23,991,495	\$48,863,790	\$29,344,477	\$550,000	\$179,732,585	\$132,176,740	(\$47,555,845)