



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

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

**REGULAR BOARD MEETING  
Tuesday, June 10, 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.

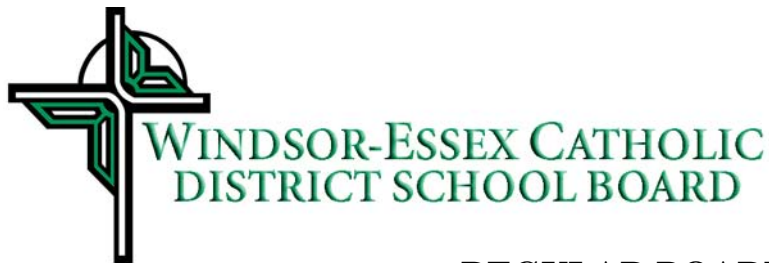
1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations
  - a. Outstanding School Council Chairperson Award
  - b. Catholic Student Council Leadership Award
  - c. Recognition of 2007-08 Student Trustees
  - d. Recognition for Outstanding Dedication to Catholic Education
  - e. Verbal Report: Catholic Character Development Initiative Update (L. Staudt)
8. Delegations
  - a. Delegation Regarding Items Not on the Agenda  
*3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.*
  - b. Delegations Regarding Items On the Agenda  
*3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.*

9.	Action Items	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, May 27, 2008	--
	ii) Minutes of Regular Meeting, May 27, 2008	1 - 7
	b. Items from the In-Camera Meeting of June 10, 2008	--
10.	Communications	
	a. External (Associations, OCSTA, Ministry):	
	i) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum dated May 29, 2008 re: Catholic Education Week 2009	8 - 9
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (P. Picard)	10 - 11
	ii) Report: 2007 - 08 Budget Status Report (M. Iatonna)	<i>Handout</i>
	iii) Report: 2008 - 09 Draft Budget (M. Iatonna)	<i>Handout</i>
	iv) Report: Community Use of Schools Grant - Interim Status Report (P. Picard)	12 - 13
	v) Report: Director's Annual Report to the Community - 2007 (J. Berthiaume)	14 - 19
	vi) Report: Amendments to Administrative Procedure: ST: 05 Student Discipline Procedures (L. Staudt)	20 - 21
11.	Unfinished Business	
	a. Deferred Notice of Motion from the Regular Board Meeting of May 27, 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>	--
	b. Consideration of the City of Windsor's Request for Endorsement of the GreenLink Windsor Border Solution Plan	--
12.	New Business	
	a. Field Trips:	
	i) F. J. Brennan Catholic High School - Cedar Point, Sandusky Ohio (L. Staudt)	22 - 23
	ii) H. J. Lassaline Catholic Elementary School - Wally World, London (C. Geml)	24 - 26
	iii) Cardinal Carter Catholic Secondary School - Europe (L. Staudt)	27 - 30
	b. Board Policy Amendments:	
	i) Amended A:03 Community Use of Schools - Approval in Principle	31 - 50
	ii) New ST:23 K - 12 Assessment and Evaluation - Approval in Principle	51 - 56
	iii) Amended H:01 Staff Performance Management - Approval in Principle	57 - 60
	iv) New H:20 Performance Management Director of Education - Approval in Principle	61 - 69
13.	Committee Reports	
	a. Report: High School Council Meeting Notes of April 17, 2008 (L. Staudt)	70 - 75
	b. Verbal Report: Audit Committee Meeting of June 3, 2008 (M. Iatonna)	--
14.	Notice of Motion	

15. Remarks and Announcements
  - a. Chairperson
  - b. Director of Education
  - c. Board Chaplain
16. Remarks/Questions by Trustees
17. Pending Items
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)
  - **Monday**, June 23, 2008
20. Closing Prayer
21. Adjournment

***John Macri***  
*Board Chairperson*

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



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

**REGULAR BOARD MEETING  
Tuesday, May 27, 2008 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander	J. Macri, Chair
M. DiMenna	S. Porcellini
C. Janisse (entered at 7:25 p.m.)	L. Soulliere
P. Keane	
N. Bradley, Student Trustee	C. Resendes, Student Trustee
Rev. L. Brunet, Board Chaplain	N. Lau, Student Trustee Designate

**Regrets:** J. Courtney, B. Holland

**Administration:**

J. Berthiaume (Resource)	E. Byrne
C. Geml	C. Norris
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 7:10 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Courtney sent regrets due to illness. Trustee Holland sent regrets due to a work commitment. Trustee Janisse entered the meeting at 7:25 p.m.
4. Approval of Agenda

Chair Macri noted the following reports were at trustee places:

- Handout Report pertaining to 10b(ii) 2007 - 2008 Budget Status

Amendments:

- Re-numbered Agenda Item 8a(i) Delegation - City of Windsor GreenLink Border Solution Plan to item 7a the request of the delegation. Agenda Item 7a Student Senate Presentation renumbered to 7b.

- Revised Report pertaining to 10b(iv) New Canadian Centre of Excellence Inc. and Windsor-Essex Catholic District School Board Partnership

**Moved by Trustee Alexander and seconded by Trustee DiMenna that the May 27, 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. City of Windsor GreenLink Border Solution Plan - Councillors Gignac and Valentinis

City of Windsor Councillors Gignac and Valentinis were in attendance to provide an overview of the City of Windsor's GreenLink Border Crossing Solution Plan and to seek the Board's endorsement of the GreenLink Border Crossing Solution as the final design of the Windsor Essex Parkway which is currently under development by the Detroit River International Crossing team. Chair Macri thanked Councillors Gignac and Valentinis for their presentation and indicated the Board would consider their petition and advise the City of Windsor of the outcome.

*Trustee Janisse entered the meeting midway of the delegates discussion on 7a at 7:35 p.m.*

- b. Student Senate Presentation

Student Trustees Bradley and Resendes presented an overview of the Student Senate initiatives, school community building activities, and fundraising and social awareness events spearheaded by student leaders across the system during the school year.

8. Delegations
  - a. Delegation Regarding Items Not on the Agenda
    - i. City of Windsor GreenLink Border Solution Plan - Councillors Gignac and Valentinis - This item was renumbered and discussed under 7a.
  - b. Delegations Regarding Items On the Agenda - None.
9. Action Items
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, May 13, 2008  
**Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the Committee of the Whole Board In-Camera meeting of May 13, 2008 be adopted as distributed. Carried.**

ii) Minutes of Regular Meeting, May 13, 2008

**Moved by Trustee Janisse and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of May 13, 2008 be adopted as distributed. Carried.**

b. Items from the Re-Convened In-Camera Meeting of May 13, 2008 and the In-Camera Meeting of May 27, 2008

Trustee DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on May 13, 2008 pursuant to the Education Act - Section 207, to consider labour relations matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Porcellini and Keane declared a conflict of interest during the May 13, 2008 re-convened In-Camera Session and excused themselves from the relevant discussion items. In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on May 27, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Porcellini and Keane declared a conflict of interest during the May 27, 2008 In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its reconvened In-Camera meeting of May 13, 2008 and its In-Camera meeting of May 27, 2008 be approved. Carried.**

Trustee DiMenna made the following announcements:

- receipt of the Administrative Staff Report dated May 27, 2008
- extension of the appointment of John Kern as Special Education Coordinator for an additional three (3) year term, effective September 2008 to June 2011
- extension of the appointment of Heather Pelisek as Special Education Program Planner for an additional one (1) year term, effective September 2008 to June 2009
- elementary principal and vice-principal placements effective September 2, 2008
  - **Brian Rivait** from a Ministry of Education secondment to Principal at St. William
  - **Pam Prsa** from Principal at St. William to Principal at Notre Dame
  - **David Lozinsky** from Principal at Notre Dame to Principal at St. Pius X
  - **Joseph Bachetti** from Principal at St. Mary to Principal at St. Anthony
  - **Fr. Peter Hrytsyk** from Principal at St. Anthony to Principal at St. Mary
  - **Melissa Farrand** from a leave of absence to Principal at St. John Vianney
  - **Carl Bull** from Acting Principal at St. John Vianney to Vice Principal at St. John Vianney
  - **Bill Vaillancourt** from Vice Principal at Sacred Heart to half-time Vice Principal and half-time Specialty Teacher at Immaculate Conception
  - **Dean Favero** from Vice Principal at Immaculate Conception to Vice Principal at Sacred Heart
  - **Kelly Rilley** – from Vice Principal at Our Lady of Mount Carmel and St. Gabriel Schools to half-time Vice Principal and half-time Specialty Teacher at Our Lady of Mount Carmel
  - **Brenda Stanley Dauphin** from Vice Principal at Queen of Peace and St. Louis Schools

- to half-time Vice Principal and half-time Specialty Teacher at Queen of Peace
- **Michelle Mailloux** from Vice Principal at St. John Vianney and St. Peter Schools to half-time Vice Principal and half-time Specialty Teacher at St. Louis
- **Ian Drago** from Vice Principal at St. Christopher and Notre Dame to half-time Vice Principal and half-time Specialty Teacher at St. Christopher
- secondary principal and vice-principal placements effective September 2, 2008
  - **Kevin Hamlin** from Vice Principal at Cardinal Carter Catholic Secondary School to Vice Principal at Holy Names Catholic High School
  - **Joe Charron** from Vice Principal at Holy Names Catholic High School to Vice Principal at Cardinal Carter Catholic Secondary School
  - **Michael Seguin** from a leave of absence to Principal St. Joseph's Catholic High School
  - **Kevin Mulvey** from Principal at St. Joseph's Catholic High School to Principal - Special Assignment

## 10. Communications

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

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report  
**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated May 27, 2008 for information. Carried.**
- ii) Report: 2007 - 2008 Budget Status Report  
**Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board receive the 2007-08 Budget Status as of May 25, 2008 as information. Carried.**
- iii) Report: Report on the Annual Review of Policy A: 21 Child Care  
**Moved by Trustee Porcellini and seconded by Trustee DiMenna 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. Carried.**
- iv) Report: New Canadian Centre of Excellence Inc. and Windsor-Essex Catholic District School Board Partnership - Newcomer Reception Center

Board Members of the New Canadian Centre of Excellence Inc. were present to provide an overview of the services provided to newcomers by the New Canadians' Centre of Excellence Inc., through funding from Citizenship and Immigration Canada. The Windsor-Essex Catholic District School Board will partner with the Centre in the delivery of services to assist newcomers to the Windsor-Essex area with settlement and academic needs. The Board's financial obligation through this partnership is to staff the Reception Center with an English as a Second Language (ESL) teacher from its current complement.

**Moved by Trustee Alexander and seconded by Trustee Porcellini 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. Carried.**

- v) Verbal Report: St. Anne French Immersion Catholic Elementary School - Superintendent Iatonna reported that it is now projected three primary classes will be temporarily relocated to St. Angela Elementary School while the Board continues to pursue a long-term solution to accommodation needs for St. Anne French Immersion students. A Request for Proposal for a replacement child care provider will be initiated for St. Angela Elementary School since space will be available to accommodate the program at the school.

11. Unfinished Business:

- a. Deferred Notice of Motion from the Regular Board Meeting of May 13, 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.”*

This item was deferred to the next meeting as Trustee Courtney was not present to speak to it.

12. New Business

a. Field Trips:

- i) St. Anne Catholic High School - Quebec City  
**Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve St. Anne's Catholic High School Field Trip to Quebec City, Quebec for February 4 to 8, 2009. Carried.**
- ii) St. Thomas of Villanova Catholic Secondary School - Costa Rica  
**Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve St. Thomas of Villanova Catholic High School's Field Trip to Costa Rica from May 18 to 25, 2009. Carried.**
- iii) St. Thomas of Villanova Catholic Secondary School - Bowling Green, Ohio  
**Moved by Trustee Alexander and seconded by Trustee Keane 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. Carried.**
- iv) St. Thomas of Villanova Catholic Secondary School - Quebec City  
**Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve St. Thomas of Villanova High School's Field Trip to Quebec City, Quebec for February 6 – 10, 2009. Carried.**

- b. Board Policy Amendments: None.



- c. Report: Request for Proposal (RFP) Process for Child Care Programs  
**Moved by Trustee Porcellini and seconded by Trustee DiMenna 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. Carried.**
- d. Report: Provision of a “Before and After” Child Care Program at Our Lady of the Annunciation Elementary School  
**Moved by Trustee Soulliere and seconded by Trustee Alexander 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. Carried.**

### 13. Committee Reports

- a. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of April 10, 2008  
**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Minutes of the April 10, 2008 Special Education Advisory Committee meeting as information. Carried.**

- b. Verbal Report: Ad Hoc County Elementary French Immersion Committee Meeting of May 16, 2008

Trustee DiMenna briefly reported on the May 16 meeting of the Ad Hoc County Elementary French Immersion Committee and indicated the Committee passed a motion directing administration: to meet with the St. Anne’s French Immersion school community; and, to explore options to deal with overcrowding at the present site.

- c. Verbal Report: Child Care Advisory Committee Meeting of May 12, 2008

S. O’Hagan-Wong reported briefly on the May 12 meeting and indicated that the Child Care Advisory Committee will bring its Annual Report to the Board at the end of June.

### 14. Notice of Motion - None.

### 15. Remarks and Announcements

- a. Chairperson Macri thanked student trustees for their presentation on the annual activities of the Student Senate.
- b. Director of Education Joseph Berthiaume thanked all those involved in the organization of the first Annual Day of Champions for grade 6 to 8 special needs students and provided a reminder that the Day of Champions event for secondary students will be held at Cardinal Carter in Leamington on June 12. Director Berthiaume provided a reminder of the employee retirement celebration on June 13 and thanked student trustees for their presentation on this year’s Student Senate activities.

- c. Board Chaplain Rev. Brunet commented on the good works of Rev. Ken Jaggs who passed away last week.

16. Remarks/Questions by Trustees

- Trustee Porcellini congratulated the staff, students and volunteers of Catholic Central for another successful fundraising dinner, wished the St. Angela school community good luck on their last fundraising movie night and bake sale, wished the Immaculate Conception Players success with their "A Hogwarts Musical," and indicated she would be attending the Catholic Central High School prom on June 6.
- Trustee Keane congratulated all the staff, students and volunteers on the success of the First Annual Elementary Day of Champions.
- Trustee Soulliere congratulated St. William Elementary School on the success of the Literacy Expo the school hosted last Wednesday and wished Pam Prsa well on her new principal placement.
- Trustee DiMenna provided a reminder of the June 6 Friday Nite Lites fundraiser at Cardinal Carter Secondary School which will feature Jodi Raffoul and offer multi-cultural foods.
- Student Trustee Resendes commented on the upcoming leadership awards for leaders in Windsor and Essex County.
- Student Trustee Bradley provided comment on her attendance at last week's High School Council meeting.

17. Pending Items - None.

18. Continuation of In-Camera - Not required.

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

- Tuesday, 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 27, 2008 adjourned at 8:55 p.m.

*Not approved.*

**John Macri**  
Board Chairperson

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



Ontario Catholic School  
Trustees' Association

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Paula Peroni, *President*  
Nancy Kirby, *Vice President*  
John Stunt, *Executive Director*

May 29, 2008

#### MEMORANDUM

**TO:** Directors of Education and Chairpersons  
- All Catholic District School Boards and School Authorities

**FROM:** Noel P. Martin, Director of Catholic Education

**SUBJECT:** *Catholic Education: Good News for All –  
Theme for Catholic Education Week 2009 – May 3 – May 8, 2009*  
*“How Beautiful are the feet of those who bring good news.” (Romans 10:15)*

Thank you for your commitment to Catholic education and for your support and promotion of Catholic Education Week 2008. The topic seemed to resonate with the Catholic Community. The support of the Bishops of Ontario was very welcome and very encouraging.

The chosen theme for Catholic Education Week 2009 is:

### **Catholic Education: Good News for All**

In a world that is desperate for any form of good news, we in our school communities, proclaim the Good News of Jesus Christ. And this Gospel, this Good News is for all peoples. It is the Good News that God has come among us, lives among us, and loves us faithfully.

In his address to Educators in Washington during the papal visit to the United States, Pope Benedict XVI used these words from St. Paul's Letter to the Romans (10:15):

*“How Beautiful are the feet of those who bring good news.”* In these words Paul was echoing the words of the prophet Isaiah. *How beautiful upon the mountains are the feet of the messenger who announces peace, who brings good news. (Isaiah 52:7)*

We who are engaged in the work of Catholic Education are among those who bring good news. And it is with our feet, our going out to meet people where they are, that we who are called become the 'beautiful' messengers of the Good News, Good News for All.

Catholic Education Week 2009 will fall within the year that the Vatican has announced as the Year of St. Paul, June 2008 - June 2009. This is to celebrate the two thousand anniversary of the birth of St. Paul.

The five sub-themes for **Catholic Education: Good News for All** are:

Embracing Hope  
Celebrating with Joy  
Building Community  
Growing in Integrity  
Living with Gratitude

It is the hope of this Catholic Education Week 2009 Committee to have resource material available to schools and boards earlier than in previous years.



# CATHOLIC EDUCATION WEEK

May 3 – 8, 2009



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

**Meeting Date:**  
 June 10, 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 June 10, 2008 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated June 10, 2008

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 2, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 3, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 3, 2008

**June 10, 2008**

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

<b>Employee Name</b>	<b>Position</b>	<b>Location</b>	<b>Date</b>
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**HIRING:**

<b>RESIGNATION:</b> Myrna Hunter	Occasional Teacher	Supply	May 29, 2008
Jose Penagos de Leon	Custodian	Supply	May 5, 2008

<b>RETIREMENT:</b> John Caspick	Elementary Teacher	St. Alexander	June 30, 2008
Sandra Couvion	Elementary Secretary	St. Anne Fr. Imm.	July 4, 2008
Christina D'Aloisio	Elementary Teacher	St. Bernard A'burg	June 30, 2008
Jo-Anne Ediger	Secondary Teacher	Catholic Central	June 30, 2008
Nina Kennedy	Elementary Teacher	St. John Vianney	June 30, 2008
Mary Ann Lariviere	Campus Minister	St. Anne Secondary	August 29, 2008
Rose Ann Marentette	Elementary Teacher	St. John Vianney	June 30, 2008
Patricia Tomaszewski	Elementary Teacher	St. John Vianney	June 30, 2008
Marilyn Tremblay	Elementary Teacher	St. John Vianney	June 30, 2008
Hilda Ware	Elementary Secretary	Holy Name	July 31, 2008

**OTHER:**

<b>Teacher Retirements - Upcoming</b> *Have given notice; have yet to retire	<b>Elementary: 24</b>	<b>Secondary: 13</b>	<b>Total: 37</b>
<b>Teacher Retirements - Year to Date</b> ** Have retired as of this date	<b>Elementary: 4</b>	<b>Secondary: 4</b>	<b>Total: 8</b>
<b>Teacher Resignations - Upcoming</b>	<b>Elementary: 1</b>	<b>Secondary: 0</b>	<b>Total: 1</b>
<b>Teacher Resignations - Year to Date</b>	<b>Elementary: 4</b>	<b>Secondary: 1</b>	<b>Total: 5</b>



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

**HANDOUT  
BOARD REPORT**

<b>Meeting Date:</b> June 10, 2008
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**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 JUNE 8, 2008**

**RECOMMENDATION:**

**That the Board receive the 2007-08 Budget Status as of June 8, 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 June 8, 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 June 8, 2008.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 9, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 10, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2008

**APPENDIX A**  
**2007-08 BUDGET STATUS**  
**AS OF JUNE 8, 2008**

<b>CATEGORY</b>	<b>2007-08 REVISED BUDGET JAN. 15/08</b>	<b>2007-08 PROJECTION TO YEAR-END AUG. 31/08</b>	<b>2007-08 PROJECTED VARIANCE AT AUG. 31/08</b>
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
<b>TOTALS</b>	<b>210,631,397</b>	<b>211,151,397</b>	<b>-520,000</b>
Overtime	-50,000	0	-50,000
Miscellaneous Accounts	-275,000	0	-275,000
<b>GRAND TOTALS</b>	<b>210,306,397</b>	<b>211,151,397</b>	<b>-845,000</b>

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 27, 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 \$330,000 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 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 \$440,000 in this category remains unchanged from the previous budget status report.

**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 \$198,000 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.

**TEXTBOOKS AND CLASSROOM SUPPLIES**

- The positive variance of \$185,000 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.

**PROFESSIONALS & PARAPROFESSIONALS**

- The negative variance of \$45,000 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.

**LIBRARY AND GUIDANCE**

- The negative variance of \$187,000 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.

**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 \$369,000 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.

**SCHOOL OFFICE**

- The positive variance of \$20,000 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.

**CONSULTANTS**

- The positive variance of \$131,000 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.

**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 \$845,000 remains unchanged from the previous budget status report.**
-



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

## HANDOUT BOARD REPORT

**Meeting Date:**  
June 10, 2008

	<b>Public</b>	<input checked="" type="checkbox"/>	<b>In-Camera</b>	<input type="checkbox"/>
<b>PRESENTED FOR:</b>	Information	<input checked="" type="checkbox"/>	Approval	<input type="checkbox"/>
<b>PRESENTED BY:</b>	Senior Administration			
<b>SUBMITTED BY:</b>	Joseph Berthiaume, Director of Education Mario Iatonna, Superintendent of Business			
<b>SUBJECT:</b>	<b>2008-09 FINAL DRAFT BUDGET</b>			

**RECOMMENDATION:**

**That the Board receive the 2008-09 Final Draft Budget for information and refer the Budget to the June 23, 2008 Board Meeting for approval.**

**SYNOPSIS:**

The Board is required under the Education Act to submit a balanced budget to the Ministry of Education prior to each fiscal year. The 2008-09 Final Draft Budget is being submitted with this report for the Board's consideration, in order to comply with this requirement.

**BACKGROUND COMMENTS:**

A Preliminary Draft Budget was provided to the Board on April 1, 2008. A revised Preliminary Draft Budget was subsequently posted to the Board website for public consultation on May 21, 2008. There have been no formal public submissions made to date with respect to the budget.

The Final Draft Budget is being submitted to the Board with this report for information. Following a two week review period, the budget is to be submitted to the Board for approval at its June 23, 2008 meeting.

The approved budget is required to be filed with the Ministry of Education by June 30, 2008.

**FINANCIAL IMPLICATIONS:**

Details are provided in the attached documents.

**TIMELINES:**

June 10, 2008	Board to receive 2008-09 Final Draft Budget
June 23, 2008	Board to approve 2008-09 Budget
June 30, 2008	Approved Budget to be filed with the Ministry of Education

**APPENDICES:**

2008-09 Final Draft Budget

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 9, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 10, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 10, 2008



WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD

---

# 2008-09 BUDGET

Presented to:  
Board of Trustees  
June 10, 2008



# BOARD MISSION

- Partnership of school, family, and parish
- Provide our students a quality Catholic education
- Rooted in Gospel teachings
- Enable all to grow to their full potential.



