



REGULAR BOARD MEETING
Monday, June 23, 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
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, June 10, 2008	--
	ii) Minutes of Regular Meeting, June 10, 2008	1 - 8
	b. Items from the Reconvened In-Camera Meeting of June 10 and the In-Camera Meeting of June 23, 2008	--
10.	Communications	
	a. External (Associations, OCSTA, Ministry): None.	--
	b. Internal (Reports from Administration)	
	i) Report: Administrative Staff Report (P. Picard)	9 - 10
	ii) Report: 2007 - 08 Budget Status Report (M. Iatonna)	<i>Handout</i>
	iii) Report: 2007 - 08 Capital Renewal Program - Status Report (M. Iatonna)	11 - 22
	iv) Report: Joint Health and Safety Committee 2008 Annual Report (P. Picard)	23 - 24
	v) Report: 2008 - 09 Special Education Budget (M. Iatonna/C. Geml)	25 - 26
	vi) Report: Legal Services - April 2008 (M. Iatonna)	27 - 28
11.	Unfinished Business: None.	
12.	New Business	
	a. Field Trips:	
	i) Holy Names Catholic High School - Monteverde Research Station, Costa Rica	29 - 32
	b. Board Policy Amendments:	
	i) A:03 Community Use of Schools - Final Approval	33 - 51
	ii) ST:23 K - 12 Assessment and Evaluation - Final Approval	52 - 53
	iii) H:01 Staff Performance Management - Final Approval	54 - 64
	iv) H:20 Performance Management Director of Education - Final Approval	65
	c. Report: 2008 - 09 Budget Approval (M. Iatonna)	66 - 67
	d. Report: 2008 - 09 Capital Renewal Program (M. Iatonna/P. Picard)	68 - 78
	e. Report: Good Places to Learn - Stage 3 (M. Iatonna/P. Picard)	79 - 80
	f. Report: Peastone Playsurfaces Maintenance (M. Iatonna/P. Picard)	81 - 82
	g. Report: Special Education Plan Amendments 2008 (C. Geml)	83 - 84
	h. Report: Regular Board Meetings for the Months of July and August 2008 and the 2008 - 09 School Year (J. Berthiaume)	85 - 87
	i. Report: Request for Proposal - Selection of Child Care Providers 2008 (C. Geml)	<i>Handout</i>
13.	Committee Reports	
	a. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of May 15, 2008 (C. Geml)	88 - 92
	b. Report: Audit Committee Meeting Notes of June 3, 2008 (M. Iatonna)	93 - 95
	c. Report: Employee Benefit Committee Meeting Notes of June 16, 2008 (M. Iatonna)	96 - 98
	d. Report: Child Care Advisory Committee Annual Report (C. Geml)	99 - 116
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
 - Tuesday, August 26, 2008 (*Pending Board Approval of 2008-09 Meeting Schedule*)
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, June 10, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

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

Administration:

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

Recorder:

D. Steffens

1. Call to Order - Chair Macri called the meeting to order at 7:14 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present.
4. Approval of Agenda - Chair Macri noted that handouts for agenda items 10b(ii) 2007-08 Budget Status Report and 10b(iii) 2008-09 Draft Budget were at trustee places.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the June 10, 2008 Regular Board meeting agenda be approved as distributed. *Carried.*

5. Questions Pertaining to Agenda - None.

6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - Trustee Courtney disclosed interest in relation to agenda items *10b(iv) Community Use of Schools Grant - Interim Status Report* and *12b(i) Board Policy Amendment to A:03 Community Use of Schools - Approval in Principle* due to her employment and did not participate in the discussion or vote on any question raised on those items.

7. Presentations

a. Outstanding School Council Chairperson Award

Sherri Zorzit, School Council Chair from St. Gabriel Catholic Elementary School was presented with the 2007 –2008 Catholic School Council Chairperson Award in recognition of her overall efforts and dedication to their school and school system, excellence in performance of duties, leadership, relationship with fellow council members, administration, teachers and students, and involvement with the community.

b. Catholic Student Council Leadership Award

Maisey Sutherland, Executive Representative of the Student Council at Holy Name Catholic Elementary School was presented with the 2007 – 08 Catholic School Student Council Leadership Award in recognition of her overall efforts and dedication to their school, excellence in performance of duties, leadership, relationship with fellow students and involvement with the community.

c. Recognition of 2007-08 Student Trustees

Student Trustees Nerissa Bradley and Chynna Resendes were presented with a plaque in appreciation of their commitment and dedication to their role as Catholic leaders within our student body and the broader school communities during the 2007-08 school-year.

d. Recognition for Outstanding Dedication to Catholic Education

Angela Thoman, outgoing School Council Chair from St. Joseph Catholic Elementary School was presented with a plaque of appreciation for her years of dedicated service to Catholic education.

e. Verbal Report: Catholic Character Development Initiative Update - Superintendent Staudt provided an update on activities for the local implementation of the Character Development Initiative that was launched by the Premier of Ontario in October 2006. Students who participated in the development of local resources to expand engagement of the school communities were in attendance to display their art work.

8. Delegations

a. Delegation Regarding Items Not on the Agenda - None.

b. Delegations Regarding Items On the Agenda - None.

9. Action Items

a. Approval of Minutes

i) Minutes of In-Camera Meeting, May 27, 2008

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of May 27, 2008 be adopted as distributed. Carried.

ii) Minutes of Regular Meeting, May 27, 2008

Moved by Trustee Janisse and seconded by Trustee Keane that the minutes of the Regular Board meeting of May 27, 2008 be adopted as distributed. Carried.

b. Items from the In-Camera Meeting of June 10, 2008

Vice-Chair Courtney reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on June 10, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, real property matters, labour relations matters, litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Keane and Porcellini declared a conflict of interest during the June 10, 2008 In-Camera Session and excused themselves from the relevant discussion items. As a matter of record, Trustee Courtney disclosed interest in items discussed at the May 27, 2008 In-Camera Session and further indicated she was not in attendance due to illness.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its In-Camera meeting of June 10, 2008 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- receipt of the Administrative Staff Report, dated June 10, 2008
- approval of the 2008-09 budget reduction plan
- approval of a one-year parking lease agreement between the Windsor-Essex Catholic District School Board and the Governing Council of the Salvation Army to accommodate the needs of Christ the King Catholic Elementary School
- approval of a one-year services agreement between the Windsor-Essex Catholic District School Board and Maryvale Adolescent and Family Services

10. Communications

a. External (Associations, OCSTA, Ministry):

i) Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum dated May 29, 2008 re: Catholic Education Week 2009

Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board receive the memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) Memorandum dated May 29, 2008 re: Catholic Education Week 2009 as information. Carried.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report
Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated June 10, 2008 for information. Carried.

- ii) Report: 2007 - 08 Budget Status Report *Handout was provided.*

Trustees received a report indicating that as at June 8, 2008, the projected Board budget to year-end continues to reflect a negative variance of \$845,000.

Moved by Trustee DiMenna and seconded by Trustee Holland that the Board receive the 2007-08 Budget Status as of June 8, 2008 as information. Carried.

- iii) Report: 2008 – 09 Final Draft Budget *Handout was provided.*

Superintendent Iatonna provided an overview of the Final Draft Budget and reported on several factors that require 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. The primary factors to consider include: a projected enrolment decline of 950 students; a 2008-09 projected deficit due primarily to debt servicing and to unsustainable school renewal reduction in 2007-08 added back into the budget in 2008-09; and, the portion of the 2006-07 actual year-end deficit which is scheduled to be covered in the 2008-09 budget. The Final Budget will be brought back to the Board for final approval on June 23.

Moved by Trustee Janisse and seconded by Trustee Holland that the Board receive the 2008-08 Final Draft Budget for information and refer the Budget to the June 23, 2008 Board meeting for approval. Carried.

- iv) Report: Community Use of Schools Grant - Interim Status Report

Trustees received a reporting indicating a projected negative variance of \$140,151 between revenue and expenses for the 2007-08 fiscal-year for the implementation of the Community Use of Schools program. Clarification was provided on the costs experienced by the Board versus the grant monies provided to offset board expenses.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive the Community Use of Schools Grant - Interim Status Report as information. Carried.

- v) Report: Director's Annual Report to the Community - 2007
Moved by Trustee Alexander and seconded by Trustee Soulliere that the Board receive the Director's Annual Report to the Community - 2007 as information. Carried.

- vi) Report: Amendments to Administrative Procedure: ST: 05 Student Discipline Procedures

Trustees received amendments to the Administrative Procedure Pr ST:05 Student Discipline Procedures that was amended to provide guidelines for addressing unacceptable behaviour of students while participating in long-term suspension or expulsion programs.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive as information amendments to Administrative Procedure Pr ST: 05 Student Discipline Procedures. Carried.

11. Unfinished Business

- a. Deferred Notice of Motion from the Regular Board Meeting of May 27, 2008:

Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board reinstate the opportunity for trustee observation at contract negotiations. It is understood that the Municipal Conflict of Interest laws would apply.

Trustee Courtney spoke to the notice of motion and provided a rationale for bringing it forward. Trustee Holland noted concern with a proposal to a change the board's negotiating procedure being brought forward by any trustee who has disclosed interest in an employee bargaining unit since negotiations with one employee group affects other employee groups. Trustee Courtney reported that independent council had advised a conflict was not present.

Moved by Trustee Alexander and seconded by Trustee Soulliere that the Notice of Motion be deferred until such time the Board's policy review process can be utilized to provide for adequate examination, stakeholder feedback and recommendations for amendments to be brought to the Board for approval. Defeated.

Discussion and debate occurred on the intention of the proposal and implementation of the practice.

ORIGINAL MOTION: Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board reinstate the opportunity for trustee observation at contract negotiations. It is understood that the Municipal Conflict of Interest laws would apply. Carried.

- b. Consideration of the City of Windsor's Request for Endorsement of the GreenLink Windsor Border Solution Plan

Moved by Trustee Keane and seconded by Trustee Porcellini that the Windsor- Essex Catholic District School Board send a thank you letter to Mayor Francis and Windsor City Council for the May 27, 2008 presentation to the Board of Trustees and in support of their continued fight and negotiation efforts for the best border crossing solution for the health and welfare of the citizens of Windsor and Essex County. Carried.

Recorded Vote: In favour: Trustees Alexander, Courtney, DiMenna, Holland, Janisse, Keane, Porcellini and Soulliere. Opposed: None.

12. New Business

a. Field Trips:

- i) F. J. Brennan Catholic High School - Cedar Point, Sandusky Ohio
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the F. J. Brennan Catholic High School field trip to Cedar Point scheduled for Tuesday, June 24, 2008. Carried.
- ii) H. J. Lassaline Catholic Elementary School - Wally World, London
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve the H.J. Lassaline Catholic Elementary School Healthy Active Living Program field trip to WallyWorld on June 16, 2008. Carried.
- iii) Cardinal Carter Catholic Secondary School - Europe
Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board approve Cardinal Carter's Catholic High School Field Trip to Europe: France, Monaco and Italy from March 11 – 22, 2009. Carried.

b. Board Policy Amendments:

- i) Amended A:03 Community Use of Schools - Approval in Principle

Trustees received draft amendments to Board Policy A: 03 Community Use of Schools which was reviewed by the Policy Working Subcommittee as part of an annual scheduled review. The policy will be brought forward for final approval at the June 23, 2008 meeting along with the accompanying administrative procedure.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve in principle draft amended policy A: 03 Community Use of Schools. Carried.

- ii) New ST:23 K - 12 Assessment and Evaluation - Approval in Principle

Trustees received a draft "new" Board Policy ST:23 K - 12 Assessment and Evaluation which has been developed to support teachers in assessing and evaluating student achievement. The policy will be brought forward for final approval on June 23, 2008.

Moved by Trustee Alexander and seconded by Trustee DiMenna that the Board approve in principle Draft Policy ST: 23 Assessment and Evaluation. Carried.

- iii) Amended H:01 Staff Performance Management - Approval in Principle

Trustees received draft amendments to Board Policy H:01 Staff Performance Management which was reviewed on the recommendation of the Ad-hoc Policy Review Committee established in 2006 to develop performance management/appraisal policies for senior administration. The policy will be brought forward at the June 23, 2008 meeting for final approval along with the accompanying administrative procedures.

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board approve in principle Draft Policy H: 01 Staff Performance Management. Carried.

iv) New H:20 Performance Management Director of Education - Approval in Principle

Trustees received a draft “new” Board Policy H:20 Performance Management Director of Education which was reviewed on the recommendation of the Ad-hoc Policy Review Committee established in 2006 to establish a performance management process for the Director of Education. The policy will be brought forward for final approval at the June 23, 2008 meeting along with the accompanying administrative procedure.

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board approve in principle Draft Policy H: 20 Performance Management – Director of Education. Carried.

13. Committee Reports

a. Report: High School Council Meeting Notes of April 17, 2008

Moved by Trustee Porcellini and seconded by Trustee Keane that the Board receive the report for the April 17, 2008 High School Council meeting as information. Carried.

b. Verbal Report: Audit Committee Meeting of June 3, 2008 - Superintendent Iatonna provided a brief report on the June 3 meeting. Meeting Notes will be provided at a future date.

