



REGULAR BOARD MEETING
Tuesday, May 27, 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. Student Senate Presentation (L. Staudt/N. Bradley/C. Resendes)
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.

 - i. City of Windsor GreenLink Border Solution Plan - Councillors Gignac and Valentinis 1 - 3
 - b. Delegations Regarding Items On the Agenda

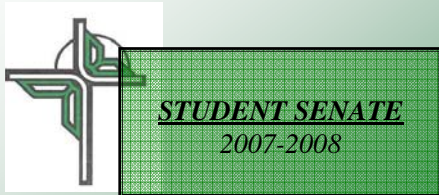
3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the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

9.	Action Items	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, May 13, 2008	--
	ii) Minutes of Regular Meeting, May 13, 2008	4 - 9
	b. Items from the Re-Convened In-Camera Meeting of May 13, 2008 and the In-Camera Meeting of May 27, 2008	--
10.	Communications	
	a. External (Associations, OCSTA, Ministry): Nil.	--
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (P. Picard)	10 - 11
	ii) Report: 2007 - 2008 Budget Status Report (M. Iatonna)	<i>Handout</i>
	iii) Report: Report on the Annual Review of Policy A: 21 Child Care (C. Geml)	12 - 22
	iv) Report: New Canadian Centre of Excellence and Windsor-Essex Catholic District School Board Partnership - Newcomer Reception Center (L. Staudt)	23 - 24
	v) Verbal Report: St. Anne French Immersion Catholic Elementary School (M. Iatonna)	--
11.	Unfinished Business:	
	a. Deferred Notice of Motion from the Regular Board Meeting of May 13, 2008: Trustee Courtney: <i>At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the Board reinstate the opportunity for trustee observation at contract negotiations. It is understood that the Municipal Conflict of Interest laws would apply.</i>	--
12.	New Business	
	a. Field Trips:	
	i) St. Anne Catholic High School - Quebec City (L. Staudt)	25 - 27
	ii) St. Thomas of Villanova Catholic Secondary School - Costa Rica (L. Staudt)	28 - 37
	iii) St. Thomas of Villanova Catholic Secondary School - Bowling Green, Ohio (L. Staudt)	38 - 40
	iv) St. Thomas of Villanova Catholic Secondary School - Quebec City (L. Staudt)	41 - 48
	b. Board Policy Amendments: Nil.	--
	c. Report: Request for Proposal (RFP) Process for Child Care Programs (C. Geml)	49 - 61
	d. Report: Provision of a "Before and After" Child Care Program at Our Lady of the Annunciation Elementary School (C. Geml)	62 - 63
13.	Committee Reports	
	a. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of April 10, 2008 (C. Geml)	64 - 68
	b. Verbal Report: Ad Hoc County Elementary French Immersion Committee Meeting of May 16, 2008 (C. Geml)	--
	c. Verbal Report: Child Care Advisory Committee Meeting of May 12, 2008 (C. Geml)	--
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
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, June 10, 2008
 - **Monday**, June 23, 2008
20. Closing Prayer
21. Adjournment

John Macri
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



Student Senate "07-08"

- A Student Senate is a student led organization comprised of high school leaders to discuss and act upon the needs and wants of students to build a better school climate
- over 22 Student Senate members across
- Each Catholic secondary school is represented on this council

Our Goals

- Student Senate Retreat at Oxley
- Perfect opportunity to develop community and togetherness with council
- Created goals for the year:
 - Become active volunteers, taking part in a *global* and a *local* missions
 - Deepening inclusion and faith in our schools
 - Promoting school-wide spirit and community

Jean Vanier

- Students in our board had the opportunity to hear one of the greatest Canadian's of all...Jean Vanier
- This was the perfect opportunity to meet student leaders from across Ontario
- We all learned the importance of inclusion and belonging



OSTA-AECO

- OSTA-AECO is the student led organization for Student Trustees' and the largest student stakeholder in Ontario
- This organization holds 3 yearly conferences with engaging speakers, empowering speakers, and leaves us with a sense of understanding, belonging, and courage as we lead to represent the students in our constituents



Faith Development Day

- From the message that Jean Vanier left us, our Student Senate wanted to use this as the basis of our FDD
- Our theme: "Being, Building, Becoming, Becoming" proved to be evident as students from the eight high schools learned more about focusing on inclusion and belonging in their schools
- All students left that day empowered to do their best to change the world



Rachel's Challenge

- This year, every student from grades 7-12, as well as parents, educators, and the community were able to bear witness to the horror of Columbine
- Darryl, Craig, and Larry Scott came to speak to our students in order to help them to learn the importance of kindness
- Kindness and compassion can make some-ones day...Pass it On!



#1 LOOK FOR THE BEST IN OTHERS
#2 CHOOSE POSITIVE INFLUENCES
#3 WRITE GOALS/DIARY/JOURNAL
#4 LITTLE ACTS OF KINDNESS
GO A LONG WAY!
**#5 START A CHAIN
REACTION
FAMILY & FRIENDS**

Social Awareness Day

- Social Awareness Day commenced this year as our late-Lenten project
- Students across the board took part in the Vow of Silence and Think Fast to raise money and awareness for global and local homelessness and poverty



The Rotary World Peace Summit

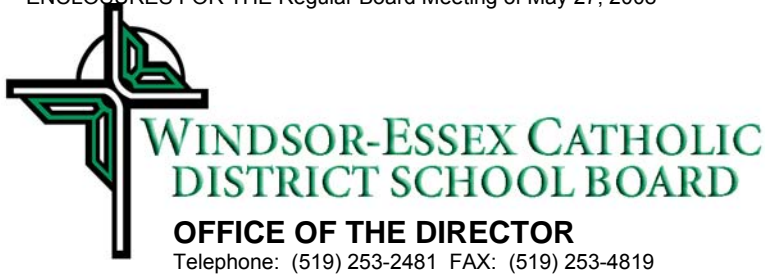
- The Rotary World Peace Summit was held in Windsor, ON
- This was the opportunity for students to listen to speakers such as Robert F. Kennedy Jr., Allan Rock, and Prince Zied Ra'Had
- It was a time to develop international friendships that will last a lifetime



Incoming/Outgoing Retreat

- On Monday, June 9th, 2008, the incoming Senators, will gather with the outgoing Senators to share thoughts, ideas, and plans for the future
- This is a perfect opportunity to plan for next year
- As one journey ends, a new begins





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

May 15, 2008

Jo-Anne Gignac, City of Windsor Councillor Ward 5
Fulvio Valentinis, City of Windsor Councillor Ward 3
City Hall - Council Services Department
350 City Hall Square West
Windsor, ON N9A 6S1

Dear Councillors Gignac and Valentinis:

Re: Delegation Request to Appear at the Regular Board Meeting

This letter acknowledges your request to appear as a delegation representing the City of Windsor at an upcoming Regular meeting of the Windsor-Essex Catholic District School Board to make a presentation to the Board of Trustees regarding the City's GreenLink Windsor proposal.

Please be advised that your request has been granted to appear at the Tuesday, May 27, 2008 Board Meeting. The public session begins at 7:00 p.m. in the John Paul II Board Room at the Windsor Essex Catholic Education Centre located at 1325 California Avenue, Windsor.

In accordance with the Board By-Laws, the delegation will have **up to ten minutes to make your presentation**, which shall be limited to the nature of the petition as outlined above. In addition, trustees may put questions for clarification to presenters, but no debate or motions on matters raised by a delegation shall be made at the meeting in which the presentation is made.

If you have any questions, please contact Debi Steffens, Executive Assistant to the Board, at (519) 253-2481 extension 1289.

Sincerely,

Joseph Berthiaume
Director of Education

cc: J. Macri, Board Chairperson
Trustees



THE CITY OF WINDSOR

COUNCIL SERVICES DEPARTMENT

VALERIE CRITCHLEY
CITY CLERK

IN REPLY, PLEASE REFER
TO OUR FILE NO. _____

Mr. Joseph Berthiaume
Secretary, Board of Trustees
c/o Windsor Essex Catholic
District School Board
1325 California Ave.
Windsor, ON
N9B 3Y6

April 10, 2008



Dear Mr. Berthiaume,

As a follow-up to our recent telephone conversations, we would like to thank you for the opportunity to put our offer to make a presentation to the Board of Trustees regarding GreenLink in writing.

The Detroit River International Crossing Partnership (DRIC) will be coming forward within the next couple of months with their decision regarding the access road to a new border crossing. The City of Windsor and our residents are at the 11th hour. Under the Environmental Assessment process, this will be our final opportunity to make our views known. The final design will impact our community for the next 100 years.

We know that the Windsor-Essex Catholic District School Board has been following this process very closely due to the impact that this project will have on the students and employees at schools located along the route - in particular - Our Lady of Mount Carmel, St. Gabriel's, Holy Names and Assumption.

You indicated that the Board has reviewed the GreenLink plan. We are confident that when you compare the DRIC proposal with GreenLink, you will clearly see that GreenLink better protects and connects communities along the route; shields sensitive areas from diesel exhaust; creates hundreds of acres of park space and enhances environmentally protected area; enables people to walk, jog, skate and cycle end-to-end without ever crossing the path of a car; and improves our quality of life.

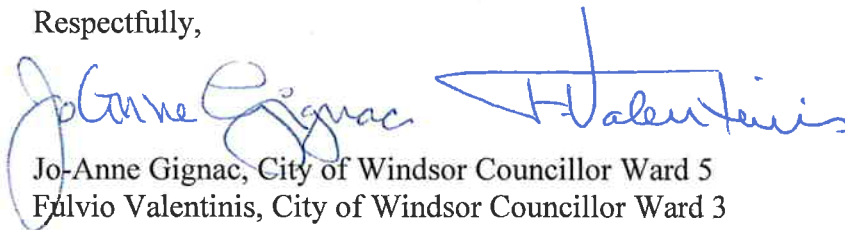
Although the information regarding GreenLink is posted on the City's web site, the Mayor and members of City Council have been making presentations to a number of community organizations and groups across the city. Reading the information is good, however, a presentation of the information allows us to further clarify the details of the proposal and allows us to answer any questions people have regarding GreenLink.

Following a recent presentation by the Mayor to The Greater Essex County District School Board, and a subsequent question and answer period, the Board unanimously gave their support to GreenLink.

We would welcome the opportunity to meet with the Trustees of the WECDSB to make a personal presentation and answer any questions you may have regarding the GreenLink plan.

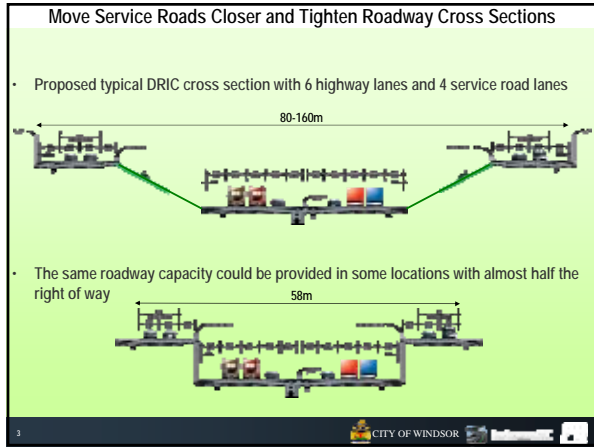
We look forward to your favourable response and will make ourselves available at the Board's convenience.

Respectfully,



Jo-Anne Gignac, City of Windsor Councillor Ward 5
Fulvio Valentinis, City of Windsor Councillor Ward 3

att:



Jet Fans

Ventilation to mitigate air quality impacts



- Air movement is generally by piston action of traffic movement
- Jet fans (1 to 1.25 m in diameter) supplement the piston action during congested traffic or emergencies

7 

Bellewood / Huron Estates Community Tunnel (length: 1020m)

Protects and connects the communities from E.C.Row to Grand Marais Drain



8 

Oakwood Community Tunnel (length: 1220m)

Protects and connects Oakwood, Todd Lane/Cabana Road, Villa Borghese, parts of LaSalle communities and allows for Oakwood candidate natural heritage site to be connected to Strino Garden ANSI area



9 

Oakwood Community Tunnel

- Existing Condition at Oakwood Community Tunnel, Looking Northwest



10 

Oakwood Community Tunnel

- Rendering at Oakwood Community Tunnel, Looking Northwest



11 

Mount Carmel / Villa Paradiso Community Tunnel (length: 1000m)

Protects and connects the communities of Mt. Carmel, Cousineau Road, Villa Paradiso, LaSalle Heritage Estates



12 

Shielding People from PM_{2.5}

- "Park on the Lid" over I-90 – Mercer Island, WA



- Tunnel nearly 900 m in length
- 9 highway lanes
- Natural and landscaped green space shielding residents
- Ball fields and tennis courts
- Pedestrian and bike trails
- Parking and local roads

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Shielding People from PM_{2.5}


- "Park on the Lid" over I-90 – Mercer Island, WA



- Note treatment at tunnel portals – Heavy foliage provides a barrier to pollution

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DRIC's Parkway...




...would merely be a dressed-up highway

Pictured: Various Locations along Interstate 696 in Detroit

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Examples

- I-71 Fort Washington Way – Cincinnati, OH



The old way of highway thinking... A more compact highway—converting asphalt to park

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Examples: Central Park



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Summary of DRIC Parkway vs. GreenLink Windsor

	DRIC Parkway	GreenLink Windsor
Cost	\$1.5 B	\$1,566-1,676 B (2007)
Vehicular Capacity to 2035	Much more than adequate	Much more than adequate
Pollution impacts	Throughout corridor	Only at portals—controlled by foliage
Noise	Throughout corridor	Limited to non-residential areas
Creates City Links	Poorly	Unifies City
Green Opportunities	Minimal—mostly between roadways	Dramatic—more than 300 acres
Covered Length of Highway (from Hwy 3 Merge to EC Row)	1,500 metres (25%)	3,830 metres (64%)
Pedestrian Safety	Most conflicts resolved, but pedestrian bridges may not be widely used	Conflicts resolved using grade-friendly bridges
Community Cohesion	Minimal	Significant
Community Statement	Virtually none	Could become world-class attraction in and of itself
Land Values	Flat	Significant increase

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"In our every deliberation, we must consider the impact of our decisions on the next seven generations"
The Great Law of the Iroquois Confederacy



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

REGULAR BOARD MEETING
Tuesday, May 13, 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
M. DiMenna	S. Porcellini
B. Holland	L. Soulliere
C. Janisse	
Rev. L. Brunet, Board Chaplain	N. Lau, Student Trustee Designate
N. Bradley, Student Trustee	
C. Resendes, Student Trustee	

Administration:

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

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:30 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with the reading of intentions and a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Macri noted the report pertaining to agenda item 10b(ii) 2007 - 2008 Budget Status was at trustee places.