# STRATEGIC PLAN PRIORITIES

## "The Four Pillars"

- Student Achievement
- Faith Development
- Communication
- Employee Development





# MINISTRY INITIATIVES

- Program Enhancement Grant
  - To support arts, music and physical education
  - \$9,650 per school
- Good Places to Learn – Stage 3
  - \$5.2M to support School Renewal
- School Operations
  - \$55,000 to increase funding benchmarks
- Special Education
  - \$700,000 to address declining enrolment
- Board Administration
  - \$200,000 to address declining enrolment



## MINISTRY INITIATIVES (Cont'd)

- Safe School Supplement
  - \$395,000 to support Safe Schools initiative
- Community Use of Schools
  - \$372,000 to improve access for community
- Elementary Specialty Teachers
  - \$576,000 to increase prep. time to 200 mins. through Specialty Teachers in literacy, numeracy, music, physical education and the arts



# BUDGET CHALLENGES

- Declining Enrolment
  - Affecting 60 out of 72 Ontario school boards
  - Expected to continue over the next 5 years
- Changing Ministry Grants
  - Grants are largely tied to enrolment
  - Declining Enrolment Grant provides support, but has a 3 year phase-out
  - New programs have come with new grants
- Increasing Costs
  - Fixed and operating costs are increasing

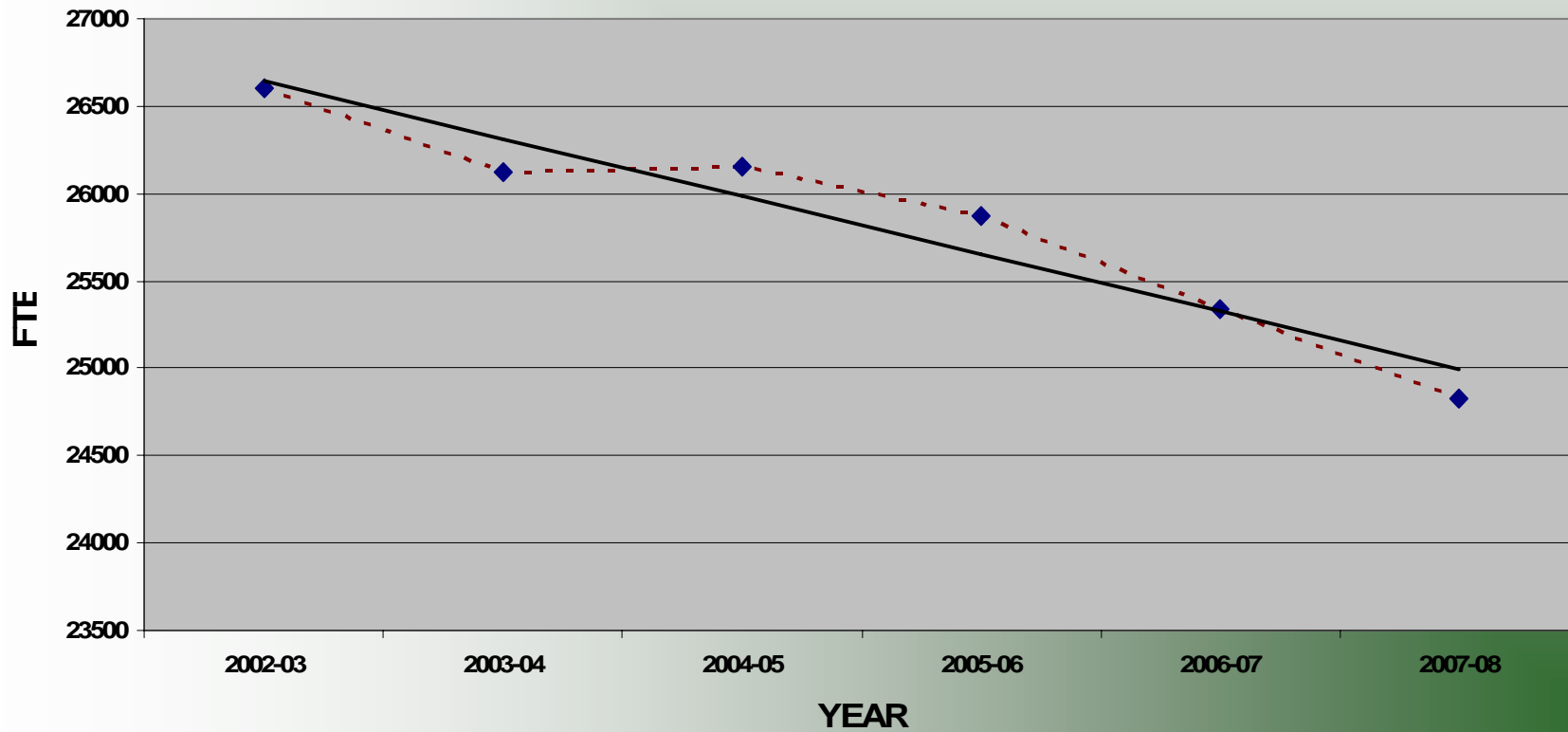
# BUDGET CHALLENGES (Cont'd)

- Organizational Realignment
  - Declining enrolment - Reduced staffing needs
  - Immediate realignment - Long term plan
- Debt Service Costs
  - Outstanding debt servicing yet to be finalized
  - Impacts on Operating and School Renewal budgets
- Long Term Accommodation Planning
  - Consideration of an appropriate plan to become increasingly important



# ENROLMENT TREND

## 2002-08 TOTAL FTE ENROLMENT ELEMENTARY AND SECONDARY





# REVENUE SUMMARY

- Grant Allocation - \$222.0M
  - \$60.0M from Municipalities
  - \$162.0M from the Province (Ministry of Education)
- Fees & Other Revenues - \$4.6M
  - \$0.6M from Education Programs & Other Revenues
  - \$4.0M from Pupil Accommodation Reserve
- Total Revenues - \$226.6M
  - 0.8% increase over 2007-08



# GRANT ALLOCATION

- Foundation Grant - \$122.9M
  - \$68.7M Elementary
  - \$49.3M Secondary
  - \$ 4.9M Primary Class Size Reduction
- Special Grants - \$85.6M
- Capital Grants - \$11.9M
- Other Grants/Fees - \$6.2M



# EXPENDITURE SUMMARY

- Operating - \$208.3M
- Capital - \$ 15.9M
- Total - \$224.2M
  - 0.3% decrease from 2007-08
  - \$2.4M deficit reduction amount not included or total would be \$226.6M (0.8% increase)





## OPERATING EXPENDITURE BREAKDOWN

Category	\$M	%
Salaries & Benefits	179.3	86.1
Transportation	8.3	4.0
Textbooks & Computers	5.8	2.8
Utilities	5.6	2.7
Maintenance & Operations	3.8	1.8
Other	5.5	2.6
Total	208.3	100.0



# EXPENDITURE BUDGET

- Classroom Instruction - \$152.4M
- Non-Classroom - \$ 54.3M
- Capital & Non-Operating - \$ 17.5M
- Total Expenditure Budget - \$224.2M



# SUMMARY

- Board mission and strategic objectives through “The Four Pillars” are reflected in the budget
- Classroom programs continue to be fully funded and expanded
- Budget addresses targets in the Board’s financial and operational plan
- Outstanding capital debt situation is approaching resolution



# **WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**

## **2008-09 FINAL DRAFT BUDGET**

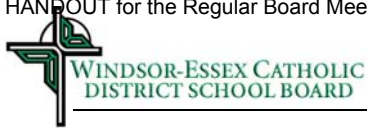
**Presented by:**

**Joseph Berthiaume  
Director of Education**

**Mario Iatonna  
Superintendent of Business**

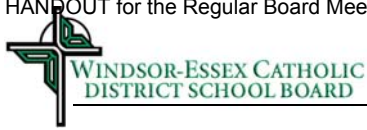
**Ken Gignac  
Controller of Finance**

**June 10, 2008**



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## INTRODUCTION

The Windsor-Essex Catholic District School Board's (WECDSB) annual budget establishes the framework for the Board's operations during the coming school year. This framework has been developed by focusing on the strategic priorities as delineated through the Board's overall mission and detailed through its vision and goals.

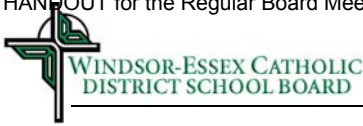
WECDSB continues to emphasize 'The Four Pillars' of Student Achievement, Faith Development, Communication and Employee Development in fulfilling its mandate. This budget reflects these priorities and looks to building on the past successes in all of these areas.

The Ministry of Education has announced several new or continued programs for the 2008-09 school year and these are provided in this document. While these programs provide support for the Board's activities, there are still a number of challenges the Board is facing with respect to its operations.

Declining enrolment is a significant challenge being managed by most school boards across Ontario. Through this budget, WECDSB is addressing this trend by maintaining direct investment in the classroom to encourage ongoing improvement in student achievement.

With reduced enrolment comes reduced grant funding from the Ministry, although the Ministry has provided additional financial assistance to mitigate the impact of lower enrolment. Coupled with typical cost increases through inflationary and other pressures, such as in fuel and utility prices, there is a need to emphasize ongoing effectiveness and efficiency in all facets of the organization. Organizational realignment is essential to ensure resources are utilized to the greater benefit of our students.

This budget builds on the previous Financial and Operation Plan approved by the Board. It addresses the previous deficit and also provides allocations for the anticipated resolution of the long term capital debt situation. Both of these areas have been the subject of ongoing discussion with the Ministry and the approved balanced budget is to be submitted to the Ministry as evidence of the Board's commitment to maintaining a well-functioning organization.



## 2008-09 STRATEGIC PLAN PRIORITIES

### BOARD MISSION

*“We will strive, as a partnership of school, family and parish, to provide our students with a quality Catholic education rooted in Gospel teachings, enabling all to grow to their potential.”*

### VISION & GOALS

#### **STUDENT ACHIEVEMENT**

- Pursue educational excellence through the development of high expectations and formal processes of evaluation and accountability for all students.
- Commit to a process for the assessment of the learning readiness of every child entering the school system and for the provision of an individualized program to address the needs of those students who have been identified as not ready for school.
- Develop a system model of student conduct, which encourages self-discipline appropriate to the age and capabilities of the individual child, and recognizes learning as an activity requiring commitment, focus and respect for self and others.

#### **FAITH DEVELOPMENT**

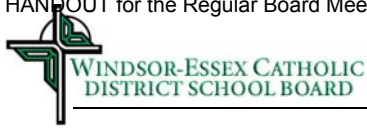
- Support the ongoing faith development of all students and employees.
- Strengthen the partnership of the school, parish and home.
- Establish a systematic process for decision-making, which integrates the Ontario Catholic School Graduate Expectations into all decisions.

#### **COMMUNICATION**

- Develop and implement a comprehensive communication plan.
- Facilitate a transparent consultation process with all stakeholders.

#### **EMPLOYEE DEVELOPMENT**

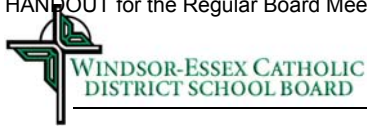
- Create opportunities for all employees to learn through:
  - A systematic approach to the training and mentoring of new employees;
  - The establishment of a plan for the future human resource requirements of the system;
  - The provision of opportunities among employees for sharing best practices.



## 2008-09 STUDENT ACHIEVEMENT PRIORITIES

- Continuation of teacher professional development opportunities during the school year and the Summer Institute
- Improvement in student achievement
- School/Board Improvement Plans
- Implement Ministry Academic initiatives
  - Literacy and Numeracy Secretariat (Gr. K - 6)
  - Student Success (Gr. 7 - 12)
  - School Effectiveness Framework
- Continued support of Ministry/Board initiatives such as Ontario Focused Intervention Partnership (OFIP) and Council of Directors of Education (CODE) special project funding
- Continuation of implementation of MISA (Managing Information for Student Achievement Plan)
  - Online Course Selection
  - Data Warehouse
  - Business Intelligence Tool
- Computers in Education - continued expansion of Ministry of Education eLearning initiatives
- Writing Initiatives - Junior Literacy/Numeracy Focus
- International Baccalaureate Program
- Special Education
  - Support and sustain the Learning Support Teacher (LSST) model with a focus on classroom teachers and administrators
  - Continued support of the new web-based Individual Education Plan (IEP)
  - Continued implementation of Differentiated Instruction Strategies for classroom teachers
  - Continued support of the CODE special project - Phase 3 Ontario Psychological Association (OPA) Project



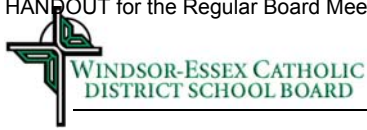


## 2008-09 STUDENT ACHIEVEMENT PRIORITIES (Cont'd)

- Student Success
  - Transition Planning
  - Elementary to Secondary
  - Secondary to post-secondary (Apprenticeship, College, University, Workplace)
  
- Implementation of Specialist High Skills Major at 4 high schools
- Opportunity Diploma Program: re-engagement of early leavers
- Differentiated instruction strategies for classroom teachers
- Additional supports to improve student achievement for English Language Learners
- Assessment and Evaluation Strategies to improve student learning

## 2008-09 FAITH DEVELOPMENT PRIORITIES

- Catholic School Council Faith Awareness
- New Teacher Faith Formation Process
- Catholic Character Development Initiative
- Catholic Studies Curriculum Implementation - Fully Alive update
- Faith Formation - St. Peter's Institute
- Catholic School Community Faith Practices - continued provision of faith development opportunities for students and parents (i.e. speakers and special presentations)
- Teacher additional qualification Religion course (Parts I, II, III) - leadership, professional development
  
- Retreats
  - Staff - retreat opportunities Board-wide
  - Students - retreat opportunities grade 8 and high school
  
- Together in Faith - Staff Faith Day
- When Faith meets Pedagogy Conference

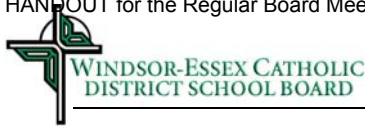


## **2008-09 COMMUNICATION PRIORITIES**

- Parish and School Liaison - Windsor/Essex Deaneries
- School visits by Auxiliary Bishop of Diocese of London
- Ministry and Board Liaison
- Community and Provincial Stakeholder Partnerships
- Continual update of Board and School web pages
- Crisis/Incident Management Plan
- School Good News Web Folder
- The Meaning of Catholic Education (DVD Project)

## **2008-09 EMPLOYEE DEVELOPMENT PRIORITIES**

- Attendance Management
- New Teacher Induction Program
- Revised Teacher Performance Appraisal for Experienced Teachers
- Employee Wellness Committee
- New Principals/Vice Principal Mentoring Program
- Continuation of Leadership Program for Teachers and Support Staff
- Human Resource Planning
- Staff Development
- Implementation of Emergency Response Program



## 2008-09 MINISTRY INITIATIVES

The Ministry has announced for 2008-09 a number of new or continued Special Grant Programs including:

### **Program Enhancement Grant - \$9,650 per school**

- To support activities such as arts, music and physical education. The Board has budgeted \$482,500 for 6 music teachers and a physical education consultant.

### **Good Places to Learn - Stage 3 - \$500 million**

- On March 28, 2008, the Ministry of Education approved the individual allocations. Windsor-Essex Catholic District School Board's share is \$5,249,917.

### **School Operations - \$10 million**

- To support an increase in School Operations Benchmarks. The Board's share is \$55,080.

### **Special Education - \$10 million**

- To provide stable funding for Boards with declining enrolment. The Board's share is \$699,637.

### **Board Administration - \$10 million**

- Additional funding to support boards with low enrolment. Windsor-Essex Catholic District School Board's share is \$200,000.

### **Safe School Supplement - \$33.5 million**

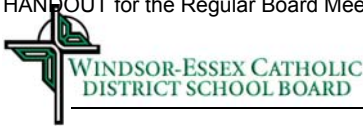
- Starting in 2008-09, the funding will be allocated through the new Safe Schools Supplement. Windsor-Essex Catholic District School Board's share is \$395,154.

### **Community Use of Schools**

- Funding for this program has been increased \$12.9 million to help make school space more affordable for use after hours. Windsor-Essex Catholic District School Board's share is \$372,385.

### **Elementary Speciality Teachers - \$44 million**

- Increase in prep time to 200 minutes through increase to Specialist teachers in Literacy, Numeracy, Music, Physical Education and the arts. The Board's share is \$575,873.



## 2008-09 CHALLENGES

### Declining Enrolment

- It has been reported by the Ministry that 60 out of the 72 school boards in Ontario are projecting a decline in enrolment for the 2008-09 school year.
- Given the state of the local economy in the Windsor-Essex region, an enrolment decline is being projected for the WECDSB in 2008-09.
- Enrolment for WECDSB is expected to continue to decline over the next five years.

### Changing Grant Revenues

- Ministry of Education grants are largely based on enrolment numbers. With the decline in enrolment, WECDSB is projected to receive significantly less in grant revenues than would otherwise be the case.
- The Ministry does provide temporary support by means of a Declining Enrolment Grant. However, the grant reduces to zero over a three year period. This is to provide boards with support for a period of time to realign operations consistent with the reduced enrolment numbers.

### Increasing Costs

- Costs for many items, (e.g. utilities) are escalating significantly and must be funded from existing revenues.
- Fixed costs (e.g. building maintenance) must be covered, even as enrolment and associated grants decline.

### Organizational Realignment

- With declining enrolment, there is a reduced need for support staff.
- The organization must adjust in order to continue to provide support services in an effective and efficient manner.
- This is required both in the short term to address declining enrolment and over the longer term to position the Board to meet its strategic objectives in the future.



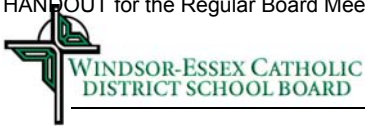
## 2008-09 CHALLENGES (Cont'd)

### **Debt Service Costs**

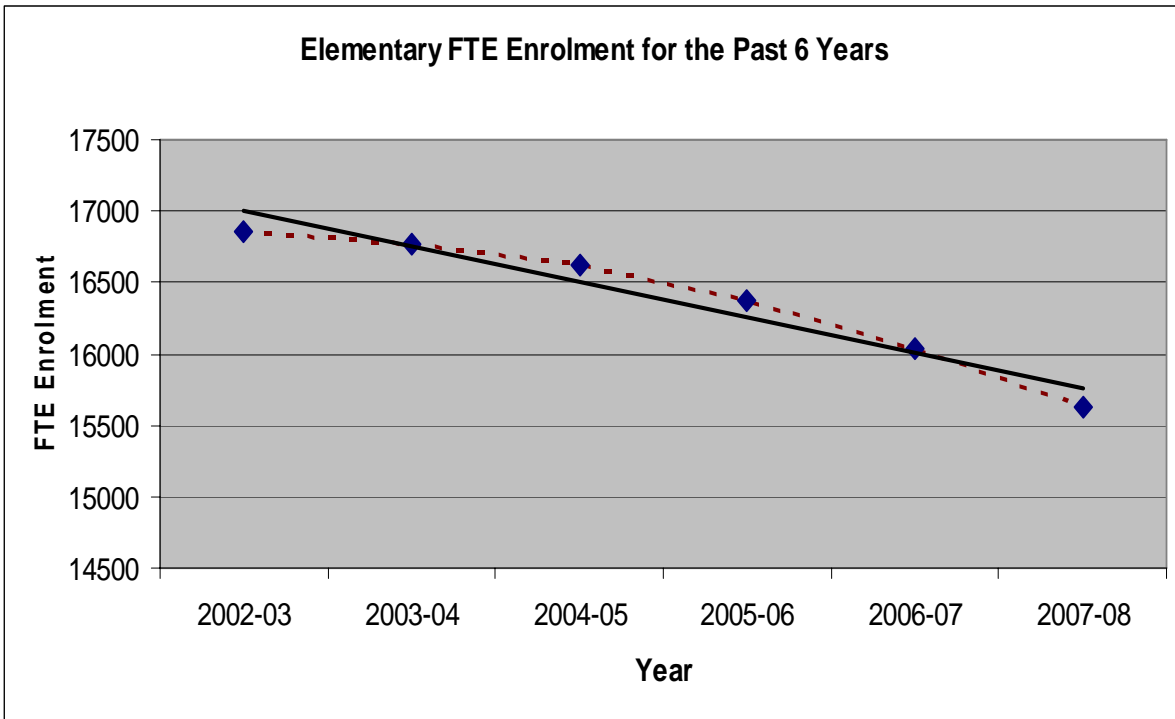
- The Board continues to be in discussions with the Ministry of Education regarding the ultimate financing of its long term debt.
- The debt servicing costs are expected to impact the operating and school renewal budgets.

### **Long Term Accommodation Planning**

- As changes continue to take place in enrolment and funding, it will become increasingly important to consider a plan for addressing the Board's accommodation needs into the future.



**2002-08 ENROLMENT HISTORY**



NOTE: The dotted line reflects actual enrolment.  
The solid line shows the long term trend.

**Annual Changes In Elementary FTE Enrolment**

2003-04	= ( 76.5)
2004-05	= ( 148.0)
2005-06	= ( 251.5)
2006-07	= ( 342.0)
<u>2007-08</u>	<u>= ( 413.5)</u>

**5Yr. Total = (1,231.5)**

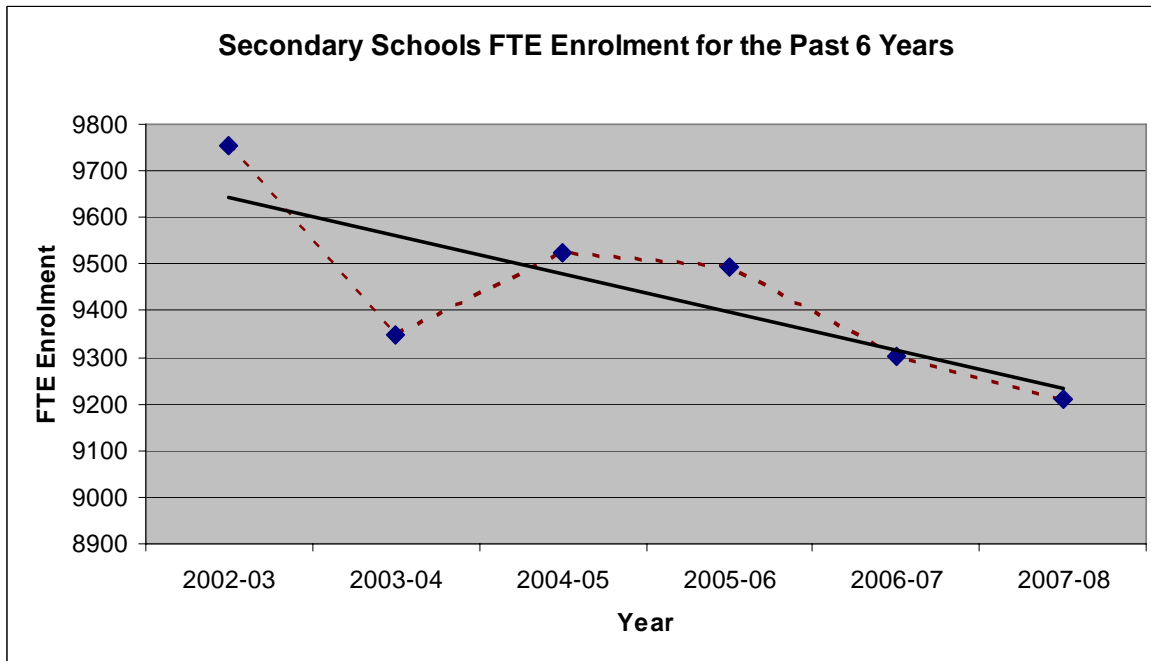
Enrolment is based on Full Time Equivalent (FTE).

Yearly average decline in enrolment is 246.3.

The total 2008-09 projected enrolment decline is 600.



**2002-08 ENROLMENT HISTORY (Cont'd)**



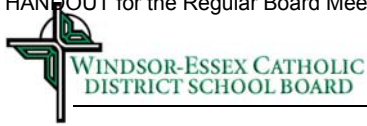
NOTE: The dotted line reflects actual enrolment.  
The solid line shows the long term trend.

Annual Changes in Secondary FTE Enrolment

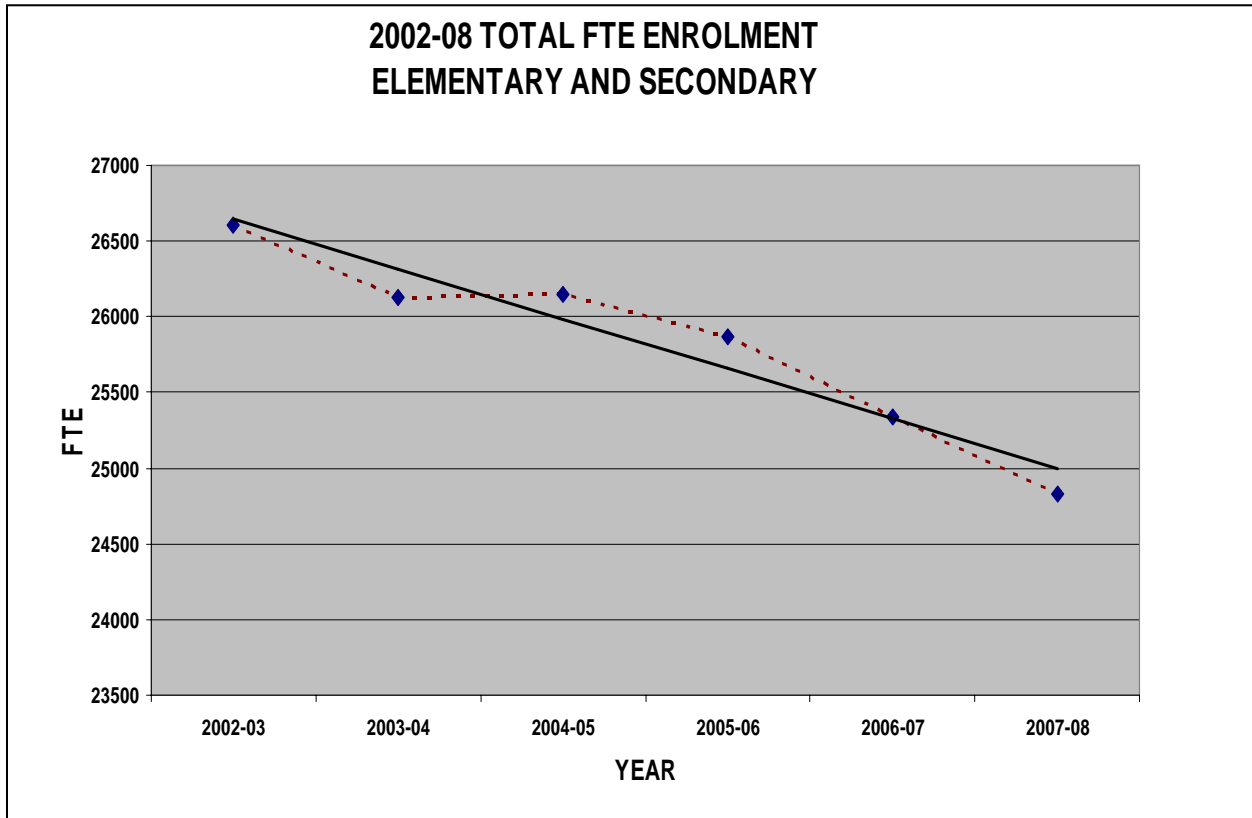
2003-04	= ( 405.1)
2004-05	= 178.1
2005-06	= ( 30.3)
2006-07	= ( 192.9)
<u>2007-08</u>	<u>= ( 91.6)</u>

**5Yr. Total = ( 541.8)**

Enrolment is based on Full Time Equivalent (FTE).  
Yearly average decline in enrolment is 100.34.  
The total 2008-09 projected enrolment decline is 350.



**2002-08 ENROLMENT HISTORY (Cont'd)**



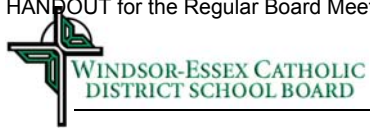
NOTE: The dotted line reflects actual enrolment.  
The solid line shows the long term trend.

Annual Elementary & Secondary Changes in Total FTE Enrolment

2003-04	= ( 481.6)
2004-05	= 30.1
2005-06	= ( 281.8)
2006-07	= ( 534.9)
<u>2007-08</u>	<u>= ( 505.1)</u>
<b>5Yr. Total</b>	<b>= (1,773.3)</b>

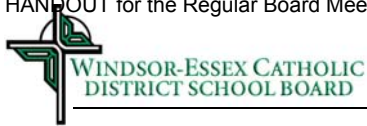
Enrolment is based on Full Time Equivalent (FTE).  
Yearly average decline in enrolment is 354.6.  
The total 2008-09 projected enrolment decline is 950.