14. Notice of Motion - None.

15. Remarks and Announcements

a. Chairperson Macri commented on the Employee Retirement Celebration that will be held this Friday and congratulated all retirees.

b. Director of Education Joseph Berthiaume congratulated Principal Kevin Mulvey upon receiving the J. F. Johnston Outstanding Educator Award, indicated he would be attending the All Star Band event this Thursday at St. Joseph’s High School, commended the organizers and volunteers on the success of this year’s elementary track and field event and congratulated the competitors and coaches participating in this year’s OFSSA soccer competitions.

c. Board Chaplain Fr. Brunet congratulated Trustee Holland on her appointment as Chair of the new St. Peter’s Institute for Catholic Formation for the Diocese of London.

16. Remarks/Questions by Trustees

- Trustee Porcellini thanked student trustees for their service to the Board, congratulated Immaculate Conception school for their Hogwarts the Musical performance, congratulated the Catholic Central Comets soccer team on their performance in OFSSA, and reported on her attendance at St. Michael’s Alternate High School graduation ceremony.
- Trustee Janisse reported on his attendance at the recent Peace Pole Installation Ceremony at St. Mary Elementary School.
- Trustee Keane reported on his attendance at the Canadian Catholic Schools Trustees’ Association 2008 Conference held in Brantford last weekend.

- Trustee Alexander asked to be provided with a copy of the letter that will be sent to Mayor Francis in regard to the international border crossing.
 - Trustee Holland commented on the Diocese of London's new St. Peter's Institute of Catholic Formation which will, in conjunction with St. Peter's Seminary, provide a wide range of educational and formational opportunities for lay and clergy leaders, and for all who work in parish ministries. The Catholic Education Centre will be one of the sites for the activities of the Institute.
 - Trustee Courtney commented on activities fees at the secondary schools and asked administration to follow-up on the collection practices utilized at local high schools.
 - Student Trustee Resendes provided comment on the "In-coming/Out-going" Student Senate Retreat held on June 9.
 - Student Trustee Bradley commented on her attendance at the Ontario Student Trustee Association AGM and congratulated fellow student trustee Resendes upon being elected President of the English Catholic Board Council.
17. Pending Items - None.
18. Continuation of In-Camera - The Board reconvened to the Committee of the Whole Board In-Camera meeting following adjournment.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)
- **Monday**, June 23, 2008
 - Tuesday, August 26, 2008 (*Tentative pending Board approval of 2008-09 Meeting Schedule*)
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of June 10, 2008 adjourned at 9:10 p.m.

Not approved.

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

Meeting Date:
June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
P. Picard, Superintendent 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 23, 2008 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated June 23, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008

June 23, 2008

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

Employee Name	Position	Location	Date
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HIRING:

RESIGNATION: Antoinette Avon	Occasional Teacher	Supply	June 30, 2008
Lisa Koski	Occasional Teacher	Supply	June 12, 2008
Raoul Rusich	Attendance Counsellor	Student Services	September 30, 2008
Gillian Soutar	Elementary Teacher	Christ the King	June 12, 2008

RETIREMENT: Christine Adam	Secondary Teacher	Catholic Central	June 30, 2008
Betty Jane Caspick	Elementary Teacher	H. J. Lassaline	June 30, 2008
Brian Dunning	Elementary Teacher	Our Lady Of Mount Carmel	June 30, 2008
Wanda Faccor (LTD)	Elementary Teacher	Unassigned	August 30, 2008
Tony Khoury	Elementary Teacher	St. Angela	June 30, 2008
Rita Quinn	Elementary Teacher	St. Angela	June 30, 2008

OTHER: Mary Austin	Elementary Teacher	Stella Maris	June 8, 2008
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Teacher Retirements - Upcoming *Have given notice; have yet to retire	Elementary: 29	Secondary: 14	Total: 43
Teacher Retirements - Year to Date ** Have retired as of this date	Elementary: 4	Secondary: 4	Total: 8
Teacher Resignations - Upcoming	Elementary: 1	Secondary: 0	Total: 1
Teacher Resignations - Year to Date	Elementary: 5	Secondary: 1	Total: 6



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

HANDOUT BOARD REPORT

Meeting Date: June 23, 2008

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business
SUBJECT: **2007-08 BUDGET STATUS AS OF JUNE 21, 2008**

RECOMMENDATION:

That the Board receive the 2007-08 Budget Status as of June 21, 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 21, 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 21, 2008.

REPORT REVIEWED BY:

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

APPENDIX A
2007-08 BUDGET STATUS
AS OF JUNE 21, 2008

CATEGORY	2007-08 REVISED BUDGET JAN. 15/08	2007-08 PROJECTION TO YEAR-END AUG. 31/08	2007-08 PROJECTED VARIANCE AT AUG. 31/08
Classroom Teachers	122,772,200	122,332,200	440,000
Supply Teachers	3,336,321	4,436,321	-1,100,000
Teacher Assistants	12,130,000	12,328,000	-198,000
Textbooks & Classroom Supplies	5,158,176	4,973,176	185,000
Computers	1,230,000	1,230,000	0
Professionals & Paraprofessionals	5,249,900	5,294,900	-45,000
Library/Guidance	3,659,256	3,846,256	-187,000
Staff Development	200,000	200,000	0
Department Heads	495,000	615,000	-120,000
Principals & V.P.'s	10,046,500	9,677,500	369,000
School Office	5,235,270	5,215,270	20,000
Consultants	1,361,963	1,230,963	131,000
Administration	7,162,700	7,162,700	0
School Operations & Maintenance	20,501,700	21,046,700	-545,000
Continuing Education	1,440,000	1,440,000	0
Transportation	8,099,000	8,099,000	0
Renewal	2,553,411	2,023,411	530,000
TOTALS	210,631,397	211,151,397	-520,000
Overtime	-50,000	0	-50,000
Miscellaneous Accounts	-275,000	0	-275,000
GRAND TOTALS	210,306,397	211,151,397	-845,000

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

COMMENTS

- There have been no changes in any of the approved budget numbers since the previous report was submitted to the Board on June 8, 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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
 Paul Picard, Senior Manager Human Resources

SUBJECT: **2007-08 CAPITAL RENEWAL PROGRAM - STATUS REPORT**

RECOMMENDATION:

That the Board receive the 2007-08 Capital Renewal Program - Status Report as information.

SYNOPSIS:

This report provides a summary of the status of the 2007-08 Capital Renewal Program to date.

BACKGROUND COMMENTS:

The 2007-08 Capital Renewal Program - Status Report is attached for information.

FINANCIAL IMPLICATIONS:

The Ministry had provided an allocation to the Board for the 2007-08 Capital Renewal Program in the amount of \$3,208,411, in accordance with the revised estimates submitted to the Ministry on December 15, 2007.

As part of the Financial and Operational Plan approved by the Board on January 15, 2008, an amount of \$655,000 was redirected from the program to offset the projected 2007-08 overall Board budget deficit. An additional \$530,000 in projects has since been deferred to offset a projected negative variance in the School Operations and Maintenance budget. These deferred projects consist of roof replacements at St. Gabriel (\$375,000) and at St. William (\$155,000). Both of these projects are now anticipated to proceed under Good Places to Learn - Stage 3.

Therefore, the allowable expenditure to year-end for the 2007-08 Capital Renewal Program is \$2,023,411. Of this amount, a total of \$1,127,000 has been committed, noting that a number of previously approved projects are now being funded through the recently announced Good Places to Learn – Stage 3 program. Recommendations for disposition of the \$896,411 balance will be made at a later date. If unspent at year end, any remaining funds would be forwarded to 2008-09 through a reserve.

TIMELINES:

Not applicable.

APPENDICES:

- 2007-08 Capital Renewal Program - Status Report

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008

2007-08 CAPITAL RENEWAL PROGRAM
Status Report As Of May 31, 2008

School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
Roofing						
Sacred Heart	E, splitting as of Fall 2006	42-43001-1-000-832	\$55,000	\$55,000	GPL3	\$0
St. Angela	E1 failed - remainder of E2 next	42-43001-1-000-835	\$225,000	\$225,000	GPL3	\$0
St. Edmond (ICS)	All existing poor - B1, C1, D4 all canopy roofs	42-43001-1-000-821	\$0	\$0	TBD	\$0
St. Gabriel	A1,A2,A3,B1,B3,B4,C,D leaking and failing	42-43001-1-000-843	\$375,000	\$0	GPL3	\$0
St. John the Baptist	B, E, F - all aging and poor condition - past	42-43001-1-000-848	\$180,000	\$180,000	GPL3	\$0
St. Jules	B, C, D - Fair/Poor - replace	42-43001-1-000-852	\$110,000	\$0	GPL3	\$0
St. Rose	Roof A - Poor	42-43001-1-000-860	\$83,000	\$83,000	GPL3	\$0
St. William	A, C, E, F - Poor condition	42-43001-1-000-864	\$155,000	\$0	GPL3	\$0
W.J. Langlois	All in uniformly deteriorated condition	42-43001-1-000-822	\$495,000	\$0	GPL3	\$0
Secondary						
Assumption - Residence	All in uniformly deteriorated condition	42-43001-4-000-800	\$0	\$0	GPL3	\$0
Cardinal Carter	Phase II/ III	42-43001-4-000-802	\$200,000	\$200,000	GPL3	\$0
Sub Total			\$1,878,000	\$743,000		\$0
NPPG						
	Transfer to NPPG Reserve	42-72598-6-000	\$260,000	\$260,000		\$260,000
Sub Total			\$260,000	\$260,000		\$260,000
Windows						
Stella Maris	Replace in older wing and primary	42-43002-1-000-865	\$0	\$0		\$0
Secondary						
Assumption	Windows in gym (original request blackout curtains)	42-43002-4-000-800	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
H VAC						
L.A. Desmarais	Replace roof top units - Phase II	42-43003-1-000-818	\$0	\$0		\$0
St. Joseph - RC	Boiler controls/conversion	42-43003-1-000-851	\$200,000	\$0		\$0
Stella Maris	Install central air - entire school	42-43003-1-000-865	\$0	\$0		\$0
St. Angela	Air condition 1st floor	42-43003-1-000-835	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
Status Report As Of May 31, 2008

School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
St. Anne (Fr. Imm)	Air condition 2nd floor	42-43003-1-000-836	\$0	\$0		\$0
			\$0	\$0		\$0
Secondary						
Catholic Central	Revamp heating system main campus	42-43003-4-000-803	\$30,000	\$30,000	KEEP	\$30,000
Sub Total			\$230,000	\$30,000		\$30,000
Controls						
			\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Painting						
Christ the King	Entire interior (halls) C43	42-43004-1-000-816	\$0	\$0		\$0
Christ the King	Rooms 5,6,8,14,15	42-43004-1-000-816	\$0	\$0		\$0
L A. Desmarais	Paint washrooms, stage and cloak area	42-43004-1-000-818	\$0	\$0		\$0
H. J. Lassaline	Playground	42-43004-1-000-823	\$0	\$0		\$0
OLMC	Closed classroom -Sr. Wing	42-43004-1-000-828	\$0	\$0		\$0
St. Alexander	Front entrance and flag pole	42-43004-1-000-833	\$2,000	\$0		\$0
St. Angela	Staffroom and library	42-43004-1-000-835	\$7,000	\$0		\$0
St. Bernard - (A)	Dressing rooms	42-43004-1-000-839	\$2,000	\$0		\$0
St. Bernard - (A)	Room 6	42-43004-1-000-839	\$0	\$0		\$0
St. Bernard - City	Playground	42-43004-1-000-836	\$0	\$0		\$0
St. Bernard - City	Room 31B	42-43004-1-000-836	\$0	\$0		\$0
St. Gabriel	Interior and exterior (2006/2007)	42-43004-1-000-843	\$0	\$0		\$0
St. Gregory	Hallway	42-43004-1-000-844	\$0	\$0		\$0
St. John the Evangelist	Staff washrooms and hallways, etc. (TBD)	42-43004-1-000-847	\$0	\$0		\$0
St. John Vianney	SK washroom	42-43004-1-000-850	\$0	\$0		\$0
St. Joseph - RC	Rooms 25,52	42-43004-1-000-851	\$2,500	\$0		\$0
St. Joseph - RC	Entire interior	42-43004-1-000-851	\$0	\$0		\$0
St. Maria Goretti	Exterior doors (both sides)	42-43004-1-000-854	\$0	\$0		\$0
St. Peter	JK/SK hallway and accompanying rooms	42-43004-1-000-858	\$0	\$0		\$0
St. Peter	Port-a-pack Washrooms	42-43004-1-000-858	\$1,000	\$0		\$0
St. Pius X	Lockers senior wing (Gr.6/7/8 hallway)	42-43004-1-000-859	\$0	\$0		\$0
St. Theresa	Interior doors and washrooms, hallways	42-43004-1-000-861	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
Status Report As Of May 31, 2008