Amendments:

- Addition: 8b (i) Delegations Regarding Items On the Agenda - P. Bezaire, Chair of the St. Anne French Immersion Catholic Elementary School Advisory Council - Long Term School Accommodation Timelines (*handout*)

Moved by Trustee Keane and seconded by Trustee DiMenna that the May 13, 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. Windsor Spitfires Hockey Club - Presentation of Appreciation Plaque - Representatives of the Windsor Spitfires organization made a presentation to the Board of Trustees and the Director of Education recognizing their on-going support of the Windsor Spitfire's program and acknowledging the board's role in meeting the academic needs of young team members whose hometown is out of this area. Player Ryan Ellis, who attended St. Anne Catholic High School, won the Bobby Smith Trophy as the Ontario Hockey League's (OHL) Scholastic Player of the Year. The Windsor Spitfires also conveyed their appreciation for the support the team members received from the Board's Campus Ministry Team as they dealt with the recent loss of their captain.
 - b. Differentiated Instruction Project - Immaculate Conception Catholic Elementary School

Students and staff from Immaculate Conception Catholic Elementary School and Catholic Central High School provided an overview of the differentiated instruction project "Home Building."
8. Delegations
 - a. Delegation Regarding Items Not on the Agenda - None.
 - b. Delegations Regarding Items On the Agenda
 - i. WALK-ON ITEM:

Ms. Patti Bezaire, Chair of the St. Anne French Immersion Catholic Elementary School Advisory Council briefly spoke on the Board's timelines for addressing the school's long-term student enrolment pressures and provided feedback on behalf of the school community following the Board's April 22 decision to temporarily relocate a portion of the primary student population to St. Angela Catholic Elementary School. Ms. Bezaire petitioned the Board to expedite the timelines for reaching a decision for the school so that a long-term solution is in place by September 2009, to include the current site as part of the long-term solution, and to consider the St. Anne French Immersion school community as part of, or a major resource to, the Ad Hoc French Immersion Committee.
9. Action Items
 - a. Approval of Minutes
 - i) Minutes of In-Camera Meeting, April 22, 2008
Moved by Trustee Janisse and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of April 22, 2008 be adopted as distributed. Carried.

ii) Minutes of Regular Meeting, April 22, 2008

Amendments:

- o Page 4: Amend the commentary summarizing the parent delegations to include "... a single site solution at the St. Anne's site on Monmouth, ..."

Moved by Trustee Porcellini and seconded by Trustee Janisse that the minutes of the Regular Board meeting of April 22, 2008 be adopted as amended. Carried.

b. Items from In-Camera Meeting of May 13, 2008

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on May 13, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, real property matters, Security of the Property of the Board 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.

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 May 13, 2008 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- From the In-Camera meeting of **March 4, 2008** - approval of a lease agreement with the John McGivney Children's Centre for the temporary use of the former St. Anne High School while construction takes place on its Matchette Road location
- From the In-Camera meeting of **May 13, 2008**:
 - o the receipt of the Administrative Staff Report, dated May 13, 2008
 - o the appointment of Paul Picard to the position of Superintendent of Education, effective May 14, 2008, pending approval by the Minister of Education
 - o the receipt of the Audit Committee In-Camera Notes from its meetings of April 10 and April 22, 2008

10. Communications

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated May 13, 2008 for information. Carried.

ii) Report: 2007 - 2008 Budget Status Report (*Handout*)

Trustees received the 2007 - 2008 Budget Status report as of May 11, 2008. The projection of the 2007-08 budget to year end remains unchanged from the previous budget status report and reflects a negative variance of \$1,292,000.

Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the 2007-08 Budget Status as of May 11, 2008 as information. Carried.

iii) Report: St. Anne French Immersion Elementary School

Trustees received a report on the details of implementing the move of some primary classes from St. Anne French Immersion (FI) School to St. Angela School commencing in September 2008. Trustees will be advised of the school bell times once the schedule has been finalized.

Moved by Trustee Alexander and seconded by Trustee Holland that the Board receive as information the report on the implementation of the move of a segment of the primary classes from St. Anne French Immersion School to St. Angela School commencing in September 2008. Carried.

iv) Report: 2008 Electricity Supply Contract

Moved by Trustee Holland and seconded by Trustee Courtney that the Board receive as information the report on the 2008 Electricity Supply Contract. Carried.

v) Report: 2007 - 2008 Play Structure and Play Field Inspection Report

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the 2007 - 2008 Play Structure and Play Field Inspection Report as information. Carried.

vi) Report: Legal Services - February and March 2008

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board receive the report Legal Services – February and March 2008 as information. Carried.

11. Unfinished Business

- a. Notice of Motion from the Regular Board Meeting of April 22, 2008: Trustee Courtney: *At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the Board reinstate the opportunity for trustee observation at contract negotiations. It is understood that the Municipal Conflict of Interest laws would apply.*"

Trustee Courtney deferred the Notice of Motion to the next meeting.

12. New Business

- a. Field Trips: Nil.

b. Board Policy Amendments: Nil.

13. Committee Reports

- a. Report: Audit Committee Report - Meeting Notes of April 10, 2008
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Notes from the Audit Committee Meeting of April 10, 2008 as information. Carried.
- b. Report: Audit Committee Report - Meeting Notes of April 22, 2008
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Notes from the Audit Committee Meeting of April 22, 2008 as information. Carried.
- c. Report: High School Council - Meeting Notes of March 6, 2008
Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the report for the March 6, 2008 High School Council 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 briefly commented on his attendance at the Rotary Club Secondary School Volunteer Awards luncheon, guest speaking at the Principals Qualification Program Course at the University of Windsor and meeting with the Director of Youth Ministry for the Diocese of London. Recent visit by the ADM Steven Marshall. Director Berthiaume extended his congratulations to Paul Picard on being named Superintendent of Education.
- c. Board Chaplain Rev. L. Brunet commended Betty Brush and Mary Heath for their organization of the upcoming Day of Reflection for new teachers as part of the Board's New Teacher Induction Program.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated members of the French as a Second Language (FSL) Renewal Project Global Advisory Committee on the organization of "Frenchstock", inquired into principal attendance at the Joint Health and Safety Committee meetings, congratulated Immaculate Conception Catholic Elementary School upon being awarded with Earth School Status through the Society, Environment and Energy Development Studies (SEEDS) Foundation, and congratulated teacher M. Parent upon her retirement.
- Trustee Janisse congratulated St. Mary's Elementary school community on their receiving a 2008 Rotary Peace School designation.
- Trustee Keane provided an update on the activities of the Windsor-Essex Safety Patrol Association and expressed his appreciation to the members of the Committee and all the sponsored teachers who assist the safety patrollers on a daily basis.

- Trustee Alexander commented on his attendance at the Ontario Catholic Schools Trustees' Association (OCSTA) Annual General Meeting and provided a summary of the Minister of Education's address to the delegates.
- Trustee Soulliere invited her colleagues to attend the upcoming Literacy Exposition that is being hosted by the St. William school community next Wednesday. Trustee Soulliere reported on her attendance at the Aboriginal Education workshop held during the OCSTA AGM and inquired into the self-identification process for aboriginal students at this board.
- Trustee Holland commented on the positive media stories on the Board's Opportunity Diploma Program.
- Trustee DiMenna commended the efforts of grade two teachers and students at Queen of Peace elementary school and the teacher and grade 11 students at Cardinal Carter secondary school who partnered to build bird houses for Mother's Day gifts.
- Student Trustee Resendes commented on her attendance at the recent Rotary Peace Summit and the Media Violence Workshop held in London.
- Student Trustee Bradley invited trustees and senior administration to attend the "We Care for Kids" Walk-a-Thon on May 29 and commented on her attendance at the upcoming OSTA-AECO Annual General Meeting.

17. Pending Items - None.

18. Continuation of In-Camera - *The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.*

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

- 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 May 13, 2008 adjourned at 8:48 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:
May 27, 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 May 27, 2008 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated May 27, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	May 20, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2008

May 27, 2008

Windsor-Essex Catholic District School Board Administrative Staff Report

Employee Name	Position	Location	Date
---------------	----------	----------	------

HIRING:

RESIGNATION: Kelly Drinkwater	Learning Commons	St. Anne Secondary	July 12, 2008
Marion MacInnis	IPPS Co-ordinator	Catholic Education Centre	June 6, 2008

RETIREMENT: Roger Barron	Custodian	Holy Name	May 31, 2008
Mary Catherine Kennedy	Elementary Teacher	Holy Cross	June 30, 2008
Ronald Kennedy	Elementary Teacher	St. Pius X	June 30, 2008
Patricia Mulvey	Secondary Teacher	St. Anne	June 30, 2008
John Prieur	Elementary Teacher	St. Maria Goretti	June 30, 2008
Randal Sasso	Elementary Principal	St. Pius X	June 30, 2008

OTHER:

Teacher Retirements - Upcoming *Have given notice; have yet to retire	Elementary: 18	Secondary: 12	Total: 30
Teacher Retirements - Year to Date ** Have retired as of this date	Elementary: 4	Secondary: 4	Total: 8
Teacher Resignations - Upcoming	Elementary: 1	Secondary: 0	Total: 1
Teacher Resignations - Year to Date	Elementary: 4	Secondary: 1	Total: 5



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

HANDOUT BOARD REPORT

Meeting Date:
May 27, 2008

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **2007-08 BUDGET STATUS AS OF MAY 25, 2008**

RECOMMENDATION:

That the Board receive the 2007-08 Budget Status as of May 25, 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 that the Board will have a deficit of \$845,000 at year-end.

BACKGROUND COMMENTS:

The 2007-08 Budget Status Report as of May 25, 2008 is provided in the attached Appendix A. Measures continue to be taken to address the projected deficit at year-end.

FINANCIAL IMPLICATIONS:

Provided in Appendix A.

TIMELINES:

Not applicable.

APPENDICES:

Appendix A - 2007-08 Budget Status as of May 25, 2008.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	May 26, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	May 26, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 26, 2008

APPENDIX A
2007-08 BUDGET STATUS
AS OF MAY 25, 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	122,332,200	440,000
Supply Teachers	3,336,321	4,436,321	-1,100,000
Teacher Assistants	12,130,000	12,328,000	-198,000
Textbooks & Classroom Supplies	5,158,176	4,973,176	185,000
Computers	1,230,000	1,230,000	0
Professionals & Paraprofessionals	5,249,900	5,294,900	-45,000
Library/Guidance	3,659,256	3,846,256	-187,000
Staff Development	200,000	200,000	0
Department Heads	495,000	615,000	-120,000
Principals & V.P.'s	10,046,500	9,677,500	369,000
School Office	5,235,270	5,215,270	20,000
Consultants	1,361,963	1,230,963	131,000
Administration	7,162,700	7,162,700	0
School Operations & Maintenance	20,501,700	21,046,700	-545,000
Continuing Education	1,440,000	1,440,000	0
Transportation	8,099,000	8,099,000	0
Renewal	2,553,411	2,023,411	530,000
TOTALS	210,631,397	211,151,397	-520,000
Overtime	-50,000	0	-50,000
Miscellaneous Accounts	-275,000	0	-275,000
GRAND TOTALS	210,306,397	211,151,397	-845,000

Note: Changes from the previous budget status report have been highlighted in grey as may be applicable.

COMMENTS

- There have been no changes in any of the approved budget numbers since the previous report was submitted to the Board on May 11, 2008.
- Comments respecting the categories for which variances are being projected are noted as follows. Changes from the previous budget status report have been highlighted in grey as may be applicable.

CLASSROOM TEACHERS

- The positive variance of \$241,000 from the previous budget status report has now been amended to a positive variance of \$330,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date as offset by Ministry grants.
- A further expenditure reduction in the amount of \$110,000 had previously been projected based on the consolidation of 11 sections at the secondary school level commencing in the second semester.
- Therefore, the total positive variance of \$351,000 in this category from the previous budget status report has now been amended to a positive variance of \$440,000.

SUPPLY TEACHERS

- The negative variance of \$1,300,000 remains unchanged from the previous budget status report based on the previously completed detailed review of this category and based on a straight-line projection to year-end of actual expenditures to date.
- The expenditure reduction in the amount of \$200,000 remains unchanged from the previous budget status report, based on the ongoing development of revised provisions for the deployment of supply teachers.
- Therefore, the total negative variance of \$1,100,000 in this category remains unchanged from the previous budget status report.

TEACHER ASSISTANTS

- The negative variance of \$134,000 in this category from the previous budget status report has now been amended to a negative variance of \$198,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date.

TEXTBOOKS AND CLASSROOM SUPPLIES

- No variance has previously been reported in this category, but a positive variance of \$185,000 is now being projected based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

PROFESSIONALS & PARAPROFESSIONALS

- The negative variance of \$75,000 in this category from the previous budget status report has now been amended to a negative variance of \$45,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date.

LIBRARY AND GUIDANCE

- The negative variance of \$194,000 in this category from the previous budget status report has now been amended to a negative variance of \$187,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date.

DEPARTMENT HEADS

- The negative variance of \$120,000 in this category remains unchanged from the previous budget status report based on a straight-line projection to year-end of actual expenditures that have been experienced to date.

PRINCIPALS AND VICE-PRINCIPALS

- The positive variance of \$171,000 in this category from the previous budget status report has now been amended to a positive variance of \$369,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date.

SCHOOL OFFICE

- The positive variance of \$10,000 from the previous budget status report has now been amended to a positive variance of \$20,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date.

CONSULTANTS

- The positive variance of \$139,000 in this category from the previous budget status report has now been amended to a positive variance of \$131,000 based on an update of the straight-line projection to year-end of actual expenditures that have been experienced to date.

SCHOOL OPERATIONS AND MAINTENANCE

- The negative variance of \$300,000 remains unchanged from the previous budget status report for snow removal.
- The negative variance of \$70,000 remains unchanged from the previous budget status report for Windsor Utilities Commission water rates due to the unexpected increase in rates announced in 2007 after the budget was set.

- The negative variance of \$300,000 remains unchanged from the previous budget status report on all other items in this category based on a straight-line projection to year-end of actual expenditures experienced to date.
- The positive variance of \$125,000 remains unchanged from the previous budget status report for the final instalment of the grant from Natural Resources Canada for previous energy retrofit projects.
- Therefore, the total negative variance of \$545,000 in this category remains unchanged from the previous budget status report.
- A detailed review of this category continues in order to ensure that the identified expenditure reductions are achievable and to address the remaining negative variance. The results will be provided in a future budget status report.

RENEWAL

- The positive variance of \$530,000 remains unchanged from the previous budget status report by deferring two roofing projects from the capital renewal budget, St. Gabriel at \$375,000 and St. William at \$155,000, in order to offset the projected negative variance in the School Operations and Maintenance category.

NOTES

- Since overtime is included in a number of categories, the overtime reduction approved by the Board has been shown separately at the bottom of the attached 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. For now, the overtime reduction is being shown as a \$50,000 negative variance to better reflect the impact on the projections to year-end.
- 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. For now, the reduction in miscellaneous accounts is being shown as a \$275,000 negative variance to better reflect the impact on the projections to year-end.