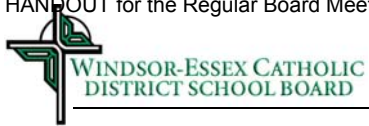
<b>2008-09 PROJECTED REVENUE SUMMARY</b>
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Revenue Source	2007-08 Revised Budget	2008-09 Budget
<b>Grant Allocation</b>		
Transfer from Municipalities	\$60,376,115	\$60,002,389
Transfer from Province of Ontario	161,016,593	162,050,486
<b>Fees &amp; Other Revenue</b>		
Education Programs and Other Revenues	785,860	627,515
Transfer from Working Fund Reserve	0	0
Transfer from Pupil Accommodation /Proceeds of Disposition	2,733,283	3,960,918
<b>TOTAL</b>	<b>\$224,911,851</b>	<b>\$226,641,308</b>



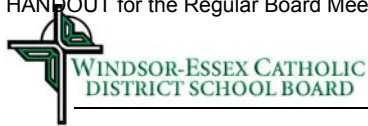
<b>2008-09 ANNOUNCED GRANT ALLOCATION</b>
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Grant	2007-08 Allocation	2008-09 Allocation	Increase (Decrease)
<b>Foundation Grant</b>			
Elementary	\$69,435,568	\$68,727,905	(\$707,663)
Secondary	49,839,143	49,305,517	(533,626)
Primary Class Size Reduction	4,789,605	4,851,412	(61,807)
<b>Special Grants</b>			
Special Education	24,919,084	23,961,876	(957,208)
Language	3,925,252	4,160,862	235,610
Learning Opportunities	4,211,861	4,253,390	41,529
Adult Education (Con Ed & Summer School)	919,617	846,737	(72,880)
Teacher Qualification & Experience	11,810,534	13,873,288	2,062,754
Transportation	8,208,246	8,479,119	270,873
Administration & Governance	6,145,845	6,225,133	79,288
School Operations	19,124,504	19,247,766	123,262
Declining Enrolment Adjustment	2,838,806	3,579,819	741,013
Program Enhancement	375,000	482,500	107,500
First Nation Metis and Inuit	69,298	66,988	(2,310)
Safe Schools		395,154	395,154
NTIP		54,000	54,000
<b>TOTAL OPERATING</b>	<b>\$206,612,363</b>	<b>\$208,511,466</b>	<b>\$1,777,799</b>
School Renewal	\$3,179,246	\$ 3,105,936	(\$73,310)
New Pupil Places	6,903,886	5,676,250	(1,227,636)
Good Places to Learn	545,953	617,553	71,600
Debt Charges	2,538,515	2,528,925	(9,590)
<b>TOTAL OPERATING &amp; CAPITAL</b>	<b>\$219,779,963</b>	<b>\$220,440,130</b>	<b>(\$1,216,396)</b>
<b>Fees &amp; Other Revenue</b>	<b>\$385,860</b>	<b>\$227,515</b>	<b>(\$158,345)</b>
Transfer from Pupil Accommodation Reserve	\$2,733,283	0	2,733,283
Other Ministry Grants	\$400,000	400,000	0
Transfer from Proceeds of Disposition	\$0	3,960,918	3,960,918
Other - 55 School Board Trust	\$1,612,745	1,612,745	0
<b>TOTAL OPERATING, CAPITAL, FEES &amp; OTHER REVENUE</b>	<b>\$224,911,851</b>	<b>\$226,641,308</b>	<b>\$1,785,977</b>



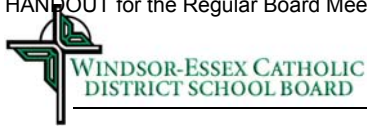
<b>2008-09 ESTIMATED EXPENDITURES BY EXPENSE CATEGORY</b>
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Operating	2007-08 Budget	2008-09 Budget	% of Total
Salaries & Benefits	\$182,542,458	\$179,287,257	86.1
Transportation	8,099,000	8,323,760	4.0
Textbooks/Computers	6,512,067	5,819,639	2.8
Utilities	4,850,000	5,635,000	2.7
Maintenance & Operations	3,653,000	3,770,500	1.8
Staff Development	647,000	293,105	0.1
Other Operations	2,707,689	5,196,233	2.5
<b>SUB TOTAL OPERATIONS</b>	<b>\$209,011,214</b>	<b>\$208,325,494</b>	<b>100.0</b>
<b>CAPITAL</b>			
Other Capital	\$2,538,515	\$3,146,478	19.8
School Renewal	\$3,179,000	3,100,862	19.5
NPP	\$10,183,122	9,684,712	60.7
<b>SUB TOTAL CAPITAL</b>	<b>\$15,900,637</b>	<b>\$15,932,052</b>	<b>100.0</b>
<b>GRAND TOTAL</b>	<b>\$224,911,851</b>	<b>\$224,257,546</b>	



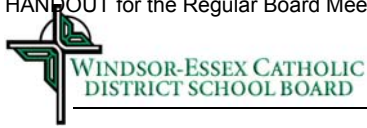
<b>2008-09 PROPOSED BUDGET SUMMARY</b>
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Classroom Instruction	Estimated Revenues	Estimated Expenditures	Estimated Variance
Classroom Teacher	\$120,534,699	\$121,022,329	(\$487,630)
Occasional/Supply Teachers	3,901,298	3,900,000	1,298
Teacher Assistants	11,322,994	12,196,999	(874,005)
Textbooks & Classroom Supplies	5,700,562	4,679,724	1,020,838
Classroom Computers	1,417,312	1,250,000	167,312
Professional & Para-Professional	4,068,389	5,031,921	(963,532)
Library & Guidance	4,566,170	3,630,700	935,470
Staff Development	491,464	70,000	421,464
Department Heads	357,812	585,000	(227,188)
<b>SUB TOTAL CLASSROOM INSTRUCTION</b>	<b>\$152,360,700</b>	<b>\$152,366,673</b>	<b>(\$5,973)</b>
<b>Non Classroom</b>			
Principals & Vice Principal	\$10,232,360	\$9,764,370	\$467,990
School Office	5,481,262	5,133,288	347,974
Coordinators/Consultants	2,087,288	1,157,800	929,488
Board Administration	7,741,442	7,328,768	412,674
Operations & Maintenance	21,204,371	21,140,090	64,281
Con Education/International Lang.	1,529,923	1,498,000	31,923
Pupil Transportation	8,501,635	8,323,760	177,875
<b>SUB TOTAL NON CLASSROOM</b>	<b>\$56,778,281</b>	<b>\$54,346,076</b>	<b>\$2,432,205</b>
<b>Capital</b>			
School Renewal	\$3,105,936	\$3,100,862	\$5,074
Other Capital	3,146,478	3,146,478	0
New Pupil Places	9,637,168	9,684,712	(47,544)
Other Non Operating	1,612,745	1,612,745	0
<b>SUB TOTAL CAPITAL</b>	<b>\$17,502,327</b>	<b>\$17,544,797</b>	<b>(\$42,470)</b>
<b>GRAND TOTAL</b>	<b>\$226,641,308</b>	<b>\$224,257,546</b>	<b>\$2,383,762</b>



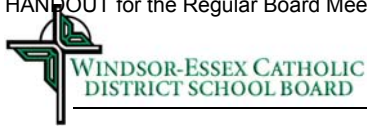
<b>2003-04 to 2008-09 STAFFING</b>
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Category	Budgeted Staff 2003-04	Budgeted Staff 2004-05	Budgeted Staff 2005-06	Budgeted Staff 2006-07	Budgeted Staff 2007-08	Budgeted Staff 2008-09
<b>TOTAL DIRECTOR &amp; SUPERINTENDENTS</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>
<b>Board Administration</b>						
Management/Non Union Clerical	16.0	13.0	13.0	15.0	15.0	15.0
Clerical	19.0	19.0	19.0	19.0	17.0	17.0
<b>General Administration</b>						
Courier	1.0	1.0	1.0	1.0	1.0	1.0
Executive Assistants to the Director	2.0	2.0	2.0	2.0	2.0	2.0
Communication - Public Relations	0.8	0.8	.75	1.0	1.0	1.0
Administration Custodians	3.0	3.0	4.0	5.0	4.0	4.0
<b>Computer Services</b>						
Systems Analyst	2.0	1.0	1.0	1.0	1.0	1.0
<b>Instructional Administration</b>						
Executive Assistants to S.O.'s	4.0	4.0	4.0	4.0	3.0	5.0
Secretary to Consultants	5.0	5.0	5.0	5.0	4.0	4.0
Secretary to Teacher Centre	2.0	2.0	2.0	2.0	2.0	2.0
Secretary - Learning Commons	1.0	1.0	1.0	1.0	1.0	1.0
<b>TOTAL BOARD ADMINISTRATION</b>	<b>55.8</b>	<b>51.8</b>	<b>52.8</b>	<b>56.0</b>	<b>51.0</b>	<b>53.0</b>
<b>TOTAL TRANSPORTATION</b>	<b>2.2</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>Principals &amp; Vice Principals</b>						
Elementary Principals	41.0	41.0	41.0	41.0	41.0	41.0
Elementary VP's (FTE)	9.5	9.5	14.0	14.0	13.0	13.0
Secondary Princ. Incl. Con Ed	9.0	9.0	9.0	9.0	9.0	9.0
Secondary VP's Incl. Cont Ed	18.0	18.0	18.0	18.0	17.0	17.0
Principal on Special Assignment	3.0	3.0	6.0	5.0	4.0	5.0
<b>TOTAL PRINCIPALS &amp; VP'S</b>	<b>80.5</b>	<b>82.5</b>	<b>88.0</b>	<b>87.0</b>	<b>84.0</b>	<b>85.0</b>



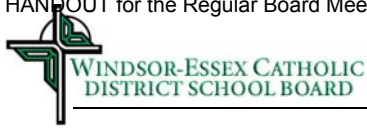
<b>2003-04 to 2008-09 STAFFING (Cont'd)</b>
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<b>Category</b>	<b>Budgeted Staff 2003-04</b>	<b>Budgeted Staff 2004-05</b>	<b>Budgeted Staff 2005-06</b>	<b>Budgeted Staff 2006-07</b>	<b>Budgeted Staff 2007-08</b>	<b>Budgeted Staff 2008-09</b>
<b>Plant &amp; Operations</b>						
<b>Operations</b>						
Superintendent of Facilities Services	1	1	1	1	1	0
Mgr. of Maintenance & Operations	0	0	1	1	1	1
Supervisor of Custodians	1	1	2	2	2	2
Foreperson	3	3	0	0	0	0
Health & Safety Officer	1	1	1	1	1	1
Manager, Energy Building Systems	1	1	1	1	0	0
Coordinator of Energy	1	0	0	0	0	0
<b>Unionized</b>						
Clerical	4	4	4	4	4	3
Custodians (Regular)	145	143	146	146	148	141.6
Float	8	6	6	8	6	6.0
Utility	2	4	4	8	8	8.0
Part Time (FTE)	9.9	12	12	12	12	12.0
<b>SUB TOTAL OPERATIONS</b>	<b>179</b>	<b>176</b>	<b>179</b>	<b>184</b>	<b>183</b>	<b>174.6</b>
<b>Maintenance</b>						
Supervisor, Maintenance Services	1	1	1	1	1	1.0
Maintenance Staff	16	16	16	16	16	16.0
Painter	0	1	1	1	1	1.0
<b>SUB TOTAL MAINTENANCE</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18.0</b>
<b>TOTAL PLANT &amp; OPERATIONS</b>	<b>196</b>	<b>194</b>	<b>197</b>	<b>202</b>	<b>201</b>	<b>192.6</b>
<b>School Secretaries</b>						
Elementary (FTE) (excl. OT & Assist's)	49.5	49.5	55.5	50.0	47.0	47.0
Secondary (Incl. Admin Assist's)	48	48	49	49.0	47.0	46.0
<b>TOTAL SCHOOL SECRETARIES</b>	<b>97.5</b>	<b>97.5</b>	<b>104.5</b>	<b>99</b>	<b>94.0</b>	<b>93.0</b>



<b>2003-04 to 2008-09 STAFFING (Cont'd)</b>
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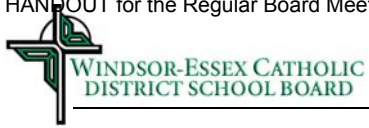
Category	Budgeted Staff 2003-04	Budgeted Staff 2004-05	Budgeted Staff 2005-06	Budgeted Staff 2006-07	Budgeted Staff 2007-08	Budgeted Staff 2008-09
<b>Educational Assistants</b>						
Elementary	178.0	212.5	203.0	204.0	193.0	187.5
Secondary	64.0	67.0	67.0	65.0	61.0	61.0
<b>TOTAL EDUCATIONAL ASSISTANTS</b>	<b>242.0</b>	<b>279.5</b>	<b>270.0</b>	<b>269.0</b>	<b>254.0</b>	<b>248.5</b>
<b>Professional &amp; Para Professional</b>						
Library Tech - Teacher Centre	1.0	1.0	1.0	1.0	1.0	1.0
Attendance Counsellor	1.0	0.1	0.1	0.1	0.1	0.5
A.V. Tech Hardware	5.0	5.0	5.0	5.0	5.0	5.0
Computer Software Tech	14.0	14.0	14.0	14.0	13.0	13.0
Help Desk	1.0	1.0	1.0	1.0	1.0	1.0
NT Specialist	2.0	1.0	2.0	2.0	2.0	2.0
Campus Ministers	8.0	9.0	9.0	10.0	9.0	9.0
Social worker	9.0	10.5	10.1	10.1	9.4	11.0
Psychologists	3.0	4.0	2.0	3.0	3.0	3.0
Faith Animator	1.0	1.0	1.0	1.0	1.0	1.0
Speech Pathologists	7.0	7.1	7.1	7.1	7.1	7.1
Behavioural Specialists	9.0	10.0	9.0	9.0	9.0	9.0
Librarian Technicians	31.0	38.5	38.5	38.5	37.5	37.5
Mgr. of Student Info Resources	1.0	1.0	1.0	1.0	1.0	1.0
Manager of Info Systems	1.0	1.0	1.0	1.0	1.0	1.0
Network Manager	0.0	1.0	1.0	1.0	1.0	1.0
Systems Manager	0.0	1.0	1.0	1.0	1.0	1.0
Admin Assist. (Trillium)	1.0	1.0	1.0	1.0	1.0	1.0
Elem. Secretary (Trillium)	1.0	1.0	1.0	1.0	1.0	1.0
Jr. Systems Analyst	1.0	1.0	1.0	1.0	1.0	1.0
Data Conversion Specialist (Trillium)	1.0	1.0	1.0	0.0	0.0	0.0
Communication Cabling Specialist	1.0	1.0	1.0	1.0	1.0	1.0
Supervisor - Learning Commons	0.0	1.0	1.0	1.0	1.0	1.0
<b>Total Professional &amp; Para Professional</b>	<b>99</b>	<b>112.6</b>	<b>110.2</b>	<b>111.2</b>	<b>109.1</b>	<b>109.1</b>
<b>GRAND TOTAL SUPPORT STAFF</b>	<b>776.95</b>	<b>824.35</b>	<b>828.95</b>	<b>832.70</b>	<b>800.6</b>	<b>787.7</b>



<b>2003-04 to 2008-09 ACADEMIC STAFFING</b>
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	Budgeted Staff 2003-04	Budgeted Staff 2004-05	Budgeted Staff 2005-06	Budgeted Staff 2006-07	Budgeted Staff 2007-08	Budgeted Staff 2008-09
<b>Elementary</b>						
Classroom & Prep, etc.	692	680.0	670.0	679.0	648.0	620.0
Class Size Reduction	0	14.0	28.0	42.0	56.0	56.0
Specialty/ LSST/FSL	90.0	90.0	90.0	124.9	125.0	101.5
Music/ESL/Specialty	12.0	12.0	12.0	13.0	13.0	30.0
Special Education	65.0	99.0	96.5	96.5	96.5	92.0
Consultants/Coordinators	3.5	3.0	3.0	7.0	8.0	8.0
<b>SUB TOTAL ELEMENTARY</b>	<b>862.5</b>	<b>898.0</b>	<b>899.5</b>	<b>947.45</b>	<b>946.50</b>	<b>907.5</b>
<b>Secondary</b>						
Classroom	415.0	423.8	418.0	492.50	500.7	468.7
Prep	83.0	83.0	85			
Co-Op/OYAP/Bridges	6.1	8.0	8.0	11.49	10.7	14.1
Guidance	21.40	21.0	21.0	21.0	20.1	19.8
Student Success/Literacy, etc.	0	0	18.0	22.3	26.3	24.0
Special Education (incl. Work Matters)	24.5	33.0	32.5	32.5	34.5	34.5
Consultants/Coordinators	7.0	7.0	7.0	5.0	6.0	5.0
<b>SUB TOTAL SECONDARY</b>	<b>557.0</b>	<b>575.8</b>	<b>589.5</b>	<b>584.7</b>	<b>598.3</b>	<b>566.0</b>
<b>GRAND TOTAL - ACADEMIC</b>	<b>1,419.5</b>	<b>1,473.8</b>	<b>1,489.0</b>	<b>1,532.1</b>	<b>1,544.8</b>	<b>1,473.6</b>



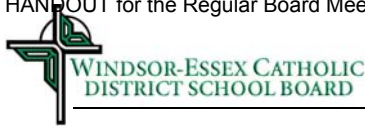


# SCHEDULE A

2008-09

FINAL DRAFT BUDGET

BY ACCOUNT



**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2008-09 FINAL DRAFT BUDGET**

The first Preliminary Draft 2008-09 Budget was presented to the Board at the April 1, 2008 Board meeting. The Preliminary Draft 2008-09 Budget was posted for public consultation on May 20, 2008. The Board of Trustees is to receive the Final Draft Budget for information at its meeting scheduled for Tuesday, June 10, 2008 at 7:00 p.m. Formal approval of this budget is to be considered by the Board at its Meeting of Monday, June 23, 2008 at 7:00 p.m.

A number of factors are requiring the Board to examine adjustments to the annual budget, in order to achieve a balanced budget submission to the Ministry of Education by the June 30, 2008 filing deadline. This Final Draft Budget was prepared based on a projected enrolment decline in the elementary panel of 650 and in the secondary panel of 300, for a total projected enrolment decline of 950 students. Beyond the projected enrolment decline, this Final Draft Budget required further adjustments as follows:

2008-09 Projected Deficit (Due Primarily to Debt Servicing and to Unsustainable School Renewal Reduction In 2007-08 Added Back into Budget in 2008-09)	\$1,585,000
Portion of the 2006-07 Actual Year-End Deficit Scheduled to be covered in the 2008-09 Budget	<u>\$ 2,385,622</u>
2008-09 Total Budget Shortfall	<u>\$3,970,662</u>

Budget reductions to address the 2008-09 total budget shortfall have been reflected in these Final Draft Budget documents. This Final Draft Budget complies with the requirement in the Education Act for the Board to submit a balanced budget. It is emphasized that any deficit realized pursuant to the 2007-08 budget year is to be applied against the 2008-09 Budget and would increase the overall 2008-09 projected total budget shortfall. Any such deficit is to be confirmed by November 14, 2008 by the Audited 2007-08 Board Financial Statements and addressed in the fall as part of the revised estimates for 2008-09, which are due to the Ministry by December 12, 2008.

To facilitate the review of this draft budget, information regarding account numbering is provided below. The first two digits listed in the account codes represent the classification/area of responsibility as follows:

- |   |  |
|---|--|
| 10 - Instructional                      | 34 - Human Resources Administration      |
| 15 - School Management/Services         | 35 - Information Technology Admin        |
| 21 - Student Support Services           | 40 - School Operations                   |
| 22 - Computer & Other Technical Support | 41 - School Maintenance                  |
| 23 - Library Services                   | 42 - School Renewal                      |
| 24 - Guidance Services                  | 43 - New Pupil Places                    |
| 25 - Teacher Support Services           | 44 - Operations/Maintenance (Non-Instr.) |
| 31 - Governance/Trustees                | 45 - Direct Capital and Approved Debt    |
| 32 - Director & Supervisory Officers    | 50-54 - Transportation                   |
| 33 - Business Administration            | 55 -Continuing Education/Summer School   |

The eighth digit, which is a single digit, represents the panel as follows:

- |                |               |                    |             |
|----------------|---------------|--------------------|-------------|
| 1 - Elementary | 4 - Secondary | 5 - Continuing Ed. | 6 - Central |
|----------------|---------------|--------------------|-------------|

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>CLASSROOM TEACHERS</b>		
10-17000-1-001 Salary Teachers (JK TO 3)	23,498,711	22,017,538
10-17000-1-002 Salary Teachers (4 TO 8)	26,181,439	25,759,084
10-17000-1-201 Salary Specialty Teachers (Elem.)	1,065,000	1,097,000
10-17000-1-203 Salary FSL Teachers (Sec.)	3,905,000	4,023,138
10-17000-1-204 Salary Teachers LSST Portion (Elem.)	3,905,000	4,023,138
10-17000-1-216 Salary Early Literacy/Numeracy (Elem.)	142,000	365,740
10-17000-1-301 Salary Teacher Spec Ed (Elem.)	6,994,000	6,802,761
10-17000-1-402 Salary Teachers ESL (Elem.)	474,250	512,035
10-17100-1-000 Salary Teachers Music (Elem.)	-	512,000
10-17000-4-000 Salary Teachers (Sec.)	38,765,000	37,627,155
10-17000-4-205 Salary Teacher Student Success (Sec.)	1,336,800	1,345,004
10-17000-4-210 Salary Teacher OYAP	-	152,494
10-17000-4-216 Salary Teachers Literacy (Sec.)	202,000	85,000
10-17000-4-301 Salary Teacher Spec Ed (Sec.)	2,615,000	2,634,928
10-27000-1-001 Benefits Teachers (JK TO 3)	2,940,000	2,960,000
10-27000-1-002 Benefits Teachers (4 TO 8)	3,177,925	3,285,000
10-27000-1-201 Benefits Specialty Teachers (Elem.)	131,151	90,000
10-27000-1-203 Benefits Teachers FSL (Elem.)	480,886	471,000
10-27000-1-204 Benefits Teachers LSST Portion (Elem.)	480,886	481,000
10-27000-1-216 Benefits Teachers Early Learning (Elem.)	17,487	22,000
10-27000-1-301 Benefits Spec Ed (Elem.)	850,140	926,000
10-27000-1-402 Benefits Teachers ESL (Elem.)	58,402	77,000
10-27000-4-000 Benefits Teachers (Sec.)	4,773,765	4,853,903
10-27000-4-205 Benefits Student Success Teachers (Sec.)	164,622	173,506
10-27000-4-210 Benefits Teachers OYAP (Sec.)	-	18,000
10-27000-4-216 Benefits Teachers Literacy (Sec.)	24,876	9,000
10-27000-4-301 Benefits Spec Ed (Sec.)	317,860	339,906
10-27000-4-402 Benefits Teacher ESL (Sec.)	-	28,000
10 27100 1 000 Benefits Teachers Music (Elem.)	-	61,000
10-36100-1-000 Auto Reimbursement (Elem.)	50,000	40,000
10-36100-4-000 Auto Reimbursement (Sec.)	20,000	30,000
33-65400-6-000 Teacher Call In Service	200,000	200,000
<b>TOTAL - CLASSROOM TEACHERS</b>	<b>122,772,200</b>	<b>121,022,329</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>OCCASIONAL/SUPPLY TEACHERS</b>		
10-18300-1-000 Salary Supply Short Term Illness (Elem.)	1,100,000	1,000,000
10-18300-4-000 Salary Supply Short Term Illness (Sec.)	556,322	1,220,000
10-18400-1-000 Salary Supply Long Term Illness (Elem.)	650,000	650,000
10-18400-4-000 Salary Supply Long Term Illness (Sec.)	650,000	650,000
10-28300-1-000 Benefits Supply Short Term Illness (Elem.)	144,138	144,000
10-28300-4-000 Benefits Supply Short Term Illness (Sec.)	65,517	66,000
10-28400-1-000 Benefits Supply Long Term Illness (Elem.)	85,172	85,000
10-28400-4-000 Benefits Supply Long Term Illness (Sec.)	85,172	85,000
<b>TOTAL - OCCASIONAL/SUPPLY TEACHERS</b>	<b>3,336,321</b>	<b>3,900,000</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>TEACHER ASSISTANTS</b>		
10-19100-1-301 Salary Educational Asst. (Elem.)	6,935,000	6,746,427
10-19100-4-301 Salary Educational Asst. (Sec.)	2,192,000	2,192,000
10-19100-6-301 Salary Supply Educational Asst.	400,000	700,000
10-13300-1-301 Salary Sign Language Services (Elem.)	-	210,000
10-29100-1-301 Benefits Educational Asst. (Elem.)	1,949,450	1,500,572
10-29100-4-301 Benefits Educational Asst. (Sec.)	653,550	615,000
10-29100-6-301 Benefits Supply Educational Assistants	-	180,000
10-23300-1-301 Benefits Sign Language Services (Elem.)	-	53,000
<b>TOTAL - TEACHER ASSISTANTS</b>	<b>12,130,000</b>	<b>12,196,999</b>

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Account	2007-08 Budget	2008-09 Budget
<b>TEXTBOOKS/SUPPLIES</b>		
10-32000-1-000 Textbooks (Elem.)	300,000	248,000
10-32000-4-000 Textbooks (Sec.)	300,000	200,000
10-32001-1-000 Learning Materials (Elem.)	128,202	130,000
10-32001-4-000 Learning Materials (Sec.)	107,948	110,000
10-32001-6-000 Learning Materials	235,000	135,000
10-32002-1-600 Learning Opportunities (Elem.)	50,163	51,000
10-32003-1-000 FSL Material (Elem.)	11,431	12,000
10-32004-4-000 Tech Studies (Sec.)	124,397	125,000
10-32005-4-000 WECSSA (Sec.)	160,000	200,000
10-32006-1-301 Spec Ed (Material) (Elem.)	91,525	92,000
10-32006-4-301 Spec Ed (Material) (Sec.)	27,748	28,000
10-32010-1-219 Healthy Eating Active Living (Elem.)	20,000	-
10-32016-1-000 Safe Schools/VIP Program (Elem.)	10,000	10,000
10-32017-6-000 Instrumental Music	20,000	20,000
10-32018-1-000 CAT Test for Grade 5 (Elem.)	20,000	20,000
10-32021-1-000 City, Region, Provincial Initiative (Elem.)	15,000	15,000
10-32023-4-000 Course Calendars (Sec.)	10,000	10,000
10-32027-1-000 Student Success (Elem.)	100,000	100,000
10-32027-4-000 Student Success (Sec.)	566,000	566,000
10-32032-1-000 Turnaround Program (Immaculate) (Elem.)	56,300	-
10-32037-1-000 Ministry Programs (Elem.)	15,375	-
10-32060-4-000 International Baccalaureate Program (Sec.)	80,000	80,000
10-32083-1-000 Faith Formation (Elem.)	162,045	162,045
10-32092-4-000 T.E.R.I. (Sec.)	100,000	-
10-32100-4-000 Catholic Curriculum COOP Project (Sec.)	12,000	12,000
10-33000-1-000 Instructional Supplies (Elem.)	147,537	150,000
10-33000-4-000 Instructional Supplies (Sec.)	51,523	52,000
10-33021-1-000 School Retreats (Elem.)	24,381	25,000
10-33021-4-000 School Retreats (Sec.)	87,751	88,000
10-33043-4-000 Specialist High Skills Major	40,000	-
10-33044-6-000 Consultant Expenses	50,000	40,000
10-33045-6-301 Coordinator Expenses Spec Ed	30,000	30,000
10-33100-1-000 Application Software (Elem.)	67,195	15,170
10-33100-4-000 Application Software (Sec.)	10,000	41,800
10-33100-6-000 Application Software	90,000	158,031
10-33101-6-000 Trillium Implementation	10,000	14,678
10-33102-4-000 E-Learning (Sec.)	20,815	6,000
10-33500-1-000 Print & Photocopy Instructional (Elem.)	371,061	372,000
10-33500-4-000 Print & Photocopy Instructional (Sec.)	235,015	235,000