School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
Stella Maris	Library	42-43004-1-000-865	\$0	\$0		\$0
Stella Maris	Rm 39 Storage Rm New Wing	42-43004-1-000-865	\$0	\$0		\$0
St. William	Classrooms in old wing (northeast)	42-43004-1-000-864	\$0	\$0		\$0
SECONDARY						
Brennan	All washrooms	42-43004-4-000-801	\$0	\$0		\$0
Cardinal Carter	Doors in stairwell leading to exterior, repairs/ paint-attend., main office, rms. 218,130,154 hallway to 158	42-43004-4-000-802	\$0	\$0		\$0
Catholic Central	Room 300	42-43004-4-000-803	\$1,500	\$0		\$0
St. Michaels (Essex)	Repair walls and paint	42-43004-4-000-806	\$0	\$0		\$0
St. Michael's (Rhodes)	Lockers	42-43004-5-000-0	\$0	\$0		\$0
St. Thomas of Villanova	Auditorium	42-43004-4-000-809	\$0	\$0		\$0
St. Thomas of Villanova	Lower portion of gym and several classrooms	42-43004-4-000-809	\$0	\$0		\$0
Sub Total			\$16,000	\$0		\$0
Flooring						
Sacred Heart	Room 11	42-43005-1-000-832	\$2,000	\$0		\$0
St. Francis	Library	42-43005-1-000-842	\$0	\$0		\$0
St. Gabriel	5 Rooms	42-43005-1-000-843	\$0	\$0		\$0
St. John the Baptist	Replace floor in room 111	42-43005-1-000-848	\$2,000	\$0		\$0
St. John Vianney	Replace floor tile Room 6/7 (TBD)	42-43005-1-000-850	\$4,000	\$0		\$0
St. Joseph - RC	Replace carpet with tile (P & Sec.)	42-43005-1-000-851	\$2,000	\$0		\$0
St. Louis	Gym	42-43005-1-000-853	\$20,000	\$0		\$0
St. Louis	Remove carpet replace with tile (Principal office)staff & kitchen	42-43005-1-000-853	\$5,000	\$0		\$0
St. Maria Goretti	Remove floor tile Rm 21	42-43005-1-000-854	\$2,000	\$0		\$0
St. Mary	Replace gym floor	42-43005-1-000-855	\$0	\$25,000	COMPLETE	\$25,000
St. Mary	Replace floor in washroom #1	42-43005-1-000-855	\$1,500	\$0		\$0
St. Peter	Office area, main hall, wash	42-43005-1-000-858	\$0	\$0		\$0
St. Peter	Replace flooring in front entrance and hallway	42-43005-1-000-858	\$0	\$0		\$0
St. Pius	Front entrance office, 1 room	42-43005-1-000-859	\$1,500	\$0		\$0
St. Pius	Replace floor in rooms 3,5,6,8,9	42-43005-1-000-859	\$0	\$0		\$0
St. Rose	Gym floor	42-43005-1-000-860	\$0	\$0		\$0
St. Theresa	Replace carpet in office	42-43005-1-000-861	\$2,000	\$0		\$0
W. J. Langlois	Balance of carpet (2006/2007)	42-43005-1-000-822	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
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School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
SECONDARY						
Cardinal Carter	Replace carpet in Resource Centre & Sp. Ed.	42-43005-4-000-802	\$15,000	\$15,000	HOLD	\$0
Cardinal Carter	Cafeteria, office, music room	42-43005-4-000-802	\$30,000	\$0		\$0
Catholic Central	Rm 206,304, hall, washroom, music room, Sp. Ed.	42-43005-4-000-803	\$12,000	\$15,000	HOLD	\$0
Holy Names S.S.	10 rooms, office	42-43005-4-000-804	\$15,000	\$0		\$0
St. Thomas of Villanova	Copy room., prep rooms 1,6, resource	42-43005-4-000-809	\$0	\$0		\$0
Sub Total			\$114,000	\$55,000		\$25,000
Other Repairs						
H.J. Lassaline	Replace shelves/cupboards with locks LSST room	42-43006-1-000-823	\$0	\$0		\$0
Immaculate Conception	Replace exterior doors & frames	42-43006-1-000-821	\$0	\$0		\$0
L.A. Desmarais	Replace ceiling tiles in open area	42-43006-1-000-818	\$0	\$0		\$0
L.A. Desmarais	Replace exterior doors & new door closers	42-43006-1-000-818	\$0	\$0		\$0
Our Lady of Annunciation	Storm doors for boiler rm	42-43006-1-000-826	\$0	\$0		\$0
Our Lady of Mt. Carmel	Additional shelving in primary classrooms	42-43006-1-000-828	\$0	\$0		\$0
Our Lady of Mt. Carmel	Install window pane in 3 LET rm doors	42-43006-1-000-828	\$0	\$0		\$0
Our Lady of Mt. Carmel	Replace double doors near gym	42-43006-1-000-828	\$0	\$0		\$0
Sacred Heart	New ceilings in P/VP & Zones 2,3,4,5	42-43006-1-000-832	\$0	\$0		\$0
St. John the Baptist	Replace fascia, soffits - trim	42-43006-1-000-848	\$0	\$0		\$0
St. John the Evangelist	Replace exterior doors (North, south & west)	42-43006-1-000-847	\$0	\$0		\$0
St. John Vianney	New doors - main office-control button	42-43006-1-000-850	\$0	\$0		\$0
St. Mary	Replace exit doors in gym and south entrance	42-43006-1-000-855	\$7,000	\$7,000	COMPLETE	\$7,000
St. Pius X	Ceiling & lighting in old section to be checked)	42-43006-1-000-859	\$0	\$0		\$0
St. Pius X	Replace 2 sets of doors	42-43006-1-000-859	\$0	\$0		\$0
St. William	Replace fountain (main entrance)	42-43006-1-000-864	\$1,000	\$0		\$0
Secondary						
Assumption	Chapel repairs	42-43006-4-000-800	\$0	\$0		\$0
Catholic Central	Full length counter - Attend. office (TBD)	42-43006-4-000-803	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
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School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
St. Thomas of Villanova	Remove storage room walls between 215&216	42-43006-4-000-809	\$0	\$0		\$0
Sub Total			\$8,000	\$7,000		\$7,000
Mechanical/Electric						
St. John the Baptist	Update electrical per H & S	42-43008-1-000-848	\$0	\$0		\$0
Holy Names	Fire panel replacement	42-43008-1-000-820	\$0	\$10,000	COMPLETE	\$10,000
Secondary						
Assumption	Power/heat to greenhouse	42-43008-4-000-800	\$5,000	\$0		\$0
Sub Total			\$5,000	\$10,000		\$10,000
Washroom/Plumbing						
Immaculate Conception	Replace all upstairs washrooms- Phase II	42-43009-1-000-821	\$0	\$0		\$0
L.A. Desmarais	New sinks in student washrooms	42-43009-1-000-818	\$0	\$0		\$0
Sacred Heart	Renovate staff & visitors washrooms	42-43009-1-000-832	\$0	\$0		\$0
St. Angela	Renovate primary washrooms 1st fl.	42-43009-1-000-835	\$0	\$0		\$0
St. Gregory	Renovate north end boys & girls washrooms	42-43009-1-000-844	\$0	\$0		\$0
St. John the Baptist	Renovate student washrooms n/w wing (TBD)	42-43009-1-000-848	\$0	\$0		\$0
St. John Vianney	Install toilet in SK washroom	42-43009-1-000-850	\$0	\$0		\$0
St. Peter	Renovate washrooms JK/SK	42-43009-1-000-858	\$5,000	\$5,000	IN PROGRESS	\$5,000
St. Pius X	Renovate washrooms junior wing (06/07 budget)	42-43009-1-000-859	\$0	\$0		\$0
St. William	Renovate washrooms (NE wing)	42-43009-1-000-864	\$0	\$0		\$0
Stella Maris	Reno boys& girls washrooms older & primary	42-43009-1-000-865	\$0	\$0		\$0
Sub Total			\$5,000	\$5,000		\$5,000
Lighting						
St. Alexander	Exterior lighting	42-43012-1-000-833	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
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School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
Addition/Renovation						
Christ the King	Extended office/meeting space front of school	42-43013-1-000-816	\$0	\$0		\$0
Christ the King	Eliminate gym windows - extend wall	42-43013-1-000-816	\$0	\$0		\$0
H.J. Lassaline	Enclose sec office/glass walls	42-43013-1-000-823	\$0	\$0		\$0
St. Alexander	Renovate front entry, mail office (alternative install window)	42-43013-1-000-833	\$1,000	\$0		\$0
St. Anne (Fr. Imm)	Additional classroom space 2007/08	42-43013-1-000-836	\$0	\$10,000	COMPLETE - CHILDREN IN CHURCH	\$10,000
St. Anne (Fr. Imm)	Add staff washroom main floor	42-43013-1-000-836	\$0	\$0		\$0
St. Anne (Fr. Imm)	gym walls	42-43013-1-000-836	\$0	\$65,000	COMPLETE	\$65,000
St. Francis	Renovate class, staff, washrooms	42-43013-1-000-842	\$50,000	\$0		\$0
St. Gabriel	Renovate main entrance	42-43013-1-000-843	\$0	\$0		\$0
St. John the Evangelist	Renovate main off P/Sec	42-43013-1-000-847	\$5,000	\$0		\$0
St. Peter	New addition to replace port-a-pac	42-43013-1-000-858	\$0	\$0		\$0
St. Pius X	Re-furbish senior wing	42-43013-1-000-859	\$0	\$0		\$0
St. Theresa	Flag pole	42-43013-1-000-861	\$0	\$0		\$0
St. William	Storage shed for garbage and recyclables	42-43013-1-000-864	\$0	\$0		\$0
Our Lady of Annunciation	Renovate main entrance	42-43013-1-000-826	\$0	\$10,000	COMPLETE	\$10,000
St. John the Baptist	Renovate (staff room)	42-43013-1-000-848	\$0	\$10,000	COMPLETE	\$10,000
Secondary						
Assumption	Renovate cafeteria lobby stairwell	42-43013-4-000-800	\$0	\$0		\$0
Catholic Central	Open wall between 2 rooms (weight room)	42-43013-4-000-803	\$0	\$0		\$0
Holy Names	New science labs	42-43013-4-000-804	\$0	\$0		\$0
Holy Names	Drama dept- dance facility	42-43013-4-000-804	\$0	\$0		\$0
Holy Names	New gym entrance on s/w cafeteria wall	42-43013-4-000-804	\$0	\$0		\$0
Assumption (Basilian Res.)	Renovations	42-43013-6-000-0	\$0	\$65,000	SHOP'S OFFICE	\$65,000
Sub Total			\$56,000	\$160,000		\$160,000
Grounds keeping						
H. J. Lassaline	Re-seed front lawn/sprinkler system	42-43031-1-000-823	\$0	\$0		\$0
H. J. Lassaline	Level soccer field	42-43031-1-000-823	\$0	\$0		\$0
Sacred Heart	Drainage in yard B	42-43031-1-000-832	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
Status Report As Of May 31, 2008