SUMMARY

- **The projection of the entire Board budget to year-end reflecting a negative variance of \$1,292,000 from the previous budget status report has now been amended to a projection of a negative variance of \$845,000.**



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

Meeting Date:
May 27, 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
Sharon O’Hagan-Wong, Acting Supervisor, Capacity Building
Colleen Norris, Coordinator of Policy Development

SUBJECT: **REPORT ON THE ANNUAL REVIEW OF BOARD POLICY
A: 21 CHILD CARE**

RECOMMENDATION:

**That the Board the Board receive as information the Report on the
Annual Review of Policy A: 21 Child Care;**

**and, that the Board receive as information amended Administrative
Procedure Pr A: 21 Child Care.**

SYNOPSIS: Board Policy A: 21 Child Care became effective May 8, 2001. On June 25, 2007 amendments to Policy A: 21 were given final approval by the Board and Procedure Pr A: 21 Child Care became effective.

The Policy is scheduled for annual reviews and was listed in the Annual Policy Review Plan 2007-2008, which was forwarded to various stakeholders and posted to the Board’s public web site for feedback.

As part of the consultation process, and pursuant to their mandate, the Child Care Advisory Committee reviewed the policy and procedure.

BACKGROUND COMMENTS: The Child Care Advisory Committee was satisfied with the effectiveness of the policy and did not suggest any amendments. There were no suggestions for amendment received from other stakeholders.

The Policy Working Subcommittee, composed of Joseph Berthiaume, Director of Education, Cathy Geml, Superintendent of Education, and Colleen Norris, Coordinator of Policy Development, in consultation with Sharon O’Hagan- Wong, Supervisor of Capacity

Building, and the Child Care Advisory Committee, has completed the annual review and does not recommend any amendments to the existing policy. The policy will be endorsed for review in the 2008-2009 policy review cycle.

The Child Care Advisory Committee provided valuable suggestions to administration for amendments to Procedure Pr A: 21 Child Care. After consideration of those suggestions, amendments were made to the procedure. The amendments are highlighted in the attached document.

FINANCIAL IMPACT: The fee structure detailed in Procedure Pr A: 21 Child Care has not been affected by the recent amendments.

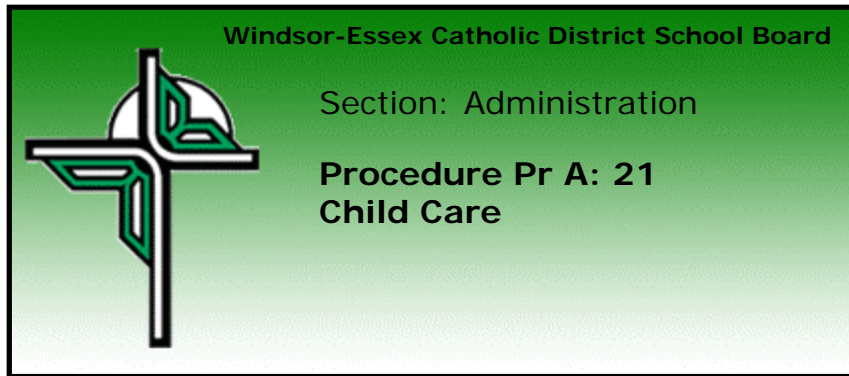
TIMELINES: The amended procedure shall be effective immediately and the policy will be scheduled for review again in 2008-2009.

APPENDICES:

- Administrative Procedure Pr A: 21 Child Care (as amended)

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	May 20, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2008



NUMBER:	Pr A: 21
EFFECTIVE:	June 25, 2007
AMENDED:	
RELATED POLICIES:	A: 21,A:20
REPEALS:	
REVIEW DATE:	2008-2009

1.0 Identifying Need for Child Care Services/Determination of Board's Ability to Provide

- 1.1 School Councils, parents, and/or school administration may apply to the Superintendent responsible for childcare or delegate with a community survey that establishes a need for childcare services or the need to expand existing childcare services within their school community.
- 1.2 The Superintendent responsible for child care or delegate shall work with the School Principal to determine whether appropriate space exists in the building or what would have to be undertaken in order to have a licensable space available for a child care provider.
- 1.3 The Superintendent or delegate, with the assistance of the School Principal, shall prepare a report to Executive Council that contains the following:
 - The results of the community survey;
 - Identification of the space that is proposed for use;
 - Confirmation from the Ministry of Community and Social Services that the identified space is licensable under the provisions of the Day Nurseries Act (not required if school is seeking to establish before/after school child care);
 - Costs to the Board.
- 1.4 Executive Council shall make recommendations to the Board.

2.0 Process for the Selection of Child Care Providers

- 2.1 The selection of a childcare provider shall be conducted through a Request for Proposal Process that will be prescribed by the Board.

3.0 Criteria For the Selection of Child Care Providers

- 3.1 The goal of the Request for Proposal Process shall be to identify a childcare provider that is capable of fulfilling the Board's commitment to supporting the establishment of quality childcare.
- 3.2 The Board believes that quality childcare should include:

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- The provision of services by providers whose philosophies are compatible with and supportive of the Mission and Goals of the Windsor-Essex Catholic District School Board;
 - The provision of a supportive and secure environment and a continuum of care for the transition from childcare to school;
 - At a minimum, strict adherence to the Day Nurseries Act;
 - The provision of clean and safe care facilities, including the provision of healthy meals in accordance with Canada's Food Guide;
 - Providing children with a planned curriculum that is clearly communicated to parents/guardians;
 - The provision of quality child care services made available at a reasonable cost to the community;
 - The provision of a stable environment where there is consistency in staffing and programming;
 - Requirements that staff should be experienced and well trained;
 - Continuing and open communication between the childcare provider and the parent/guardian;
 - The ability to provide specialized services to assist children with special needs;
 - The provision of appropriate resources, which enhance early learning opportunities for children.

3.3 Childcare providers must provide to the Board proof of the appropriate licensing.

3.4 A community-based incorporated volunteer Board of Directors and/or volunteer Parent Advisory Committee must be in existence or must be established to oversee the operation of the childcare centre. If there is no Board of Directors, or if the majority of members of the Board of Directors are not parents of children in the provider's childcare program (s), a Parent Advisory Committee must be established. The A Parent Advisory Committee will be composed of a minimum of four (4) members and the majority should shall be parents of children in the child care program .

4.0 Relationship Between Child Care Providers and the Board

4.1 The planning for child care centers in new and existing schools shall be a cooperative process among representatives from the WECDSB, the Ministry of Education, the Ministry of Children and Youth Services, the Best Start Steering Committee where applicable, the licensed child care provider and the affected community (ies).

4.2 The childcare operator provider shall enter into a formal lease license agreement with the WECDSB. Childcare providers shall operate independently of the WECDSB and within the parameters of their license agreement.

4.3 The childcare provider shall not assign or sublet the license without consent, which consent may be arbitrarily withheld. In the event that the Board should consent to an assignment of the License, the provider shall remain fully responsible for the performance of all covenants under the terms of the License, notwithstanding any

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- such assignment, and shall be responsible for notifying the parents of the children in their program(s) of the assignment.
- 4.4 The childcare provider shall advise the Board immediately of any change in the provider's legal business status.
- 4.5 The childcare ~~operator~~ provider shall enter into a Purchase of Service Agreement with the Corporation of the City of Windsor. The childcare ~~operator~~ provider shall be required to abide by the terms of that agreement and ensure that the agreement remains in good standing.
- 4.6 ~~The Board of Directors or Parent Advisory Committee of each childcare provider shall invite representatives of the WECDSB to act as liaison between the child care provider and the Board. At least one school board representative shall be invited to attend each meeting of the Board of Directors or Parent Advisory Committee.~~
- 4.6 The Principal/Vice-Principal of the school where a childcare site is located shall be recognized, as the WECDSB's representative to deal with any issues related to the school. The Principal/Vice-Principal of the school shall act as liaison between the child care operator provider and the school and school board. It is expected that the Principal/Vice-Principal shall be in regular consultation with the childcare provider at the school. The Principal/Vice-Principal/Designate shall be invited to attend every meeting of the Board of Directors and/or Parent Advisory Committee.
- 4.7 The Principal shall be informed of all activities or changes related to the child care program that may impact on the operation of the school.
- 4.8 The childcare provider shall assist in communicating board/school information to the parents of children in their program (s), and the Board shall assist with communications to parents in the school community about the childcare services available in the school(s).
- 4.9 The Principal/Vice-Principal is not required by the WECDSB to be a member of the Board of Directors or Parent Advisory Committee of a childcare operator provider. Any employee of the WECDSB who is or becomes a member of the Board of Directors of a childcare operator provider is acting in their personal capacity and not at the direction of, or as a representative of, the WECDSB. The actions of all WECDSB employees are governed by Policy A: 12 Code of Ethics/Conflict of Interest and all potential conflicts of interest must be declared.
- 4.10 In the event of a dispute between the WECDSB and the child care ~~operator~~ provider as to any term of the license agreement or any act or omission pursuant to ~~this~~ the agreement by the child care provider or the WECDSB, the parties agree that a meeting shall be held upon written request of either party, at which meeting a representative or representatives of each party as designated by such party shall be present. In the event that the parties cannot resolve the issue, either party has the right to exercise their option to terminate the ~~lease~~ license agreement on ninety (90) days notice in writing as per paragraph ~~4.8~~ 4.12 of this Procedure.
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- 4.11 The WECD SB shall review the lease license agreement annually.
- 4.12 The WECD SB or childcare operator may terminate the lease license agreement at any time upon ninety (90) days notice, in writing, to the other party to the lease license agreement.
- 4.13 By March 31st of each year, the child care provider shall provide to the appropriate superintendent or designate of the WECD SB the following:
- a) A financial statement of the previous year, prepared by a professional accountant.
 - b) Bylaws (if applicable).
 - c) Operational policies and procedures related to the safety of staff, families and children.
 - d) Enrollment figures.
 - e) Program information, including particulars on fees charged for services.
 - f) Copies of the minutes of all meetings of the Board of Directors or Parent Advisory Committee.
- 4.14 The childcare operator provider shall assume all financial responsibility for the operations of childcare.
- 4.15 Minutes of the child care Board of Director's or Parent Advisory Committee's meetings shall be submitted to the Principal of the school where the childcare site is located as soon as possible after each meeting.
- 4.16 The WECD SB shall not be responsible for providing transportation except as determined by the Joint Board Transportation Consortium.
- 4.17 The childcare provider will be responsible for securing liability insurance (minimum of \$2,000,000) and providing written documentation upon execution of the lease license agreement and annually thereafter.
- 4.15 When agreed upon by all the parties, the childcare facility may operate twelve months of the year.
- 4.16 The renewal of the lease license agreement will be subject to the approval of the Board on whatever revised or additional terms the Board deems appropriate.

5.0 Fees

- 5.1 Fees shall be required to be paid under the lease license agreements and shall be determined as follows:
- a) During the school year:
 - i) Before and after-school childcare \$100/month/classroom

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- ii) Full-day childcare providers \$150/month/classroom
- b) For the months of July and August:
- i) Full-day childcare providers \$300/month/classroom
- 5.2 Fees shall be reviewed annually, and at a minimum, the fees shall increase each July 1st based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1st.

6.0 Admission Criteria

- 6.1 The WECD SB expects the childcare ~~operator~~ provider to adhere to the following admission criteria:

Children shall be admitted to childcare in elementary schools in order of priority as follows:

1. Children 3.8 to 12 years of age who attend the school in which the child care program is situated.
 2. Children 3.8 to 12 years of age who reside in the local community.
 3. Children of younger age groups who are siblings of children attending the school in which the childcare program is situated.
 4. Children of younger age groups where suitable space and facilities are available.
- 6.2 Children with identified exceptionalities shall be admitted to the childcare in accordance with the necessary licensing by the Ministry of Children and Youth Services.

7.0 The Child Care Advisory Committee

- 7.1 The Child Care Advisory Committee shall consist of members appointed by the Board and shall include Trustees, Superintendent or delegate, Representative of Facilities Services, Principals, and Parents.
- 7.2 The role of the Child Care Advisory Committee shall include:
- Develop and guide policies and procedures that will provide parameters for child care programs;
 - Review the Child Care Policy and Procedures annually;

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- Review annual reports and financial statements of the Board of Directors or Parent Advisory Committee of the Child Care programs;
 - Review **lease license** agreements annually;
 - Provide liaison with existing WECDSB services;
 - Advise the WECDSB on the implications of particular policy initiatives on Child Care services;
 - Develop initiatives to support coordination and liaison;
 - Establish communication procedures in case of conflicts between child care **operators providers** and/or WECDSB and/or the affected school community (ies) and the school staff;
 - Report annually to the Board of Trustees.

8.0 ROLE OF THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

8.1 The Board shall:

- Set the user fee to be reviewed on an annual basis.
- Provide assistance to those providers who may require organizational aid as the WECDSB deems necessary;
- Assist the bulk order purchases where appropriate;
- Develop guidelines for principals and make them available in each school.

9.0 ROLE OF THE SUPERINTENDENT RESPONSIBLE FOR CHILD CARE

9.1 The Superintendent **or delegate** responsible for childcare **or his/her delegate** shall:

- Administer the WECDSB's policy and procedure;
- Initiate, and maintain as needed, the ongoing relationship between the WECDSB's schools and child care sites through communication with the Board, staff, school community and Provincial, Municipal and other organizations;
- Support and be a member of the Child Care Advisory Committee;
- Assist in the selection of **operators providers** and participate in their annual program reviews;

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- Establish and maintain liaison with government and community agencies;
 - Enhance the working relationship between WECDSB schools and the child care centres;
 - Investigate possible federal, provincial, municipal and private funding sources for child care;
 - Act as a resource person for the child care sites;
 - Assess the need for child care within individual school communities;
 - Assist in implementing programs based upon the community needs;
 - Arrange and provide in-service training where appropriate;
 - Be a resource to principals, teaching and support staff for consultation and advice on child care matters;
 - Assist parents in determining needs and child care alternatives;
 - Monitor board initiatives and report on any child care implications;
 - Process correspondence related to child care in a timely fashion;
 - Prepare reports as necessary;
 - Gather, review and summarize annual reports and financial statements from the child care operators' Board of Directors and Parent Advisory Committees for presentation to the Child Care Advisory Committee;
 - Conduct and summarize satisfaction surveys as needed and report back to the Child Care Advisory Committee
 - Assume other duties as required.

10.0 ROLE OF THE PRINCIPAL AND/OR VICE-PRINCIPAL

10.1 The Principal and/or Vice-Principal in a school with a childcare centre shall:

- promote and maintain close cooperation with the Superintendent responsible for child care, groups and agencies in the community;
- develop and maintain a positive relationship between the staff of the school and the staff of the child care centre;

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- collaborate with the child care operator-provider in planning appropriate and specialized use of the space within the school building and on the school property;
 - at his or her discretion, attend, or have a designate attend, Board of Directors' or Parent Advisory Committee meetings for the child care operators providers;
 - be responsible for the school building and property and the safety of the people and the activities therein under the Education Act.