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Account	2007-08 Budget	2008-09 Budget
10-33500-6-000 Print & Photocopy Instructional	30,000	30,000
10-36100-1-000 Auto Reimbursement (Elem.)	14,503	15,000
10-36100-4-000 Auto Reimbursement (Sec.)	8,212	9,000
10-40200-6-000 Repairs Computer Technology	75,000	75,000
10-45000-4-000 Athletic Transportation (Sec.)	53,250	53,000
10-50100-1-000 Replacement F & E (Elem.)	140,020	112,000
10-50100-4-000 Replacement F & E (Sec.)	125,704	100,000
10-55100-1-302 Personal Special Equipment (Sec.)	40,000	80,000
10-55100-4-302 Personal Special Equipment (Sec.)	40,000	80,000
10-55202-6-000 WERLNET	57,000	17,000
10-65400-1-301 Spec Ed Transportation (Elem.)	7,089	8,000
10-65400-4-301 Spec Ed Transportation (Sec.)	2,000	2,000
10-66108-6-000 Cancopy Fees	66,700	66,000
10-66109-6-000 Socan/Sirsi Fees	25,000	25,000
15-40500-1-000 Telephone Voice (Elem.)	125,000	115,000
15-40500-4-000 Telephone Voice (Sec.)	100,000	85,000
15-41000-1-000 Office Supplies & Services (Elem.)	57,683	48,000
15-41000-4-000 Office Supplies & Services (Sec.)	26,196	27,000
23-32000-1-000 Library Materials (Elem.)	52,490	53,000
23-32000-4-000 Library Materials (Sec.)	44,917	45,000
25-32010-1-000 Athletics (Elem.)	31,000	31,000
32-72500-6-000 School Improvement Fund	40,000	25,000
33-72506-6-000 University of Windsor Agreement	25,000	25,000
35-66104-6-000 Fees & Licenses (Oracle)	13,000	-
<b>TOTAL - TEXTBOOKS/SUPPLIES</b>	<b>5,158,176</b>	<b>4,679,724</b>

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Account	2007-08 Budget	2008-09 Budget
<b>CLASSROOM COMPUTERS</b>		
10-32035-1-000 Wireless Writing Program (Elem.)	10,000	-
10-40600-6-000 Telephone Data Lines	402,500	475,000
10-50200-1-000 Replacement Computers (Elem.)	180,000	-
10-50200-6-000 Computer Expenses (Prior Year)	470,000	540,525
10-50201-6-000 Office Automation	-	3,000
10-50300-6-000 Replacement Network	85,500	51,790
10-66112-6-000 Maintenance Fee Evaluation	-	28,900
22-31700-6-000 P. D./User Groups Meetings	-	61,085
22-31701-6-000 P. D./Technicians	25,000	25,000
22-36100-6-000 Mileage Technicians	-	14,000
35-66107-6-000 Trillium/SRB Fees	57,000	50,700
<b>TOTAL - CLASSROOM COMPUTERS</b>	<b>1,230,000</b>	<b>1,250,000</b>



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Account	2007-08 Budget	2008-09 Budget
<b>PROFESSIONAL, PARA PROFESSIONALS, TECHNICIANS</b>		
21-11000-6-000 Salary Tech & Spec Non-Instructional	70,200	61,000
21-13100-6-000 Salary Attendance Counselor	23,000	24,000
21-13200-6-301 Salary Psychological Services	201,000	220,000
21-13300-6-301 Salary Speech Services	479,300	485,000
21-13400-6-301 Salary Social Workers	1,058,000	1,118,200
21-13600-4-000 Salary Campus Ministers (Sec.)	541,000	435,121
21-21000-6-000 Benefits Tech & Spec Non-Instructional	23,610	17,000
21-23100-6-000 Benefits Attendance Counselor	7,736	7,000
21-23200-6-301 Benefits Psych Services	67,602	56,000
21-23300-6-301 Benefits Speech Services	161,202	122,000
21-23400-6-301 Benefits Social Services	355,836	282,300
21-23600-4-000 Benefits Campus Ministers (Sec.)	181,954	158,300
21-36200-6-000 Travel/Expense Allowance	-	5,000
21-36200-6-301 Travel/Expense Allowance	-	70,000
22-11000-4-000 Salary Student System Support (Sec.)	68,700	92,000
22-11000-6-000 Salary Tech & Spec Non Instructional	232,471	248,000
22-13500-6-000 Salary Computer Techs	1,224,400	1,169,000
22-21000-4-000 Benefits Tech & Spec Non Instructional (Sec.)	23,106	33,000
22-21000-6-000 Benefits Tech & Spec Non Instructional	72,983	68,000
22-23500-6-000 Benefits Computer Techs	411,800	286,000
22-40500-6-000 Telephone Computer Techs	-	29,000
23-13500-6-000 Salary Library Tech	46,000	46,000
<b>TOTAL - PROFESSIONAL &amp; PARA PROFESSIONALS, TECHNICIANS</b>	<b>5,249,900</b>	<b>5,031,921</b>

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Account	2007-08 Budget	2008-09 Budget
<b>LIBRARY &amp; GUIDANCE</b>		
23-13500-1-000 Salary Library Techs (Elem.)	1,458,193	948,400
23-13500-4-000 Salary Library Techs (Sec.)	-	330,000
23-23500-1-000 Benefits Library Techs (Elem.)	413,000	279,300
23-23500-4-000 Benefits Library Techs (Sec.)	-	100,000
23-23500-6-000 Benefits Techs Student Support	-	18,000
24-17000-4-000 Salary Guidance Teachers (Sec.)	1,591,800	1,757,000
24-27000-4-000 Benefits Guidance Teachers (Sec.)	196,263	198,000
<b>TOTAL - LIBRARY &amp; GUIDANCE</b>	<b>3,659,256</b>	<b>3,630,700</b>

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Account	2007-08 Budget	2008-09 Budget
<b>STAFF DEVELOPMENT</b>		
10-31500-1-000 P. D. School Based (Elem.)	35,000	70,000
10-31500-4-000 P. D. School Based (Sec.)	10,000	-
10-31501-6-000 Leadership	10,000	-
10-31504-6-000 P. D. Individual	75,000	-
10-31505-6-000 P. D. Summer Institute	25,000	-
10-31511-6-000 Risk Management/Violence Prevention	30,000	-
10-31512-6-000 Principal Mentoring	10,000	-
10-31513-6-000 Revised Teacher Performance Appraisal (TPA) Training	5,000	-
<b>TOTAL - STAFF DEVELOPMENT</b>	<b>200,000</b>	<b>70,000</b>

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Account	2007-08 Budget	2008-09 Budget
<b>DEPARTMENT HEADS</b>		
15-15300-4-000 Dept Head Allowance (Sec.)	440,000	520,000
15-25300-4-000 Benefits Dept Head Allowance (Sec.)	55,000	65,000
<b>TOTAL - DEPARTMENT HEADS</b>	<b>495,000</b>	<b>585,000</b>

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Account	2007-08 Budget	2008-09 Budget
<b>PRINCIPALS &amp; VICE PRINCIPALS</b>		
15-15100-1-000 Salary Principals (Elem.)	5,227,400	4,992,000
15-15100-1-301 Salary Principals Spec Ed (Elem.)	-	-
15-15100-4-000 Salary Principals (Sec.)	1,035,100	1,137,370
15-15200-1-000 Salary Vice Principals (Elem.)	1,104,000	1,013,000
15-15200-4-000 Salary Vice Principals (Sec.)	1,560,000	1,298,300
15-18700-1-000 Supply Principals (Elem.)	-	110,000
15-25100-1-000 Benefits Principals (Elem.)	617,117	650,000
15-25100-1-301 Benefits Principals Spec Ed (Elem.)	-	-
15-25100-4-000 Benefits Principals (Sec.)	135,123	155,000
15-25200-1-000 Benefits Vice Principals (Elem.)	144,117	133,400
15-25200-4-000 Benefits Vice Principals (Sec.)	203,643	171,300
15-31500-1-000 Professional Development ( Elem.)	13,500	14,000
15-31500-4-000 Professional Development (Sec.)	6,500	7,000
15-40700-1-000 Cell Phones (Elem.)	-	55,000
15-40700-4-000 Cell Phones (Sec.)	-	28,000
<b>TOTAL - PRINCIPALS &amp; VICE PRINCIPALS</b>	<b>10,046,500</b>	<b>9,764,370</b>

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Account	2007-08 Budget	2008-09 Budget
<b>SCHOOL OFFICE</b>		
15-10300-4-000 Salary Administrative Assistants (Sec.)	449,000	449,000
15-11200-1-000 Salary Clerical & Secretarial (Elem.)	1,897,270	1,898,000
15-11200-4-000 Salary Clerical & Secretarial (Sec.)	1,619,000	1,557,916
15-11500-1-000 Salary Temp Clerical (Elem.)	50,000	100,000
15-11500-4-000 Salary Temp Clerical (Sec.)	50,000	50,000
15-20300-4-000 Benefits Administrative Assistants (Sec.)	129,224	110,000
15-21200-1-000 Benefits Clerical & Secretarial (Elem.)	560,432	516,000
15-21200-4-000 Benefits Clerical & Secretarial (Sec.)	480,344	452,372
<b>TOTAL - SCHOOL OFFICE</b>	<b>5,235,270</b>	<b>5,133,288</b>

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Account	2007-08 Budget	2008-09 Budget
<b>COORDINATORS/CONSULTANTS</b>		
25-16100-1-000 Salary Coordinator Consultant Support (Elem.)	500,563	281,600
25-16100-1-301 Salary Coordinator Consultant Support (Elem.)	271,400	264,000
25-16100-4-000 Salary Coordinator Consultant Support (Sec.)	260,000	314,000
25-16100-4-301 Salary Coordinator Consultant Support (Sec.)	181,000	181,000
25-26100-1-000 Benefits Coordinator Consultant Support (Elem.)	61,489	33,200
25-26100-1-301 Benefits Coordinator Consultant Support (Elem.)	33,339	32,000
25-26100-4-000 Benefits Coordinator Consultant Support (Sec.)	31,938	33,000
25-26100-4-301 Benefits Coordinator Consultant Support (Sec.)	22,234	19,000
<b>TOTAL - COORDINATORS/CONSULTANTS</b>	<b>1,361,963</b>	<b>1,157,800</b>

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Account	2007-08 Budget	2008-09 Budget
<b>TRUSTEES</b>		
31-10100-6-000 Trustees Honorarium	107,500	110,000
31-31700-6-000 Professional Development Trustees	50,000	50,000
<b>TOTAL - TRUSTEES</b>	<b>157,500</b>	<b>160,000</b>



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<b>Account</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
<b>DIRECTOR AND SUPERINTENDENTS</b>		
32-10200-6-000 Director and Superintendents	889,000	783,630
32-20200-6-000 Benefits Director and Superintendents	200,000	136,000
<b>TOTAL - DIRECTOR &amp; SUPERINTENDENTS</b>	<b>1,089,000</b>	<b>919,630</b>

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Account	2007-08 Budget	2008-09 Budget
<b>BOARD ADMINISTRATION</b>		
25-11200-6-000 Salary Clerical & Secretarial (Consult.)	289,400	166,700
25-21200-6-000 Benefits Clerical & Secretarial (Consult.)	91,000	84,400
31-36200-6-000 Travel & Expenses (Trustees)	15,000	15,000
31-70100-6-000 Board Membership	80,000	80,000
32-11200-6-000 Clerical & Secretarial	344,750	345,000
32-21200-6-000 Benefits Clerical & Secretarial	95,000	84,000
32-31500-6-000 Professional Development (Academic)	25,000	25,000
32-41001-6-000 Communications (Public Relations)	75,000	50,000
32-41020-6-000 Advertising Non-Staff	15,000	15,000
32-65300-6-000 Accommodation Planning Fees	50,000	50,000
32-65401-6-000 Courier Consortium	20,000	25,000
32-71000-6-000 Interest Expense	200,000	200,000
32-72503-6-000 Special Board Approval	100,000	200,000
32-72504-6-000 Misc. Instructional	10,000	10,000
32-72505-6-000 Student Senate	5,000	10,000
33-10300-6-000 Salary Manager & Supervisory	462,600	476,000
33-11000-6-000 Salary Tech & Spec (Non Instructional)	241,400	217,100
33-11200-6-000 Salary Clerical & Secretarial	763,150	665,740
33-11500-6-000 Salary Temp Clerk/Tech & Spec	25,000	10,000
33-13600-6-000 Salary Board Chaplain	3,600	3,600
33-20300-6-000 Benefits Manager & Supervisory	100,000	117,000
33-21000-6-000 Benefits Tech & Spec (Non Instructional)	60,860	49,000
33-21200-6-000 Benefits Clerical & Secretarial	231,636	262,000
33-31700-6-000 Professional Development (Non Teaching)	30,000	25,000
33-33600-6-000 Print & Photocopy (Non Instructional)	40,000	40,000
33-36100-6-000 Auto Reimbursement	-	4,000
33-36200-6-000 Travel	15,000	11,000
33-40100-6-000 Repairs Furniture & Equipment	1,000	1,000
33-40500-6-000 Telephone Voice	150,000	57,000
33-40700-6-000 Cell Phones	-	45,000
33-41000-6-000 Office Supplies & Services	80,000	75,000
33-41010-6-000 Postage	20,000	25,000
33-41020-6-000 Advertising	10,000	10,000
33-50100-6-000 Replacement Furniture & Equipment	5,000	5,000
33-62100-6-000 Rent/Lease Photocopiers	30,000	35,000
33-65100-6-000 Audit Fees	33,000	36,000
33-65221-6-000 Legal Fee Health & Safety	-	10,000
33-65224-6-000 Legal Fee Non Property General	-	20,000
33-65226-6-000 Legal Fee Property General	-	30,000

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Account	2007-08 Budget	2008-09 Budget
33-65300-6-000 Bank Service Charge	1,500	1,500
33-65301-6-000 Appraisal Fees	2,000	5,000
33-70100-6-000 Membership Fees	2,000	2,000
33-72500-6-000 Miscellaneous	150,375	50,000
34-10300-6-000 Salary Manager & Supervisory	226,800	229,000
34-11200-6-000 Salary Clerical & Secretarial	304,200	254,200
34-20300-6-000 Benefits Manager & Supervisory	55,794	56,000
34-21200-6-000 Benefits Clerical & Secretarial	77,558	69,000
34-65201-6-000 Legal Fees Arbitration	-	30,000
34-65202-6-000 Legal Fees Grievances	-	90,000
34-65204-6-000 Legal Fees Human Rights	-	20,000
34-65205-6-000 Legal Fees Discipline/Suspension/Termination	-	50,000
34-65206-6-000 Legal Fees Academic	-	100,000
34-65209-6-000 Legal Fees Other	400,000	50,000
34-65300-6-000 Other Professional Fees	50,000	100,000
35-66103-6-000 Maintenance Fees (Cognos)	-	16,000
35-11000-6-000 Salary Tech & Spec Non Instructional	65,000	65,000
35-21000-6-000 Benefits Tech & Spec Non Instructional	22,077	16,000
35-31700-6-000 P. D. Non Teaching	20,000	-
35-31701-6-000 P. D. Computer Techs	25,000	-
35-36200-6-000 Travel/Expense Allowance	9,500	12,000
35-41000-6-000 Office Supplies & Services	22,000	345
35-50200-6-000 Replacement Computer Technology	35,000	30,000
35-55302-6-000 WEDNET	115,000	117,000
35-65400-6-000 Technical Support Network	20,000	172,030
35-66101-6-000 Security Solutions	81,000	58,847
35-66102-6-000 Fees & Licenses (SDS)	37,000	39,000
35-66105-6-000 Fees & Licenses (ECNO)	118,000	110,000
35-66109-6-000 Fees & Licenses (Misc.)	50,700	8,375
35-66110-6-000 Document Management Fees	8,000	6,500
35-66111-6-000 SPS Plus.Net	-	30,266
35-66201-6-000 Service Contract (Compaq)	25,000	49,245
44-11000-6-000 Salary Caretaker/Maintenance (Central)	176,800	89,190
44-21000-6-000 Benefits Tech & Spec Non Instructional	75,000	29,500
44-34000-6-000 Plant Operation Supplies	-	15,000
44-34100-6-000 Electricity	-	160,000
44-34300-6-000 Gas	-	15,000
44-34600-6-000 Water & Sewage	-	9,500
44-36100-6-000 Auto Reimbursement	-	2,600
44-43001-6-000 Roofing	-	1,000

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<b>Account</b>	<b>2007-08 Budget</b>	<b>2008-09 Budget</b>
44-43002-6-000 Windows	-	5,000
44-43003-6-000 H.V.A.C.	-	36,000
44-43004-6-000 Painting	-	1,000
44-43005-6-000 Flooring	-	1,000
44-43006-6-000 Other	-	25,000
44-43008-6-000 Electrical	-	2,500
44-43011-6-000 Locksmith	-	5,000
44-61100-6-000 Civic Centre Net Operating Costs	25,000	25,000
<b>TOTAL - BOARD ADMINISTRATION</b>	<b>5,917,700</b>	<b>5,849,138</b>

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Account	2007-08 Budget	2008-09 Budget
<b>FACILITIES SERVICES</b>		
40-10300-6-000 Salary Manager & Supervisory	136,000	138,000
40-11000-1-000 Salary Caretaker (Elem.)	3,592,250	3,364,680
40-11000-4-000 Salary Caretaker (Sec.)	2,942,750	2,960,000
40-11000-6-000 Salary Caretaker Common	282,000	240,000
40-11200-6-000 Salary Clerical & Secretarial		44,000
40-11500-1-000 Salary Caretaker Part Time (Elem.)	215,000	200,000
40-11500-4-000 Salary Caretaker Part Time (Sec.)	175,000	150,000
40-20300-6-000 Benefits Manager & Supervisory	44,500	34,000
40-21000-1-000 Benefits Tech & Spec Non Instr. (Elem.)	1,072,073	1,115,910
40-21000-4-000 Benefits Tech & Spec Non Instructional (Sec.)	877,150	981,000
40-21000-6-000 Benefits Tech & Spec Non Instructional	206,777	74,000
40-34000-1-000 Plant Operation Supplies (Elem.)	275,000	225,000
40-34000-4-000 Plant Operation Supplies (Sec.)	175,000	175,000
40-34000-5-000 Plant Operation Supplies (Continuing Education)	-	10,000
40-34000-6-000 Operation Supplies Uniforms	60,000	55,000
40-34100-6-000 Electricity Budget	2,500,000	2,875,000
40-34300-6-000 Gas Budget	1,800,000	2,070,000
40-34600-6-000 Water & Sewage Budget	590,000	690,000
40-36100-1-000 Auto Reimbursement (Elem.)	45,000	45,000
40-36100-4-000 Auto Reimbursement (Sec.)	25,000	25,000
40-36100-6-000 Auto Reimbursement	-	24,000
40-36200-6-000 Travel/Expense Allowance	20,000	20,000
40-43031-1-000 Groundskeeping (Elem.)	150,000	150,000
40-43031-4-000 Groundskeeping (Sec.)	30,000	35,000
40-43032-6-000 Snow Removal	200,000	350,000
40-43035-6-000 Garbage	185,000	190,000
40-43040-6-000 Security	140,000	140,000
40-43041-6-000 Fire Protection	140,000	160,000
40-43046-6-000 Pest Control	35,000	35,000
40-50100-6-000 Replacement F& E Operations	10,000	10,000
40-55100-6-000 Capital New F & E Operations	20,000	20,000
40-61000-4-000 Rent/Lease Instructional Accommodation (Sec.)	149,000	200,000
40-71500-6-000 Municipal Taxes	12,000	12,000
41-10300-6-000 Salary Manager & Supervisory	358,300	291,000
41-11000-6-000 Salary Maintenance	1,366,000	1,351,000
41-11200-6-000 Salary Clerical & Secretarial	175,400	88,000
41-20300-6-000 Benefits Manager & Supervisory	105,500	57,000
41-21000-6-000 Benefits Maintenance	425,000	429,000
41-21200-6-000 Benefits Clerical & Secretarial	50,000	67,000

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Account	2007-08 Budget	2008-09 Budget
41-31700-6-000 Professional Development	15,000	15,000
41-33600-6-000 Printing & Photocopy	1,000	2,000
41-36100-6-000 Auto Reimbursement	-	1,000
41-36200-6-000 Travel/Expense Allowance	28,000	20,000
41-37000-6-000 Vehicle Fuel	100,000	110,000
41-40100-6-000 Repairs F & E	35,000	60,000
41-40101-6-000 Emergency Lighting Repairs	-	4,000
41-40102-4-000 Repairs Cafeteria Equipment	-	50,000
41-40700-6-000 Cell Phones		45,000
41-41000-6-000 Office Supplies & Services	13,000	13,000
41-43003-6-000 H.V.A.C .Contracts/Inspection	40,000	40,000
41-43006-1-000 General Maintenance (Elem.)	475,000	475,000
41-43006-4-000 General Maintenance (Sec.)	285,000	285,000
41-43006-5-000 General Maintenance (Rhodes Campus)	-	10,000
41-43036-1-000 Playground Equipment Repairs	-	50,000
41-43042-4-000 Elevator Fees (Sec.)	30,000	35,000
41-43043-6-000 Radio Air Time Fees	60,000	-
41-43045-6-000 Answering Service	3,000	3,500
41-43048-6-000 Material Handling/Moving	40,000	25,000
41-43060-6-000 Maintenance Supplies Truck Stock	50,000	50,000
41-43062-6-000 Small Tools	5,000	10,000
41-43090-6-000 Health & Safety	60,000	55,000
41-43091-1-000 Restoration Insured Property (Elem.)	15,000	10,000
41-43091-4-000 Restoration Insured Property (Sec.)	15,000	10,000
41-43092-1-000 Spec Ed Accessibility (Elem.)	-	5,000
41-43092-4-000 Spec Ed Accessibility (Sec.)	-	5,000
41-44000-6-000 Vehicle Maintenance & Supplies	60,000	60,000
41-50100-6-000 Replacement F & E	-	2,000
41-55400-6-000 Additional Vehicles	30,000	30,000
41-60100-6-000 Rent/Lease F & E	60,000	70,000
41-67100-6-000 Property Insurance	138,000	130,000
41-67200-6-000 Liability Insurance	330,000	330,000
41-67300-6-000 Vehicle Insurance	29,000	29,000
<b>TOTAL - FACILITIES SERVICES</b>	<b>20,501,700</b>	<b>21,140,090</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>CONTINUING ED/INTERNATIONAL LANGUAGE/SUMMER SCHOOL</b>		
15-11200-5-502 Salary Clerical & Secretarial	40,000	43,000
15-21200-5-502 Benefits Clerical & Secretarial	-	13,000
55-19200-5-509 Salary International Language	80,000	80,000
55-19300-5-502 Salary Continuing Education	850,000	850,000
55-19300-5-508 Salary Continuing Education Summer School	85,000	85,000
55-29200-5-509 Benefits International Language	9,100	9,000
55-29300-5-502 Benefits Con Ed Credit	110,900	111,000
55-75100-5-502 Loan Payment Leasehold Improvements	45,000	87,000
55-32000-5-509 Textbooks & Learning Materials	10,000	10,000
55-61000-5-502 Lease Expenses Rhodes Campus	210,000	210,000
<b>TOTAL - CON ED/INTERNATIONAL LANGUAGE/SUMMER SCHOOL</b>	<b>1,440,000</b>	<b>1,498,000</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>PUPIL TRANSPORTATION</b>		
50-11000-6-000 Salary Systems Support	-	50,500
50 21000 6 000 System Support Benefits	-	12,000
50-11200-6-000 Salary Clerical & Secretarial	135,000	137,700
50-21200-6-000 Benefits Clerical & Secretarial	36,000	37,000
50-31700-6-000 Professional Development	1,000	1,020
50-36200-6-000 Travel/Expense Allowance	3,000	3,060
50-41000-6-000 Office Supplies & Services	24,000	24,480
51-65400-1-000 Regular Bus (Elem.)	4,261,270	4,346,495
51-65400-1-301 Regular Bus Spec Ed (Elem.)	521,000	531,420
51-65400-1-402 Transportation E.S.L. (Elem.)	278,000	283,560
51-65400-4-000 Regular Bus (Sec.)	2,224,000	2,268,480
51-65400-4-301 Regular Bus Spec Ed (Sec.)	488,000	497,760
51-65402-4-000 Activity Bus (Sec.)	2,900	2,958
51-65402-4-301 Activity Bus (Sec.)	1,100	1,122
51-65403-1-000 Dental Program (Elem.)	780	796
51-65406-4-000 Pelee Island (Sec.)	26,000	26,520
51-68200-4-000 Public Transit Fares (Sec.)	25,000	25,500
51-68200-4-301 Public Transit Spec Ed (Sec.)	71,950	73,389
<b>TOTAL - PUPIL TRANSPORTATION</b>	<b>8,099,000</b>	<b>8,323,760</b>