School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
St. Alexander	Level playground and courtyard/ add drainage	42-43031-1-000-833	\$0	\$0		\$0
St. Christopher	Level soccer field	42-43031-1-000-840	\$0	\$0		\$0
St. Francis	Level playground	42-43031-1-000-842	\$0	\$0		\$0
St. John Vianney	Fill, grade & seed playground	42-43031-1-000-850	\$0	\$0		\$0
St. John the Baptist	Install drainage in front of building	42-43031-1-000-848	\$30,000	\$30,000	KEEP	\$30,000
St. John de Brebeuf	Topsoil for senior play area	42-43031-1-000-849	\$0	\$0		\$0
St. Peter	Drainage, surface (north parking lot)	42-43031-1-000-858	\$0	\$0		\$0
St. John de Brebeuf	Completion of yard work 06/07	42-43031-1-000-858	\$0	\$0		\$0
St. Louis	Fill, grade & seed yard	42-43031-1-000-853	\$0	\$25,000	COMPLETE	\$25,000
St. John Evangelist	Remainder from 06/07 project	42-43031-1-000-847	\$0	\$5,000	CANCEL	\$0
Secondary						
Assumption	Upgrade south playing field	42-43031-4-000-800	\$0	\$0		\$0
Holy Names	New athletic field and track	42-43031-4-000-804	\$0	\$0		\$0
St. Thomas of Villanova	Upgrade athletic field and track (Sports Council-funding)	42-43031-4-000-809	\$0	\$35,000	IN PROGRESS	\$35,000
Sub Total			\$30,000	\$95,000		\$90,000
Fencing						
Christ the King	JK/SK area (completed 06/07)	42-43033-1-000-816	\$15,000	\$0		\$0
Holy Name (Essex)	Fence & gate in primary	42-43033-1-000-820	\$0	\$0		\$0
Notre Dame	Fence along Partington Ave.	42-43033-1-000-825	\$0	\$0		\$0
Queen of Peace	Repair/replace fence around sch. Yard.	42-43033-1-000-830	\$0	\$0		\$0
Stella Maris	Additional fence St. William street	42-43033-1-000-865	\$0	\$0		\$0
St. John Vianney	Install fence between driveway and sidewalk	42-43033-1-000-850	\$0	\$0		\$0
St. Maria Goretti	Fence school yard	42-43033-1-000-854	\$0	\$0		\$0
St. Louis	Fencing (completed)	42-43033-1-000-853	\$0	\$22,600	COMPLETE	\$22,600
Sub Total			\$15,000	\$22,600		\$22,600
Paving						
Holy Name (Essex)	Extend asphalt in playground	42-43034-1-000-820	\$0	\$0		\$0
Notre Dame	Larger parking lot	42-43034-1-000-825	\$0	\$0		\$0
Our Lady of Mount Carmel	Extend asphalt	42-43034-1-000-828	\$0	\$0		\$0
Sacred Heart	New layer of asphalt in yard A & B	42-43034-1-000-832	\$0	\$0		\$0
Stella Maris	Repair/replace asphalt in parking lot & playground	42-43034-1-000-865	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
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School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
St. Christopher	Extend asphalt for play area	42-43034-1-000-840	\$0	\$0		\$0
St. Francis	Asphalt	42-43034-1-000-842	\$0	\$0		\$0
St. Gabriel	Resurface asphalt in primary and junior area	42-43034-1-000-843	\$0	\$0		\$0
St. John Evangelist	Level ground/new driveway	42-43034-1-000-847	\$0	\$0		\$0
St. Theresa	Repave parking lot (complete??)	42-43034-1-000-861	\$0	\$0		\$0
St. Gregory	paving			\$8,900	KEEP	\$8,900
Secondary						
St. Michael's (Victoria)	Repair parking lot & asphalt	42-43034-4-000-808	\$0	\$0		\$0
St. Thomas of Villanova	Resurface asphalt (close area?) tennis courts	42-43034-4-000-809	\$0	\$0		\$0
Sub Total			\$0	\$8,900		\$8,900
Playground						
H. J. Lassaline	Replace basketball standards in playground	42-43036-1-000-823	\$0	\$0		\$0
Holy Names (Essex)	Fill in holes in playground	42-43036-1-000-820	\$0	\$0		\$0
St. John the Evangelist	Play area	42-43036-1-000-847	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Gym repairs						
St. Louis	Replace gym floor	42-43036-1-000-853	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Bleachers						
Sub Total			\$0	\$0		\$0
Septic/Sewer/water main/drains						
St. John the Evangelist	Sanitary connection, septic	42-43037-1-000-847	\$105,000	\$105,000	KEEP	\$105,000
Sub Total			\$105,000	\$105,000		\$105,000
Security						
St. Maria Goretti	Security system for entry control (investigate)	42-43040-1-000-854	\$0	\$0		\$0

2007-08 CAPITAL RENEWAL PROGRAM
Status Report As Of May 31, 2008

School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
Secondary						
Catholic Central	Increase cameras Phase I	42-43040-4-000-803	\$25,000	\$25,000	HOLD	\$25,000
Holy Names	Improve security camera equipment & add more cameras	42-43040-4-000-804	\$0	\$0		\$0
St. Michael's (Rhodes)	Security cameras	42-43040-5-000-0	\$20,000	\$20,000		\$20,000
St. Michael's (Victoria)	Additional security cameras-gym & parking lot	42-43040-4-000-808	\$0	\$0		\$0
Sub Total			\$45,000	\$45,000		\$45,000
Fire Prevention						
	Hold open devices	42-43041-6-000-	\$10,000	\$10,000	HOLD	\$0
			\$0	\$0		\$0
Sub Total			\$10,000	\$10,000		\$0
Haz Material Abatement						
	Assessment/Maintenance	42-43070-6-000-0	\$180,000	\$180,000	KEEP	\$180,000
Sub Total			\$180,000	\$180,000		\$180,000
Confined Spaces Regulation						
		42-43072-4-000-0	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Special Ed Accessibility						
Queen of Peace	Exterior handicap accessible (doors),	42-43092-1-000-830	\$5,000	\$0		\$0
Sacred Heart	Install automatic door opener at front	42-43092-1-000-832	\$5,000	\$0		\$0
St. Alexander	Handicap accessible interior doors	42-43092-1-000-833	\$0	\$0		\$0
Holy Name (Essex)	Fencing	42-43092-1-000-820	\$0	\$0		\$0
Sub Total			\$10,000	\$0		\$0
Portable Networking						
		42-50300-4-000	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Lan Closets						

2007-08 CAPITAL RENEWAL PROGRAM
 Status Report As Of May 31, 2008

School	Project Description	Account Code	09-Oct-07 Approved Budget	Feb. 22- 2008 Adjusted Budget	Comments	Adjusted Budget Less GPL3
	(IT expenditure)	42-50301-4-000	\$0	\$0		\$0
Sub Total			\$0			
Additional Vehicles	(Operating expenditure)	42-55400-6-000				
			\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Moving of Portables						
	Based on enrollment projections	42-68100-1-000	\$100,000	\$100,000	TBD	\$100,000
		42-68100-4-000	\$0	\$0		\$0
Sub Total			\$100,000	\$100,000		\$100,000
Portable Purchase						
		42-75902-1-000				
		42-75902-4-000	\$0	\$0		\$0
Queen of Peace	Replace port-a-pack incl. Washrooms.	42-75902-1-000-830	\$0	\$0		\$0
Sub Total			\$0	\$0		\$0
Contingency Renewal						
		42-72599-4-000	\$33,000	\$78,500	CARRY OVER	\$78,500
Sub Total			\$33,000	\$78,500		\$78,500
TOTAL			\$3,100,000	\$1,915,000		\$1,127,000
Yet To Be Allocated			0	108,411		\$896,411
TOTAL			\$3,100,000	\$2,023,411		\$2,023,411
Note:						
* Additional Projects-Nov/2007						
X Reduction Projects						



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **JOINT HEALTH AND SAFETY COMMITTEE (JHSC)
 2008 ANNUAL REPORT**

RECOMMENDATION:

That the Board receive the Joint Health and Safety Committee (JHSC) 2008 Annual Report as information.

SYNOPSIS: This annual report is being presented to the Board of Trustees in accordance with Board Policy H:06 Health and Safety of Employees.

BACKGROUND COMMENTS: The Board has one central Joint Health and Safety Committee (JHSC) which operates under a "Minister's Order". This order is generated by the Ministry of Labour, which is the authority having jurisdiction for workplace health and safety. This order sets out specific guidelines as to how the committee operates.

Organizational Structure of JHSC:

This committee is comprised of seven "worker" representatives and seven "management" representatives. The meetings are "co-chaired", the worker and management co-chair's alternate chairing these meetings.

Worker members of the committee are comprised of the following:

- two representatives from CUPE
- two representatives from CAW
- one representative from OECTA Secondary
- one representative from OECTA Elementary
- one representative from OECTA Occasional

Management members of the committee are comprised of the following:

- two representative from Human Resources
- three representatives from the Principal Association
- one representative from the Administrative Assistants Group
- one representatives from Facilities Services Dept

A secretary is assigned to the committee to take minutes.

The Joint Health and Safety Committee meets monthly from September to June. The committee reviews accident reports, workplace inspection issues and programs and forwards recommendations to management on various ways to improve health and safety in the workplace.

During the 2007/2008 school year, the committee assisted the board in the following areas:

- annual training of workplace site safety representatives
- review of the inspection program and protocol of all basket ball back board systems through out the Board
- establishing a criteria for the inspection of ladders and the selection of a brief ladder training video for all employees through out the Board
- implementation of a sub committee to produce an information brochure advising of the current practices and scent awareness campaign
- finalizing and implementing the violence in the workplace program
- members worked to select specific topics for Level 2 JHSC Certification which shall be conducted through the Industrial Accident Prevention Association.

FINANCIAL IMPACT: N/A

TIMELINES: The next Annual Report will be submitted in June 2009.

APPENDICES:

- None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 23, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 18, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 18, 2008



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

Meeting Date:
June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Cathy Geml, Superintendent of Learning Support Services

SUBJECT: **2008-09 SPECIAL EDUCATION BUDGET**

RECOMMENDATION:

That the Board receive the 2008-09 Special Education Budget as information.

SYNOPSIS: Under Provincial regulations, the Board is required to maintain a Special Education Plan and to review the plan on an annual basis prior to July 31st of each year. The annual Special Education Budget supports this plan and is subject to review by the Special Education Advisory Committee (SEAC). This report provides the final 2008-09 Special Education Budget arising out of this review.

BACKGROUND COMMENTS: Draft versions of the 2008-09 Special Education Budget have been presented for review to SEAC on two separate occasions during the budget development process. At its June 12, 2008 meeting, SEAC gave its approval to the Special Education Budget.

FINANCIAL IMPLICATIONS: The Special Education Budget reflects a balanced position.

TIMELINES: Submission of the 2008-09 Board Budget to the Ministry of Education is required by June 30, 2008.

APPENDICES:

- 2008-09 Special Education Budget

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008

**Windsor Essex Catholic District School Board
Special Education
2008/2009 Budget**

Classroom Teachers

92 Elementary	\$7,330,571
34.5 Secondary	<u>2,950,385</u>
	\$10,280,956

System Support Teachers

1 Program Planner	\$80,648	
1 Teacher of the Deaf/Hard of hearing	80,648	
1.5 Teacher of the Visually Impaired	<u>120,972</u>	
		282,268

5 Coordinators

462,215

Supply Teachers (Note 1)

0

Para-Professional Support Staff

251 Educational Assistants (Note 2)	10,972,797
9 Behaviour Specialists (Note 3)	422,951
4.5 Sign Language Interpreters	227,387
1 Intervenor	<u>53,190</u>
	\$11,676,325

Professional Support Staff

3 Psychological Services	268,602
7.1 Speech pathologists	670,971
10.5 Social Workers (Note 4)	<u>187,928</u>
	\$1,127,501

Special Equipment (Note 5)

200,000

Transportation

30,000

Learning Materials

55,000

Maryvale Support

65,000

Staff Development/Travel & Mileage125,000**TOTAL Special Education Expenditures**

\$24,304,265

Grant Estimate 2008/2009

\$24,254,265

**Contribution from the Ontario Psychological Association (OPA) -
Student Assessment Project (Final Phase)**

50,000

Proposed Surplus (Deficit) 2008/2009

\$0

Note 1 - Casual absences are not charged to the department. There was no estimate made for long term absences.

Note 2 - 95% of all Educational assistants hours are charged to Special Education

Note 3 - 80% of all Behaviour specialists hours are charged to Special Education

Note 4 - 20% of all Social workers hours are charged to Special Education

Note 5 - The Special Equipment line has been adjusted to present a balanced budget.



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
SUBJECT: **LEGAL SERVICES – APRIL 2008**

RECOMMENDATION:

That the Board receive the report Legal Services – April 2008 as information.

SYNOPSIS:

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

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

For the month of April 2008 legal fees submitted are as follows:

*Real Estate and Property Matters	\$815.00
*Labour (incl. Negotiations, Contract Administration and Arbitration)	\$40,620.00
*Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	\$0.00
*Other Misc. (On-going Legal Advice and Consultation)	\$2,280.00

TOTAL **\$43,715 .00**

The above fees do not include disbursements and GST.

TIMELINES:

N/A

APPENDICES:

None

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date:	June 9, 2008
Approval Date:	June 10, 2008
Approval Date:	June 10, 2008



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

Meeting Date:
June 23, 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: **HOLY NAMES CATHOLIC HIGH SCHOOL**
Field Trip: Monteverde, Costa Rica

RECOMMENDATION:

That the Board approve Holy Names Catholic High School Field Trip to Monteverde, Costa Rica from March 28 – April 4, 2009.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 14 students in Grade 12 Science Course to attend the Scientific Education Program at the Monteverde Research Station in Costa Rica.

BACKGROUND COMMENTS: This field trip is in relation to the students' Grade 12 Science curriculum. Each student will be performing scientific field research and their field book will be evaluated and all marks directed towards their senior science ISU. The students will be attending Mass on Sunday April 1st.

FINANCIAL IMPACT: Approximately \$1,650 per student

TIMELINES: March 28 – April 4, 2009

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Itinerary
- Proposed Costa Rica Program

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008



Windsor-Essex Catholic District School Board Field Trip Approval Form

Tuesday, June 17, 2008 8:29:16 AM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: **Debi Steffens**

Linda Staudt
 Maurice Bottos

Teacher: Maurice Bottos

School: Holy Names Secondary

Destination Name: Monteverde, Costa Rica

Name of Carrier: Airline

Mode of Transportation: Airline/Bus

Travel Company Involved:

Departure Date: Sat, Mar 28, 2009

Return Date: Sat, Apr 04, 2009

Time of Departure from School: 8 am

Approximate Time of Return to School: 11pm

Number of Male Students: 7

Number of Female Students: 7

Total Cost Per Student: 1650.00

Personal Cost Per Student: 1650.00

Grade of Students: 12

Number of Supervisors: Male: 2 Female: 1

Purpose of Trip/Excursion: Science expedition

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

Each student will be performing scientific field research at the Monteverde Research Station. Their field book will be evaluated and all marks will be directed towards their senior science ISU.

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

All students must be taking a Gr. 12 Science course. (ie. Chemistry, Biology or Physics)

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

The field book is evaluated.

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

All students will be attending Sunday Eucharist.