11.0 **ROLE OF THE OPERATOR-PROVIDER**

11.1 The operator of a childcare centre within a WECDSB school shall:

- apply for and obtain the appropriate licensing;
- adhere to the regulations of the Day Nurseries Act;
- pay a user fee, determined by WECDSB, subject to review on an annual basis each Spring;
- be responsible, with WECDSB approval, for all modifications or renovations to the child care area;
- by March 31st of each year, the childcare operator provider shall provide to the appropriate superintendent or designate of the WECDSB the information, documentation and fees as detailed in section 4.9 4.13 of this procedure.
- ensure that the necessary liability insurance (minimum of \$2 million) is in place and provide written documentation annually;
- ensure that the operations are compliant with the requirements of the contractual agreement between itself and the WECDSB;
- employ and supervise all child care staff and volunteers;
- cooperate and liaise with school personnel;
- acknowledge the school principal or designate as the final authority in any operational matters relating to building use or safety;
- carry out all other activities necessary to operate the child care service in the centre;
- be responsible for all maintenance and caretaking resources for the child care area licensed premises at the cost of the operator provider and in accordance with the lease license agreement.

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- prior to the execution of the lease license agreement, to provide to the WECDSB copies of police clearances for all of the operator's- provider's employees employed at the school site. Clearances for new employees shall be forwarded to the Board immediately upon hiring. All police clearances shall be renewed and forwarded to the Board every three years in accordance with board policy A: 24 Criminal Background Checks for Service Providers and Others (Non-Employees)
 - ensure that all staff take part in WHMIS training and annually provide evidence of this training to the WECDSB.

12.0 ROLE OF THE BOARD OF DIRECTORS

- 12.1 The Board of Directors is legally responsible for the overall administration of a childcare facility.

13.0 ROLE OF THE PARENT ADVISORY COMMITTEE

- 13.1 The responsibility of the Parent Advisory Committee is to act in an advisory capacity. The committee is not able to make decisions regarding hiring and dismissal of staff or setting parent fees. They act in a consultative fashion with regards to programming, orientation to new parents and fundraising.
- 13.2 The Parent Advisory Committee could participate in the following ways:
- a) Providing a suggestion box for parents.
 - b) Providing a newsletter to parents.
 - c) Involvement in fundraising.
 - d) Volunteer in centre activities.
 - e) Monitoring of quality and type of program.



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

REVISED BOARD REPORT

Meeting Date: May 27, 2008

	Public	<input checked="" type="checkbox"/>	In-Camera	<input type="checkbox"/>
PRESENTED FOR:	Information	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>

PRESENTED BY: Senior Administration

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

SUBJECT: **NEW CANADIANS' CENTRE OF EXCELLENCE INC. AND WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD PARTNERSHIP: NEWCOMER RECEPTION CENTER**

RECOMMENDATION:

That the Board receive as information the partnership of the New Canadians' Centre of Excellence Inc. and the Windsor-Essex Catholic District School Board in the delivery of services at the Newcomer Reception Centre located at 1214 Ottawa Street.

SYNOPSIS: The New Canadians' Centre of Excellence Inc., through funding from Citizenship and Immigration Canada, has established a Newcomer Reception Centre at 1214 Ottawa Street, Windsor, Ontario. The New Canadians' Centre of Excellence Inc. will partner with the Windsor-Essex Catholic District School Board in the delivery of services at this location to assist newcomers to the Windsor-Essex area with settlement and academic needs. The combined settlement and academic services provided through this partnership will be key in enabling newcomers to the area to successfully settle in our community.

Background: The Ministry of Education's document *English Language Learners ESL and ELD Programs and Services: Policies and Procedures for Ontario Elementary and Secondary Schools, Kindergarten to Grade 12 (2007)* requires School Boards to develop procedures and practices for welcoming English Language learners and their families.

These include, for example, providing English Language learners appropriate orientation to the Ontario school system in the first language of the students and their families whenever possible. The policy document recommends the effective use of community resources to assist in the orientation process.

The Newcomer Reception Centre is one example of consolidating community resources to address both the settlement and academic needs of newcomers to the area. The Newcomer Reception Centre will have available to newcomers the following services:

- **Welcoming, Reception and Orientation**
 - Translators will be available to assist families.
- **Academic Assessment:**
 - A Board ESL teacher will be located at the Centre to provide an initial assessment of English Language proficiently, make program recommendations and coordinate with the respective school staff.
- **Settlement Services for Families:**
 - A Settlement Counsellor will be available to families
 - Occasional childcare will be available for families as they access the services of the Centre.

The services provided to newcomers through this partnership will complement the programs already existing within the Board. These initiatives involving the New Canadians' Centre of Excellence Inc., Citizenship and Immigration Canada and the Ontario Ministry of Education include:

- **Settlement Workers In School (SWIS):** School Settlement Workers employed by the New Canadians' Centre of Excellence Inc. and funded through Citizenship and Immigration Canada are presently working in seven our schools to help newcomer students and their families settle in their respective schools and communities.
- **Ministry of Education STEP (Steps To English Proficiency) Pilot:** Our Board is one of the boards in the province presently piloting the new Ministry of Education's English Language proficiency assessment for students new to Canada.
- **Ministry of Education Mature PLAR Pilot:** Our Board is one of the boards in the province working with the Ministry of Education in developing a Mature Prior Learning Assessment and Recognition (PLAR) program for Adult New Canadians. Adult ESL students are assessed with respect to their prior learning with the ultimate goal of working towards the attainment of an Ontario Secondary School Diploma.

FINANCIAL IMPACT: The New Canadians' Centre of Excellence Inc., through funding from Citizenship and Immigration Canada, has entered a lease agreement for the Reception Center located at 1214 Ottawa Street East. All payments, monthly leases, renovations, furniture/office equipment is the responsibility of the New Canadians' Centre of Excellence Inc.


The Board's financial obligation through this partnership is to staff the Reception Center with a qualified English as a Second Language (ESL) teacher from its current compliment.


TIMELINES: September 2008.


APPENDICES: None.

REPORT REVIEWED BY:

- | | | |
|-------------------------------------|------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL | Review Date: May 20, 2008 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT | Approval Date: May 23, 2008 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: May 23, 2008 |





Windsor-Essex Catholic District School Board



 NEW CANADIANS' CENTRE OF
EXCELLENCE INC.
"Home to the World"

May 27th, 2008



What is SWIS?

Settlement Workers in Schools (SWIS) program assists newcomer students and their families settle in their schools and community environment. Settlement staff provide information and access to local resources in a cultural and language sensitive manner. In addition to Windsor-Essex, SWIS programs are actively in place in Mississauga/Malton, Hamilton, Brampton, Toronto, Ottawa, Waterloo and York Regions.





H.J. Lassaline Catholic School



Queen of Peace Catholic School





St. Louis Catholic Elementary School



St. Francis Catholic Elementary School






Catholic Central Secondary School



Immaculate Conception Catholic School

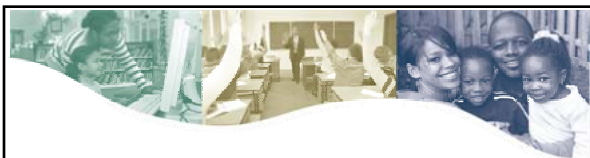


Cardinal Carter Catholic High School



Program awarded: Fall 2006

- *Program start up:* January 2007- partnership with the Public Board for 3 elementary and 1 high school in Windsor
- *Program Growth:* February 2007- partnership with the Public Board for 3 elementary and 1 high school in Leamington
- *May 2007-* partnership with the Catholic Board for 3 elementary and 1 high school in Windsor
- *September 2007-* partnership with the Catholic Board for 2 elementary and 1 high school in Leamington.

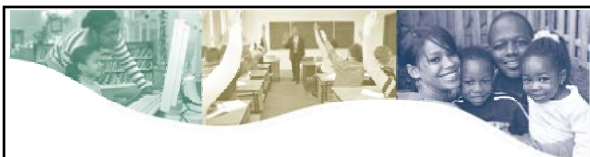


- A further 3 to 4 new *SWIS staff in a rotation schedule* for the Public and Catholic school clusters to assist with the variable needs of newcomer families in an additional 22 Windsor-Essex schools.
- *Newcomer Reception Centre* – partnership with Windsor-Essex Catholic District School Board providing newcomer families and youth with settlement assistance and English language assessment in a welcoming environment with appropriate cultural and language services.



Program Supports:

- **Occasional Child Care (OCC)**
 - A Multilingual Team
- **Resources about School in many Languages**
 - **Workshops for Parents and Youth**
- **Individual Meetings with Parents and Youth**
 - **Assist School Personnel**



Achievements:

January-December 2007

- 824 families served- 758 families seen for the first time
- 171 group sessions

January-April 2008

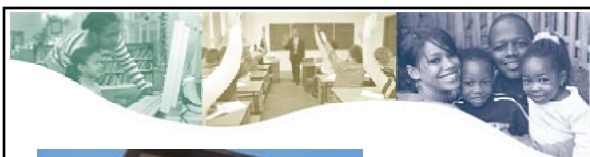
- 838 families served- 444 families seen for the first time
- 107 group sessions



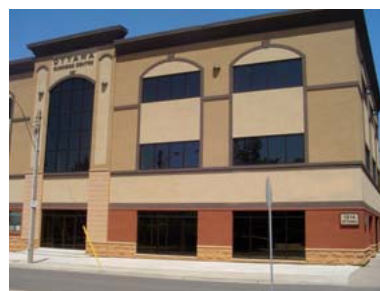
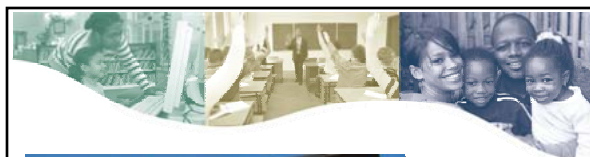
Windsor-Essex Catholic District School Board



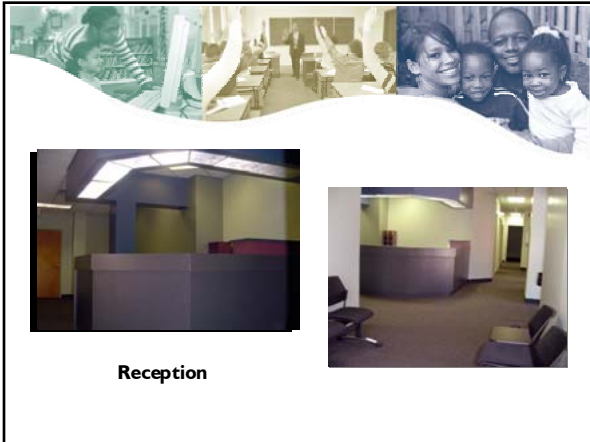
Newcomer Reception Centre



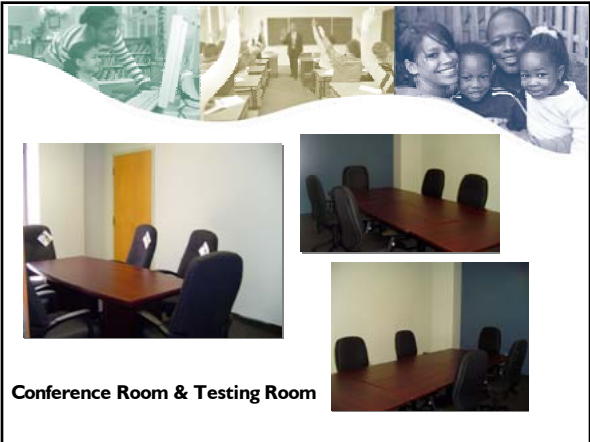
**Building Facing
Ottawa Street**



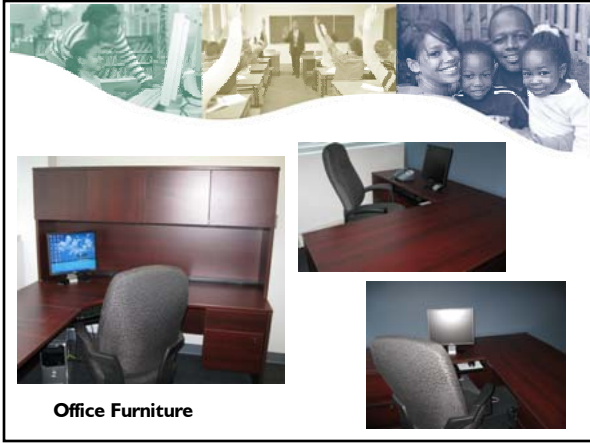
**Side of Building
facing West**



Reception



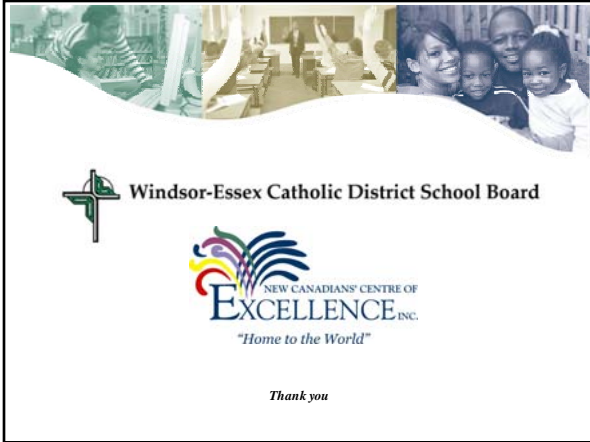
Conference Room & Testing Room



Office Furniture



Occasional Child Care



 **Windsor-Essex Catholic District School Board**

 **NEW CANADIANS' CENTRE OF EXCELLENCE INC.**
"Home to the World"

Thank you



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

Meeting Date:
 May 27, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **ST. ANNE'S CATHOLIC HIGH SCHOOL**
 - **Field Trip to Quebec City, Quebec**

RECOMMENDATION:

That the Board approve St. Anne's Catholic High School Field Trip to Quebec City, Quebec for February 4 – 8, 2009.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 40 students in grades 10, 11 and 12 studying FSL and French Immersion to travel to Quebec. This field trip request is in compliance with the Field Trip Policy.

BACKGROUND COMMENTS: Students studying French as a Second Language and Immersion beyond grade nine will have an opportunity to experience the Quebec Winter Carnival, the Sugar Cabin and History Museum. These students will then present a slide presentation of their experience to their Family of Schools and Grade 9 students. This trip is occurring over a weekend and students will attend a Eucharistic celebration at Notre Dame des Victoires.

FINANCIAL IMPACT: Approximately \$1,006.00 per student

TIMELINES: February 4 – 8, 2009

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	May 14, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2008



Windsor-Essex Catholic District School Board Field Trip Approval Form

May 15, 2008 10:18:49 AM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From:  **Celeste DiPonio**

To:  **Debi Steffens**

Terri Maitre
Linda Milanis
Toni Esposito

Teacher: Esposito, Toni

School: St. Anne Catholic Secondary

Destination Name: Québec

Name of Carrier: Via Rail

Mode of Transportation: Train

Travel Company Involved: Prométour

Departure Date: Feb 4, 2009

Return Date: Feb 8, 2009

Time of Departure from School: 8:00 am

Approximate Time of Return to School: 11:00 pm

Number of Male Students: 14

Number of Female Students: 26

Total Cost Per Student: \$1006.00

Personal Cost Per Student: \$1006.00

Grade of Students: 10/11/12

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion: To experience the Québec Winter Carnaval/ Sugar Cabin/ History Museum

Relationship to Students' Program/Course: *Maximum 200 characters.*

Directly relates to the FSL and Immersion classes offered at our school.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

The trip is open to students who have chosen to continue studying French as a Second Language and Immersion beyond Grade 9.