**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>SCHOOL RENEWAL</b>		
42-43001-1-000 Roofing School Renewal (Elem.)	1,073,000	-
42-43001-4-000 Roofing (Sec.)	200,000	-
42-43003-4-000 H.V.A.C. School Renewal (Sec.)	30,000	-
42-43005-1-000 Flooring School Renewal (Elem.)	25,000	-
42-43005-4-000 Flooring School Renewal (Sec.)	30,000	-
42-43006-1-000 Other Repairs School Renewal (Elem.)	7,000	-
42-43008-1-000 Electrical (Elem.)	10,000	-
42-43009-1-000 Washroom Upgrades (Elem.)	5,000	-
42-43013-1-000 Addition/Renovation (Elem.)	95,000	-
42-43013-4-000 Addition/Renovation (Sec.)	65,000	-
42-43031-1-000 Groundskeeping (Elem.)	60,000	-
42-43031-4-000 Groundskeeping (Sec.)	35,000	-
42-43033-1-000 Fencing (Elem.)	22,600	-
42-43034-1-000 Paving (Elem.)	8,900	-
42-43037-1-000 Septic/Sewer/Water main/Drains (Elem.)	105,000	-
42-43040-4-000 Security (Sec.)	45,000	-
42-43041-6-000 Fire Protection	10,000	-
42-43070-6-000 Haz Mat Abatement	180,000	-
42-68100-1-000 Moving of Portables (Elem.)	100,000	-
42-72598-6-000 Renewal Budget Transfer To NPP	260,000	-
42-72599-6-000 Contingency Renewal	78,500	3,100,862
<b>TOTAL - SCHOOL RENEWAL</b>	<b>2,445,000</b>	<b>3,100,862</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>OTHER CAPITAL, APPROVED DEBT</b>		
45-75155-6-000 Principal Bylaw #55 (Eng.)	103,000	115,000
45-75161-6-000 Principal G.P.L. (Phase 1)	182,950	191,388
45-75164-6-000 Principal Bylaw #64 (Eng.)	736,000	798,000
45-75167-6-000 Principal Bylaw #67 (Eng.)	757,000	832,000
45-75255-6-000 Interest Bylaw #55 (Eng.)	53,565	40,310
45-75261-6-000 Interest GPL (Phase 1)	363,003	354,565
45-75264-6-000 Interest Bylaw #64 (Eng.)	343,600	277,715
45-75267-6-000 Interest Bylaw #67 (Eng.)	545,350	465,900
Interest expense on GPL (Phase 11)	-	71,600
<b>TOTAL - OTHER CAPITAL, APPROVED DEBT</b>	<b>3,084,468</b>	<b>3,146,478</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>NEW PUPIL PLACES</b>		
43-75301-6-000 Principal 1st Issue 32,176,740	763,275	857,406
43-75302-6-000 Principal 2nd Issue 30,987,300	701,262	786,215
43-75304-6-000 Principal 4th Issue 45,000,000	973,062	1,075,546
43-75401-6-000 Interest 1st Issue 32,176,740	1,714,161	1,620,030
43-75402-6-000 Debenture Interest 2nd Issue	1,661,876	1,576,923
43-75403-6-000 Debenture Interest Sink Fund	1,272,673	1,272,672
43-75404-6-000 Interest 4th Issue 45,000,000	2,222,395	2,119,912
43-75603-6-000 Sinking Fund Issue 24,012,700	328,464	328,464
43-76200-6-000 1/25 Write Off Discounts/Fees	47,544	47,544
<b>TOTAL - NEW PUPIL PLACES</b>	<b>9,684,712</b>	<b>9,684,712</b>

**Windsor-Essex Catholic District School Board  
2008-09 Final Draft Budget**

Account	2007-08 Budget	2008-09 Budget
<b>NON OPERATING EXPENSES</b>		
45-76200-6-000 Non Operating 55 School Board Trust	1,612,745	1,612,745
Capital expenditures funded from operations	-	400,000
<b>TOTAL NON OPERATING EXPENSE</b>	<b>1,612,745</b>	<b>2,012,745</b>
<b>GRAND TOTAL OPERATING, CAPITAL &amp; NON-OPERATING</b>	<b>\$ 224,911,851</b>	<b>\$ 224,257,546</b>

NOTE: 1. The 2008-09 total budget shortfall is \$3,970,662. (i.e. \$1,585,000 + \$2,385,622).

2. Budget reductions to address the 2008-09 total budget shortfall have been reflected in the Final Draft Budget documents. Therefore, these documents reflect a balanced budget.

3. It is emphasized that any deficit realized pursuant to the 2007-08 budget year is to be applied against the 2008-09 budget and would increase the overall 2008-09 budget shortfall.



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

**Meeting Date:**  
 June 10, 2008

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **COMMUNITY USE OF SCHOOLS GRANT  
 - INTERIM STATUS REPORT**

**RECOMMENDATION:**

**That the Board receive the Community Use of Schools Grant - Interim Status Report as information.**

**SYNOPSIS:** The Community Use of Schools Program is a government program that was established in 2004-05 to provide assistance to District School Boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space. Community Use of Schools for the Windsor-Essex Catholic District School Board is governed by Policy A:03. This report is being submitted to the Board as information on the status of the Community Use of Schools (CUS) Grant as of March 31, 2008.

**BACKGROUND COMMENTS:**

As stated above, the CUS Grant monies are to be used to offset implementation costs and to increase the affordability of our schools for use by Not-for-Profit Community Groups.

In 2006-07, the Ministry of Education provided the Board with a grant for Community Use of Schools in the amount of \$232,561. The allocation for the 2007-08 school-year is \$296,385.00.

**FINANCIAL IMPLICATIONS:**

It has been the experience at this board that the actual costs incurred by the operation of the Community Use of Schools Program far exceeds the grant monies allocated by the Ministry of Education.

In reviewing the projected expenditures for 2007-08 in comparison to the 2006-07 totals, it is expected that the Community Use of Schools grant will be exhausted by the end of this school budget year.

**Recovery Costs for Reduced Usage Fees (2007-08 as of March 31, 2008):**

The total fees charged to user groups under the “not-for-profit” funding categorization are \$38,409.76. The usage fees normally charged for community use would have generated \$110,777.69, resulting in a total revenue “loss” of \$72,368.49. The loss of revenue in relation to reduced rental rates is recoverable through the CUS Grant.

**Expenditures for Custodial Overtime (2007-08 as of March 31, 2008):**

Custodial overtime fees for Community Use of Schools amounted to \$73,740.20. These costs to support Community Use of Schools are recoverable through the CUS Grant.

**Other Expenditures:** Other expenditures charged toward the CUS Grant allocation include expenses intended to offset space costs such as heating and lighting, office equipment related to Community Use, costs to upgrade condition of fields or gyms to increase community access, other costs such as administrative staffing costs, software, cleaning supplies, maintenance, and wear and tear on equipment.

<b>2006-07 Fiscal Year:</b>	
Actual Expenditures	\$498,138.13
CUS Grant Received	\$232,561.00
User Fee Revenue	\$55,194.00
Differential (Variance)	(\$210,383.10)

<b>2007-08 Fiscal Year (Projected):</b>	
Actual Expenditures	\$494,946.00
CUS Grant Received	\$296,385.00
User Fee Revenue	\$58,409.76
Differential (Variance)	(\$140,151.20)

**TIMELINES:**

This interim 2007-08 status report includes expenditures as of March 31, 2008. A comprehensive usage report for the entire school year will be submitted to the Board of Trustees in the Fall 2008.

**APPENDICES:** None.

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: June 2, 2008  
 Approval Date: June 4, 2008  
 Approval Date: June 5, 2008



# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

## Director's Annual Report to our Community - 2007

*"Learning Together in Faith and Service"*

### A Message from the Director of Education



The motto of the Windsor-Essex Catholic District School Board is "Learning Together in Faith and Service". Whenever we face the challenges of the day, and they can be many, we are wise to revisit our motto. We are not asked to do it alone. We have our faith and wonderful people that surround and support us, and each other to accomplish our mission. We have been given the gift of providing an excellent Catholic Education to our students entrusted in our care by loving parents. Catholic schools are not a duplication of the publicly-funded school system. We must constantly display and be vigilant in expressing our uniqueness. Our message is rooted in the gift of our faith and the gospel teachings of our Lord, Jesus Christ.

We have our dedicated Bishops, Ronald Fabbro and Anthony Daniels, our clergy and our wider Catholic community to assist as well.

Our elected Board of Trustees are committed to providing the best Catholic education possible for all of our students.

Finally, I would like to thank and encourage all of our teaching and support staff for their efforts in service to our young people. You are special and I am very proud, as Director, of the challenging work that you do.

May God continue to bless us as we continue our work in providing the best in Catholic education.



**Joseph Berthiaume**  
**Director of Education**

*Excellence in Catholic Education*

*Commitment*

*Pride*





## Communication... Reaching Out and Responding



This year members of administration and staff, together with the WECDSB Key Communicators' Network, shared school initiatives and good news from their schools within our system throughout the community.

With the successful implementation of the refreshed board website project, a refresh of each school's website was also undertaken.

Relationships with community partners were renewed and strengthened. We continue to work closely with the Diocese of London and in October were blessed to welcome Auxiliary Bishop Daniels to his new office at the Windsor-Essex Catholic District School Board Administration building.

A committee of representatives from the WECDSB is currently reviewing and revising the strategic plan to address current issues and challenges.

The WECDSB's 2007-2008 Student Trustees, Chynna Resendes and Nerissa Bradley, presented the successes and challenges of the students to the Trustees and Administration. Their outstanding leadership of the Student Senate further enhanced both internal and external communication.

This year a priority was the transparent and accountable communication of budget issues to both employees and ratepayers. More frequent and regular reporting of budget status has been introduced at the senior administrative level at Audit Committee meetings and at Board meetings. This has ensured effective, ongoing monitoring of revenues and expenditures to ensure an annual balanced budget position is maintained at year-end.

Dialogue with the Diocese of London continues to be augmented to ensure mutually beneficial outcomes on business and property related matters.

Refreshed  
Website  
Project

Community  
Partnership

Student  
Leadership

## Faith Development... Rooted in Christ



The staff and students of the Windsor-Essex Catholic District School Board supported those in need both locally and internationally this year through various fundraising events and food/clothing/toy drives. As they reached out to those in need they made a difference as they lived their faith.

In October a DVD created to illustrate our students answering their call to holiness as they participated in volunteer activities throughout Windsor and Essex County was shared with over 1000 Catholics at the Bishop's Annual Dinner.

Auxiliary Bishop Anthony Daniels continued his visits to each Windsor-Essex Catholic District School Board schools.

Bishop Daniels and local clergy concelebrated a mass for all WECDSB staff at Faith Day 2007. Mathew Kelly shared his message of becoming the-best-version-of-yourself.

With the closure and clustering of more Catholic Churches, Windsor-Essex Catholic District School Board administration and staff worked closely with priests and pastoral teams to ensure our students were prepared for sacraments and shared Eucharistic celebrations.

Supporting  
Those in Need

Volunteering



## Student Achievement... A Successful Outcome for All



The Windsor-Essex Catholic District School Board's Learning Support Services is a combined department of Curriculum, Special Education and Student Success. Consultants, Coordinators and the Board Strategy team work together with Supervisors and Superintendents to provide a focused and collaborative approach to student achievement.

The year's EQAO primary and junior Reading, Writing and Mathematics results, along with the Grade 9 Mathematics assessment and the Ontario Secondary School Literacy Test results, continued to show general improvement. This is evidence of the commitment and dedication of both staff and students to achieving the successful outcomes for all students.

This year, the WECDSB's commitment to healthy active living for all students was further enhanced by the expansion of the healthy active living teachers in our schools. Our staff and students continue to expand their environmental awareness and several schools have received "green" awards from the Corporation of the City of Windsor.

Staff and students from two schools participated in the City of Windsor's first "Peace Tree Day" in June of 2007. Two other schools received Rotary Peace Pole awards for their commitment to peace in their school community.

The WECDSB has expanded its Day of Champions. Elementary students in grades 6,7 and 8 who will be transitioning to a secondary school Life Skills program after their grade 8 year will share a day of fun, outdoor activities. The intent of this day is to facilitate the building of relationships between the elementary students, parents and teachers with their secondary school team.

As part of the Board's Student Success initiative, elementary and secondary teachers and administrators engaged in a variety of transition activities involving elementary students connecting with their feeder high school. A particular focus was on the cohort of Grade 8 students moving into Grade 9 ensuring a smooth and successful transition into high school. To help students transition into both secondary and post-secondary, students were also introduced to online course selection.

A key component of the board's implementation of the new Safe Schools legislation was a presentation from members of Rachel's Challenge to elementary and secondary students. Rachel's Challenge is an international campaign to generate a chain reaction of kindness and compassion. The program is designed to help parents, teachers and students create schools that are safer places to learn.

Elementary and secondary students were fortunate to participate in a 'reality learning' project: Expedition Africa. Through the innovative use of advanced technology, students were able to follow travel through the continent of Africa. Students from the board participated in virtual question and answer sessions with students in Africa.

WECDSB launched two Specialist High Skills Major (SHSM) programs in the sectors of Arts and Culture at F.J. Brennan Catholic High School and Primary Industries (Agriculture) at Cardinal Carter Catholic Secondary School. SHSM is an important component of the Ministry of Education's and the Board's Student Success Initiative. These specialized programs allow students to focus on knowledge and skills that are of particular importance in certain economic sectors, as they work towards meeting the requirements for an Ontario Secondary School Diploma.

Commitment  
& Dedication

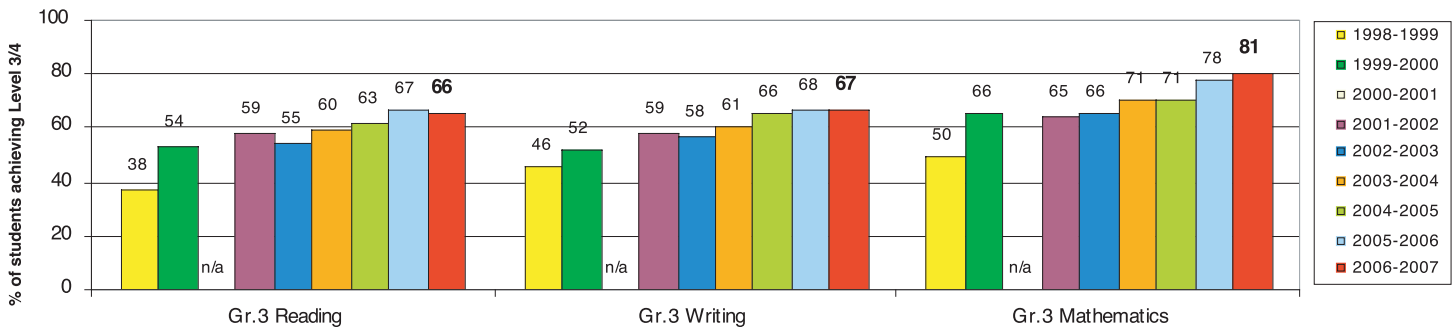
Healthy  
Active Living

Safer Places  
to Learn

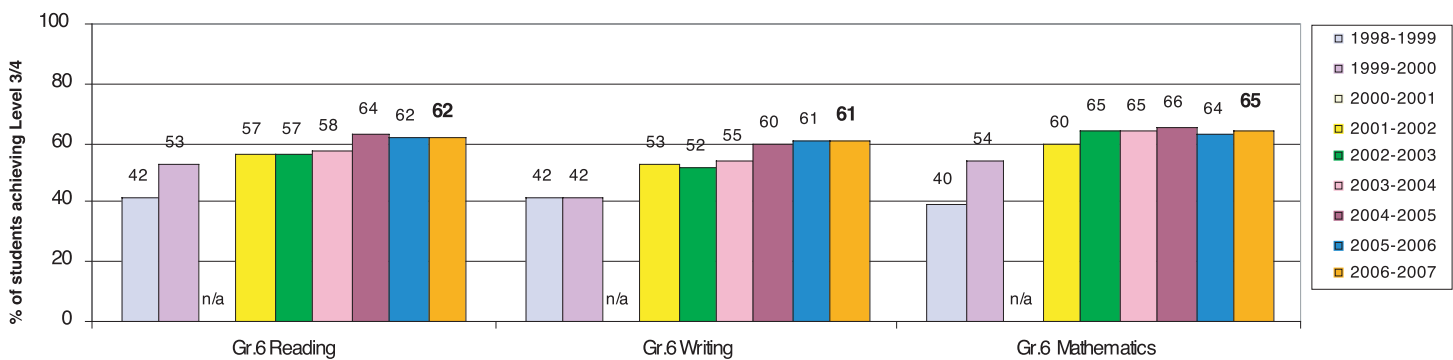


# Student Achievement... A Successful Outcome for All

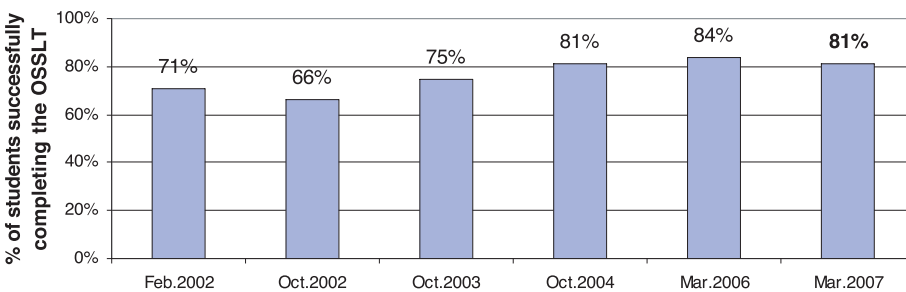
**WECDSB Primary (Grade 3) EQAO Results**



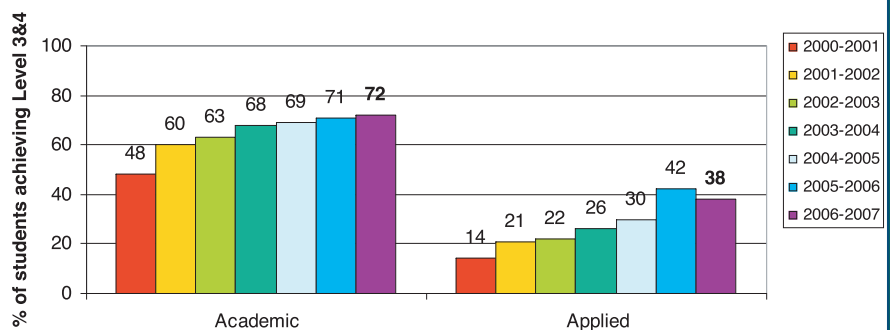
**WECDSB Junior (Grade 6) EQAO Results**



**OSSLT: 5-year overview**  
**First Time Eligible Students (fully participating)**



**WECDSB Grade 9 EQAO Results**



## *Employee Development... Working Together to Improve*



This year the Windsor-Essex Catholic District School Board adopted a safe workplace policy and provided training for violence prevention to all employees.

The Employee Wellness committee continued to sponsor workshops and activities to ensure our employees feel valued and supported.

Training for all employee groups and administrators continued throughout the year. Special Education staff were trained in Behaviour Management Systems, Applied Behaviour Analysis and all new Ministry initiatives. The WECDSB works in partnership with the community providers to meet the needs of all students. The special education coordinators, curriculum consultants and Information Technology staff offer monthly professional development on topics identified by employees and on emerging technologies. These workshops are offered in the evening for any board employee who wishes to attend.

Joe Whelan, a former teacher, principal, and university professor worked throughout the year with teachers and administrators on the topic of differentiated instruction. Teachers developed a combination of teaching strategies responsive to all students' needs.

The School Effectiveness Framework focuses on building capacity in teachers in the area of literacy. Teachers and administrators have had extensive professional development in developing programs and strategies to help all students grow in their personal achievement plan.

Our new teachers have received professional development in many areas in special education, literacy, numeracy, classroom management, organizational skills and faith development through the New Teacher Induction Program (NTIP). Workshops have also been held for the occasional teachers in the area of special education and curriculum.

*Valued &  
Supported*

*Differentiated  
Instruction*





# 2007 Year in Review...





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

**Meeting Date:**  
 June 10, 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  
 Cathy Geml, Superintendent of Education  
 Bruno Limarzi, Vice-Principal Safe Schools  
 Colleen Norris, Coordinator of Policy Development

**SUBJECT:** **AMENDMENTS TO ADMINISTRATIVE PROCEDURE  
 - PR ST: 05 STUDENT DISCIPLINE PROCEDURES**

**RECOMMENDATION:**

**That the Board receive as information amendments to Administrative Procedure Pr ST: 05 Student Discipline Procedures.**

**SYNOPSIS:** Administrative Procedure Pr ST:05 Student Discipline Procedures has been amended to provide clear guidelines for addressing unacceptable behaviour of students while participating in the Board’s long-term suspension or expulsion programs.

**BACKGROUND COMMENTS:** On January 29, 2008, in compliance with Bill 212, *An Act to amend the Education Act in Respect of Behaviour, Discipline and Safety*, the Board provided final approval to Policy ST: 05 Student Discipline. In section 3.27 of that Policy, the Board authorized the creation of procedures for implementation that shall be considered guidelines pursuant to the Education Act.

Procedure Pr ST:05 was developed by the Policy Working Subcommittee, with the assistance of the Safe Schools Committee and a public consultation process, and brought to the board on January 29, 2008 as information. Section 5 of that procedure addresses the review and development of programs for expelled students and those on long-term suspension. Discipline and Safety issues relating to the programs are detailed in sections 5.8 and 5.9 of the procedure.

Administration continues to review these programs and procedures for effectiveness and has added the following sections 5.10 – 5.12 to Procedure Pr ST: 05:

\* *Discipline and Safety in Programs for Students on Long-Term Suspension or Expulsion*

- 5.8 *There shall be clear, written guidelines and rules with respect to discipline and safety in Board programs. These shall include provisions setting out what constitutes unacceptable behaviour, consequences of such behaviour, and what measures will be taken to ensure a safe learning and teaching environment.*
- 5.9 *Students and parents will be provided with copies of the guidelines and rules prior to entry in a Board program.*
- 5.10 *Students participating in the Long-Term Suspension or Expulsion programs are required to comply with the Board’s Code of Conduct, as well as the guidelines and rules of the programs, and are subject to progressive disciplinary measures.*
- 5.11 *The principal of the school in which the student is enrolled shall address any conduct requiring further disciplinary measures.*
- 5.12 *In the event that a student’s conduct at the program is so detrimental to the program staff or other students that there is a safety risk, or where the conduct seriously affects the ability of the program staff to deliver the program, or seriously affects the ability of the other pupils in the program to learn and benefit from the program, the student shall forfeit their right to attend the program for the duration of the suspension if involved in a program for long term suspension, or if a program for expelled students, forfeit the right to attend the program for expelled students. This will be noted on the students SAP.*

\* *Underlining highlights the additions to existing text of Procedure Pr ST: 05. The existing procedure can be viewed in its entirety on the board’s website under the Board Policy section at: [www.wecdsb.on.ca](http://www.wecdsb.on.ca)*

**FINANCIAL IMPACT:** N/A

**TIMELINES:** Immediate implementation

**APPENDICES:** N/A

**REPORT REVIEWED BY:**

- |                                     |                        |                             |
|-------------------------------------|------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date: June 2, 2008   |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: June 4, 2008 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: June 5, 2008 |





# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

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

**Meeting Date:**  
June 10, 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:** **FIELD TRIP: F. J. BRENNAN CATHOLIC HIGH SCHOOL  
- Cedar Point, Sandusky, Ohio**

### RECOMMENDATION:

**That the Board approve the F. J. Brennan Catholic High School field trip to Cedar Point scheduled for Tuesday, June 24, 2008.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 50 secondary students to attend a day-trip to Sandusky, Ohio.

**BACKGROUND COMMENTS:** This annual end of year trip does not involve the loss of instructional time.

**FINANCIAL IMPACT:** Cost per student is approximately \$20.00. Fundraising projects will assist in funding the trip.

**TIMELINES:** Tuesday, June 24, 2008

### APPENDICES:

- Request for approval of Field Trip – Form A

### REPORT REVIEWED BY:

EXECUTIVE COUNCIL  
 SUPERINTENDENT  
 DIRECTOR OF EDUCATION:

Review Date: June 2, 2008  
Approval Date: June 2, 2008  
Approval Date: June 3, 2008



### Windsor-Essex Catholic District School Board Field Trip Approval Form

Monday, May 26, 2008 3:05:37 PM

**SC:04 Form A** 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: Debi Steffens

Linda Staudt  
 Joe Greco

Teacher: Joe Greco

School: F. J. Brennan

Destination Name: Cedar Point, Sandusky Ohio, USA Name of Carrier: Greyhound Busing

Mode of Transportation: Chartered Bus Travel Company Involved: Greyhound

Departure Date: Tue, Jun 24, 2008  Return Date: Tue, Jun 24, 2008

Time of Departure from School: 7:30 am Approximate Time of Return to School: 9:30 pm

Number of Male Students: 25 Number of Female Students: 25

Total Cost Per Student: \$60.00 Personal Cost Per Student: \$20 (appro...

Grade of Students: Grades 9-12 Number of Supervisors: Male: 1 Female: 2

Purpose of Trip/Excursion:

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

This is the 10th annual end of year trip to Cedar Point organized by Brennan teachers Anna Campigotto, Mary-Lou Austen-Cheswick and Joe Greco.

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

This trip has been quite successful because it is done to celebrate the end of the school year. Parent consent forms will be given to the students outlining what is expected of them.

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

There will be a brief meeting with the students to review items required such as proper ID, water, sunscreen and adequate spending money as well as expected behavior at Cedar Point.

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

Date Submitted: Wed, May 21, 2008

Teacher: Joe Greco

Approval Date:

Principal: Denise Deziel

Approval Date: Mon, May 26, 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.





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

**Meeting Date:**  
 June 10, 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:** **FIELD TRIP - H.J. LASSALINE CATHOLIC ELEMENTARY  
 - Healthy Active Living Program Trip to Wallyworld**

**RECOMMENDATION:**

**That the Board approve the H.J. Lassaline Catholic Elementary School  
 Healthy Active Living Program field trip to WallyWorld on June 16, 2008.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 39 elementary students to attend a day-trip to Eastpark Water Park (Wally World) in London Ontario.