Date Submitted: Mon, Jun 02, 2008

Teacher: Maurice Bottos

Approval Date: Tue, Jun 03, 2008

Principal: Jim Minello

Approval Date: Tue, Jun 17, 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.

Monteverde Costa Rica Itinerary 2009

	Sunday April 1	Monday April 2	Tuesday April 3	Wednesday April 4	Thursday April 5	Friday April 6
Breakfast	0600-0630	0700-0730	0700-0730	0700-0730	0700-0730	0600-0630
A.M. Activity	0700 Departure to Rincon de la Vieja Nat. Park Attend mass	0730 Hike around Monteverde Biological Station, Primary Cloud Forest	0730 Travel to Monteverde Private Reserve. Guided Hike	0730 Sky Walk Canopy Hike Sky track (zip line) Canopy activity	0730 Travel to and hike the Santa Elena Private Reserve Trails	0700 Leave for Tamaringo
Lunch	1400	1330-1430	1300-1330	1300-1330	1200-1300	1200-1300
P.M. Activity	Travel to Monteverde Biological Station	Go into the town of Santa Elena to visit snake, amphibian and insect museum	Visit Primary School to present gifts and meet and play soccer with students	Horseback riding and Hot spring activity	Travel & hike El Tegra Reserve (secondary cloud forest) Or a Coffee plantation tour	Beach activities. Travel to Liberia
Dinner	1800	1800	1800	1800	1800	1900
Evening Activity	1900-2300 Set up Night Entomological Studies	1900-2300 Run Night Entomological Studies	1900-2300 Run Night Entomological Studies	1900-2300 Run Night Entomological Studies	1900-2300 Run Night Entomological Studies	Back at Hotel. Preparing for departure

* Due to unpredictable weather the daily activities may be modified.

2009 Proposed Costa Rica Program

The following information is in regards to a proposed Scientific Education Program at the Monteverde Research Station in Costa Rica.

Dates: Mar. 28 to April 4, 2009

Participants: Students: 14
Chaperones: Mr. Maurice Bottos plus 2 other chaperones (one male and one female)

Location: Monteverde Biological Station, Costa Rica. This station is situated in a 1500 ha tropical mountain rain forest. It provides an ideal area for tropical research for all students from high school to Ph.D levels. An extensive trail system has been developed and maintained by the station staff.

Lodging/Meals:

All participants will stay in a dormitory style room at the Research Station (4 students per room). Three meals a day will be provided by the station.

Itinerary: See attached.

Rationale: To provide students with a unique opportunity to:

1. Perform field research on a high elevation tropical ecosystem.
2. Develop research skills, gather knowledge and develop field skills essential to post secondary education.
3. Gain a better understanding of the complexity and importance of the Rain Forest to the local environment and people of Costa Rica, as well as on a global scale.

Student Field Studies:

Each student is to complete an extensive field booklet. Topics may include: plant, tree, insect and bird diversity studies, leaf litter studies, climatological and geothermal studies etc... (no aquatic studies). Please see attached pages for related curriculum outcomes. Students will work in groups of 3 or 4. No student will work without the supervision of a chaperone.



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

Meeting Date:
 June 23, 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 provide final approval to draft amended policy A: 03 Community Use of Schools as approved in principle and subject to the amendment noted within this report;

And, that the Board receive as information procedure Pr ST: 05 Procedure for the Community Use of Schools, as amended.

SYNOPSIS: Final approval of the draft is requested. Upon final approval and pursuant to the Board directives set out within the policy, administration submits amendments to procedure Pr ST: 05 as information to the Board.

BACKGROUND COMMENTS: The full text of the policy, as amended, was presented to the Board and was approved in principle on June 10, 2008. There are no proposed amendments to the draft policy as approved in principle except as follows:

- An amendment to section 4.5 to change the date for forwarding applications for summer rentals from May 15th to April 1st. This amendment is proposed after consideration of the input of a number of user groups indicating this would assist them in the planning of their summer programs.

The draft policy as approved in principle, and subject to the above-noted amendment, is recommended for final approval.

With the assistance of staff, the Policy Working Subcommittee also reviewed Pr A: 03 Procedure for the Community Use of Schools. Amendments were made to the procedure after consideration of the input of stakeholders, and to ensure compliance with the Board directives set out within the amended policy (amendments are highlighted through underlining in Appendix "A")

FINANCIAL IMPACT: An interim status report on the financial implications of the community use of schools program was provided to the Board on June 10, 2008. Administration will continue to apprise the Board of the status of the program as required by the policy.

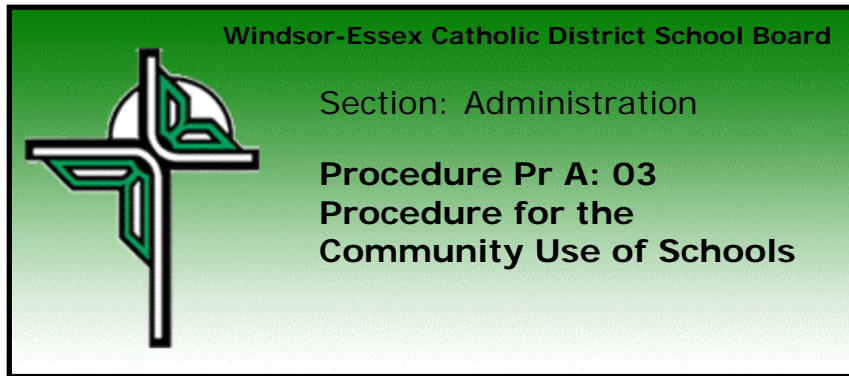
TIMELINES: Immediate implementation

APPENDICES:

- Appendix "A" Pr A: 03 Community Use of Schools Procedure

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008



NUMBER:	PR A:03
EFFECTIVE:	June 25, 2007
AMENDED:	
RELATED POLICIES:	A:03
REPEALS:	
REVIEW DATE:	

1.0 Objective

To provide a process and fee schedule for the rental and use of school property.

2.0 School Use

~~2.1 Principals shall reserve one evening per week for school functions during the school year and inform the Facilities Services Department of their choice prior to the second Tuesday in September. The evening reserved by the Principal shall not be available for rental.~~

~~2.1 — Should the school require use of their school space after 6:00 p.m. on weekdays other than the evening reserved for school functions, or at any time on weekends, a rental application must be signed by the Principal and forwarded to Facilities Services for approval and processing no later than two weeks prior to the event.~~

~~2.2 Where unforeseen circumstances require an application as set out in section 2.2 above and the premises have been rented to another group for that time, Facilities Services will notify the affected group of the cancellation.~~

2.1 All elementary schools have the use of their school space from Monday to Thursday until 6:00 p.m. Secondary schools shall have use of their school space Mondays and Wednesdays until 7:00 p.m. and Tuesdays and Thursdays until 9:00 p.m. If school space is not required within or outside of these times by the school staff or students, the Superintendent of Facilities Services/designate may grant approval for rentals during these times until 10:30 p.m. at his or her discretion, in consultation with Executive Council.

2.2 Should the school require use of their school space for school functions ~~after 6:00 p.m. on weekdays other than the evening reserved for school functions, or at any time on weekends~~ outside of the school use periods detailed in section 2.1 above, an rental application for school use form must be signed by the Principal and forwarded to Facilities Services for approval and processing no later than two weeks prior to the event.

2.3 Where unforeseen circumstances require an application as set out in section 2.2 above and the premises have been rented to another group for that time, Facilities Services will notify the affected group of the cancellation.

3.0 Applications and Approval for After Hours Use of Schools

- 3.1 Application for Facility Use Forms shall be available ~~at school offices~~ on the Board web site and at the Facilities Services Department. Applications must be received by ~~August 10~~ July 15 in order to be considered under section ~~3.7~~ 4.2 of Policy A:03. Any applications filed after the ~~August~~ July deadline must be forwarded to the Facilities Services Department for approval at least twenty-one (21) days prior to the event in order to be considered. Applications will not be considered unless all forms are completed and the following documentation is provided:
- a) Documentation confirming organization is an existing not-for-profit including current not-for-profit registration number.
 - b) An insurance certificate confirming the Applicant has secured comprehensive general liability insurance of at least two million dollars (\$2,000,000) naming the WECDSB as an additional insured on the policy.
 - c) An audited financial statement of the not-for-profit organization's most recent fiscal year or other financial information as may be determined by the Superintendent of Facilities.
- 3.2 The application shall be approved or denied by the Superintendent of Facilities Services or designate in accordance with Board policy.
- 3.3 The Superintendent of Facilities or designate will consider the preference of dates and times for rental indicated within the application, however the final determination of the dates, times, terms and conditions of the rental shall be at the discretion of the Superintendent or designate.
- 3.3 Upon approval, rental cost (including applicable tax) and conditions shall be established by the Facilities Services Department and collected by the Facilities Services Department prior to the rental period or event. Payment must be made, in full, in the form of a cheque or money order made payable to the Windsor-Essex Catholic District School Board. In the event that the cheque is not cleared, the applicable N.S.F. fee will be charged. A certified cheque or money order will then be required for repayment.
- 3.4 Appealing of fees and special requests for exemptions to the Community Use Policy or Procedure are to be forwarded, in writing, at least three (3) weeks prior to the scheduled event to the Superintendent of Facilities Services. The Superintendent may grant appeals or exemptions at his or her discretion in consultation with Executive Council.
- 3.5 The approved contract shall be forwarded by the Facilities Services Department to the user. ~~and The Principal~~ shall receive a monthly schedule from the Facilities Services Department of community use activities approved for their school.
- 3.6 Should a user with an approved contract wish to increase the length of the rental period, amend the area of use, or alter other terms of the contract, the user must apply to the Superintendent or designate at least 1 week prior to the rental period.

and the decision to grant that request will be at the discretion of the Superintendent of Facilities or designate.

- 3.7 Each user group, whether they rent at one or more locations, will have one contact person that will be the liaison with the Board. The contact person must have signing authority. All communications with the Board must be with that individual.
- 3.8 The Board maintains the right to protect and maintain its schools and grounds at any time.
- 3.9 The Superintendent of Facilities Services or designate, in consultation with the Principal, or Executive Council as required, has the authority to approve, deny, and/or cancel a rental contract.

4.0 Areas available/unavailable for rental:

PERMITTED

Gymnasiums
Auditorium
Classrooms
(without computers)
Cafeteria
Washrooms
Parking Lots

Soccer Fields
Baseball Fields
Athletic Tracks
Tennis Courts
Chapel (only by Diocese)

NOT PERMITTED

Principal's Office
Secretarial Office
Libraries/Resource centers

Speciality Rooms (science, technical)
Staff Rooms
Material and Equipment Storage
Areas
Field Houses
Weight/Exercise Room
Greenhouses
Areas with Computers

5.0 Uses permitted/ not permitted:

- 5.1 Uses permitted shall be at the discretion of the Superintendent of Facilities Services/designate and must comply with Board policy and procedure.
- 5.2 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.
- 5.3 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~~ Superintendent of Facilities, or designate;
 - The Superintendent of Facilities Services or designate, may impose other conditions as deemed appropriate.

5.4 Except with special approval of the Superintendent of Facilities/designate, no food shall be permitted in gymnasiums, auditoriums, or classrooms.

6.0 Special Applications For Overnight Use

- 6.1 All applications for overnight use of school premises must be received at Facilities Services at least 3 months prior to the event.
- 6.2 It is the responsibility of the school to assist the rental group in completing the requirements of the local Fire Departments including:
- i) floor plan indicating areas to be used, including the identification of sleeping areas
 - ii) fire procedures and fire alarm training by authorized Board personnel
 - iii) Itinerary of events and number of attendees
- 6.3 All written documentation prepared for the Fire Department must be forwarded to Facilities Services **before** the application will be considered.
- 6.4 The Superintendent of Facilities Services at his or her discretion may approve the application. Approval, if granted, will be forwarded in writing to the applicant.
- 6.5 ~~The application will be processed and the approved contract forwarded to the school once the applicant forwards final approval of the respective Fire Department to Facilities Services.~~

7.0 Duties and Responsibilities

- 7.1 Groups are expected to leave the facility in a neat and clean state. All and any costs incurred for clean-up/vandalism/loss during rental use shall be charged to the user group.
- 7.2 All groups must abide by the rules and regulations established by the WECD SB for rental contract holders including those ~~included~~ detailed in schedule C. Any failure

-
- to adhere to these regulations will result in cancellation of the contract to the rental group and the assessment of all costs for damage or extra services needed.
- 7.3 Distribution of keys and alarm codes shall be restricted to authorized Board personnel or as designated by the Facilities Services Department. Any infraction of this trust shall result in privileges being withdrawn.
- 7.4 Groups provided with alarm codes, are required to properly utilize the codes. All groups are required to adhere to all security procedures. Groups will be responsible for the costs of “false alarms” as a result of the failure to properly utilize alarm codes, as well as any damages resulting from breaches of security procedures.
- 7.5 Rental contracts cannot be assigned to other parties. Principals must ensure that only those groups specified in the contract are allowed to use the premises.
- 7.6 Principals must report all complaints, damage, breaches of regulations, Policy or Procedure to Facilities Services for investigation and follow-up.