Follow-up Activities Planned: *Maximum 200 characters.*

Students will present to our Family of Schools a slide presentation as well as to our Grade 9 students.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Notre Dame des Victoires

Date Submitted: Apr 28, 2008

Teacher: Esposito, Toni

Approval Date: Apr 29, 2008

Principal: John Byrne

Approval Date: May 14, 2008

Superintendent: Linda Staudt

Approval Date:

Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. 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, 2000.

Carnaval de Québec

St Anne Catholic High School

5 Days / 4 Nights

Travel Dates: February 4th to 8th 2009**Day 1 : WINDSOR / QUEBEC (Wednesday February 4th)**

- Via Train from Windsor to Quebec City
- Meet your Prométour Tour Director
- Transfer to your Hotel for check-in
- Overnight in Quebec(Including hotel security)

Day 2 : QUEBEC CITY (Thursday February 5th)

- Breakfast with your Prometour Tour Director at the hotel (American)
- Enjoy a guided walking tour and explore the quaint streets of this beautiful city and admire the ice sculptures that adorn the sidewalks during Carnival period.
- Be dazzled on a guided visit of the impressive Château Frontenac, the pearl of Quebec City. Costume clad personalities will share with you the secrets of this landmark of Quebec
- Lunch on your own in the Quartier Petit Champlain (Not Included)
- Go to the Centre D'Interprétation de la Place-Royale - Explore the exhibits & dress up like 17th Century Quebecois
- Visit the Musée de la Civilisation - With over 10 exhibits at all times including a permanent exhibit of Québec, it is one of Canada's most impressive Museums
- Dinner with your Prometour Tour Director
- Slide down the famous Glissades de la Promenade on Dufferin Terrace
- Overnight in Quebec(Including hotel security)

Day 3 : QUEBEC CITY (Friday February 6th)

- Breakfast with your Prometour Tour Director at the hotel (Continental)
- Visit the St. Anne de Beaupre Shrine
- Experience some true Canadians; Dog sledding with a Québecois trapper and enjoy a short introduction to snowshoeing and a tour of the sled dog kennels!
- Enjoy a late lunch, a lumberjack meal at a traditional Quebec sugarhouse.
- Visit the amazing Ice Hotel, the unique hotel entirely made in ice in North America
- Enjoy the rest of the day at the Village des Sports, a winter activity center where you will experience snow rafting, sliding on inner tubes and crazy carpets!
- Dinner on your own at the Village des Sports site (Not Included)
- Overnight in Quebec(Including hotel security)

Day 4 : QUEBEC CITY (Saturday February 7th)

- Breakfast with your Prometour Tour Director
- From a height of 221m, admire the panoramic view of Québec City at the Observatoire de la Capitale
- At the Plains of Abraham partake in the "The Military" - Under the command of generals Wolfe & Montcalm, re-enact the 1759 battle on the Plains of Abraham
- Have a nice lunch in the Old Town (Not Included)
- Spend some at the world renowned Québec Winter Carnival! Wearing your "Bonhomme Carnaval effigy see the crowds and partake in some of the festivities during one the most popular Québecois festivals!
- Free time to explore around the Old Town streets or along rue St. Jean Street and its trendy shops
- Enjoy a fare "The Military" - Under the command of generals Wolfe & Montcalm, re-enact the 1759 battle on the Plains of Abraham well dinner with your group.
- After dinner, enjoy the Carnaval de Québec Parade. The Quebec Carnival's night parade provides sounds and sights for the thousands of spectators that flock to streets to watch the show each year
- Overnight in Quebec(Including hotel security)

Day 5 : QUEBEC CITY / WINDSOR (Sunday February 8th)

- AM Mass at Notre Dame des Victoires
- Departure for home Via Train

Quebec Trip Itinerary
Feb. 4 - 8, 2009



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

Meeting Date:
 May 27, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **ST. THOMAS OF VILLANOVA CATHOLIC HIGH SCHOOL**
 - **Field Trip to Costa Rica – May 18 – 25, 2009**

RECOMMENDATION:

That the Board approve St. Thomas of Villanova Catholic High School’s Field Trip to Costa Rica from May 18 to 25, 2009.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 30 students in Grades 12 to travel to Costa Rica. This field trip request is in compliance with the Field Trip Policy. Curriculum expectations are attached.

BACKGROUND COMMENTS: This trip is in relation to the students’ program/courses in Science. As well, please note that one male chaperone is a paramedic to insure medical attention if warranted. This trip is occurring over a weekend and students will be attending a Eucharistic celebration at Santa Elena Church in Costa Rica.

FINANCIAL IMPACT: \$1650.00 per student.

TIMELINES: May 18 – 25, 2009

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Itinerary & Fund Raising Activities
- Curriculum Expectations

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	May 15, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2008



Windsor-Essex Catholic District School Board Field Trip Approval Form

May 15, 2008 2:08:20 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: **Debi Steffens**

Linda Staudt
 JoAnne Shea
 George Cuckovic

Teacher: George Cuckovic

School: St. Thomas of Villanova

Destination Name: Costa Rica

Name of Carrier: Stov

Mode of Transportation: plane, bus

Travel Company Involved: Delta, Tural

Departure Date: May 18, 2009

Return Date: May 25, 2009

Time of Departure from School: 3:00 am

Approximate Time of Return to School: 11:00 pm

Number of Male Students: 15

Number of Female Students: 15

Total Cost Per Student: 1650

Personal Cost Per Student:

Grade of Students: 12

Number of Supervisors: Male: 3 Female: 2

Purpose of Trip/Excursion:

Relationship to Students' Program/Course: *Maximum 200 characters.*

See e-mail to follow with curriculum connections attached

Note : one male chaperone is a paramedic to insure highest medical needs

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

four years of science and hold a minimum of 70 % average, fund raising

Follow-up Activities Planned: *Maximum 200 characters.*

biological paper for Estacion Biologica, once enough data is collected

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Mass in Costa Rica, Catholic Church (Santa Elena) 10:00 am sunday morning

Date Submitted: Apr 29, 2008

Teacher: George Cuckovic

Approval Date: May 5, 2008

Principal: JoAnne Shea

Approval Date: May 15, 2008

Superintendent: Linda Staudt

Approval Date:

Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. 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, 2000.

Itinerary

The following information is a brief schedule of the planned events for May 2009 trip to Costa Rica.

Monday May 18	-arrive at hotel in Liberia
Tuesday May 19	-visit Volcanoes -travel to Monte Verde in afternoon
Wednesday May 20	-hike trail at station -visit Biological Preserve in the afternoon -set up experiments -run field study at night
Thursday May 21	-hike El Tigra Reserve (second generation forest) trail in the morning -visit Costa Rican school bring charitable donations of school supplies -field studies at night
Friday May 22	-horseback riding and hot spring tour/Bat jungle (Dr. Richard Laval) -field studies at night
Saturday May 23	-Selvatura Canopy bridge hike -Extremo Zip line tour hike in the afternoon -wrap up studies and begin write up
Sunday May 24	- Mass Santa Elena Catholic Church -day of travel to Liberia -visit the beach and arrive at hotel in evening
Monday May 25	-travel home

***Phone # for Biological station 011-506-645-5539

Fund Raising Events

The following fund raising events are open to all students to participate in. All funds raised by each individual student will aid in their individual trip price.

-Coffee Sales

(students receives 3 dollars from every bag sold, sales are done two to three times during the year)

-Letter writing campaigns

(students write various businesses from local area asking for donations, all money goes to individual student who wrote letter)

-Three benefit dinners

(benefit prices vary from restaurant to restaurant varying from \$8-16 per ticket sold)

-Environmental Clean up-working with ERCA

(students receive donations from friends, family, staff, and neighborhood members to clean local watershed, all money goes to individual student funds)

-Meat Draw

(students sell tickets for a meat draw during school hours, all money raised is divided equally for those students who help sell tickets)

OVERALL AND SPECIFIC CURRICULUM EXPECTATIONS

RELATIONSHIP TO COSTA RICA DESTINATION PROGRAM:

SNC 2D- BIOLOGY

Overall Expectations

By the end of this course, students will:

- demonstrate an understanding of the dynamic nature of ecosystems, including the relationship between ecological balance and the sustainability of life;

(Entomology study, Monteverde Cloudforest Preserve)

- investigate factors that affect ecological systems and the consequences of changes in these factors;

(Entomology study)

- analyse issues related to environmental sustainability and the impact of technology on ecosystems

(Entomology study, Monteverde Cloudforest Preserve, Sky Walk-Sky Track Tour)

Specific Expectations

Understanding Basic Concepts

By the end of this course, students will:

- examine the factors (natural and external) that affect the survival and equilibrium of populations in an ecosystem (e.g., resource limits of an ecosystem, competing populations, bioaccumulation, selective decline);

(Entomology study, El tegra Reserve, Sky Walk-Sky Track Tour)

- examine how abiotic factors affect the survival and geographical location of biotic communities (e.g., explain why deserts exist in different parts of the world);

(Entomology study, El tegra Reserve)

- explain why different ecosystems respond differently to short-term stresses and long-term changes (e.g., short term: the activity of tent caterpillars during a season; long-term: the effect of acid rain on maple trees);

(El tegra Reserve, Cloud Forest School)

- compare a natural and a disturbed ecosystem and suggest ways of assuring their sustainability (e.g., compare a meadow and a lawn);

(Entomology study, El tegra Reserve, Cloud Forest School,)

- through investigations and applications of basic concepts:
 - formulate scientific questions about observed ecological relationships, ideas, problems, and issues (e.g., “What impact will supplying an excess of food for a particular organism have on an ecosystem?”);
 - demonstrate the skills required to plan and conduct an inquiry into ecological relationships, using instruments, apparatus, and materials safely and accurately, and controlling major variables and adapting or extending procedures where required;
 - select and integrate information from various sources, including electronic and print resources, community resources, and personally collected data, to answer the questions chosen;
 - analyse data and information and evaluate evidence and sources of information, identifying flaws such as errors and bias;
 - select and use appropriate vocabulary and numeric, symbolic, graphic, and linguistic modes of representation to communicate scientific ideas, plans, results, and conclusions (e.g., use terms such as *biotic*, *abiotic*, *biomass*, *biome*, *ecosystem*, *chemical concentration*, and *biodiversity* when making presentations);

(Entomology study)

SBI 3U

Overall Expectations

By the end of this course, students will:

- demonstrate an understanding of the diversity of living organisms through applying the concepts of phylogeny and taxonomy to the kingdoms of life (including Eubacteria and Archeabacteria) and viruses;
- use techniques of sampling and classification to illustrate the fundamental principles of taxonomy;
- relate the role of common characteristics and diversity within the kingdoms of life (including Eubacteria and Archeabacteria) to the importance of maintaining biodiversity within natural ecosystems, and explain the use of micro-organisms in biotechnology
- demonstrate the skills required to plan and carry out investigations, using laboratory equipment safely, effectively, and accurately (e.g., conduct an experiment to investigate gas production in the metabolic processes of plants);
- select and use appropriate numeric, symbolic, graphical, and linguistic modes of representation to communicate scientific ideas, plans, and experimental results (e.g., identify chemical formulae for some important biochemical compounds; use correct terminology to describe the internal systems of organisms);
- locate, select, analyse, and integrate information on topics under study, working independently and as part of a team, and using appropriate library and electronic research tools, including Internet sites;
- compile, organize, and interpret data, using appropriate formats and treatments, including tables, flow charts, graphs, and diagrams (e.g., construct a flow chart to describe representative mechanisms in living organisms, or a chart on the uses of microbes in biotechnological applications);
- communicate the procedures and results of investigations and research for specific purposes using data tables and laboratory reports (e.g., describe appropriate sampling techniques for classification of specimens in a local environment);

(Entomology study)

Specific Expectations

Understanding Basic Concepts

By the end of this course, students will:

- demonstrate, through applying classification techniques and terminology, the usefulness of the system of scientific nomenclature in the field of taxonomy;
- classify representative organisms from each of the kingdoms (e.g., classify organisms according to their nutritional pattern, type of reproduction, habitat, and general structures);
- use appropriate sampling procedures to collect various organisms in a marsh, pond, or other ecosystem, and classify them following the principles of taxonomy.

(Entomology study)

SBI 4U

Overall Expectations

By the end of this course, students will:

- investigate, analyse, and evaluate populations, their interrelationships within ecosystems, and their effect on the sustainability of life on this planet;

(Entomology study, Monteverde Cloudforest Preserve, El tegra Reserve)

Specific Expectations

Understanding Basic Concepts

By the end of this course, students will:

- explain, using examples, the process of adaptation of individual organisms to their environment (e.g., explain the significance of a short life cycle in the development of antibiotic-resistant bacteria populations).

(Rincon de la Vieja National Park, Entomology study, Monteverde Cloudforest Preserve)

- explain the concepts of interaction (e.g., competition, predation, defence mechanisms, symbiotic relationships, parasitic relationships) among different species of animals and plants;

(Entomology study, Monteverde Cloudforest Preserve)

- describe characteristics of a population, such as growth, density, distribution, carrying capacity, minimum/viable size;

(Entomology study, El tegra Reserve)

- compare and explain the fluctuation of a population of a species of plant, wild animal, and micro-organism, with an emphasis on such factors as carrying capacity, fecundity, and predation;

(Entomology study, Monteverde Cloudforest Preserve)

Earth and Space Science, Grade 12, University Preparation (SES4U)

Overall Expectations

By the end of this course, students will:

- assess the impact of natural forces and systems on the Earth's physical and human environments, as well as the impact of human activities on natural systems.

(Rincon de la Vieja National Park, El tegra Reserve)

- identify the processes at work within the Earth (e.g., plate tectonics, earthquakes, volcanism) and on its surface (e.g., running water, weathering and erosion, mass wasting, glaciation), and describe the role of both types of processes in shaping the Earth's surface;

(Rincon de la Vieja National Park)

- demonstrate an understanding of the interrelationships between internal and surficial Earth processes (e.g., earthquake activity, volcanic eruptions, floods, erosion) and the ways in which they affect human activity.

(Rincon de la Vieja National Park)

Specific Expectations

Understanding Basic Concepts

By the end of this course, students will:

- document and explain, through investigation, examples of the complex interconnectedness of physical, chemical, and biological processes as they apply to the Earth (e.g., plants live in the biosphere by taking nutrients and other crucial substances from the other three spheres of the Earth, to which they also contribute important substances).
- identify major areas of tectonic activity in the world (e.g., Japan – convergent margin; Iceland – divergent margin; California – transform fault), drawing on information about the relationship between earthquakes, volcanoes, and plate boundaries (e.g., plot on a world map, for a given time period, the locations of recorded earthquakes and active volcanoes);

(Rincon de la Vieja National Park, El tegra Reserve)



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

Meeting Date:
May 27, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **ST. THOMAS OF VILLANOVA CATHOLIC HIGH SCHOOL**
- **Field Trip to Bowling Green State University, OHIO**

RECOMMENDATION:

That the Board approve St. Thomas of Villanova Catholic High School's Field Trip to Bowling Green State University, Ohio for November 28 – 30, 2008.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 20 male students in Grades 9 – 12 for an invitational hockey tournament. This field trip request is in compliance with the Field Trip Policy.