**BACKGROUND COMMENTS:** This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed. The excursion will complement student involvement in the Healthy Active Living Program.

**FINANCIAL IMPACT:** Approximately \$50.00 per student.

**TIMELINES:** Monday, June 16, 2008

**APPENDICES:**

- Request for Approval Field Trip – SC:04 Form A
- Letter from teachers dated May 23, 2008

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 2, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 2, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 3, 2008



## Windsor-Essex Catholic District School Board Field Trip Approval Form

Monday, May 19, 2008 5:37:29 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form  
To: **Simone Lira**

From: **Cathy Geml  
Steven Bellaire  
Heather Iversen**

Teacher: Susan L'Esperance & Heather Iver... School: HJ Lassaline  
Destination Name: East Park Waterslide Name of Carrier: WallyWorld/Intencity  
Mode of Transportation: Bus Travel Company Involved: Badder Bus  
Departure Date: Mon, Jun 16, 2008  Return Date: Mon, Jun 16, 2008   
Time of Departure from School: 7:15am Approximate Time of Return to School: 5:30pm  
Number of Male Students: 15 Number of Female Students: 24  
Total Cost Per Student: \$50.00 Personal Cost Per Student: optional  
Grade of Students: 8 Number of Supervisors: Male: 0 Female: 4  
Purpose of Trip/Excursion: Grade 8 Excursion

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

Healthy Active Living program activity for grade 8 students. End of the year field trip.

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

n/a

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

n/a

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

Date Submitted: Fri, May 16, 2008	<input type="button" value="v"/> Teacher: Heather Iversen
Approval Date: Fri, May 16, 2008	<input type="button" value="v"/> Principal: Steven Bellaire
Approval Date: Mon, May 19, 2008	<input type="button" value="v"/> Superintendent: Cathy Geml
Approval Date:	<input type="button" value="v"/> 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.



# H. J. Lassaline Catholic School

3145 Wildwood Drive

Windsor, Ontario N8R 1Y1

Phone 519-735-9474

Fax 519-735-2252

Mr. Steven Bellaire  
Principal

Mrs. Linda Flay  
Secretary

May 23, 2008

Dear Mr. Bellaire,

We the grade 8 teachers are sending you this letter, seeking your permission for a grade 8 end of the year field trip to Eastpark Water Park in London Ontario. We are looking to book this trip on Monday June 16<sup>th</sup>, 2008. There is something for everyone – 7 water slides, a large splash pad, mini – golf and go carts. There is a large picnic area for students to bring their lunch or they may purchase a lunch and snacks in the cafeteria. Each slide has a certified lifeguard on duty.

We plan to leave Windsor by Badder bus at 7:15 am for a 10:00am arrival. Departure will be at 3:00pm for an expected return time to the school for 5:30pm. The cost of this excursion is \$50.00 which includes park admissions and bus fare. There will be 4 supervisors for the 35 students also attending. Thank you for considering this field trip.

Sincerely,

Ms. L'Esperance  
Ms. Iversen



*Windsor Essex Catholic District School Board*  
*Director of Education – Joseph Berthiaume*  
*School Trustee – Barbara Holland*  
*“Learning together in faith and service”*





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

**Meeting Date:**  
 June 10, 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:** **FIELD TRIP: CARDINAL CARTER CATHOLIC HIGH SCHOOL**  
**- Europe: France, Monaco and Italy**

**RECOMMENDATION:**

**That the Board approve Cardinal Carter’s Catholic High School Field Trip to Europe: France, Monaco and Italy from March 11 – 22, 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 18 students in Grades 11 and 12 studying History.

**BACKGROUND COMMENTS:** This field trip is in relation to the students’ Grade 11 and 12 History curriculum and language components of their Grade 11 and 12 courses. Students upon their return will present key learning experiences to Grade 10 students. The students will be attending Mass at Notre Dame Cathedral in Paris on Saturday, March 14<sup>th</sup>, and at St. Peter’s Basilica on Saturday, March 21<sup>st</sup>.

**FINANCIAL IMPACT:** Approximately \$2,800 per student. Fundraising activities will offset the cost of the trip.

**TIMELINES:** March 11 – 22, 2009

**APPENDICES:**

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

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 3, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 3, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 4, 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

Linda Staudt  
 Mike Seguin  
 Joanne Bateman

Teacher: Joanne Bateman, Marco Antunuzzo School: Cardinal Carter Scondary School

Destination Name: Europe - France, Monaco, Italy Name of Carrier: Ship's Tours/ Pauwel's Tr...

Mode of Transportation: Plane/Bus/Train Travel Company Involved: Pauwel's Travel

Departure Date: Wed, Mar 11, 2009  Return Date: Sun, Mar 22, 2009

Time of Departure from School: 12 Noon Approximate Time of Return to School: 4 PM

Number of Male Students: 4 Number of Female Students: 14

Total Cost Per Student: 2800 Personal Cost Per Student: 2800

Grade of Students: 11 and 12 Number of Supervisors: Male: 1 Female: 1

Purpose of Trip/Excursion: to enrich study of art, culture and history of Europe

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

to coincide with study of history as per course expectations for CHW 3M/4U  
to coincide with immersing students into the language components of grade 11 and 12 courses

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

assignments related to course curriculum  
fund raising activities to offset cost of trip  
getting all documentation in order so eligible to travel abroad

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

discussion  
oral report/ presentation to grade 10 classes to get others interested in the opportunity

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

Notre Dame Cathedral -Paris Sat. March 14 - 6PM Mass: St. Peter's Basilica - Rome Sat. Mar. 21 5PM M...

Date Submitted: Tue, May 27, 2008  Teacher: Joanne Bateman; Marco...

Approval Date: Mon, Jun 02, 2008  Principal: Leo Clark

Approval Date: Tue, Jun 03, 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.

**Ship's School Educational Tours Ltd.**  
95 Dalhousie St., Brantford, Ontario, N3T 2J1  
TEL: (519) 753 2695, FAX: (519) 753 6376  
email: [kathy@pauwelstravel.com](mailto:kathy@pauwelstravel.com)

**PROPOSED**



**CARDINAL CARTER SECONDARY SCHOOL  
FRANCE & ITALY  
March 11 – 22, 2009  
Proposed Itinerary**

**Wednesday, March 11:**

Evening departure from Detroit Airport to Paris, France on Northwest Airlines or similar. Full service including dinner, breakfast, and movie provided.

**Thursday, March 12:**

Morning arrival in Paris where you are met by private coach and taken on an orientation tour of the city before arriving at the hotel. Highlights include a visit to Montmartre and Sacre Coeur. Time to settle in before going to dinner. Overnight.

**Friday, March 13:**

Additional sightseeing of the French capital including a tour of the Latin Quarter, Notre Dame, the Opera House, and the Louvre museum, famous for works such as the Mona Lisa and Venus DeMilo. Tonight following dinner will be an opportunity to see Paris by night aboard the Bateaux Mouches.

**Saturday, March 14:**

This morning's tour takes you a short distance outside Paris to Versailles. While here you will visit the famous palace built by the "Sun King", Louis XIV and the place where the French revolutionaries came for Louis XVI and Marie Antoinette. In the afternoon return to Paris for lunch followed by a visit to the Eiffel Tower and a stroll along the Camps Elysees. Dinner and overnight.

**Sunday, March 15:**

Mass at Notre Dame Cathedral followed by a visit to the d'Orsay Museum, famous for its Impressionist collection, before transferring to the Gare de Lyon where you will board your high speed train for Nice, France, unofficial capital of the French Riviera. Check into your centrally located hotel before enjoying dinner at a restaurant in the Old Town. Overnight.

**Monday, March 16:**

This morning following breakfast you are joined by a local guide and taken on a tour of Nice. Highlights include the flower market, the Old Town and a trip on the new tram lines to visit the Chagall Museum. Dinner and overnight.

**Tuesday, March 17:**

Today's journey takes you along the Mediterranean coastline. Your first stop will be in Eze to visit a local perfumerie. Following the visit you continue to the Principality of Monaco. Time to walk around and explore "the rock" where you will find the Royal Palace and Cathedral before making your way back to nice. Dinner and overnight.

**Wednesday, March 18:**

Morning departure from Nice. Today you cross the border into Italy as you make your way to Pisa where you will have time to see the famous leaning tower before continuing to Florence. Dinner and overnight.

**Thursday, March 19:**

Sightseeing tour of Florence. Highlights include the Bapistry, Giotto's Bell Tower, and the Ponte Vecchio. In the early afternoon, you visit the Academia Museum, home to the "David". Any time remaining will be spent enjoying the atmosphere of the St. Lorenzo Market. Dinner and overnight.

**Friday, March 20:**

Morning departure from Florence as you make your way to Rome. Upon arriving in the Eternal City, you are joined by a local guide for an afternoon tour including; the Colosseum, the Forum, the Victor Emmanuelle building and several other well-known landmarks such as the Trevi Fountain and Spanish Steps. Tonight's dinner will be in a local Pizzeria.

**Saturday, March 21:**

Early morning transfer to Vatican City for a tour of St. Peters Basilica and the Vatican Museum including the Sistine chapel. Following the tour, you return to the hotel and enjoy some free time for last minute souvenir shopping and packing before going to dinner in a nearby restaurant. Overnight.

**Sunday, March 22:**

Following an early breakfast, the bus will transfer you to the airport where you will return to Detroit on Air France or similar.

**WELCOME HOME !!!!!**

Approximate Tour Cost: \$3150.00 Per Person sharing triple or quad accommodation  
 Twin Supplement: \$195.00  
 Single Supplement: \$610.00

**Price Includes:**

- \* Return airfare from Toronto on Air France or similar
- \* 10 nights accommodation based on 3 or 4 persons in a room
- \* Deluxe motorcoach through the tour
- \* Daily breakfast and dinner
- \* Sightseeing as per the itinerary
- \* All taxes and tips
- \* Guided city tours of Paris, Florence and Rome
- \* Cruise on the Bateaux Mouches.
- \* Admissions to:
  1. The Louvre
  2. The Eiffel Tower
  3. Versailles
  4. The Academia Museum
  5. Santa Croce
  6. The Vatican Museum
  7. The Colosseum

**Not Included:**

- \* Transfers to Detroit airport
- \* Lunches
- \* Beverages with meals
- \* Airport taxes approximately \$100.00
- \* Optional – All-inclusive Insurance: \$103.68 ages 0-17  
 \$109.08 ages 18-29 including teachers and chaperones under the age of 65.



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

**Meeting Date:**  
June 10, 2008

**BOARD REPORT**

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Members of the Policy Working Subcommittee,  
Mario Iatonna, Superintendent of Business  
Paul Picard, Senior Manager Human Resources  
Patrick Murray, Acting Academic Supervisor – Facilities Services  
Colleen Norris, Coordinator of Policy Development

**SUBJECT:** **DRAFT POLICY A: 03 COMMUNITY USE OF SCHOOLS**

**RECOMMENDATION:**

**That the Board approve in principle draft amended policy A: 03  
Community Use of Schools.**

**SYNOPSIS:** Policy A: 03 Community Use of Schools and administrative procedure Pr A:03 Procedure for the Community Use of Schools were reviewed by the Policy Working Subcommittee as part of an annual scheduled review. The review was conducted with the assistance of staff and with consideration of stakeholder input. The draft-amended policy is presented for approval in principle.

**BACKGROUND COMMENTS:**

**Proposed Changes to Existing Policy/Procedure:**

- The Board last reviewed policy A: 03 Community Use of Schools during the 2006 – 2007 school year and an amended policy was approved on June 25, 2007. Administrative procedure Pr A: 03 Procedure for the Community Use of Schools was then implemented to support that policy.
- The Board, in approving the policy, directed that it be reviewed again in one year in order to assess the effectiveness of the new policy and processes.
- A review of the policy has been conducted and the proposed changes are highlighted, with commentary, in Appendix “A” to this report. The draft-amended policy, incorporating all deletions and amendments is attached as Appendix “B”.



- The Policy Working Subcommittee continues in the review and consultation process regarding procedure Pr A: 03 Procedure for the Community Use of Schools. The procedure will be presented to the Board upon final approval of the draft-amended policy.

### **Source and Rationale for the Proposals**

- A number of amendments involve separating procedural provisions from the policy in keeping with the intent of Board Policy A: 01 Policy Development, Approval and Review Process (those provisions are shown as strike outs within the policy and as indicated in the italicized commentary, will be incorporated within Pr A: 03 Procedure for the Community Use of Schools).
- A number of provisions have been removed as “Guiding Principles” and more appropriately set out within “Specific Directives”.
- Provision 3.5 has been deleted. The Board shall continue to exercise its right to offer educational programs as indicated within this provision, however, it is proposed that this is a legislated right and not a provision appropriate or necessary to the community use of schools policy.
- Provision 4.3 and 4.4 are proposed for amendment to allow the Superintendent of Facilities the ability to establish areas and types of uses permitted, with consideration for the directives of the Board set out within subparagraphs a – d.
- Provision 4.6 (c) has been amended and Schedule A and B have been deleted from the policy to avoid duplication, in that the fee schedule also appears in the procedure supporting the policy. Paragraph 4.6 (c), as amended, provides the Superintendent of Facilities, in consultation with Executive Council, the flexibility to establish fees within the parameters of the specific directives approved by the Board.
- Provision 5.1 is proposed to clearly establish responsibility for the implementation of the policy.
- It is proposed that provision 5.2 be amended to provide for an annual report rather than bi-monthly reports. Through the annual report, Administration can provide comprehensive, meaningful information detailing community use of board property to the Board.
- A number of amendments are proposed for clarity of language and process.

### **Results of Public Consultation Process:**

- The annual review of policy A: 03 Community Use of Schools was part of the Annual Plan for Policy Review that was presented to the Board on October 23, 2007. The Annual Plan for Policy Review was forwarded to stakeholders and posted to the Board’s public website inviting input.
- The Policy Working Subcommittee worked with staff, and after consideration of feedback, prepared a draft amended policy and procedure.
- The draft amended policy and procedure were posted to the Board’s public web site for feedback on May 9, 2008. The drafts were also forwarded to principals, vice principals, union and association representatives, and trustees. All community groups currently using Board facilities were also notified of the proposed drafts and were invited to provide input.
- Feedback was received from two not-for-profit user groups requesting consideration of further reductions to user fees. After a thorough review of the financial impact to the Board as a result of community use of schools, Administration is not recommending reductions to the existing fees. In reviewing the projected expenditures for 2007 – 08 resulting from the community use of board facilities, it is expected that the Community Use of Schools grant will be exhausted by the end of the budget year. It is therefore not feasible for the Board to reduce fees for the upcoming school year, however,

Administration recognizes the Board’s commitment to the use of board facilities by these valuable groups and is recommending that fees remain at the current rates at this time, with no increase other than:

- That based on the annual Canadian Consumer Price Index (CPI)
  - An increase in the charges for the auditoriums in the new high schools
  - Slight increases that may result to certain groups by now renting double/triple gymnasiums on a per gymnasium basis and renting outdoor facilities in 2-hour blocks.
- Suggestions were also received from staff for amendments to procedure, rules and regulations. The Subcommittee considered these suggestions and amendments were incorporated into the draft procedure. The procedure remains posted for feedback, and the amended Pr A: 03 Procedure for the Community Use of Schools will be presented to the Board at its next meeting.

**Impact On Other Policies and Procedures:**

- The drafts represent amendments to existing Board Policy A: 03 Community Use of Schools and do not impact on other board policies.

**Timetable For Implementing Policy and Procedure:**

- Amendments to the policy will be implemented upon final approval.

**Benefits of the Policy Proposals:**

- To update our current policy for consistency in formatting with other board policies and to ensure the effectiveness of the Board’s policy governing the community use of schools.

**Risks of Policy Direction and Mitigation Strategies** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:**

- All stakeholders, including groups currently using school facilities, will be informed of the amended policy and procedure.

**FINANCIAL IMPACT:** A report detailing the financial impact of the community use of schools will be presented to the Board under separate cover.

**TIMELINES:** Immediate implementation

**APPENDICES:**

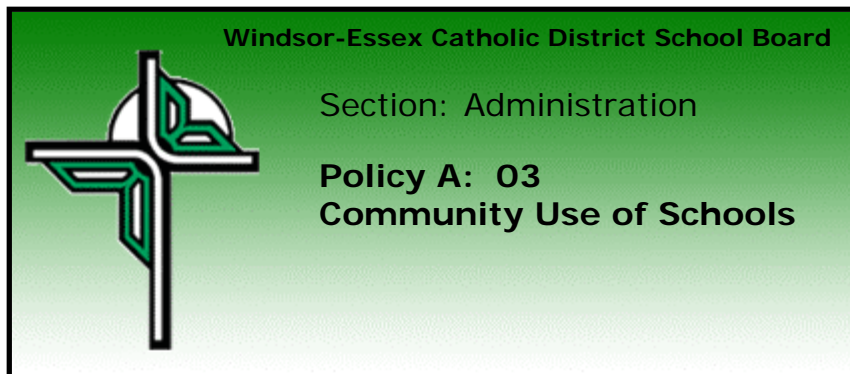
- Appendix “A” Draft amended policy A: 03 Community Use of Schools (with highlighting and commentary)
- Appendix “B” Draft amended policy A: 03 Community Use of Schools (as proposed)

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: June 2, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: June 4, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 5, 2008

DRAFT AMENDED POLICY  
A:03 COMMUNITY USE OF SCHOOLS

**APPENDIX A**  
(presented with highlighting and commentary)



POLICY:	A:03
EFFECTIVE:	Sept 1999
AMENDED:	Sept 2004, June 25, 2007
RELATED POLICIES:	B:01, B:04, B:05, B:06, SC: 11, Pr A:03
REPEALS:	
REVIEW DATE:	2010-2011

## APPENDIX "A"

**1.0 POLICY OBJECTIVE****DRAFT**

To ensure that parishes and the community have reasonable use of the Windsor-Essex Catholic District School Board's buildings and properties subject to availability and certain other conditions.

**2.0 DEFINITIONS**

**Community Use of Schools Program** refers to the government program established in 2004 to provide assistance to district school boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space.

**3.0 GUIDING PRINCIPLES**

- 3.1 The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs mandated by the Education Act and its regulations. The community use of Board buildings and properties shall in no way interfere with that purpose.
- 3.2 ~~The community use of Board buildings and properties shall in no way interfere with that purpose. (See 3.1)~~
- 3.3 ~~All bookings for the use of school facilities and administration of leases and agreements shall be the responsibility of the Board's Facilities Services Department. Principals are to ensure that all after-hours user groups, including school activities, have applied for and received approval from the Board's Facilities Services Department. (see specific-directives)~~

## Policy A:03 Community Use of Schools

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- 3.4 ~~The Superintendent of Facilities Services or designate, in consultation with the Principal, has the authority to approve, deny and/or cancel a rental contract. *(procedure)*~~
- 3.5 ~~The Board shall exercise its power under the *Education Act* and Regulations to offer Continuing Education Programs (International Languages, English as a Second Language, Summer School, Evening Classes, etc.).~~
- 3.6 ~~Schools shall be made available as electoral polling stations. *(see specific directives)*~~
- 3.7 ~~In keeping with the intent of the Community Use of Schools Program, the Board shall endeavor to provide fair and equal access to all user groups in the classification priority detailed in this policy. Where there are multiple permit requests filed by applicants included within the same priority classification and those applications are filed before the deadline for filing as determined by the Facilities Services Department, Facilities staff will in all cases endeavor to distribute the facilities equally amongst those applicants. All applications coming in after the deadline for filing shall be processed on a first come, first served basis from the time of receipt in the Facilities Services Department. *(see specific directive)*~~
- 3.8 ~~The Board maintains the right to protect and maintain its schools and grounds. *(procedure)*~~
- 3.9 ~~It is the intent of the Board to provide discounted rental charges to not-for-profit organizations in accordance with guidelines and funds as provided for by the Ministry of Tourism and Recreation and the Ministry of Education. *(see specific directives)*~~
- 3.2 Community use of school facilities will be permitted provided that there is no additional cost to the Board as a result.
- 3.10 ~~All and any costs incurred for clean up/vandalism/loss shall be charged to the user group. *(procedure)*~~
- 3.11 ~~All discounted rates are dependant on funding from the Community Use of Schools Program. Should the funding allocation be discontinued, the rates will be reconsidered by the Board. *(see specific directives)*~~

## Policy A:03 Community Use of Schools

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- 3.12 ~~User fees shall be reviewed annually and adjusted to ensure that the Board recovers totally the costs incurred through community use of school facilities. At a minimum, The Rental Fee Schedule rates shall increase each July 1<sup>st</sup> based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1<sup>st</sup>. (see specific directives)~~

### 4.0 SPECIFIC DIRECTIVES

- 4.1 All bookings for the use of school facilities and administration of leases and agreements shall be the responsibility of the Board's Facilities Services Department. Principals are to ensure that all after-hours user groups, including school activities, have applied for and received approval from the Board's Facilities Services Department
- 4.2 In keeping with the intent of the Community Use of Schools Program, the Board shall endeavor to provide fair and equal access to all user groups in the classification priority detailed in this policy within section 4.3 of this policy. Where there are multiple permit requests filed by applicants included within the same priority classification and those applications are filed before the deadline for filing as determined by the Facilities Services Department, Facilities staff will in all cases endeavor to distribute the facilities equally amongst those applicants. All applications coming in after the deadline for filing shall be processed on a first-come, first-served basis from the time of receipt in the Facilities Services Department.
- 4.3 Priority of Use By Classification:

***Classification A***  
(First Priority)

School Use

All programs and inter-related activities operated or sponsored by the Board including sporting events.

***Classification B***  
(Second Priority)

Parish/Diocesan Activities

All Parish/Diocesan directed activities including, but not limited to, marriage preparation, parenting, family life, parish youth groups, Knights of Columbus, etc.

**Policy A:03 Community Use of Schools**

<i><b>Classification C</b></i> <i>(Third Priority)</i>	<u>Community Non-Profit For Youths Under 18 or Disabled Groups under the age of 28</u>  Not-for-profit local community groups whose activities directly involve children and youths under the age of 18 or under the age of 28 for disabled group (i.e., Scouts/Guides, YMCA/YWCA), etc.
<i><b>Classification D</b></i> <i>(Fourth Priority)</i>	<u>Not-for-profit recognized children’s sport and recreation service providers involved with youth under the age of 18 or under the age of 28 for disabled groups.</u>  This shall include those groups meeting the MTR’s Recognition Criteria.
<i><b>Classification E</b></i> <i>(Fifth Priority)</i>	<u>Not For Profit Adult and Senior Groups as determined by the WECD SB</u>
<i><b>Classification F</b></i> <i>(Sixth Priority)</i>	<u>Community For-Profit</u>  All other groups that are not included in category A, B, C, D and E. This includes for-profit groups and/or individuals, community-based groups, organized athletic or recreational groups or associations for which fees are charged as a condition of membership/participation.
<i><b>Classification G</b></i> <i>(Not applicable)</i>	<u>Child Care Operations</u>  School based child care services including day nurseries under the Day Nurseries Act or Before or After School day care programs shall not be covered by this Policy, but shall be administered under Board Policy A: 21 Child Care.

**4.2 Areas of Use**

<del><b>PERMITTED</b></del>	<del><b>NOT PERMITTED</b></del>
<del>Gymnasiums</del>	<del>Principal’s Office</del>
<del>Auditorium</del>	<del>Secretarial Office</del>
<del>Classrooms</del>	<del>Libraries/Resource centers</del>
<del>(without computers)</del>	

**Policy A:03 Community Use of Schools**

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Cafeteria	Speciality Rooms (science, technical)
Washrooms	Staff Rooms
Parking Lots	Material and Equipment Storage Areas
Soccer Fields	Field Houses
Baseball Fields	Weight/Exercise Room
Athletic Tracks	Greenhouses
Tennis Courts	Areas with Computers
Chapel (only by Diocese)	<u>(procedure)</u>

**4.3 Uses Not Permitted**

- a. ~~The use of Board facilities shall be restricted to parish and other approved community groups. Wedding receptions, anniversary celebrations, birthday parties and similar private gatherings are not permitted. (procedure)~~
  
- b. ~~The sale and/or consumption of alcoholic beverages shall be prohibited. Exceptions may be granted for special events such as School Reunions through written application to the Board. This written application must be forwarded to the Board at least 3 months prior to the event. The Board must be satisfied that the following criteria will be met:~~
  - ~~The school Principal or Board designate is the person in authority and on site during the time of the event;~~
  - ~~There are no minors present;~~
  - ~~The provisions of all applicable legislation is followed, including the requirements set out in the Liquor Licence Act and Occupier's Liability Act;~~
  - ~~There is a licensed bartender and trained servers on site;~~
  - ~~A permit has been obtained from the LCBO and accompanies the application;~~
  - ~~Adequate supervision and security staffing is available to the satisfaction of the Director, or designate;~~
  - ~~The Superintendent of Facilities Services or designate, may impose other conditions as deemed appropriate. (procedure)~~

4.4 The Superintendent of Facilities Services or designate shall determine areas and types of use permitted with consideration for the following:



### Policy A:03 Community Use of Schools

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- a. Any activity that could result in damage to school facilities shall be prohibited.
- b. Any use that interferes with the normal day-to-day operations of the schools shall not be permitted.
- c. No organization whose policies or activities are in opposition to the mission, values and goals of the Board shall be granted use of any property of the Board.
- d. Schools shall be made available as electoral polling stations.