8.0 Fees for Use of Schools

- 8.1 Fees shall be reviewed periodically by the Board pursuant to Policy A:03 and this Procedure. Schedules A and B of ~~Policy A:03~~ set out fees to be charged to each user classification group B,C,D, E, and F (as defined within Policy A: 03). There are no fees charged to classification group A (school use). Fees shall include the following:
- a. A \$15 non-refundable processing fee for community use of schools is required for each rental contract signed, by location. The processing fee for multiple locations will not exceed \$100.
 - b. The processing fee is non-refundable unless a facility is unavailable.
 - c. A refundable security deposit of \$150 for community for profit groups and \$50 for not for profit groups is required with each new application.
 - d. If after a contract has been finalized the group wishes to amend the contract, an amendment fee of \$25 will be charged.
 - e. If a contract is cancelled at the request of the group, a cancellation fee of \$25 will be charged.
 - f. If a cheque is returned as NSF, a fee of \$25 will be charged.
 - g. A \$150 refundable key deposit will be collected from all user groups.
 - h. Applicable custodial overtime.

-
-
- 8.2 Refunds will not be provided for cancellations made by the rental group, and may result in cancellation fees.

9.0 Discounted Rates

- 9.1 Discounted rates are applicable to Group B, C, D, and E users as defined by the Community Use of Schools policy.
- 9.2 The rate schedule provided in ~~Policy A:03~~ Schedule A of this procedure has been discounted based on the funding from the Ministry of Tourism and Recreation and the Ministry of Education. Should the funding allocation be discontinued, rates reflected in ~~Policy A:03~~ Schedule B will apply.

10.0 Custodial Services

- 10.1 For Classification B, C, D and E user groups (non-profit):

Subject to section 10.3 (c) of this procedure, for use Monday to Thursday and Saturday the custodial overtime fees shall be waived for these groups. For any approved summer rentals or approved rentals on Friday evening or Sunday, these groups will be charged on a cost recovery basis, including the applicable custodial overtime charges. The custodial charges shall be calculated by multiplying the number of custodial hours deemed necessary by Facilities Services by the applicable custodial hourly rate as established by collective agreement. When a custodian is called out for duty, a minimum of three hours, at overtime rates, will be levied.

- 10.2 For Classification F user groups (For Profit):

When custodians are regularly on duty, no custodial charge related to the use of the facility shall be levied unless additional help is required for set-up, supervision, and/or clean-up. When a custodian is called out for duty the cost will be added to the cost of the rental agreement. The cost shall be calculated by multiplying the number of custodial hours deemed necessary by Facilities Services by the applicable custodial hourly rate as established by collective agreement. When a custodian is called out for duty, a minimum of three hours, at overtime rates will be levied.

- 10.3 For All User Groups (non-profit or profit):

- a) To ensure appropriate custodial coverage is provided, hours required must be identified on the Agreement for Use of Facilities.
- b) If more than one user group is using enhanced custodial services (when custodian is present in unscheduled hours) the custodial costs shall be distributed in a fair and equitable manner as determined by the Superintendent of Facilities or designate.
- c) It is the responsibility of the user group to notify Facilities Services in advance (minimum of one (1) week notice) that they will not be utilizing

the facility on a scheduled date. Failure to provide Facilities Services with at least one (1) week notice of cancellation will result in the rental group having to pay the applicable custodial overtime fee, per event.



Windsor-Essex Catholic District School Board

**RENTAL FEE SCHEDULE – 'A' for Classification B, C, D and E
user groups**

SCHEDULE A: COMMUNITY (NON-PROFIT)

Pr A:03

Unless otherwise agreed by the Board, the following rates shall apply:

<u>FACILITY</u>	<u>COST PER USE</u>	<u>*COST PER USE FOR RENTAL PERIODS > 6 MONTHS * <u>MONTHLY RATE</u></u>
GYMNASIUM Elementary	\$1.67/hr/ <u>gymnasium</u>	\$.63/hr/ <u>gymnasium</u>
Secondary	\$1.67/hr/ <u>gymnasium</u>	\$.63/hr/ <u>gymnasium</u>

All double/triple gymnasiums shall be rented on a per gymnasium basis.

* rate is based on a minimum of four weeks per month and a one two-hour period per week.

AUDITORIUM

1. Holy Names and Cardinal Carter \$200 (+ additional costs)
2. Catholic Central and F. J. Brennan \$125 (+ additional costs)
3. St. Joseph and St. Anne (Cafetorium) ~~\$125~~ (+ additional costs)
\$200(+ additional costs)

**CAFETERIA (not including St. Joseph or
ST. Anne cafeteriums)**

\$45 (+ additional costs)

CLASSROOM

\$5.00/hr. to a daily maximum
rate of \$25 (+ additional costs)

ADDITIONAL COSTS (where applicable)

1. \$50 security deposit per site or \$200 security deposit for Auditorium
2. \$150 key deposit
3. \$15 processing fee per location (maximum \$100 for multiple locations)
4. GST
5. \$75 lighting fee
6. \$15/hr. per technician
7. Custodial overtime shall be waived for rentals Monday-Thursday and Saturday. Approved Friday and Sunday rentals will be on a cost recovery basis and include all applicable custodial overtime.

Procedure Pr A: 03 Procedure for the Community Use of Schools

Pr A:03

SCHEDULE A

- 8. NSF fee of \$25 will be charged as required
- 9. An amendment fee of \$25 will be charged (if applicable Each request for amendment made by the user group after the execution of the rental contract will be charged on a per request basis.)
- 10. A cancellation fee of \$25 will be charged if contract is cancelled by the group.

OUTDOOR FACILITIES

Parking Lots	\$1.00 per usage*
Soccer Fields, Athletic Tracks, Baseball Diamonds	\$1.00 per usage*

* Rate is based on a 2-hour period. Rental of outdoor facilities shall be in 2-hour blocks.



Windsor-Essex Catholic District School Board

RENTAL FEE SCHEDULE 'B' for Classification F User Groups**SCHEDULE B: COMMUNITY (FOR-PROFIT)****Pr A:03**

Unless otherwise agreed by the Board, the following rates shall apply:

<u>FACILITY</u>	<u>COST PER USE</u>	<u>*COST PER USE FOR RENTAL</u> <u>PERIODS > 6 MONTHS</u> <u>*MONTHLY RATE</u>
GYMNASIUM Elementary	\$25/hr/ <u>gymnasium</u>	\$9.38/hr/ <u>gymnasium</u>
Secondary	\$40/hr/ <u>gymnasium</u>	\$15/hr/ <u>gymnasium</u>

All double/triple gymnasiums shall be rented on a per gymnasium basis.

* rate is based on a minimum four weeks per month and a one two-hour period per week.

AUDITORIUM

1. Holy Names and Cardinal Carter
 - Performance Nights \$310 (+ additional costs)
 - Rehearsal Nights \$200 (+ additional costs)
2. Catholic Central and F. J. Brennan
 - Performance Nights \$175 (+ additional costs)
 - Rehearsal Nights \$125 (+ additional costs)
3. St. Joseph and St. Anne (Cafetorium)
 - \$125 (+ additional costs)
 - Performance Nights \$310 (+additional costs)
 - Rehearsal Nights \$200 (+additional costs)

CAFETERIA (not including St. Joseph or St. Anne cafeteriums) \$90 (+ additional costs)

CLASSROOM \$12.00/hr. to a daily maximum
Rate of \$50 (+ additional costs)

ADDITIONAL COSTS (where applicable)

1. \$150 security deposit per site or \$200 security deposit for Auditorium
2. \$150 key deposit
3. \$15 processing fee per location (maximum \$100 for multiple locations)
4. GST
5. Custodial overtime will be charged at the appropriate rate
6. \$75 lighting fee

Procedure Pr A: 03 Procedure for the Community Use of Schools

Pr A:03

SCHEDULE B

- 7. \$15/hr. per technician
- 8. NSF fee of \$25 will be charged as required
- 9. An amendment fee of \$25 will be charged (if applicable) Each request for amendment made by the user group after the execution of the rental contract will be charged on a per request basis.)
- 10. A cancellation fee of \$25 will be charged if contract is cancelled by the group.

OUTDOOR FACILITIES

Parking Lots	\$25.00 per usage*
Soccer Fields, Athletic Tracks, Baseball Diamonds	\$ 5.00 per usage*

* Rate is based on a 2-hour period. Rental of outdoor facilities shall be in 2-hour blocks.



Windsor-Essex Catholic District School Board

GENERAL RULES & REGULATIONS

SCHEDULE C

Pr A:03

All community use groups are required to abide by the following rules and regulations. Failure to comply may result in cancellation of the user contract:

1. In all after-hours use of school facilities, the Authorized User shall ensure that the facilities are maintained in total readiness for the day-school students. ~~Where necessary an "After Hours Use of Facility Incident Report" shall be completed and submitted.~~ Any complaints, damage, breaches of rules/regulations, or breaches of policy or procedure shall be reported to the Facilities Services Department by the Principal or Custodian.
2. The signing officer shall be at least 18 years old. Adequate adult supervision shall be provided by the Authorized User.
3. During the hours of the permit, a designated Board representative, if available on the property, will be responsible for the building. The authorized user will be required to adhere to their instructions. In the absence of a Board representative, the authorized user will be in charge.
4. Groups or organizations using the school facilities shall use only those areas, which have been approved for the group's purpose. No other area of the school shall be used by the group. **FAILURE TO COMPLY SHALL RESULT IN CANCELLATION.**
5. Authorized Users shall not be permitted to alter, modify, or interfere with electrical or mechanical equipment.
6. Only non-marking footwear and equipment will be allowed for gymnasium use.
7. Floor hockey *and* lacrosse *are* prohibited in gymnasiums.
8. Animals are not permitted on school property.
9. Soccer/baseball activities, including the use of aluminium bats, are prohibited in gymnasiums. The use of a nerf ball (all sponge balls, unaltered) is permitted on the basis of a specific request and for teaching purposes only.
10. Parking shall be restricted to designated areas and limited to authorized users of school facilities. Parking shall not be permitted on driveways, fire routes or lawns. Where parking is permitted, the authorized user shall supervise parking. All parking shall be at the risk of the vehicle owner.

Procedure Pr. A: 03 Procedure for the Community Use of Schools**Pr A:03**

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11. SMOKING shall be prohibited on all Board property (see Board Policy B:01 – Smoke Free Schools & Sites)
 12. The Authorized User shall be responsible to the Board for all damage to the building and equipment, and shall indemnify and hold harmless the Board from any claim whatsoever, for any person or persons. Any damage to the building and/or its equipment shall be repaired or replaced at the Authorized User’s expense. Facilities used by the Authorized User shall be examined after use and the Authorized User shall agree to make good any loss or damage.
 13. The Board shall not be responsible for personal injury or damage, nor the loss or theft of clothing and equipment for anyone attending on the invitation of the Authorized User.
 14. The use of school premises or facilities shall be restricted to those agreed upon.
 15. It shall be the responsibility of the rental group to coordinate access of arrivals. Specifically, doors may not be propped open with any materials (rocks, pieces of wood, chairs, etc.) at any time during the rental period, except gymnasium doors for fresh air circulation where an adult can monitor the doors throughout the rental period. It is the responsibility of the rental group to assign an individual to monitor the doors. ~~The authorized user shall be responsible for all rental participants and must ensure that the school grounds are vacated by the time specified on the contract.~~
 16. ~~Outdoor facilities will be available for rental from May 15 to October 31.~~
 17. Groups shall be restricted to hours and frequency of use as specified on the contract. It shall be the responsibility of the Authorized User to make sure that all persons admitted to the function have vacated the school buildings and grounds promptly by the time specified on the permit. **FAILURE TO LEAVE THE BUILDING AND GROUNDS AT THE APPOINTED TIME MAY RESULT IN ADDITIONAL CHARGES.**
 18. Unauthorized advertising shall **not** be permitted on school property.
 19. No storage space shall be granted to outside organizations.
 20. COSTS INCURRED FOR THE IMPROPER USE OF FIRE AND SECURITY ALARMS SHALL BE CHARGED TO THE AUTHORIZED USER.
 21. ~~Groups shall be restricted to hours and frequency of use as specified on the contract.~~
 22. The Board shall reserve the right to remove any user. Contracts are not transferable.
 23. ~~Contracts may be cancelled due to inclement weather without a refund.~~
 24. All fundraising activities shall require a Board representative to be present.
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Procedure Pr. A: 03 Procedure for the Community Use of Schools

Pr A:03

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25. No athletic equipment will be provided for the user group, except volleyball poles.
 26. Outdoor rental groups or organizations must refrain from using area(s) specified, if field conditions are unsuitable for play. The conduct of players should be such that there is no offense to the general public. Outdoor facilities are rented on an 'as is' basis. Improvement(s) to the said area(s) may be made at no cost to the Board, after written permission is obtained.
 27. The Fire Emergency Procedures will be provided to each authorized user (see SCHEDULE E).

LIABILITY

1. The holder of the contract shall be responsible to the Board for all damages to the building and equipment and shall indemnify and hold harmless the Board from any and all claims. Facilities used by the applicant shall be examined after use and any damages to the building and/or its equipment shall be repaired or replaced at the renter's expense.
2. The Board shall not be responsible for personal injury or damage, nor **for** the loss or theft of personal property and equipment of any member of the rental group.