BACKGROUND COMMENTS: This trip is in relation to the students' program/courses for health and physical education and extra-curricular activities. It affords these students the opportunity to participate in this hockey tournament and enhances the skill base of the players and assists them in the high school WECSSA hockey program. This trip is occurring over the weekend and students will attend a Eucharistic celebration at St. Aloysius Catholic Church.

FINANCIAL IMPACT: \$100 per student, however actual cost to student is \$50.

TIMELINES: November 28 – 30, 2008.

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	May 15, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2008



Windsor-Essex Catholic District School Board Field Trip Approval Form

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Debi Steffens

Linda Staudt
JoAnne Shea
Grant O'Keefe

Teacher: Grant O'Keefe

School: St. Thomas of Villanova

Destination Name: Bowling Green State Univeristy

Name of Carrier:

Mode of Transportation: Bus

Travel Company Involved: NA

Departure Date: Fri, Nov 28, 2008

Return Date: Sun, Nov 30, 2008

Time of Departure from School: 3:00 PM

Approximate Time of Return to School: 6:00 PM

Number of Male Students: 20

Number of Female Students:

Total Cost Per Student: \$100

Personal Cost Per Student: \$50

Grade of Students: 9-12

Number of Supervisors: Male: 2 Female:

Purpose of Trip/Excursion: Participate in the Bowling Green Thanksgiving Invitational tournament

Relationship to Students' Program/Course: *Maximum 200 characters.*

This trip involves members of the St. Thomas of Villanova Catholic Secondary School's hockey team and is connected to the Villanova hockey program which is an extracurricular activity.

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Students will be fundraising to help offset the cost of the trip.

Follow-up Activities Planned: *Maximum 200 characters.*

The opportunity to participate in this hockey tournament enhances the skill base of the players and assists them in the high school WECSSA hockey program.

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

St. Aloysius Catholic Church 10:00 AM Mass 150 S.Enterprise Street

Date Submitted: Tue, May 06, 2008

Teacher: Grant O'Keefe

Approval Date: Wed, May 07, 2008

Principal: JoAnne Shea

Approval Date: Thu, May 15, 2008

Superintendent: Linda Staudt

Approval Date:

Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. 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, 2000.

Villanova Wildcat Hockey – Bowling Green Hockey Tournament (Nov. 28-30th, 2008)**Itinerary- Friday Nov. 28th, 2008**

Time	Activity
7:30-8:10 a.m.	Bring Equipment to School – Rooms 230 and 231
8:20-10:00 a.m	Attend period 1 class & pick up work in other classes
10:00-10:15 am.	Change clothes/load Equipment into bus
10:15 am. sharp	Depart to Bowling Green State University
1:00 pm.	Arrive in Bowling Green – Lunch – Check into hotels
3:00 – 5:00 pm.	Leave for Football Game – Bowling Green State vs. Toledo
6:00 pm.	Team Dinner @ TBD
7:30 pm.	Depart for game against Bowling Green High School
9:00 -11:00 pm.	Game Time vs. Bowling Green High School
11:30 pm.	Return to Hotel – Room Check
12:00 am.	Lights out

Saturday Nov. 29th, 2008

Time	Activity
8:30 a.m.	WAKE – UP CALL
9:00-10:00a.m.	CONTINENTAL BREAKFAST – included/provided by Hotel
10:00 a.m.	Tour of Campus
12:00 p.m.	Team Lunch @ TBD
2:00 p.m.	Attend BGSU Men’s Basketball game vs. Temple
4:15 p.m.	Depart for game against Benedictine
5:30-7:30 p.m.	Game Time vs. Benedictine
8:00 p.m.	Team Meal @ TBD
10:00 p.m.	Return to Hotel
11:00 p.m.	Room check
11:30 p.m.	Lights out

Sunday Nov. 30th, 2008

Time	Activity
8:00 a.m.	WAKE – UP CALL
8:00-9:00a.m.	CONTINENTAL BREAKFAST – included/provided by Hotel
9:30 a.m..	Attend Mass as a team – St. Aloysius Catholic Church 10:00 Mass – 150 S. Enterprise St. Bowling Green Ohio
11:00 a.m.	Check out of hotel – go to team Lunch @ TBD
11:30 a.m.	Depart for game against Findlay High School
12:45-2:30 p.m.	Game Time vs. Findlay
3:00 p.m.	Team Meal @ TBD and depart for Villanova
5:00 p.m.	Arrive @ Villanova

Hotel Information:**Days Inn Bowling Green**

1550 Wooster Street

I-75 at Exit 181, Route 64

Bowling Green Oh.

43402 U.S.

PH: (419) 352-5211

Teacher Contact

Mr. Jamie Frias –

Cell Phone (519) 965-4532



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

Meeting Date:
 May 27, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **ST. THOMAS OF VILLANOVA CATHOLIC HIGH SCHOOL**
 - **Field Trip to Quebec City, Quebec**

RECOMMENDATION:

That the Board approve St. Thomas of Villanova High School's Field Trip to Quebec City, Quebec for February 6 – 10, 2009.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for students in Grades 11 & 12 studying Modern Languages and Hospitality courses to travel to Quebec. This field trip request is in compliance with the Field Trip Policy.

BACKGROUND COMMENTS: Students studying French and Hospitality Courses will have an opportunity to experience the Historical Animation tour of Upper Town, the National Assembly, Dufferin Terrace, Chateau Frontenac and many other sites. As well, these students will attend Mass at the beautiful Ste. Anne de Beaupre Basilica followed by a historical tour of the Beaupre Coast.

FINANCIAL IMPACT: Approximately \$799.00 per student

TIMELINES: February 6 – 10, 2009

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	May 15, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	May 21, 2008



Windsor-Essex Catholic District School Board Field Trip Approval Form

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: Celeste DiPonio

To: Debi Steffens

Linda Staudt
 JoAnne Shea
 Maggie Beneteau

Teacher: Maggie Beneteau

School: St Thomas of Villanova S.S.

Destination Name: Quebec City

Name of Carrier: Coach Canada

Mode of Transportation: Coach Bus

Travel Company Involved: Keating Educational Tours

Departure Date: Fri, Feb 06, 2009

Return Date: Tue, Feb 10, 2009

Time of Departure from School: 7:00 p.m.

Approximate Time of Return to School: 8:00 p.m.

Number of Male Students: TBA

Number of Female Students: TBA

Total Cost Per Student: \$799

Personal Cost Per Student: \$799

Grade of Students: 11-12

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion: Quebec Carnaval Experience

Relationship to Students' Program/Course: *Maximum 200 characters.*

All students registered in senior Languages or Hospitality courses

Pre-Trip/Excursion Preparation(s) by Students: *Maximum 200 characters.*

Curriculum/language/culture/hospitality aspects
Possible fundraising

Follow-up Activities Planned: *Maximum 200 characters.*

Independent Study Unit presentation/Hospitality preparation

If activity is occurring over a weekend Indicate plans for students to attend a eucharistic celebration:

Mass will be attended at St Anne de Beaupré Basilica

Date Submitted: Tue, May 06, 2008

Teacher: Maggie Beneteau

Approval Date: Wed, May 14, 2008

Principal: JoAnne Shea

Approval Date: Thu, May 15, 2008

Superintendent: Linda Staudt

Approval Date:

Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. 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, 2000.

**ST THOMAS OF VILLANOVA SECONDARY SCHOOL
MODERN LANGUAGES DEPARTMENT**

**and
HOSPITALITY PROGRAM**

**QUEBEC TRIP
FEBRUARY 6-10 2009
(Friday-Tuesday)**

Proposed Itinerary

**** Ministry of Education Curriculum Expectations pertaining to individual activities**

DAY 1

7:00 p.m. Depart by luxury motor coach and travel to Québec City overnight. Rest stops are made en route.

DAY 2

7:00 a.m. Upon arrival in Québec City, check your luggage into a hospitality room. Meet your bilingual Keating Tour guide at the hotel.

7:30 a.m. Breakfast

9:00 a.m. The one and only canine agility competition on snow takes place on the Plains of Abraham. For the last five years, the “*Club d’agilité des deux Rives*” teams up with the *Carnaval* to present this extraordinary competition. Dogs from all breeds and from all the regions of Québec and other provinces come and reveal their talents. More than fifty of our canine friends meet at the *Carnaval* for this special competition.

Curriculum expectations

- ** Students will gain a greater understanding of French-speaking cultures in Canada
- ** Students will recognize and use appropriate language structures.
- ** Students will listen to and demonstrate an understanding of text spoken in a variety of French accents
- ** Students will interpret the meaning of unfamiliar words, using contextual clues;
- ** Students will demonstrate an understanding of complex, informal conversations delivered with normal clarity and speed (e.g., in *québécois*, in French films);
- ** Students will expand their working vocabulary with words from a variety of subjects (e.g., history, science, technology)

11:00 a.m. Historical animation tour of Upper Town conducted by our Keating Tour guide. Stops include the beautifully lit **National Assembly, Dufferin Terrace, Château Frontenac** and some famous buildings, such as *Aux Anciens Canadiens*, the gates and walls of *Vieux Québec*, Rue du trésor (artists' street) and more. This tour will familiarize students with their *Vieux Québec* surroundings in order to be able to orient themselves within the Old Walls.

- **Students will gain a greater understanding of French-speaking cultures in Canada and around the world
- ** Students will have the opportunity to practise their French skills by asking questions and making comments to clarify presentations
- ** Students will listen to and demonstrate an understanding of text spoken in a variety of French accents
- ** Students will expand their working vocabulary with words from a variety of subjects (e.g., history, science, technology)
- ** Students will identify vocabulary typical of various historical periods;
- ** Students will demonstrate an understanding of complex, informal conversations delivered with normal clarity and speed (e.g., in *québécois*, in French films);

Following the tour, the group checks into the hotel. Students have free time for lunch at one of the many options in our immediate surroundings, including McDonald's Restaurants. Teachers will be circulating in the area and students are very welcome to join the teachers for lunch.

2:00 p.m. The Snowbath is the perfect demonstration of goosebumps and shivers! Students gather to cheer on these courageous snowbathers. Seventy-five courageous men and women will brave the cold with their only protection, a bathing suit! Three quick dips in the snow, interrupted with a short break out of the cold, are part of the program. Each time, these brave participants return filled with new energy to conquer the forces of nature.

- **Students will gain a greater understanding of French-speaking cultures in Canada and around the world
- ** Students will expand their working vocabulary with words from a variety of subjects (e.g., history, science, technology)
- ** Students will interpret the meaning of unfamiliar words, using contextual clues;
- ** Students will listen to and demonstrate an understanding of text spoken in a variety of French accents
- ** Students will recognize and use appropriate language structures

4:00 p.m. Return to hotel to freshen up for dinner.

6:00 p.m. Enjoy **dinner at an Erablière (Sugar Shack)**. The traditional french canadian dinner and evening entertainment includes music and dancing, a taffy pull, sleigh ride and more! Students will actively participate in activities, as well as entertain the group in traditional French-Canadian style!

**Students will gain a greater understanding of French-speaking cultures in Canada and around the world

**The use of correct grammar and appropriate language conventions in spoken French will be emphasized throughout the course.

** Students will have the opportunity to practise their French skills by asking questions and making comments to clarify presentations

** Students will demonstrate an understanding of complex, informal conversations delivered with normal clarity and speed (e.g., in *québécois*, in French films);

The evening ends with overnight at the hotel for some well-deserved rest. Night supervision is from 10:00 p.m. to 6:00 a.m.

DAY 3

8:00 a.m. Breakfast

10:00 a.m. **Mass is attended at the beautiful Ste Anne de Beauré Basilica on the Beauré Coast, followed by a historical tour.**

12:00 p.m. Return to Old Québec. Students have the chance to **explore the Winter Wonderland surrounding them, and enjoy lunch on their own** at one of the many options in their immediate surroundings. Options include Mc Donald's Restaurants or for the more culturally discriminate students, perhaps a famous fruit *Crêpe* at a nearby café might do the trick!
Teachers will be circulating in the area and students are welcome to stay with the teachers for lunch.

** To promote extensive development of French- language skills.

** Students will interpret the meaning of unfamiliar words, using contextual clues;

** use newly acquired vocabulary in conversation;

** Students will select vocabulary and language structures to enhance the clarity and precision of their speech.

** Students will use correct grammar and appropriate language conventions during oral communication activities.

** Students will use French-English and French dictionaries to confirm the meaning of newly acquired words and phrases, and expand their vocabulary

-4-

1:00 p.m. Group depart from the hotel en route for **Village des Sports** (Valcartier).

1:30 p.m. An afternoon of outdoor fun at **Village des Sports**, where students can enjoy snow slides including the exclusive “Tornado” which spirals as it descends. Inner tubes are hooked onto a gently moving ski lift to be towed back to the top.

- ** Students will gain a greater understanding of French culture in Canada.
- ** Students will use correct grammar and appropriate language conventions during oral communication.
- ** Students will demonstrate an understanding of complex, informal conversations delivered with normal clarity and speed (e.g., in *québécois*, in French films);
- ** Students will expand their working vocabulary with words from a variety of subjects (e.g., history, science, technology)

6:00 p.m. **Dinner at Village des Sports**, followed by more fun!

9:00 p.m. Return to Upper Town.

Overnight at hotel. Night supervision.

DAY 4

8:00 a.m. **Breakfast**

9:30 a.m. Students have free time in **Vieux Québec** to explore and go souvenir shopping. Students can use their *Carnaval* pass to explore the impressive Ice sculptures which are part of the International Ice sculptures Competition taking place in the adjacent Plains of Abraham park. Teachers will be circulating in the area, and students are welcome to accompany the teachers if they wish.

- ** This activity will promote extensive development of French- language skills.
- ** Students will interpret the meaning of unfamiliar words, using contextual clues.
- ** Students will recognize and use appropriate language structures.
- ** Students will use newly acquired vocabulary in conversation.
- ** Students will use French-English and French dictionaries to confirm the meaning of newly acquired words and phrases, and expand their vocabulary.

-5-

12:00 p.m. Board bus for **Les Galeries de la Capitale**- a famous shopping centre equipped with its own indoor skating rink.

**Students will gain a greater understanding of French-speaking cultures in Canada and around the world

- **Students will have the opportunity for extensive development of French- language skills.
- ** Students will use newly acquired vocabulary in conversation.
- ** Students will interpret the meaning of unfamiliar words, using contextual clues.
- ** Students will listen to and demonstrate an understanding of text spoken in a variety of French accents.
- ** Students will select vocabulary and language structures to enhance the clarity and precision of their speech.
- ** Students will use French-English and French dictionaries to confirm the meaning of newly acquired words and phrases, and expand their vocabulary.