#### 4.5 Rental Season:

- a. Subject to section 3.2 of this policy, all schools shall be made available for rentals from October 1 to June 15 from Monday to Thursday and Saturdays generally at times to be established through Board Procedure, with the exception of Scouts Canada, Girls Guides, YMCA, and parish-related activities. These groups may use the facilities beginning in the third week of September, based on availability. Rentals shall not conflict with school activities including Parent/Teacher Interviews. Schools will not generally be available for rentals on Friday evening or Sunday.\*\*
- b. Hours of availability are dependent on the scheduling of custodial staff. Some schools may not be staffed as late in the evening as other schools due to reduced custodial coverage.
- c. Overnight use of facilities shall be by special application only. Exceptions may be granted for special events through written application to the Board. This written application must be forwarded to the Board at least 3 months prior to the event and shall be approved or denied at the discretion of the Superintendent of Facilities Services or designate.
- d. Outdoor facilities will be available for rental from May 15 to October 31.
- e. School facilities will not be made available for rental purposes during all school holidays including but not limited to Christmas Break (For these purposes, the Christmas Break shall commence at 4 p.m on the Friday of the first weekend of the Break through to the first day of classes after the Break), March Break (this

## Policy A:03 Community Use of Schools

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period shall commence at 4 p.m. on the last day of classes before the Break), Easter (commencing at 4 p.m on the Thursday before Easter), Summer Holidays\*\*, all Board scheduled Professional Development Days, and days when schools are closed due to inclement weather, except for School/Day Care/Latch Key where special arrangements are made.

\*\* Rental Period: Applications for summer rentals (first day after Canada Day Holiday as observed by Board and its unions to the second week of August) are to be forwarded in writing no later than May 15<sup>th</sup> to the Facilities Department. The Superintendent of Facilities Services or designate may grant special approvals for summer rentals or special approval for rentals on Friday evening or Sunday at his or her discretion in consultation with Executive Council.

### 4.6 Fees for Use of Schools

- a .It is the intent of the Board to provide discounted rental charges to not-for-profit organizations in accordance with guidelines and funds as provided for by the Ministry of Tourism and Recreation and the Ministry of Education.
- b. All discounted rates are dependant on funding from the Community Use of Schools Program. Should the funding allocation be discontinued, the rates will be reconsidered by the Board.
- c. ~~Fees shall be reviewed periodically by the Board pursuant to this Policy and any related procedures. Schedule A attached sets out fees to be charged to Community Not for Profit Groups (which includes classification groups B, C, D and E). Schedule B attached sets out fees to be charged to Community For Profit Groups (which includes classification group F). There will be no fees charged to user groups falling under classification A. (procedure)~~
- c. User fees shall be established by the Superintendent of Facilities or designate, in consultation with Executive Council, and shall be reviewed annually and adjusted to ensure that the Board recovers totally the costs incurred through community use of school facilities. At a minimum, The Rental Fee Schedule rates shall increase each July 1<sup>st</sup> based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1<sup>st</sup>.

## Policy A:03 Community Use of Schools

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### 4.7 Exceptions to this Policy

- a. Festival Theatre, St. Thomas of Villanova (The Villanova Theatre Management Committee, 734-7671).
- b. Baseball field, St. Thomas of Villanova (Windsor Titans) provided a written agreement is finalized.
- c. Certain long-standing *written* agreements may contain clauses that override this policy.
- d. Joint-use agreements shall not be subject to this policy.

## 5.0 RESPONSIBILITY

- 5.1 The Superintendent of Facilities Services or designate shall be responsible for the implementation of this policy and any supporting administrative procedure.
- 5.2 ~~It is the responsibility of~~ The Superintendent of Facilities Services or designate ~~to~~ shall provide a ~~bi-monthly~~ an annual report to the Board detailing community use of Board property and the related costs.
- 5.3 It is the responsibility of all user groups to have the necessary applications and supporting documentation delivered to the appropriate designated Board officials within the time periods established by the Board.
- 5.4 It is the responsibility of all user groups to abide by all provisions of this Policy, Board Procedure and all Board rules and regulations while using Board facilities.

## 6.0 REVIEW AND EVALUATION

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

## 7.0 REFERENCES

- Procedure A:03 Community Use of Schools  
 B:01 Smoke Free Schools and Sites  
 B:04 Keys to Schools

**Policy A:03 Community Use of Schools**

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B:05 Property Damage/Vandalism/Theft

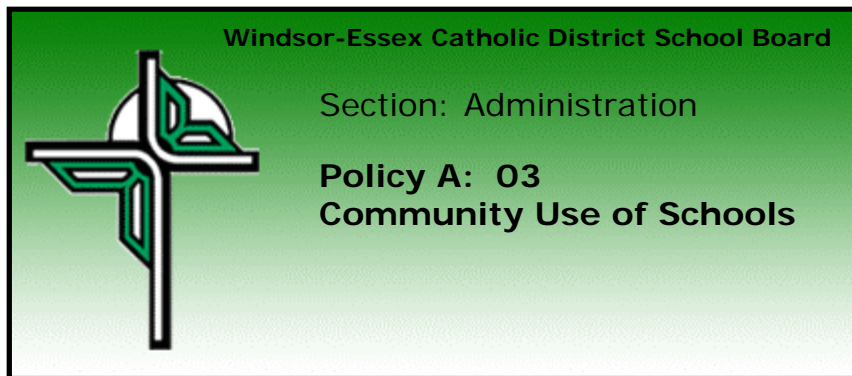
B:06 Access to School Premises

SC: 11 Trespassing

Community Use of Schools Program

DRAFT AMENDED POLICY  
A:03 COMMUNITY USE OF SCHOOLS

**APPENDIX B**  
(presented as proposed draft document)



POLICY:	A:03
EFFECTIVE:	Sept 1999
AMENDED:	Sept 2004, June 25, 2007
RELATED POLICIES:	B:01, B:04, B:05, B:06, SC: 11, Pr A:03
REPEALS:	
REVIEW DATE:	2010-2011

APPENDIX "B"

**1.0 POLICY OBJECTIVE**

**DRAFT**

To ensure that parishes and the community have reasonable use of the Windsor-Essex Catholic District School Board’s buildings and properties subject to availability and certain other conditions.

**2.0 DEFINITIONS**

**Community Use of Schools Program** refers to the government program established in 2004 to provide assistance to district school boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space.

**3.0 GUIDING PRINCIPLES**

- 3.1 The Windsor-Essex Catholic District School Board shall operate its school buildings and property for the primary purpose of providing a suitable learning environment for the delivery of educational programs mandated by the Education Act and its regulations. The community use of Board buildings and properties shall in no way interfere with that purpose.
- 3.2 Community use of school facilities will be permitted provided that there is no additional cost to the Board as a result.

**4.0 SPECIFIC DIRECTIVES**

- 4.1 All bookings for the use of school facilities and administration of leases and agreements shall be the responsibility of the Board’s Facilities Services Department. Principals are to ensure that all after-hours user

## Policy A:03 Community Use of Schools

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groups, including school activities, have applied for and received approval from the Board's Facilities Services Department

- 4.2 In keeping with the intent of the Community Use of Schools Program, the Board shall endeavor to provide fair and equal access to all user groups in the classification priority detailed within section 4.3 of this policy. Where there are multiple permit requests filed by applicants included within the same priority classification and those applications are filed before the deadline for filing as determined by the Facilities Services Department, Facilities staff will in all cases endeavor to distribute the facilities equally amongst those applicants. All applications coming in after the deadline for filing shall be processed on a first-come, first-served basis from the time of receipt in the Facilities Services Department.

- 4.3 Priority of Use By Classification:

***Classification A***  
(First Priority)

School Use

All programs and inter-related activities operated or sponsored by the Board including sporting events.

***Classification B***  
(Second Priority)

Parish/Diocesan Activities

All Parish/Diocesan directed activities including, but not limited to, marriage preparation, parenting, family life, parish youth groups, Knights of Columbus, etc.

***Classification C***  
(Third Priority)

Community Non-Profit For Youths Under 18 or Disabled Groups under the age of 28

Not-for-profit local community groups whose activities directly involve children and youths under the age of 18 or under the age of 28 for disabled group (i.e., Scouts/Guides, YMCA/YWCA), etc.

## Policy A:03 Community Use of Schools

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***Classification D***      Not-for-profit recognized children's sport and recreation service providers involved with youth under the age of 18 or under the age of 28 for disabled groups.  
*(Fourth Priority)*

This shall include those groups meeting the MTR's Recognition Criteria.

***Classification E***      Not For Profit Adult and Senior Groups as determined by the WECD SB  
*(Fifth Priority)*

***Classification F***      Community For-Profit  
*(Sixth Priority)*

All other groups that are not included in category A, B, C, D and E. This includes for-profit groups and/or individuals, community-based groups, organized athletic or recreational groups or associations for which fees are charged as a condition of membership/participation.

***Classification G***      Child Care Operations  
*(Not applicable)*

School based child care services including day nurseries under the Day Nurseries Act or Before or After School day care programs shall not be covered by this Policy, but shall be administered under Board Policy A: 21 Child Care.

- 4.4 The Superintendent of Facilities Services or designate shall determine areas and types of use permitted with consideration for the following:
- a. Any activity that could result in damage to school facilities shall be prohibited.
  - b. Any use that interferes with the normal day-to-day operations of the schools shall not be permitted.
  - c. No organization whose policies or activities are in opposition to the mission, values and goals of the Board shall be granted use of any property of the Board.
  - d. Schools shall be made available as electoral polling stations.



## Policy A:03 Community Use of Schools

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### 4.5 Rental Season:

- a. Subject to section 3.2 of this policy, all schools shall be made available for rentals from October 1 to June 15 from Monday to Thursday and Saturdays generally at times to be established through Board Procedure, with the exception of Scouts Canada, Girls Guides, YMCA, and parish-related activities. These groups may use the facilities beginning in the third week of September, based on availability. Rentals shall not conflict with school activities including Parent/Teacher Interviews. Schools will not generally be available for rentals on Friday evening or Sunday.\*\*
- b. Hours of availability are dependent on the scheduling of custodial staff. Some schools may not be staffed as late in the evening as other schools due to reduced custodial coverage.
- c. Overnight use of facilities shall be by special application only. Exceptions may be granted for special events through written application to the Board. This written application must be forwarded to the Board at least 3 months prior to the event and shall be approved or denied at the discretion of the Superintendent of Facilities Services or designate.
- d. Outdoor facilities will be available for rental from May 15 to October 31.
- e. School facilities will not be made available for rental purposes during all school holidays including but not limited to Christmas Break (For these purposes, the Christmas Break shall commence at 4 p.m on the Friday of the first weekend of the Break through to the first day of classes after the Break), March Break (this period shall commence at 4 p.m. on the last day of classes before the Break), Easter (commencing at 4 p.m on the Thursday before Easter), Summer Holidays\*\*, all Board scheduled Professional Development Days, and days when schools are closed due to inclement weather, except for School/Day Care/Latch Key where special arrangements are made.

\*\* Rental Period: Applications for summer rentals (first day after Canada Day Holiday as observed by Board and its unions to the second week of August) are to be forwarded in writing no later than May 15<sup>th</sup> to the Facilities Department. The Superintendent of Facilities Services or designate may grant special approvals for summer rentals or special approval for rentals on Friday evening

## Policy A:03 Community Use of Schools

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or Sunday at his or her discretion in consultation with Executive Council.

### 4.6 Fees for Use of Schools

- a. It is the intent of the Board to provide discounted rental charges to not-for-profit organizations in accordance with guidelines and funds as provided for by the Ministry of Tourism and Recreation and the Ministry of Education.
- b. All discounted rates are dependant on funding from the Community Use of Schools Program. Should the funding allocation be discontinued, the rates will be reconsidered by the Board.
- c. User fees shall be established by the Superintendent of Facilities or designate, in consultation with Executive Council, and shall be reviewed annually and adjusted to ensure that the Board recovers totally the costs incurred through community use of school facilities. At a minimum, The Rental Fee Schedule rates shall increase each July 1<sup>st</sup> based on the annual Canadian Consumer Price Index (CPI) as of the previous April 1<sup>st</sup>.

### 4.7 Exceptions to this Policy

- a. Festival Theatre, St. Thomas of Villanova (The Villanova Theatre Management Committee, 734-7671).
- b. Baseball field, St. Thomas of Villanova (Windsor Titans) provided a written agreement is finalized.
- c. Certain long-standing *written* agreements may contain clauses that override this policy.
- d. Joint-use agreements shall not be subject to this policy.

## 5.0 RESPONSIBILITY

- 5.1 The Superintendent of Facilities Services or designate shall be responsible for the implementation of this policy and any supporting administrative procedure.
- 5.2 The Superintendent of Facilities Services or designate shall provide an annual report to the Board detailing community use of Board property and the related costs.

## **Policy A:03 Community Use of Schools**

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- 5.3 It is the responsibility of all user groups to have the necessary applications and supporting documentation delivered to the appropriate designated Board officials within the time periods established by the Board.
- 5.4 It is the responsibility of all user groups to abide by all provisions of this Policy, Board Procedure and all Board rules and regulations while using Board facilities.

### **6.0 REVIEW AND EVALUATION**

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

### **7.0 REFERENCES**

Procedure A:03 Community Use of Schools  
B:01 Smoke Free Schools and Sites  
B:04 Keys to Schools  
B:05 Property Damage/Vandalism/Theft  
B:06 Access to School Premises  
SC: 11 Trespassing  
Community Use of Schools Program



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

**Meeting Date:**  
 June 10, 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  
 Emelda Byrne, Acting Supervisor, Learning Support  
 Colleen Norris, Coordinator of Policy Development

**SUBJECT:** **DRAFT POLICY ST: 23 K – 12 ASSESSMENT AND EVALUATION**

**RECOMMENDATION:**

**That the Board approve in principle Draft Policy ST: 23 Assessment and Evaluation**

**SYNOPSIS:** The attached draft policy, presented for approval in principle, was prepared by senior administration, with the assistance of a committee of educators and the Coordinator of Policy Development, to support teachers in assessing and evaluating student achievement, with a commitment to improving student learning through sound assessment and evaluation practices.

**BACKGROUND COMMENTS:**

**Proposed Changes to Existing Policy/Procedure:**

- There are no existing board policies addressing assessment and evaluation. This draft is proposed as a new policy.

**Source and Rationale for the Proposals**

- This draft board policy to guide assessment and evaluation practices within the board has as its source Ministry of Education policies for assessment, evaluation and reporting.

**Results of Public Consultation Process:**

- The draft policy was forwarded to all principals, vice-principals, union and association representatives on May 9, 2008 and was posted for public feedback on May 15, 2008. There were no suggestions for amendment received and the draft is proposed for approval in principle.

**Impact On Other Policies and Procedures:**

- Pursuant to section 4.1 of the draft policy, senior administration shall work with a board committee to establish procedures that are consistent with the objective of the policy.

**Timetable For Implementing Policy and Procedure:**

- Upon approval in principle and subject to the consideration of any suggestions for amendment, the draft will be returned to the Board for final approval on June 23, 2008. Upon final approval of the policy, procedures will be implemented in the 2008-2009 school year.

**Benefits of the Policy Proposals:**

- The approval of a comprehensive K – 12 assessment and evaluation policy.

**Risks of Policy Direction and Mitigation Strategies** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:**

- Senior administration shall develop a plan for training and in servicing of the new assessment and evaluation policy and procedure.

**FINANCIAL IMPACT:** N/A

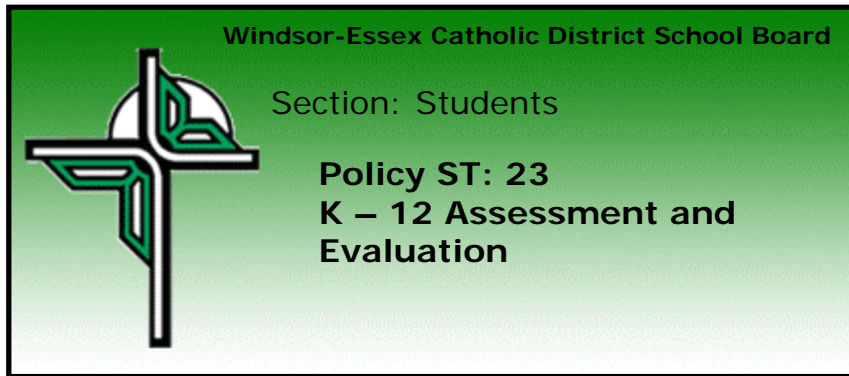
**TIMELINES:** As above-noted in the Timetable for Implementing Policy and Procedure.

**APPENDICES:**

- Draft Policy ST: 23 K-12 Assessment and Evaluation

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 2, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 4, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 4, 2008



POLICY:	ST: 23
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	
REPEALS:	
REVIEW DATE:	2010-2011

## DRAFT

### 1.0 Objective

- 1.1 The Windsor Essex Catholic District School Board is committed to improving student learning through sound assessment and evaluation practices. This policy provides support for teachers in assessing and evaluating student achievement as they assist all students to develop their capabilities in a Christ-centred and student-driven learning environment.

### 2.0 Definitions

#### 2.1 Assessment

Assessment is the process of gathering information from a variety of sources (including assignments, day-to-day observations, conversations or conferences, demonstrations, homework, projects, performances, and tests) that accurately reflect how well a student is achieving the curriculum expectations in a subject/course.

#### 2.2 Evaluation

Evaluation refers to the process of judging the quality of student work based on established criteria, and assigning a value to represent that quality.

#### 2.3 Types of Assessment and Evaluation:

##### **Diagnostic Assessments (Assessment for Learning)**

Diagnostic assessments provide opportunities for teachers to design and/or modify instruction in order to best accommodate student learning. Diagnostic assessment data will not be used in the determination of midterm or final grades for inclusion on Provincial Report Card.

### **Formative Assessment and Evaluation (Assessment for Learning)**

Teachers will use ongoing assessment and evaluation activities (quizzes, teacher/student conferences, etc.) to monitor student achievement and provide feedback to improve teacher instruction and enhance student learning.

### **Summative Assessment and Evaluation (Assessment of and as Learning)**

Summative evaluation will occur at the conclusion of a block of learning and focus on student achievement and program effectiveness.

#### **2.4 Accommodations**

Accommodations are strategies and supports that may be applied to the curriculum, assessment strategies, and/or instruction to enable students to be successful.

#### **2.5 Reporting**

Reporting provides feedback formally or informally on student achievement to students and parents.

### **3.0 Guiding Principles for Assessing the Catholic Learner**

3.1 In our Catholic schools, we are committed to assisting students in achieving the distinctive Ontario Catholic Graduate Expectations by promoting both spiritual and intellectual growth. Assessing and evaluating students require Catholic educators to integrate principles which best reflect our Gospel values and respect the uniqueness of each individual within the community.

3.2 In order to ensure that assessment and evaluation are valid and reliable, and that they lead to the improvement of student learning, teachers must use assessment and evaluation strategies that:

1. address both what students learn and how well they learn;
2. are based both on the categories of knowledge and skills and on the achievement level descriptions given in the achievement chart;
3. are varied in nature, administered over a period of time, and designed to provide opportunities for students to demonstrate the full range of their learning;
4. are appropriate for the learning activities used, the purposes of instruction, and the needs and experiences of students;
5. are fair to all students;

6. accommodate the needs of students with special education needs, consistent with the strategies outlined in their Individual Education Plan;
7. accommodate the needs of students who are learning the language of instruction;
8. ensure that each student is given clear directions for improvement;
9. promote students' ability to assess their own learning and to set specific goals;
10. include the use of samples of students' work that provide evidence of their achievement;
11. are communicated clearly to students and parents at the beginning of the course or the school term and at other appropriate points throughout the school year.

#### **4.0 Specific Directives**

- 4.1 Under the direction of Senior Administration, a Board committee shall develop procedures consistent with this Policy.

#### **5.0 Responsibility for Implementation**

- 5.1 Teachers, Vice-Principals, Principals, and Senior Administration shall ensure compliance with the provisions of this Policy and any supporting procedures.

#### **6.0 Review and Evaluation**

- 6.1 The Policy shall be reviewed during the 2010 – 2011 Policy Review Cycle.

#### **7.0 References**

A Resource Document to Support Effective Elementary Assessment and Choices Into Action, 1999

Education for All, Ministry of Education, 2006

Evaluation Classroom Practice; CODE, September 2005

Growing Success, Assessment, Evaluation and Reporting: Improving Student Learning, 2008

Guide to the Provincial Report Card, Grades 1-8, 1998

Guide to the Provincial Report Card, Grades 9-12, 1999



Ontario Catholic Graduate Expectations, 1999

Ontario IEP Standards, 2001

Ontario Secondary Schools, Grades 9-12, 1999

Ontario Student Record (OSR) Guideline, 2000

PVNC Assessment, Evaluation, Grading, and Reporting Handbook, 2007

PVNC Assessment, Evaluation, Grading, and Reporting Policy, 2007

Talk About Assessment: Strategies and Tools to Improve Learning, Nelson

The Ontario Curriculum Exemplars, Grades 1-12, 2000-2007

The Ontario Curriculum, Grades 1-12 Curriculum Documents, 1997-2006

The Ontario Curriculum, Grades 1-8, ESL and ELD Resource Guide, 2001

The Ontario Curriculum, Program Planning and Assessment, 2000

Thompson, Damian Cooper, 2006

Windsor Essex Catholic DSB – Assessment, Evaluation and Reporting Guidelines, 2005



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

<b>Meeting Date:</b> June 10, 2008
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## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Paul Picard, Senior Manager Human Resources  
 Paulette Littlejohns, Manager, Human Resources  
 Jamie Bumbacco, Supervisor, Human Resources  
 Colleen Norris, Coordinator of Policy Development

**SUBJECT: DRAFT POLICY H: 01 STAFF PERFORMANCE MANAGEMENT**

**RECOMMENDATION:**

**That the Board approve in principle Draft Policy H: 01 Staff Performance Management;**

**SYNOPSIS:** Draft Policy H:01 is presented for approval in principle with the objective of adopting performance management processes for all board employees.

**BACKGROUND COMMENTS:**

**Proposed Changes to Existing Policy/Procedure:**

- There are currently two board policies addressing performance management that involve only two employee groups, H: 01 Principal Supervision and Evaluation, and H: 16 Teacher Performance Appraisal Process.
- The Policy Working Subcommittee recommends the approval in principle of draft policy H: 01 Staff Performance Management. It is intended that the draft policy be a general overriding policy affecting all employee groups, and will replace existing board policies H: 01 Principal Supervision and Evaluation and H: 16 Teacher Performance Appraisal Process.
- Upon final approval of the policy, the Policy Working Subcommittee shall present to the Board performance management procedures that detail performance management processes for each employee group, including superintendents, principals and vice principals, teachers, union staff, and non-union staff. These processes have recently been reviewed to ensure that they reflect amendments to legislation and incorporate the

best means and measurement methods available in the performance management of all employees.

**Source and Rationale for the Proposals**

- The ad-hoc policy review committee established in 2006 directed that performance management/appraisal policies be developed for senior administration.
- The policy working subcommittee recommends draft policy H: 01 Staff Performance Management to recognize the Board’s commitment to the performance management of all board employees.

**Results of Public Consultation Process:**

- The draft policy was forwarded to all principals, vice-principals, union and association representatives, and was posted for public feedback on May 5, 2008. There were no suggestions for amendment received and the draft is proposed for approval in principle.

**Impact On Other Policies and Procedures:**

- The draft policy is intended to replace H: 01 Principal Supervision and Evaluation and H: 16 Teacher Performance Appraisal Process. Upon final approval of the draft policy, administration will recommended the revocation of policies H: 01 and H: 16 and present procedures that reflect the individual processes for each employee group.

**Timetable For Implementing Policy and Procedure:**

- The policy shall be implemented upon final approval. Updated processes are already in place for all employee groups.

**Benefits of the Policy Proposals:**

- The approval of a policy expressing the board’s commitment to performance management of all employees, governed by specific guiding principles, and including directives that all processes be conducted pursuant to the Education Act and its regulations.

**Risks of Policy Direction and Mitigation Strategies** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:**

- Performance management processes are currently in place and have been communicated to board employees. Administration will continue to review the processes and consider the input of staff.

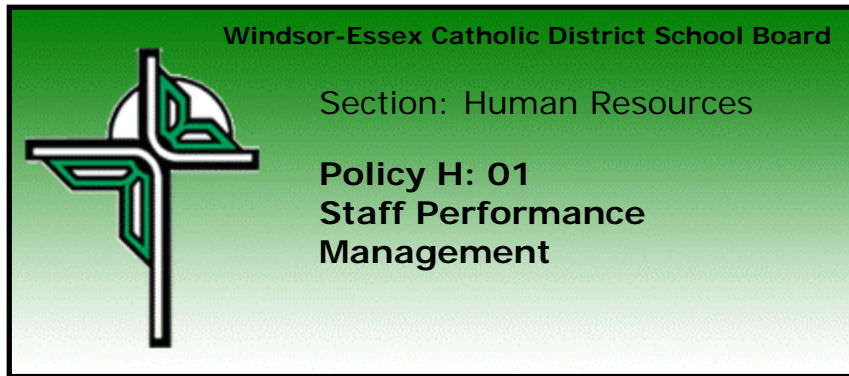
**FINANCIAL IMPACT:** N/A

**TIMELINES:** Immediate implementation

**APPENDICES:** Draft Policy H: 01 Staff Performance Management

**REPORT REVIEWED BY:**

- |                                     |                        |                             |
|-------------------------------------|------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date: June 2, 2008   |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: June 3, 2008 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: June 4, 2008 |



<b>POLICY:</b>	H: 01
<b>EFFECTIVE:</b>	
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See references 6.0
<b>REPEALS:</b>	H:01 Principal Supervision and Evaluation, H: 16 Teacher Performance Appraisal Process
<b>REVIEW DATE:</b>	2010-2011

## DRAFT

### 1.0 Objective

- 1.1 The Board shall adopt performance management processes that acknowledge achievement and allow for continuous improvement of all Board employees.

### 2.0 Guiding Principles

- 2.1 A Performance Management process is designed to recognize achievements and celebrate successes. It focuses on growth and inspires individuals to achieve goals. A Performance Management process promotes excellence and increases self-concept, recognizes staff as lifelong learners, promotes skill development and assists staff to enhance themselves personally and professionally.
- 2.2 The Windsor Essex Catholic District School Board believes that regularly scheduled performance appraisals provide opportunities for employees to be recognized for achievements, enable growth and development, and inspire employees to remain focused on the mission, goals and priorities of the Board.

### 3.0 Specific Directives

- 3.1 Administration shall develop performance management processes for each employee group to fulfill the objective of this policy.
- 3.2 Performance appraisals shall be conducted pursuant to applicable provisions of the Education Act and its regulations.