I understand that, if granted permission to use the facility, I will abide by all of the clauses outlined above.	
Authorized User	Date
Facilities Services Dept.	Date



Windsor-Essex Catholic District School Board

APPLICATION FOR FACILITY USE FORM

A:03

SCHEDULE D

1. Information to Support Application

Name of School:		Date of Application:	
Area(s) Desired:			
Purpose of Rental:			
<u>Start date:</u> _____ <u>Completion date:</u> _____		Check Day: Monday <input type="checkbox"/> Tuesday <input type="checkbox"/>	
		Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/>	
Times Required: _____ to _____		Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/>	

PLEASE PRINT**NO EQUIPMENT IS SUPPLIED**

Name of Organization:		
<u>Number of Participants</u> ____ Profit: <input type="checkbox"/> Not for Profit: <input type="checkbox"/> <u>Age group of participants</u> _____		
Contact Person:		
Address (with Postal Code):		
<u>Day</u> Phone:	<u>Evening</u> Phone:	<u>E mail</u> FAX:
Signature:		Date:
This application <u>MUST</u> be received by the Facilities Services Department, Rental Office - 21 days prior to the event.		
4. Facilities Services Department Use Only		Approved: <input type="checkbox"/> Denied <input type="checkbox"/>
Signature:		Date:
<u>Past rental number:</u>	<u>Current rental number:</u>	
<u>Not for Profit documents received</u> Yes <input type="checkbox"/>		
Security Deposit Received: \$		Key Deposit Received: \$
Certificate of Insurance Received: Yes <input type="checkbox"/>		Indemnification Agreement Received: Yes <input type="checkbox"/>



Windsor-Essex Catholic District School Board

FIRE EMERGENCY PROCEDURES FOR USER GROUPS

SCHEDULE E

A:03

FIRE EMERGENCY PROCEDURES FOR USER GROUPS

As the person in charge of a group using the Community Use facilities, you are responsible for ensuring that all participants in your program are made aware of the following emergency procedures.

IF YOU DISCOVER A FIRE:

1. Leave the area immediately and close doors behind you.
2. Sound the Fire Alarm.
3. Leave the building immediately by using the nearest exit.
4. Call the Fire Department at **911**.

IN GENERAL:

- Keep doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits clear of any obstruction.
- Have a working knowledge of activating the fire alarm pull station(s).
- DO NOT use elevators.

FIRE PROCEDURES:

It is the responsibility of all persons using these facilities that they be familiar with the "Fire Emergency Procedures", Ontario Fire Code.

All permit holders are required to visit the school PRIOR to the first date of use indicated on their permit and review the following fire emergency procedures with the school custodian:

- ✓ Location of nearest fire exits
- ✓ Location of nearest fire alarm pull stations
- ✓ Location of the fighting equipment

The permit holder is also required to review these emergency procedures with all participants of their program on the first date of use.



Windsor-Essex Catholic District School Board

INDEMNIFICATION AGREEMENT

A:03

SCHEDULE F

This Agreement dated this _____ day of _____, 200__

BETWEEN:

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
("the Board")

- and -

("the Organization")

- and -

(names of individuals)

INDEMNIFICATION AGREEMENT

IN CONSIDERATION of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged and in consideration for the licence to use the Board's facilities identified in Schedule "A" attached hereto on the terms and conditions set out in said Schedule "A", the Organization, its officers and directors agree, jointly and severally to indemnify, protect, and save harmless the Board from all loss, costs, including legal costs, expenses of any kind, or damages on account or as a result of claims, actions, causes of action or proceedings of any kind against the Board as a result of claims of injury to person(s) or property in any way caused by or resulting from or allegedly caused by or resulting from the negligence or wrongdoing of the Organization, its officers, directors, servants or volunteers arising out of the use of the premises or equipment of the Board or other matters to which this Agreement and the Schedule(s) hereto pertain.

The Organization, at its expense, shall defend any such claim, suit, action or proceeding to which the Board is a named party or to which a party seeks to name the Board as a party.

The Organization shall maintain insurance as specified in Policy A:03, and furnish evidence of same to the Board. This shall protect the Board its officers, directors and servants and the Board from any claim for damages for personal injury, including death, and from claims for property damage as set out above in this Agreement.

For (Organization)

For the Board

President

Secretary



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

Meeting Date:
June 23, 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 provide final approval to draft policy ST: 23 K – 12 Assessment and Evaluation as approved in principle

SYNOPSIS:

Final approval is requested of draft policy ST: 23 K – 12 Assessment and Evaluation, as previously approved in principle by the Board.

BACKGROUND COMMENTS:

The full text of the draft policy was presented to the Board and was approved in principle on June 10, 2008. The draft policy was posted for public input on May 9, 2008 and remains posted to the Board's public web site under "Current Draft Policies". There have been no proposed amendments to the draft policy and the draft policy is recommended for final approval.

A Board committee is currently working with administration to finalize assessment and evaluation guidelines and procedures for both elementary and secondary students that fulfill the objectives and specific directives of the Board as detailed in the draft policy.

FINANCIAL IMPACT: N/A

TIMELINES:

The guidelines and procedures will be presented to the Board in September 2008, and upon final approval of the policy, the policy and procedures/guidelines will be implemented in the 2008-2009 school year.

APPENDICES: None.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: June 16, 2008

Approval Date: June 17, 2008

Approval Date: June 17, 2008



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Paul Picard, Senior Manager Human Resources
 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 provide final approval to Draft Policy H: 01 Staff Performance Management, as approved in principle;

and, that the Board revoke policy H: 01 Principal Supervision and Evaluation and H: 16 Teacher Performance Appraisal Process;

and, that the Board receive as information Pr H: 01A Performance Management for Superintendents, Pr H: 01B Performance Management for Principals and Vice-Principals, Pr H: 01C Performance Management Processes for Teachers, Pr H: 01D Performance Management for Union Staff, and Pr H: 01E Performance Management for Non-Union Staff.

SYNOPSIS: Final approval is requested of draft policy H: 01 Staff Performance Management as previously approved in principle by the Board. It is proposed that the general policy H: 01 Staff Performance Management and supporting administrative procedure replace existing policies H: 01 Principal Supervision and Evaluation and H: 16 Teacher Performance Appraisal Process, and it is therefore recommended that upon final approval of the draft policy, policies H: 01 and H: 16 be revoked.

BACKGROUND COMMENTS: The full text of the draft policy was presented to the Board and was approved in principle on June 10, 2008. The draft policy was posted for public input on May 5, 2008 and remains posted to the Board’s public web site under “Current

Draft Policies". There have been no proposed amendments to the draft policy, and the draft policy is recommended for final approval.

As part of the Annual Policy Review Plan 2006-2007, the Policy Working Subcommittee reviewed Board policies H: 01 Principals Supervision/Evaluation and H: 16 Teacher Performance Appraisal. The process detailed in policy H: 01 Principals Supervision/Evaluation has not been updated to correspond with the performance model for principals and vice-principals currently being utilized. The processes detailed in H: 16 Teacher Performance Appraisal are also no longer applicable with changes in the Education Act governing teacher performance appraisals.

It is therefore recommended that Policies H: 01 and H: 16 be revoked and replaced with policy H: 01 Staff Performance Management and procedures Pr H: 01B Performance Management for Principals and Vice-Principals and Pr H: 01C Performance Management for Teachers. Pr H: 01B reflects current practice and references the appropriate performance management document, "Professional Growth Model For Principals and Vice-Principals". This model was recently reviewed and updated by administration, with the assistance of a committee of principals. Pr H: 01C Performance Management for Teachers incorporates and references processes that are consistent with current legislation.

Each procedure presented as information to the Board includes the following:

- A clear objective for the performance management of that particular employee group;
- Reference to the appropriate performance management document being utilized by the Board;
- Clear direction for the review and revision of each performance management model to ensure that the best means and measurement methods available are being utilized (excluding Pr H:01C Performance Management for Teachers where performance appraisals are guided by the Ministry and through legislation);
- Reference to applicable legislation.

FINANCIAL IMPACT: N/A

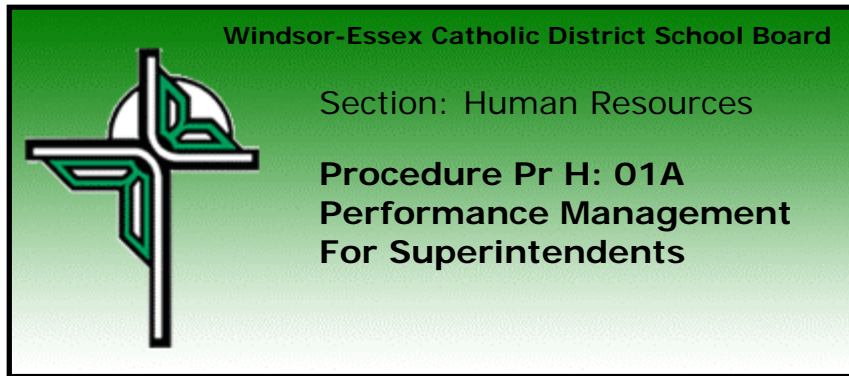
TIMELINES: The policy shall be implemented upon final approval. Updated processes are currently in place for all employee groups.

APPENDICES:

- Pr H: 01A Performance Management for Superintendents
- Pr H: 01B Performance Management for Principals and Vice-Principals
- Pr H: 01C Performance Management for Teachers
- Pr H: 01D Performance Management for Union Staff
- Pr H: 01E Performance Management for Non-Union Staff

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date: June 16, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date: June 17, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date: June 17, 2008



PROCEDURE:	Pr H: 01A
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H: 01
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objective

1.1 The objectives of performance management for superintendents are:

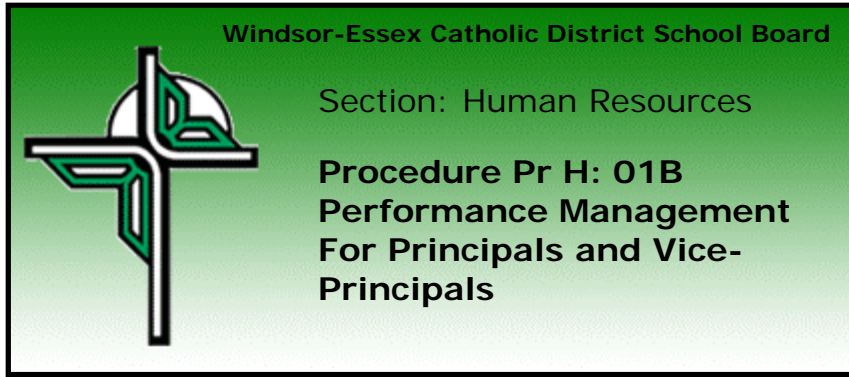
- to ensure that the mission of the Board is realized.
- to align the actions of superintendents to the mission, purpose, priorities and goals of the school system.
- to generate a conscious focus on planned achievement.
- to maintain and build a high level of Catholic leadership.
- to accumulate a professional record of individual and team accomplishments.
- to recognize the contributions of superintendents and to celebrate personal and team accomplishments.
- to ensure that the skills and knowledge of superintendents are appropriately utilized in the development of a productive organization.
- to provide clear expectations and concrete feedback on performance.
- to foster effective, planned communication between superintendents and the Director.
- to identify and fulfill training and development needs.

2.0 Performance Management Process

- 2.1 To achieve these objectives, the Board shall follow the processes detailed in the Board document, “The Windsor-Essex Catholic District School Board Performance Management for Superintendents”.
- 2.2 The Director, in consultation with the superintendents, shall continue to review and amend, as required, the performance management processes detailed within the document, “The Windsor-Essex Catholic District School Board Performance Management for Superintendent, to ensure that the best means and measurement methods available are utilized.

3.0 References

Education Act, section 286, Duties of Supervisory Officers
 Board Policy H: 01 Staff Performance Appraisals
 The Windsor-Essex Catholic District School Board Performance Management for Superintendents.



PROCEDURE:	Pr H: 01B
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H:01
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objective

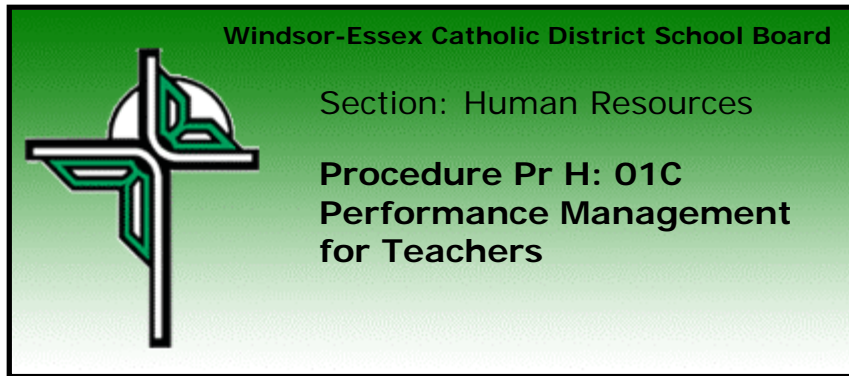
1.1 The objective of performance management for principals and vice-principals is to enhance personal growth, to improve leadership in the learning environment in our schools and to establish clear accountability through an ongoing co-operative and evaluative process.