4:00 p.m. Board bus for hotel

6:00 p.m. **Dinner** in Vieux Québec.

7:30 p.m. Students enjoy an evening of bilingual, **interactive improvisation**. No scripts, no lines, no scenes, just all the spontaneity and surprises you can expect from an improv evening with an interactive twist, to keep the audience on its toes.

- ** Students will have the opportunity to dramatize a scene in French.
- ** Students will have the opportunity to ask questions and make comments to clarify instructions.
- ** Students will use stylistic devices (e.g., juxtaposition, similes, metaphors) to add interest to their spoken French.
- ** Students will incorporate colloquialisms and idiomatic expressions into their speech.
- ** Students will select vocabulary and language structures to enhance the clarity and precision of their speech.

Following the improves, the group will take **one last stroll within the Walls of the Old City** to bid a last farewell to this Sparkling Evening Winter Wonderland.

Return to hotel to pack for early morning departure.

Night supervision.

-6-
DAY 5

6:45 a.m. **Breakfast**

8:00 a.m. Board the motor coach with luggage and depart for Lasalle.

Lunch and rest stops are made en route.

8:00 p.m. **Approximate time of arrival at St Thomas of Villanova Secondary School**

** Final itinerary may include some **minor** changes.

INCLUDED

- * Transportation to and from Québec City by luxury motor coach equipped with washroom facilities, air/heat and public address system.
- * Three nights' accommodations in *Vieux Québec*
- * Keating tour guide for duration of trip
- * Parent information meeting
- * 4 breakfasts, three dinners and maple syrup tasting
- * Historical animation tour of Upper Town and role playing on Dufferin terrace
- * Spirit of Lower Town tour
- * Guided tour and mass at the St Anne de Beaupré Basilica
- * Visit *Les galeries de la Capitale* amusement/shopping mall
- * Winter activities at Village Valcartier
- * Bilingual Improv games
- * Winter Carnaval pass allowing students to visit Carnaval activities/scultures competition on their free time
- * Canine races and snow baths -pending event dates, substitution of similar activities is possible
- * Night supervision (10 pm.-6 a.m.)
- * Minimum of 3 teacher chaperones to 35 students

Price: TBA (Approx. \$799)

(Students will choose their own roommates accordingly)

Parent Information Meetings:

Meeting # 1- TBA

Meeting # 2-TBA

Instalment #1 TBA

Instalment #2 TBA



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

Meeting Date: May 27, 2008

BOARD REPORT

	Public	<input checked="" type="checkbox"/>	In-Camera	<input type="checkbox"/>
PRESENTED FOR:	Information	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>
PRESENTED BY:	Senior Administration			
SUBMITTED BY:	Joseph Berthiaume, Director of Education Cathy Geml, Superintendent Sharon O'Hagan-Wong, Acting Assistant Superintendent			
SUBJECT:	REQUEST FOR PROPOSAL (RFP) PROCESS FOR CHILD CARE PROGRAMS			

RECOMMENDATION:

That the Board approve the Request for Proposal process for Child Care Programs established throughout our Board designed by the Best Start Committee of Windsor-Essex County and recommended by the Child Care Advisory Committee.

SYNOPSIS: Presented for information a standard RFP to be used to solicit Child Care Providers to offer child care services – full day, half day or before and after school Child Care Programs throughout schools in the Windsor-Essex Catholic District School Board as is stipulated in 2.0 of our Procedures supporting the Child Care Policy A:21.

BACKGROUND COMMENTS: In 2006, the Best Start Steering Committee for the Windsor and Essex County designed a Request for Proposal, with the intent to develop a “standardized” process for Child Care providers throughout Windsor-Essex County. In 2006 this RFP was used to solicit prospective Child Care providers to provide child care services to the children of L.A. Desmarais, St. Pius, Sacred Heart and Our Lady of Mount Carmel as part of the Best Start Child Care Plan. These Child Care sites were established with funding flowing through the City of Windsor-Best Start to the WECDSD.

At this time, no further expansion is anticipated through the Best Start Initiative however we do, on occasion, have school communities who petition for the development of Child Care Programs in order to meet the needs of their families. The Child Care Committee has recommended slight modifications to the RFP with the approval of the Best Start Steering Committee. These modifications were required in order to align to our Board’s policy with input from our policy coordinator as well as our vision of Child Care for children throughout the Windsor-Essex Catholic District School Board.

FINANCIAL IMPACT: None

TIMELINES: Proceeding with this standardized RFP to solicit Child Care Providers when the need arises

APPENDICES:

- Request for Proposal Template

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	May 22, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 22, 2008

NAME OF SCHOOL BOARD

Request for Proposals – Proposal # For School-based Licensed Child Care Programs At:

<insert names of schools>

Proposal Date:

Proposal Due Date:0:00PM E.S.T., Month/Day/Year

Name of Director of Board

Name of Board

Administrative Office Address

Phone#

Email Address

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PURPOSE OF REQUEST FOR PROPOSAL

The *<insert the name of the School Board>* is seeking proposals from child care agencies to start up and operate school-based child care program(s) licensed under the Day Nurseries Act of Ontario.

Proposals are invited for the provision of child care services at the following location/s:

Name of School	Address

The provision of school-based child care is an arrangement between the Board of Education and a licensed child care provider to develop services that will facilitate a “seamless” day for JK/SK students.

The successful Proponent at each school would be expected to be the sole delivery agent of the child care programs at that location, including the expansion of licensed child care programs and services, as deemed appropriate, to meet the changing needs of the community in which the school is located.

It is the intent of the Board to enter into a three (3) year license, starting approximately <insert date>, with a Board option to extend the contract.

Definitions

The following definitions shall apply with respect to this Request for Proposal (RFP):

- a. “Proponent” means an organization submitting a proposal in response to this RFP.
- b. “Proposal” means the submission package and all related attachments compiled by the Proponent and submitted in response to this RFP.
- c. “The Board” means the *<insert the name of the School Board issuing the RFP>*.
- d. “Organization” means the party/agency that is submitting the proposal in response to the RFP.
- e. “License” means the license agreement between the School Board and the successful Proponent, which shall incorporate the requirements as outlined in this RFP, the successful proposal and any other applicable documents.
- f. “Closing Date,” means the deadline for Proposal submissions, being the date indicated in the RFP.
- g. “Evaluation Team” means a committee comprised of representatives from the applicable school board and the City of Windsor charged with the review of proposals and the selection of a provider. Should the City of Windsor choose to submit a proposal for a specific RFP, a representative from the Ministry of Children and Youth Services will serve in the City of Windsor’s role on the evaluation team.

**Licensed School-based Child Care Program
Request for Proposal #:
Board of Education:**

GENERAL INSTRUCTIONS TO PROPONENTS

- I. Any costs incurred in preparing the Proposal are the sole responsibility of the Proponent.
- II. The Evaluation Team reserves the right to accept or reject any and all Proposals. If the Evaluation Team accepts any of the Proposals, the lowest or any Proposal will not necessarily be accepted and the Evaluation Team may consider any other factors it deems appropriate in its sole discretion in awarding the Contract. The Evaluation Team may request further clarification of a Proposal from the Proponent.
- III. Proposals submitted must be legible and written in ink or by mechanical device.
- IV. Adjustments by telephone to a Proposal already submitted will not be considered. A Proponent desiring to make adjustments to a Proposal must withdraw the Proposal and/or supersede it with a later Proposal submission prior to the specified closing date.
- V. The person signing on behalf of the bidding organization must initial erasures, overwriting or strikeouts.
- VI. PROPOSALS MUST BE RECEIVED ON OR BEFORE THE CLOSING DATE AND TIME.
- VII. Proposals received after the closing deadline will be returned to the Proponent unopened.
- VIII. No Oral, Facsimile or Telegraphic Proposals will be accepted.
- IX. There will be no public opening of the RFP.
- X. All copies of Proposals are to be submitted complete with all requested data and documentation, and signed by an authorized official of the responding organization on the "Proposal Submission Form", attached to this RFP. (Appendix 'A')
- XI. The RFP shall remain open to acceptance for a period of sixty (60) calendar days commencing on and including the date set for receipt of Proposals, and the Board may at any time within this period accept any of the Proposals received.

PLEASE COMPLETE AND RETURN THREE (3) COPIES OF THE RFP, IN A SEALED ENVELOPE WITH YOUR ORGANIZATION'S NAME AND ADDRESS CLEARLY MARKED ON THE OUTSIDE OF THE ENVELOPE AND THE BID DEPOSIT ENVELOPE ATTACHED TO THE OUTSIDE OF YOUR PROPOSAL ENVELOPE. RETAIN ONE (1) COPY FOR YOUR FILES.

Proposals are to be directed as follows:

<insert name of Board>
<insert address>
To the attention of: <insert name, title>

Bid Deposit

Each Proposal shall be accompanied by a certified cheque made payable to: **<insert name of Board>** in the amount of Three Hundred Dollars (\$300.00). Deposits will be refunded within sixty (60) calendar days of the closing date of the RFP. The bid deposits must be in a separate sealed envelope, attached to the outside of your proposal envelope. *Failure to provide a bid deposit will cause automatic rejection of the proposal submitted.*

Inquiries

It is the Proponent's responsibility to clarify the interpretation of any item in the RFP documents prior to the closing of the RFP.

All inquiries/questions regarding this RFP are to be directed, in writing, no later than 48 hours prior to the closing date of the RFP to:

<insert contact name, position title, phone#>

Issuance of Addenda

Any new information or changes in requirements to the RFP will be sent by addendum to each Proponent. The Board will assume no responsibility for any oral instructions or suggestions provided by staff.

Only information in the form of addenda will modify the scope of this RFP.

The written addenda issued by the Board will document any changes. An extension in the closing date may be required. Such addenda will form part of the contract documents and must be factored into your Proposal submission.

No Smoking Policy

The successful Proponent and all their employees are advised that there is no smoking permitted within the school or on Board property, and all parties must strictly adhere to this requirement.

Confidentiality

Any information or documentation provided by a Proponent in connection with a proposal is subject to the provisions of "The Municipal Freedom of Information and Privacy Act R.S.O., 1990 Chapter M.56. As a consequence, the <insert name of the Board> cannot guarantee the confidentiality of documentation and information provided during the course of this RFP.

References

Each Proponent is required to submit a minimum of two (2) references, business/personal. At least one (1) reference must be a business reference.

ROLES AND RESPONSIBILITIES OF THE BOARD OF EDUCATION

The Board commits to:

- A collaborative arrangement with the successful proponent;
- Dedication of named space, as per policy of the school board, to the successful proponent for a period of three years;
- Assisting with communications to parents in the school community about the child care services available in the school.

EVALUATION AND SELECTION PROCESS

Proposals will be evaluated on the basis of the information provided by each Proponent. An evaluation team will review all Proposals received, and evaluate the Proposals against submission requirements. The evaluation team may compile a short list of best Proposals received, and will contact those organizations for an oral presentation and interview, if necessary.

The Evaluation Team may ask respondents to provide further information or clarifications on their submissions, or may be required to confirm statements within their Proposal.

Evaluation criteria may include, but not be limited to the following:

- Financial stability of your organization;
- Ability of the organization to be a successful child care provider as deemed by the Board;
- Qualifications and experience of staff;
- Information obtained from references provided in your submission;
- Cost effectiveness of the Proposal;
- Explanation of additional benefits/unique services your organization can provide;
- Interview, if required;
- Compliance with the RFP submission requirements;
- Ability to commence work within a reasonable time frame based upon all of the requirements outlined in the Proposal documents.

RFP evaluation results shall be the absolute property of the Board. The Board does not intend to disclose RFP evaluation results, before, during or after the evaluation process. However, Proponents must be aware that such information may become public as a result of the need for transparency and accountability in decisions made by the Board.

The evaluation team may recommend award of a License based on the initial offers received. However, the Board reserves the right to enter into negotiations with the selected Proponent. If a successful license agreement cannot be negotiated, the Board may terminate negotiations and commence negotiations with the next selected Proponent. This process will continue until a license agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Board arising from negotiation.

Acceptance of a successful Proponent and subsequent full execution of a written license agreement shall constitute an agreement for the services, and no Proponent shall acquire any legal or equitable rights or privileges until the occurrence of both events.

SITE TOURS

Site tours are mandatory and will provide Proponents with the opportunity to gain further information and to ask any questions regarding the RFP process.

Site tours are scheduled as follows:

Name of School	Tour Date	Tour Time (start & end times)

SCOPE OF WORK

The successful Proponent will be required, at a minimum, to provide the range of child care programs and services, as indicated (X) on the following chart:

Licensed Child Care Program Requirements For: <insert school name>					
Care Type	Infant (3-18mos.)	Toddler (19-30mos.)	Preschool (2.5-5 yrs.)	JK/SK (3.8-5 yrs.)	School-Age (6-12yrs.)
	Group Size:	Group Size:	Group Size:	Group Size:	Group Size:
Full Day					
Half Day					
Before & After School					

<on above chart, the Board will identify with an “x”, the required care types & will indicate appropriate “Group Size/s”>

There is a French language service provision requirement relative to this program. This means that all services must be provided in French by staff who are fluent in French. RFP submissions for the French Boards must be in French.

This chart to be duplicated for each school site that is part of the RFP. In other words, if an RFP is being put out for 3 schools, then 3 charts would appear – with specific detail for each site.

DOCUMENTATION REQUIREMENTS

The following documentation must be included in your submission:

- a. Reason for your interest in this RFP
- b. A brief history of your organization
- c. In the event that your organization is chosen as the successful Proponent please identify the primary contact(s) that would deal with the School Board and the qualifications of the individual(s), as well as the location of your organization’s administration office
- d. Please provide a listing of any unique services that your organization could provide that may be important in the selection of a child care provider. Specifically, please outline any relevant information that would differentiate your organization from the other candidates.
- e. Current listing of members of your Board of Directors
- f. A list of all Board meeting dates of the last six months. Provisions of most recent meeting minutes upon request
- g. Current listing of the names and titles of the child care centre Supervisor/Executive Director, with a summary of their child care program delivery experience, including but not limited to names and addresses of other centers and years of operation
- h. Confirmation that the Proposal is approved by the Board of Directors and noted in the Board minutes of meeting where applicable
- i. Declaration as to processes followed in securing Vulnerable Persons Criminal Background Checks with respect to employees and volunteers operating a child care centre
- j. A copy of your agency’s most recent audited financial statement

- k. Confirmation of organization's willingness to establish a Parent Advisory Committee
- l. Confirmation of organization's willingness to promote and ensure the enrolment of children with special needs

Each Proponent must provide an overview of the services that will be offered to the school community at the specific site/s. At a minimum, the following information is required:

- Proposed Days, Hours and Months of operation
- Targeted age groups for programs
- Fee schedule
- Demonstration of financial viability through the submission of a business plan and operating budget

Please feel free to include any other documentation or information with your proposals that you feel is important for the evaluation team to consider.