### 4.0 Responsibility

- 4.1 The Director of Education is responsible for the implementation of a performance management process for superintendents and for delegating responsibility for the implementation of processes for other employee groups to the appropriate superintendent.

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## **5.0 Review and Evaluation**

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

## **6.0 References**

Board Policy H: 20 Performance Management – Director of Education  
Board Procedure Pr H: 01A Performance Management for Superintendents  
Board Procedure Pr H: 01B Performance Management for Principals and Vice-Principals  
Board Procedure Pr H: 01C Performance Management Processes for Teachers  
Board Procedure Pr H: 01D Performance Management for Union Staff  
Board Procedure Pr H: 01E Performance Management for Non-Union Staff



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

**Meeting Date:**  
 June 10, 2008

## BOARD REPORT

	<b>Public</b> <input checked="" type="checkbox"/>	<b>In-Camera</b> <input type="checkbox"/>	
<b>PRESENTED FOR:</b>	Information <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	
<b>PRESENTED BY:</b>	Senior Administration		
<b>SUBMITTED BY:</b>	Joseph Berthiaume, Director of Education Colleen Norris, Coordinator of Policy Development		
<b>SUBJECT:</b>	<b>DRAFT POLICY H:20 PERFORMANCE MANAGEMENT – DIRECTOR OF EDUCATION</b>		

**RECOMMENDATION:**

**That the Board approve in principle Draft Policy H: 20 Performance Management – Director of Education.**

**SYNOPSIS:** Draft Policy H: 20 Performance Management – Director of Education is presented for approval in principle with the objective of establishing a performance management process for the Director of Education.

**BACKGROUND COMMENTS:**

**Proposed Changes to Existing Policy/Procedure:**

- There is currently no approved policy or formal administrative procedure addressing the performance management of the Director of Education.
- Draft Policy H: 20 is presented for approval in principle as a new board policy.

**Source and Rationale for the Proposals**

- The ad-hoc policy review committee established in 2006 directed that performance management/appraisal policies be developed for senior administration.
- The Board values performance management of employees as a means for professional growth and to promote quality and excellence.
- The approval of a performance management policy for the Director of Education is consistent with the Board’s values and goals.
- The draft policy was prepared after a review of a number of senior administration evaluation models.

**Results of Public Consultation Process:**

- The draft policy was forwarded to all principals, vice-principals, union and association representatives, and was posted for public feedback on May 5, 2008. There were no suggestions for amendment received and the draft is proposed for approval in principle.

**Impact On Other Policies and Procedures:**

- The draft policy is consistent with draft policy H: 01 Staff Performance Management and with performance management processes currently in place for all board employees.

**Timetable For Implementing Policy and Procedure:**

- The policy shall be implemented in the 2008 – 2009 school year.

**Benefits of the Policy Proposals:**

- The approval of a performance management process that supports excellence in board leadership.

**Risks of Policy Direction and Mitigation Strategies** – N/A

**Impact on Stakeholders and Plan For Communicating the Policies:**

- The proposed performance management process provides for annual performance appraisals and the opportunity for stakeholder input.

**FINANCIAL IMPACT:** N/A

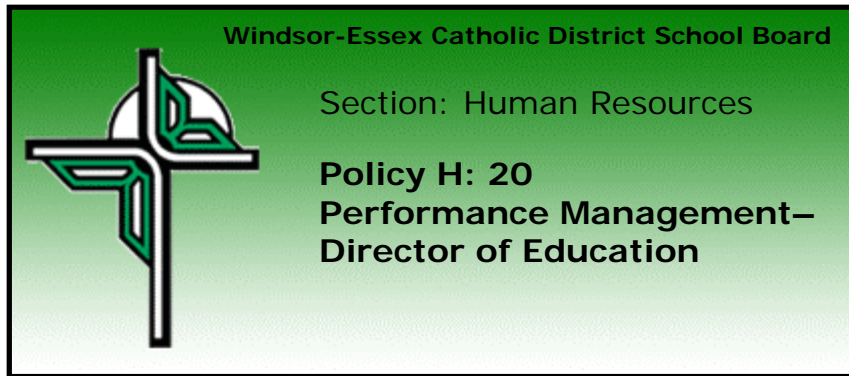
**TIMELINES:** The policy shall be implemented in the 2008 – 2009 school year.

**APPENDICES:**

- Draft Policy H: 20 Performance Management Director of Education

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: June 2, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: June 3, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 4, 2008



NUMBER:	H: 20
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H: 01
REPEALS:	
REVIEW DATE:	2010-2011

## DRAFT

### 1.0 Objectives

- 1.1 To build upon and improve the Director of Education's performance by establishing a formal process and mechanism through which to provide feedback and to discuss and monitor expectations and standards of performance.
- 1.2 To set measurable goals, objectives and directions for the Director that directly relate to the Board's mission, vision and goals.
- 1.3 To ensure that the Windsor-Essex Catholic District School Board's expectations and priorities are being effectively addressed by the Director.

### 2.0 Guiding Principles

- 2.1 A performance management process provides a forum for constructive dialogue and exchange of information between the Director and the Board
- 2.2 The process is an opportunity for both the Board and the Director to clarify expectations and goals, to review past accomplishments, and to agree on needs of the Catholic School System. The end result provides clear objectives for the coming year.

### 3.0 Specific Directives

- 3.1 The Director of Education shall be formally evaluated annually by the Board of Trustees with all Board Members participating in the evaluation process.
- 3.2 The purpose of the evaluation is to provide for professional growth of the Director and to ensure accountability. To this end, the evaluation shall focus on affirmations, and where appropriate, redirection.
- 3.3 The evaluation of the Director shall be based on duties as assigned in provincial statutes, regulations, policies and guidelines for the position of Director of Education.



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- 3.4 The Chairperson of the Board shall lead the evaluation process.
- 3.5 The evaluation shall be based on data collection and internal monitoring reports of the Director. Format for data collection shall be according to the attached schedule “A”. Prior to each annual evaluation, the Chair of the Board and the Director will mutually agree on a focus group who will be asked to complete the performance appraisal questionnaire (Schedule “A”).
- 3.6 The annual evaluation cycle shall include the following:
- a) The Chair and Vice-Chair of the Board shall review the data collected pursuant to section 3.5 of this Policy.
  - b) The Chair and Vice-Chair shall prepare a written appraisal report based on the data collected that shall be submitted to the Director of Education by May 31 of each year.
  - c) The Director of Education shall then respond and the appraisal report and Director’s response shall be received by the Board for review, approval and disposition by the final Board meeting in June.
  - d) The Director shall file an annual report identifying areas of focus for attention for the upcoming school year at the August Board meeting. The report shall consider any recommendations arising out of the appraisal report and the Director’s response from the previous school year.
  - e) The appraisal report and response of the Director shall be filed within the Director’s personnel file.

#### **4.0 Responsibility**

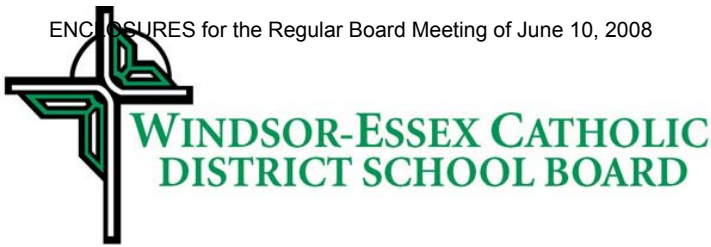
- 4.1 The Chairperson of the Board and the Director of Education shall be responsible for the implementation of this policy.

#### **5.0 Review and Evaluation**

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

#### **6.0 References**

H: 01 Staff Performance Management



Schedule "A"

**PERFORMANCE APPRAISAL – DIRECTOR OF EDUCATION**

Performance Appraisal for the school year commencing September, \_\_\_\_\_

This form is designed to obtain your perceptions of the performance of our Director for the above mentioned time period. Your personal opinions and observations are important, so please respond candidly to each item. Your responses will remain anonymous.

Please rate the Director’s performance according to the following code:

**CODE:**

- 1                      Performance must improve significantly**
- 2                      Some weaknesses must be corrected**
- 3                      Solid performance meets normal expectations**
- 4                      Above average, well-rounded and accomplished**
- 5                      Clearly outstanding in all respects**

Please insert your rating code in the space provided. If your rating is either 1 or 2 for any category, please include some rationale or examples in the space provided below each category to explain or substantiate the rating. Feedback surrounding areas of strength is also useful to reinforce areas in which you believe the Director has performed well and can be set out within the comment spaces provided. Should you be unable to provide a rating for a category because you are unaware of the Director’s performance in relation to it, please leave the rating space blank. This will not be taken as a negative rating.

1. **CATHOLIC LEADERSHIP**

- Promotes and integrates Gospel values throughout the system.
- Leads prayer and liturgy at meetings.
- Articulates Catholic values to the community.

Rating: \_\_\_\_\_

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2. **CULTURAL LEADERSHIP**

- Builds commitment to Board’s mission, vision and beliefs.
- Maintains culture of respect through the system.
- Creates a focus of education excellence.

Rating: \_\_\_\_\_

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3. **COMMUNICATION**

- Regularly corresponds to the system.
- Responds to media/general correspondence
- Responds to inquiries in timely fashion.

Rating: \_\_\_\_\_

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4. **STAFF RELATIONS**

- Building respectful relationships with employee groups.
- Takes a problem-solving approach to issues.
- Creates a culture of learning that allows staff to engage in continuous learning.

Rating: \_\_\_\_\_

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5. **COMMUNITY RELATIONS**

- Developing a community presence.
- Strengthening inter-board co-operation.
- Enhancing the system profile.

Rating: \_\_\_\_\_

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6. **VISION OF SYSTEM: PRESENT AND FUTURE**

- Articulates and promotes vision, mission and beliefs of system.
- Understands system design and change process.
- Articulates how system and school planning need to align and support system mission and vision.

Rating: \_\_\_\_\_

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7. **GENERAL SYSTEM LEADERSHIP**

- Leads by example – is seen as instructional leader.
- Takes forward thinking approach to anticipate change.
- Inspires confidence in the system.
- Maintains a clear and consistent sense of direction.
- Interprets and communicates policy, procedures, and legislation to others (staff, trustees, community) to increase understanding of all.

Rating: \_\_\_\_\_

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8. **ORGANIZATIONAL LEADERSHIP**

- Deals directly with difficult issues.
- Defines clearly issues/problems.
- Takes problem-solving approach/involves others in discussions.

Rating: \_\_\_\_\_

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9. **FISCAL LEADERSHIP**

- Ensures that budget planning process reflects accountability, planning and economic political realities.
- Ensures budget allocations reflect articulated goals of system and department/planning process.
- Ensures financial management of the Board is consistent with legal and Ministry requirements.

Rating: \_\_\_\_\_

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10. **HUMAN RELATIONS LEADERSHIP**

- Is recognized as a professional leader.
- Seen as approachable and a builder of relationships with Trustees, staff and community.
- Integrates feedback for Trustees, staff and community into positive action.
- Creates atmosphere of trust and collaboration when working with Trustees, staff and community.
- Works effectively with various levels of government.

Rating: \_\_\_\_\_

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11. **GOAL ACHIEVEMENT**

- Sets clear, realistic goals.
- Communicates goals clearly to the system.
- Plans effectively to achieve personal and system goals.
- Is a strong proponent of determining needs and developing plans to meet needs.

Rating: \_\_\_\_\_

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**Additional Comments:**

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**Return to the Chair of the Board, by May 15 , in the attached envelope**



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

**Meeting Date:**  
 June 10, 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:** **HIGH SCHOOL COUNCIL MEETING OF APRIL 17, 2008**

**RECOMMENDATION:**

**That the Board receive the report for the April 17, 2008 High School Council meeting as information.**

**SYNOPSIS:** The High School Council meets several times during each school year. All reports of the High School Council are to be received by the Board.

**BACKGROUND COMMENTS:** Every school in the Windsor-Essex Catholic School Board has a school council, a group made up of parents, school staff and community representatives to offer advice to principals and the board on various topics. In addition, a High School Council, that includes school council representation from the board's high schools, provides an opportunity for high school council parent members and principals to discuss matters of regional concern or interest with each other and their area superintendent. These meetings also offer the chance to share successes and solutions from their school councils and "best practices" followed at their schools.

**FINANCIAL IMPACT:** n/a

**TIMELINES:** High School Council meetings are tentatively scheduled for 7 p.m. on the third Thursday of each month during the school year with the exception of December and March.

**APPENDICES:**

- High School Council Report of April 17, 2008

**REPORT REVIEWED BY:**

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: --
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: June 2, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 2, 2008



## WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

### HIGH SCHOOL COUNCIL MEETING

April 17, 2008

~ Cardinal Carter Secondary School ~

7:25 p.m.

### REPORT

#### **PRESENT**

##### Parent Representatives

Assumption  
Cardinal Carter  
Holy Names  
St. Anne's  
Holy Names High School

Sam Boglitch  
Cynthia Casagrande, Pat Moyneur, Larry and Marg Verbeke  
Daniela Pastorius  
Joe Bachmeier, Jeannine Shaloub  
Daniela Pastorius

##### SEAC Representative

##### Trustees

##### Principal

##### Board Supervisor

##### Recording Secretary

Claudio Delduca  
Shannon Porcellini, Mary Di Menna  
Leo Clark  
Linda Staudt  
Celeste DiPonio

#### **REGRETS**

F. J. Brennan  
Catholic Central  
St. Joseph's  
St. Thomas of Villanova  
Trustee  
Student Trustee

Robin Marentette, Kathy Wilson  
Lisa Stabile  
Barbara Dettlinger  
Greg Farrah  
Patrick Keane  
Nerissa Bradley (Holy Names High School)  
Chynna Resendes (St. Thomas of Villanova)

#### **1. Call to Order and Opening Prayer**

Mr. Clark led the group in prayer.

#### **2. Introduction of Members and Roll Call**

Joe Bachmeier asked everyone to introduce themselves.

#### **3. Approval of Agenda/Amendments to Agenda**

Moved by: Claudio Delduca  
Seconded by: Sam Boglitch  
THAT the agenda be approved. All in favour. CARRIED.

#### **4. Approval of Minutes – January 17, 2008**

Moved by: Claudio Delduca  
Seconded by: Sam Boglitch  
THAT the minutes of the March 6, 2008 meeting be approved. All in favour. CARRIED.

Superintendent Linda Staudt requested to move the meeting of May 15<sup>th</sup> to the 14<sup>th</sup> or 22<sup>nd</sup> at Holy Names H.S. Daniela Pastorius said she would check with the principal and contact the recording secretary with the date.



*High School Council  
Minutes- April 17, 2008 at Cardinal Carter Secondary School*

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## **5. Presentation**

No Presentation

## **6. Business Arising from the Minutes**

Page 2 of minutes under the February 25, 2008 notes, last bullet (ACTION ITEM – cash net) – defer to next month re training and where software can be accessed as Superintendent Staudt will check with Rose Mousaly and report.

## **7. Superintendent's Report – Linda Staudt**

- 1) She noted the board's Press Release two weeks ago – 100<sup>th</sup> student – Opportunity Diploma. This program was launched officially in September of 2007 for any student that has left us without a high school diploma. Two centralized board-wide Student Success teachers running the program are Paul Boots and Chris Stollar. Approximately 35 students have now earned their Ontario Secondary School Diploma by participating in this unique and exciting program. The board's early leaver rate has decreased from 5.1% to 2.8% due to the work of the School Success Teams and this board-wide initiative.
- 2) The board has established partnerships with St. Clair College and the University of Windsor to support our student's transition to post secondary.
- 3) OSSLT – She commend the work the great work the teachers have done to prepare these students for this test. In order to pass, students require 30 credits, 40 hours of community service, in addition to passing the OSSLT test. Over 80% of our students passed last year. This year's results will be announced in this June.
- 4) She noted the great work our high schools and grade schools are doing as a concentrated effort on transition activities, from elementary to secondary. Main goal is a natural progression and remove the fear, get to know students and teachers in order to take away anxiety.
- 5) Report card measure - percentage of students in grade 9 have achieved all 4 credits – 84%. Generally below 80. What our emphasis is to achieve all four credits. The work our high schools are doing with respect to the right courses is working. First semester, 84% of Grade 9 students achieved all 4 credits.
- 6) The Student Senate retreat took place and they elected next years' student trustees. Chynna Resendes was re-elected as well as Nils Law from Assumption.
- 7) The board's teacher, Mary Lou Cortese who is trained in conflict mediation skills has been working with grade 11 or 12 students at the high school. They are paired up with grade 7 classes and are mentoring these students.

## **8. Student Senate Report – Chynna Rescendes STOVNs or Nerissa Bradley, HNHS**

Both Chynna and Nerissa sent their regrets. However, Chynna provided Mr. Bachmeier a report and sufficient copies for all the high school council members. Mr. Bachmeier highlighted some of the items in the report.

- Social Awareness Day (SAD) – intent is to raise money and awareness for the homeless.
- Vow of Silence Day – raise funds for Free the Children and to raise awareness for children in developing countries that have no voice.
- Four Schools participated in Think Fast – monies were raised for the Downtown Windsor Mission and the Amherstburg Food and Fellowship Mission.
- Environmental Awareness Day – to be part of Education Week (April 29 – May 2).
- Planning on having an incoming/outgoing retreat, which would be held at the Catholic Education Centre.
- Incoming Prime Minister and Senators will be attending a one-day conference at King's College at Western University in London.
- Rotary World Peace Summit is in Windsor next week and six students from every Catholic high school will be attending.

*High School Council  
Minutes- April 17, 2008 at Cardinal Carter Secondary School*

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- She announced that Nils Lau will be the new Student Trustee as well as herself and she is looking forward to working with him.
- Nerissa and Chynna have had the opportunity to write a column in the province wide newspaper for Student Trustees called the "Paper Cut." Her column is entitled "Bullying Bites" and Nerissa's is "Afric-nated Schools".

### **9. SEAC Report – Claudio DelDuca**

- He noted that the focus of last meeting was the budget. Guests at their meeting were Ken Gignac, Controller of Finance and Mario latonna, Superintendent of Business. By and large they went over all the aspects and futures of the current budget. There was very little discussion on the 2008-09 budget as it is still in draft form. Another key aspect discussed was the special education reserve funds. They noted that there were no surplus funds that we could draw from.
- He noted that Cathy Geml reported on the EA allocation and process for the 2008-09 School Year. This is an intense two day process where the committee of 14 members including Principals, Vice-Principals, Coordinators and personnel from Human Resources look at all needs and numbers based on the budget.
- As a reminder to this council, he urged everyone to let families of special needs students know that they have a voice when it comes to their children's needs and urged them to come forward.
- Cathy Geml also spoke about the Halifax presentation – they have targeted and invited administrators and members of our board to do this presentation because of the fantastic job we are doing. Our board is invited to present our OPA project to Supervisors and Principals in Halifax.
- Cathy Geml also touched on declining enrolment and reported that we will experience a decline of over 800 students and this will affect all areas in both elementary and secondary school programming.
- As far as budget talks and where money gets allocated, Mrs. Geml reports from statistics she has, that it has not changed much over the years, but a greater severity, and this phenomenon was predicted by Pam Skillings due to stresses and more work.
- Claudio noted that his children have positive programs in place for their level of ability.

### **10. Chairperson's Report/Comments**

- Joe Bachmeier reported that Greg Farrah will be attending the OAPCE AGM on April 25, 26, and 27.
- He also noted that he will be attending the May 2<sup>nd</sup>, Media Violence workshop along with Chynna Rescendes and an elementary principal.
- He reminded once again the need for student volunteers for next October's hockey fest. He noted that this would also be a great opportunity for high school students to receive their volunteer hours.
- He brought before the council Brian Hogan's (OECTA Secondary) request to come meet with the council regarding several items. The council moved that these issues need to be submitted to the board.

Moved by: Jeannine Shaloub

Seconded by: Larry Verbeke

*Shannon Porcellini declared a conflict.*

**All in favour. CARRIED**

*High School Council  
Minutes- April 17, 2008 at Cardinal Carter Secondary School*

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## **11. New Business/Other**

### **Shannon Porcellini - Trustee**

- She noted the Board Budget for 2007 08 and the 1.1 million deficit. She also noted that the Board is not allowed to file a deficit budget, therefore, the Board needs to find 1.1 savings and this needs to be filed with Ministry by August 31.
- For the 2008 09 budget the Board is still looking at cuts of over 2.2 million dollars and may be similar to cuts made earlier this year. She also said that the Audit committee will be meeting twice this month.
- Impacting on this is the boundary recommendations for our students and noted that the Board commissioned CN Watson. This was officially presented to the board this past Tuesday. They will be having a study session on Monday evening to talk about Watson report. The Watson report is meant to look at declining enrolment, other factors, boundary changes, and a wide variety of how our schools grow and where we are going to be in terms of Catholic education to 2021 and it could be significant changes that come out of this. She stressed that presently our board is losing about 500 – 600 students due to declining enrolment. She felt that our board needs to be more competitive and get every JK student enrolment we are entitled to.
- Established a committee to look at French immersion in the schools in the county and reporting back to the board in October.
- Green link – The city of Windsor's team had a presentation at CEC on April 2<sup>nd</sup> – Fulvio Valentinis and JoAnne Gignac presented.
- Mary DiMenna and Shannon Porcellini judged the Odyssey of the mind. The competition ranged from grade 1 to 12 and the creativity they witnessed was incredible. Both Shannon and Mary were most pleased to be part of it and certainly hope our schools can participate in something similar. Jeannine Shaloub noted that the Odyssey of the mind really prepared her son and provided him with leadership skills. Shannon said she would put Jeannine in touch with this organization in order to establish a working committee, as we need to get teachers on board.
- She highlighted the Child care program and the possibility of issuing an RFP, lost a site at St. Angela have an alternative for that space happening and possibility of some expansion

### **Sam Boglitch – Regional Representative, Assumption College High School**

- Assumption is hosting a walk-a-thon to raise money on May 1<sup>st</sup>.
- All the sports such as soccer, track and field, badminton and wrestling are well under way.
- The yearbook committee is in full swing.
- The international peace summit (a four day event) took place and 25 Assumption students were sponsored by the Rotary Club to attend. The students in turn gave back positive feedback.
- During Education Week the student body is a Multicultural Event planned in the gym in order to raise monies. It is always a great success where students boast and sell their ethnic foods and showcase their heritage.
- On the day of silence that Chynna reported on, the Assumption students raised \$600.
- The literacy test went very well.
- Monday, May 5<sup>th</sup> will be Music Monday. Over 130 schools will be performing at exactly the same time at 12:30 p.m till 1:00 p.m.
- Seven students from Assumption attended the Science Fair and all won a prize, with two of the students making it to the Canadian finals.
- The principal's report covered all of the things the Assumption students are involved in such as Math, Engineering and Poetry contests etc. She remarked on what a great school ACS is and the wonderful community involvement.
- With respect to the Green Link, Assumption would like to see if fully supported and noted the card in the newspaper to mail back to the city for your support.

### **Jeannine Shaloub – Parent Council Chairperson, St. Anne's High School**

- She noted that there is not much to report as they have not had a meeting yet.
- She noted that the St. Anne's Students are taking a field trip to California.

*High School Council**Minutes- April 17, 2008 at Cardinal Carter Secondary School***Cynthia Casagrande & Pat Moyneur Parent Council Co-Chairs – Cardinal Carter**

- Their parent council meeting took place last night, April 16<sup>th</sup>.
- She noted the upcoming fund raising events such as Jody Raffoul, band performances, etc.
- With respect to sports, all is well, and Cardinal Carter has had some success in Badminton.
- The grade 7 and 8 Transition Activity is taking place on May 29 and 30 and they are bringing in their feeder schools.
- She noted that this evening at their school they have Leslie Andrews as a guest speaker.
- She spoke about two teachers coming to speak at the next parent council meeting regarding the coop program and two-credit courses and also trying a coop in the Music program. The second two-credit course is in construction, which will be expanding to 4 credits. This will bring more exposure to these fields of study.
- Catholic Education week is April 29 to May 2 and they have some activities planned.
- Parent/Teacher interviews are coming up.
- The Grade 12 retreats are coming up at Oxley.

**Daniela Pastorius – Parent Council Chairperson, Holy Names High School**

- Since the report cards are going home next week, the Parent Council has included their newsletter indicating to parents the activities that have taken place and how the monies raised through their activities have been spent.
- The Grade 11 students are going to Muskoka Woods with the Grade 8 feeder schools.
- Parent/Teacher interviews will be coming up shortly.
- Students attended a great trip to Costa Rica.
- A walk-a-thon is coming up on May 29<sup>th</sup> called: "Kids walking for kids!" In the past they have supported the IC unit for Babies and also St. John School. They are still deciding whom they will sponsor this year.
- The Holy Names High School Graduation is June 25<sup>th</sup>.

**Shannon Porcellini – Trustee**

- She spoke of the wonderful Art Fest that took place at Catholic Central.
- The CAW had a presentation on trades.
- Their upcoming Bursary Dinner/fundraiser is taking place on May 15<sup>th</sup>. This year's theme is "Under the Eastern Sun" and tickets are \$35.00 per person. Only 250 tickets will be sold, there will be a silent auction and a beautiful dinner provided by the CCH students, as well as hors d'oeuvres donated by local restaurants.
- St. Bernard held a past night at Catholic Central and raised \$4000. Everything was donated to St. Bernard for this event.

**Claudio Delduca – Seac Representative**

- He noted that Autism Ontario has a Windsor-Essex Chapter and they will be hosting a Golf tournament, the Sunday before Father's Day. He will report further once the details are finalized. His boss said that he would back up \$10,000 for the first whole in one. However, this \$10,000 must be applied to brand new Ford lease or purchase. If anyone is interested and would like more details, he asked that they contact him through the recording secretary, Celeste DiPonio. He hopes to have more details at our next meeting.

**12. Next Meeting:**

April 17, 2008	– Cardinal Carter
May 14 OR 22nd, 2008	– Holy Names (Daniela to check with principal)
June 19, 2008	– St. Thomas of Villanova

**13. Closing Prayer and Adjournment**

Meeting adjourned at – 9:07 p.m.

Moved by: Daniela Pastorius

Seconded by: Larry Verbeke

All in favour. CARRIED