REQUIREMENTS FOR SUCCESSFUL PROPONENTS

Financial Audit/Financial Viability

The successful Proponent must maintain a complete and accurate record of all revenue, and business transacted per accepted business practices. A budget with a *deficit* position will not be accepted without being accompanied by a well-thought-out realistic business plan that identifies how the deficit will be addressed in the following two (2) years to end in a surplus. This means that a centre is allowed a maximum of two (2) years of deficit before a surplus is expected. If the centre's actual performance for the year resulted in a deficit (even though they budgeted a surplus), there should be a clear reason given for the deficit. A well-thought-out, realistic business plan that identifies how the deficit will be addressed within a maximum of two (2) years that follow that year should be submitted along with the audit.

Day Nurseries Act

The successful Proponent must adhere at all times to the requirements contained in the Day Nurseries Act and Regulations, and will be subject to a compliance review, as required.

Permits, Inspection Fees

The successful Proponent will arrange and pay for any required permits, inspection fees, certificates and other necessary approvals required during the term of the contract.

Purchase of Service Agreement

The successful Proponent must meet the requirements of the City of Windsor's Purchase of Service Agreement and Service Contract Criteria, including demonstrating financial viability through the submission of a business plan and operating budget.

Programming Costs

It will be the responsibility of the successful Proponent to incur all costs relative to the set up of the child care centre space. This includes, but is not limited to, costs relative to: furnishings, toys and equipment, appliances, program supplies and information/technology equipment.

DOCUMENTATION REQUIRED PRIOR TO COMMENCEMENT OF CHILD CARE PROGRAM DELIVERY

- Certificate of Liability Insurance confirming that the Proponent has coverage to an amount of Two Million Dollars (\$2,000,000.00) per occurrence naming the Board and the City of Windsor as additional insured parties and with a cross-liability clause included
- The Proponent must maintain full coverage for the entire term of the contract and proof of insurance will be required on an annual basis
- Day Nursery License for the program site to confirm that the child care program space is licensed in accordance with the Day Nurseries Act of Ontario
- Fully executed Purchase of Service Agreement between the Proponent/s and the City to enable eligible families to access child care fee subsidies

LICENSE AGREEMENT OBLIGATIONS

The successful Proponent will be required to enter into a three year license agreement with the Board, in the form enclosed. **(Appendix 'B')**

Termination of License Agreement

The License agreement may be terminated upon the occurrence any of the following events:

- (i) the mutual written consent of the Board and the successful Proponent;
- (ii) the bankruptcy or insolvency of the successful Proponent;
- (iii) written notice of the Board to successful Proponent, where the Board has determined that the successful Proponent has failed to fulfill any of the terms of the License agreement, or fails to comply with governing statutes, regulations, by-laws or directives or relevant authorities relating to the services, or fails to perform the services with skill and diligence, or assign the contract or any portion thereof without the Board's consent, or refuses to correct deficiencies, or is otherwise in default in carrying out its part of the terms, conditions and obligations of the contract, the License agreement shall be terminated upon the giving of such written notice by the Board.
- (iv) the Child Care Centre is damaged by fire or any other means such that the Child Care Centre is wholly or substantially unfit for the provision of Child Care Services, and the Board does not proceed expeditiously and diligently to restore the Child Care Centre;
- (v) either party gives three (3) months written notice of their intent to terminate the License agreement.

**APPENDIX 'A' - PROPOSAL SUBMISSION FORM
COMMODITY: School-based Licensed Child Care Programs**

RFP #:

ADDENDA

We acknowledge the receipt of the following addenda issued during the proposal period.

ADDENDUM NO. _____

ADDENDUM NO. _____

ADDENDUM NO. _____

ADDENDUM NO. _____

LENGTH OF TIME REQUIRED TO MEET ALL THE TERMS OF THE AGREEMENT

.1 We undertake to be prepared to provide child care services, meeting all of the requirements as outlined in this Request for Proposal and its attachments/addendums in _____ weeks total from the date of offer by The Board.

.2 DATED AT _____, THIS _____ DAY OF _____, **2008**.
(City) (Month)

We have read in its entirety, this Request for Proposal and agree to the provision of child care programs/services to <insert name of School Board> in accordance herewith.

(Print) Name of Signing Authority

Organization Authorized Signature

**ORGANIZATION CONTACT INFORMATION
(regarding RFP Submission)**

Contact Name: _____

Position Title: _____

Phone: _____

Email: _____

Name of Organization

Address and Postal Code

G.S.T. Registration Number

COMPANY SEAL ►

Submit three (3) copies of this form and retain one (1) copy for your records

APPENDIX 'B' - SAMPLE LICENSE AGREEMENT (TEMPLATE)
< *to be provided by the Board* >



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

Meeting Date:
 May 27, 2008

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent
 Sharon O’Hagan-Wong, Acting Assistant Superintendent
SUBJECT: **PROVISION OF A “BEFORE AND AFTER” CHILD CARE PROGRAM AT OUR LADY OF ANNUNCIATION, STONEY POINT**

RECOMMENDATION:

That the Board approve the provision of a Before and After School Child Care Program at Our Lady of Annunciation Catholic Elementary School effective September 2008 and also approve the proposed Request for Proposal process for solicitation of a provider for this school community.

SYNOPSIS: The school community of Our Lady of Annunciation in Stoney Point has expressed an interest in securing a Before and After School Child Care Program to meet the needs of the families in their school community. As stipulated in the Procedures A: 21, the school principal has prepared and circulated a community survey, identified the proposed space for use, confirmed that the identified space is licensable under the provisions in the Day Nursery Act and costs to the Board have been investigated.

BACKGROUND COMMENTS: In 2007, the Principal of Annunciation circulated a survey to the families in her school community investigating interest in establishing a Before and After School Child Care Program in the school.

At that time, forty-eight families responded that they would like to have a program at their school. This survey was followed up with an additional questionnaire that included information detailing approximate fees of Before and After School Programs, hours of operation and services provided, asking parents to respond as to whether they personally would use such a service. Twenty-three families indicated that they would be interested in the before school program and forty-three families indicated that they would use the after school program.

Documentation from the municipality was secured indicating that the site met the specific criteria for zoning for a Child Care Program. On Thursday, May 9, 2008, Marcia Weinberg of the Ministry of Child and Youth Services visited Annunciation to facilitate the determination that the proposed space was licensable if the school community was to proceed with the process. It was determined that the space met the standards required in the Day Nursery Act.

Some modifications to the existing space may need to be made such as installation of an intercom system and installation of a triple sink or dishwasher and counter may be necessary in order to meet the specifications set out by the Health Unit to ensure safe food handling. However these costs would be incurred by the provider.

FINANCIAL IMPACT: None.

TIMELINES: Circulation of an RFP in June 2008, Before and After School Child Care Program in place for September 2008

APPENDICES: None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	May 22, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 22, 2008



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

Meeting Date:
May 27, 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

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
MEETING OF APRIL 10, 2008**

RECOMMENDATION:

That the Board receive the Minutes of the April 10, 2008 Special Education Advisory Committee meeting as information.

SYNOPSIS: The Special Education Advisory Committee (SEAC) is an advisory committee mandated through the Education Act as a standing committee of each school board. All minutes of the Special Education Advisory Committee are to be received by the Board.

BACKGROUND COMMENTS: The Special Education Advisory Committee reports to the school board and makes recommendations to the board regarding special education programs and services. Regulation 464/97 sets out requirements for school boards with respect to Special Education Advisory Committees and outlines their role, membership, and scope of activities. The regulation requires SEACs to meet at least ten times in each school year.

FINANCIAL IMPACT: n/a

TIMELINES: The next SEAC meeting occurred on Thursday, May 15, 2008 at the Catholic Education Centre. Minutes will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of April 10, 2008

REPORT REVIEWED BY:

<input type="checkbox"/> EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: May 20, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: May 21, 2008



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, April 10, 2008 – 6:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

MINUTES

Present:	Lisa Soulliere	Trustee Member (Chair)
	Bev Clarke	Learning Disabilities Association (Vice-Chair)
	Mary DiMenna	Trustee Member
	Cathy Geml	Superintendent, Learning Support Services
	Rita Raniwsky	Principals' Association (ex-officio)
	Paula Nantais-Murphy	Downs Syndrome Parents
	Anne Marie Drkulec	Integration Action for Inclusion
	Tom Aymar	Maryvale
	Claudio Del Duca	Secondary School Council
	Sonia Sovran	Learning Disabilities Association

1. Call to order – Lisa Soulliere, Chair
2. Opening Prayer
In memory of David Beresford
3. Welcome/Introductions
We welcomed a new Alternate SEAC Member – Sonia Sovran from the Learning Disabilities Association
4. Recording of Attendance
No regrets taken
5. Approval of Agenda
Motion by Paula Nantais-Murphy and seconded by Mary DiMenna that the Agenda be approved as printed and circulated. Carried
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest – None
8. Approval of Minutes – February 14, 2008
Motion by Anne Marie Drkulec and seconded by Bev Clarke that the Minutes be approved. Carried
9. Business Arising
We welcomed Mario Iatonna, Superintendent of Business, and Ken Gignac, Controller of

Finance who presented a Draft Budget Report

- Ken handed out to the committee and presented the Draft 2008-2009 Special Education Budget, and compared it to that of 2007-2008. Mario and Ken are soliciting comments from this committee for recommendations and or adjustments to 08-09 Budget.
- The categories include Classroom Teachers (LSST and Secondary), System Support Teachers (LSST), Coordinators, Supply Teachers, Para-Professional Support Staff, Professional Support Staff, Special Equipment, Transportation, Learning Materials and Staff Development/ Travel & Mileage for the total Special Education expenditures. Expected for the next school year is a decrease of 5 LSS teachers. The 37 secondary LSS teachers will remain the same. System Support teachers include the Program Planner, 1 teacher of deaf and hard of hearing and this year we found an audiologist who worked half-time, with the assistance of the Canadian Hearing Society. Vision teachers, 1 full-time and 1 half-time are projected to remain, as well as the 5 Special Education Coordinators. We hope to maintain the same number of Education Assistants as this current school year. The Educational Assistant allocations will take place in May. Projected for the 2008-2009 school year are 9 Behavioural Specialists and 1 Intervener but this could change at the end of April. Psychological staff is to remain constant. The speech personnel who were included in the PALS training and have become a bridge for us, are expected to remain the same for the coming year. The social worker projections are being reviewed.
- Under Special Equipment, we received reimbursement back from the Ministry of Education for 2005-2006 and the Board is working at making adjustments for this year. Transportation figures will remain the same for the coming year. Learning Materials include anything not covered under the Special Equipment Amount (SEA), is centrally controlled and is discretionary. That figure will remain the same.
- The CODE grant is in its final year and is not available next year. The OPA grant ends in August, 2008. End Notes indicated that casual absences are not charged to the department.
- 95% of Educational Assistant hours and 80% of Behaviour Specialist hours are charged to the Special Education budget. Only 20% of Social Worker hours are charged to Special Education, since they are not exclusive to children with special needs.
- Note #5 indicated that Special Equipment can never be predicted and the figure in the 2008-09 Budget for this area has been adjusted to present a balanced budget for the upcoming year.
- Revenues are still unknown for the program. We are looking at last year's allowance and taking into consideration the effect of a 500-student drop in enrolment last year. The Ministry has a projected figure for Special Education in the province and once we know our revenue, the Board can better report on this area of the budget. The Board is projecting 800 fewer students or \$390,000 less to this budget.
- Mario reported that we must submit our Budget by the end of June. Any unspent funding must be placed in a reserve to be used in subsequent years for

special education expenditures. Cathy reported that the figures are quite fixed, but general recommendations to the Chair would be welcome by SEAC members for the next meeting. She felt we were fortunate to have a balanced budget for 2008-2009.

- There was a question of salary savings with 5 fewer LSSTs this coming school year. It was explained that they work for the entire classroom. The concern was that LSSTs were spending more time doing teacher relief and not servicing children directly. It was explained that PALS is system-wide with LSSTs in every classroom, not just classes that have students with special needs. Lisa asked how the current numbers are allocated to the schools. Cathy explained that school profiles are based on need and enrolment. There is one LSST per division, and anything above is based on need. This is reviewed each year. It is not necessarily the number of students that is growing, but the severity of the needs. We encourage parents who are registering their children to let us know in January or February so we have a better idea of their child's needs and how we can work with the community services to assist the child. Some parents are reluctant to advise the school for fear they will be turned away, which is not the case.
- Mario and Ken would like the recommendations from SEAC for the May 15 meeting. After discussion, it was decided that it is not necessary to have another budget meeting on April 24. By the May 15th meeting, we can consider any recommendations made and discuss the budget further.
- Ken reported that the Special Education Reserve Reconciliation Report was presented at the last Board Meeting. This report is being deferred to the May 15, 2008 SEAC meeting, and members of the committee will receive a copy beforehand.

Motion to defer this item to the next SEAC meeting was moved by Paula Nantais-Murphy and seconded by Mary DiMenna. Carried.

10. Information Items - none
11. Report from Chair – none
12. Report from Trustees
 - Mary DiMenna reported that the School Year Calendar for 2008-09 was received and approved at last Board Meeting on April 1, 2008, pending Ministry approval.
13. Report from Superintendent
 - Cathy reported that at the May 15th SEAC meeting, there would be a presentation on initiatives within our school system. This presentation will take about 20 minutes with 4 presenters and will require the use of the upper half of the Board Room. It will include information on CODE, OPA, and PALS. This presentation was done at the last Board meeting on April 1, 2008.
 - Halifax Presentation - Good News! Our Board was invited to present our OPA project to Supervisors and Principals in Halifax. Cathy, Sharon O'Hagan-Wong, Paul Picard and Dr. Erin Picard will attend and present our project. There have been many inquiries and reviews requested.

- E/A Allocation – This year, May 7 and 8 we look at allocating our Educational Assistants. The committee of 14 members includes Principals, Vice-Principals, Coordinators, and personnel from Human Resources. It is an intense 2-day process, where we look at all needs and numbers based on the budget. This is the fourth year it has been done in this manner. The results are seen to be the outcome of a fair and equitable process.
 - Declining Enrolment – Cathy reported that we will experience a decline of just over 800 and this will effect all areas in both elementary and secondary schools and programs.
 - Electronic Version of Minutes & Agendas - As opposed to mailing out agendas and minutes of SEAC meetings, it was agreed upon that Simone would send out electronic files to all SEAC members at the appropriate times for this purpose.
 - The Ministry of Education has reported there will be a dedicated Professional Development Day for Special Education next year.
14. New Business – None
15. Association Reports -
- Bev Clarke reported that the LDAO has moved to Suite 101 (down the hall at their present location)
 - Paula Nantais-Murphy reported on The Buddy Walk to benefit It's Up About Down, which will take place June 8 at 1 p.m. at the Riverside Sportsmen's Club
 - She reported that there is no Gala to be held this year
16. Closing Prayer – Hail Mary in Memory of David Beresford and Christopher Lenehan, a St. Thomas of Villanova student who passed away April 2, 2008.
17. Adjournment –
Motion to adjourn from Lisa Soulliere and seconded by Cathy Geml. The meeting adjourned at 7:10 p.m.

Date of next meeting – Thursday, May 15, 2008

/sl