2.0 Performance Management Process

- 2.1 To achieve the objective of this procedure, the Board shall follow the processes detailed in Board document, “Professional Growth Model For Principals and Vice-Principals”.
- 2.2 Board administration, in consultation with principals and vice-principals, shall continue to review and amend, as required, the performance management processes detailed within the “Professional Growth Model for Principals and Vice-Principals”, to ensure that the best means and measurement methods available are utilized.

3.0 References

- 3.1 Education Act, section 265 – Duties of Principals
Regulation 298, section 11 – Duties of Principals
Regulation 298, section 12 – Vice-Principals
 Board Policy A: 01 Performance Management for Staff
 Windsor-Essex Catholic District School Board Professional Growth Model for Principals and Vice-Principals



PROCEDURE:	Pr H: 01C
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H:01
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objective

- 1.1 The Windsor-Essex Catholic District School Board recognizes that the objectives of performance management and appraisal systems for teachers are:
- To ensure that students receive the benefit of an education system staffed by teachers who are performing their duties satisfactorily.
 - To provide fair, effective, and consistent teacher evaluation in every school.
 - To promote professional growth.

2.0 Guiding Principle

- 2.1 The Windsor-Essex Catholic District School Board believes that quality teaching is of critical importance to a sound educational program and, as such, thorough and regular performance appraisal of teachers is crucial to improving the total educational process.

3.0 Definitions

- 3.1 “New Teachers” for the purpose of this procedure, are defined as all teachers certified by the Ontario College of Teachers (including teachers trained out-of-province) who have been hired into permanent positions – full-time or part-time- by a school board, school authority, or provincial school (“board”) to begin teaching for the first time in Ontario. Teachers are considered “new” until they successfully complete the New Teacher Induction Program or when 24 months have elapsed since the date on which they first began to teach for a board.
- 3.2 “Experienced Teachers” for the purpose of this procedure, are defined as all teachers employed by the Windsor-Essex Catholic District School Board who are members of either the Ontario English Catholic Teachers’ Association (OECTA) Elementary or Secondary Bargaining Units, who have successfully completed the New Teacher Induction Program (NTIP) or, subject to any extension provided within the regulations, those members whose 24-month new teaching period has elapsed. “Experienced Teachers” shall not include occasional teachers, continuing education teachers, supervisory officers, principals, vice-principals, or instructors in teacher-training institutions.

- 3.3 “Occasional Teacher” for the purpose of this procedure, shall mean a teacher as defined in Part X.1 of the Education Act and who is a member of OECTA Occasional Teachers.

4.0 Performance Appraisals for New Teachers

- 4.1 New teachers shall participate in the New Teacher Induction Program (NTIP) and their performance shall be appraised in accordance with the procedure detailed within the Ministry of Education manuals for the application of the New Teacher Induction Program.
- 4.2 Performance appraisals of new teachers shall be the responsibility of the principal, vice-principal, or as required, Superintendent of Schools. The principal or vice-principal shall inform and consult with the Superintendent of Schools and the Superintendent of Human Resources when he or she believes a new teacher is proceeding with difficulty and anticipates the first evaluation may indicate “Development Needed”. The principal or vice-principal shall continue to inform and consult with the Superintendent of Schools and the Superintendent of Human Resources on the progress of that new teacher and in accordance with the Education Act, its regulations, and the Manual for Performance Appraisal of New Teachers.

5.0 Performance Appraisals for Experienced Teachers

- 5.1 Experienced teachers shall be appraised in accordance with the procedure detailed within the Ministry of Education manuals for the performance appraisal of experienced teachers.
- 5.2 Performance appraisals of experienced teachers shall be the responsibility of the principal, vice-principal, or as required, Superintendent of Schools. The principal or vice-principal shall inform and consult with the Superintendent of Schools and the Superintendent of Human Resources at any time when he or she believes an experienced teacher is performing with difficulty. Where an appraisal has resulted in an unsatisfactory rating, the principal or vice-principal shall inform the Superintendent of Schools and the Superintendent of Human Resources, provide all required documentation, and consult with the Superintendent of Schools and the Superintendent of Human Resources as further required and in compliance with the Education Act, its regulations, and the Ministry of Education manual for the performance appraisal of experienced teachers.

6.0 Performance Appraisals for Occasional Teachers

- 6.1 Performance appraisals for occasional teachers shall be conducted pursuant to a performance appraisal procedure determined by Board administration, in consultation with the occasional teachers’ bargaining unit.

7.0 References

The Education Act

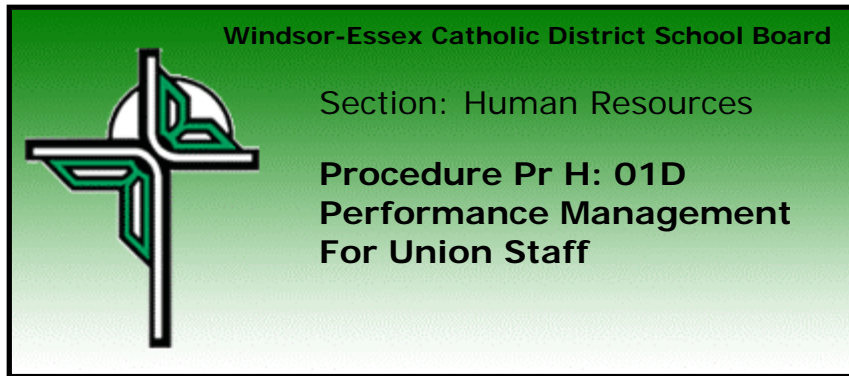
Regulation 266/06 New Teacher Induction Program

Regulation 99/02 Teacher Performance Appraisal

Ministry of Education Manual for Performance Appraisal of New Teachers

Ministry of Education Manual for Performance Appraisal of Experienced Teachers

Board Policy A:01 Staff Performance Appraisals



PROCEDURE:	Pr H: 01D
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H: 01
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objectives

1.1 The objectives of performance management and appraisal processes for union staff are:

- to recognize the efforts of staff and celebrate their contributions
- to ensure two-way communication between the employee and the supervisor
- to assist in having the employee know what is expected of them
- to create a vehicle which lets the employee know the effectiveness of their performance
- to promote quality and excellence
- to help ensure a positive work environment
- to provide adequate feedback to substantiate the need and ideas for growth

2.0 Definitions

2.1 For the purpose of this procedure “union staff” shall include all employees of the board who are members of a bargaining unit, with the exception of teachers.

3.0 Performance Appraisal Process

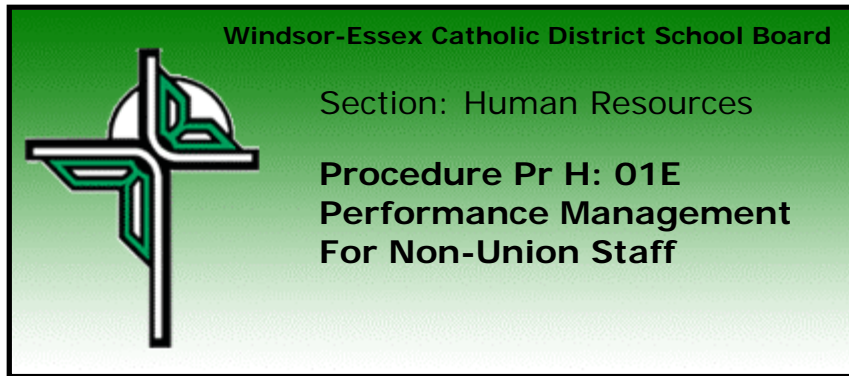
- 3.1 Each newly employed union staff member will be involved in a performance review process as prescribed by Human Resources during his or her probationary period.
- 3.2 Beyond the performance review process specific to the probationary period, union staff shall participate in the performance management process detailed in Board document, “The Windsor-Essex Catholic District School Board Performance Appraisals for Union Staff”.
- 3.3 Each union staff member shall participate in the performance appraisal process every two years. An appraisal may be conducted in any other year at the request of the staff member or as determined by the supervisor.
- 3.4 Board administration shall continue to review and amend, as required, the performance management process for union staff detailed within “The Windsor-Essex

Catholic District School Board Performance Appraisals for Union Staff”, to ensure that the best means and measurement methods available are utilized.

4.0 References

Board Policy H: 01 Staff Performance Appraisals

The Windsor-Essex Catholic District School Board Performance Appraisals for Union Staff



PROCEDURE:	Pr H: 01E
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	H: 01
REPEALS:	
REVIEW DATE:	2010-2011

1.0 Objectives

1.1 The objectives of performance management for non- union staff are:

- to promote quality and excellence
- to complete the requirements of the position by acknowledging its priorities, timelines, and expectations
- to provide adequate feedback to substantiate need and ideas for growth
- to support and assist the person's interest for a change in employ or position within the system
- to align the practice of each non-union staff member to the goals of the unit in which he or she works and to the goals of the Board
- to provide non-union staff with the opportunity to discuss strengths and enhancement of skills in a positive, constructive manner with the supervisor
- to identify and fulfill training needs
- to assist non-union staff identify, through partnership with the supervisor, key areas of focus
- to help individuals anticipate and determine areas of development and prioritize and plan for critical changes
- to recognize the need for commitment to everyone who is affected by the staff member's work.

2.0 Definitions

2.1 For the purpose of this procedure "non-union staff" shall include all employees of the board who are not members of a bargaining unit, excluding supervisory officers, principals and vice-principals.

3.0 Performance Appraisal Process

3.1 Each newly employed non-union staff member will be involved in a performance review process as prescribed by human resources during his or her probationary period.

3.2 Beyond the performance review process specific to the probationary period, non-union staff shall participate in the performance management process detailed in the

Board document, “The Windsor-Essex Catholic District School Board Performance Management for Non-Union Staff”.

- 3.3 Each non-union staff member shall participate in the performance management process every two years. Participation in the process may take place in any other year at the request of the employee or as determined by the supervisor.
- 3.4 Board administration shall continue to review and amend, as required, its performance management process for non-union staff as detailed within “The Windsor-Essex Catholic District School Board Performance Management for Non-Union Staff”, to ensure that the best means and measurement methods available are utilized.

4.0 References

Board Policy H: 01 Staff Performance Appraisals
The Windsor-Essex Catholic District School Board Performance Management for Non-Union Staff



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **DRAFT POLICY H:20 PERFORMANCE MANAGEMENT – DIRECTOR OF EDUCATION**

RECOMMENDATION:

That the Board provide final approval to draft policy H: 20 Performance Management – Director of Education as approved in principle.

SYNOPSIS: Final approval is requested of draft policy H: 20 Performance Management – Director of Education, as previously approved in principle by the Board.

BACKGROUND COMMENTS: The full text of the draft policy was presented to the Board and was approved in principle on June 10, 2008. The draft policy was posted for public input on May 5, 2008 and remains posted to the Board’s public web site under “Current Draft Policies”. There have been no proposed amendments to the draft policy and the draft policy is recommended for final approval.

FINANCIAL IMPACT: N/A

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

APPENDICES: N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: June 17, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: June 17, 2008



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business
SUBJECT: **2008-09 BUDGET APPROVAL**

RECOMMENDATION:

That the Board approve the 2008-09 Budget, and

That administration be directed to submit the Budget to the Ministry of Education by June 30, 2008 as required.

SYNOPSIS:

With the completion of the 2008-09 Budget development, consultation and review process, it is now being recommended that the Board approve the budget and that administration submit the Budget to the Ministry of Education by the Ministry's June 30, 2008 deadline as required.

BACKGROUND COMMENTS:

The Budget development process began earlier this year, with the first preliminary draft of the Budget being provided to the Board for review on April 1, 2008. A subsequent revised version of the preliminary draft was posted to the Board website on May 21, 2008 for public consultation. Copies of this version were provided to school council chairs for input as well.

The final draft of the Budget was provided to the Board at its meeting on June 10, 2008 and the Board referred the Budget to the June 23, 2008 meeting for final approval. The 2008-09 Budget is therefore being submitted herewith for approval. It is noted that the Budget reflects changes as previously directed by the Board.

FINANCIAL IMPLICATIONS:

The 2008-09 Budget as presented complies with the requirements under the Education Act that the Board submit a balanced budget to the Ministry of Education prior to each fiscal year.

TIMELINES:

June 23, 2008 - The 2008-09 Budget is to be formally approved by the Board.

June 30, 2008 - The approved 2008-09 Budget is to be submitted to the Ministry by this deadline.

APPENDICES:

- 2008-09 Final Budget

REPORT REVIEWED BY:

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: June 16, 2008

Approval Date: June 16, 2008

Approval Date: June 17, 2008



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD**

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

2008-09 FINAL BUDGET

Presented by:

**Joseph Berthiaume
Director of Education**

**Mario Iatonna
Superintendent of Business**

**Ken Gignac
Controller of Finance**

June 18, 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 – \$12.9 million

- 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)

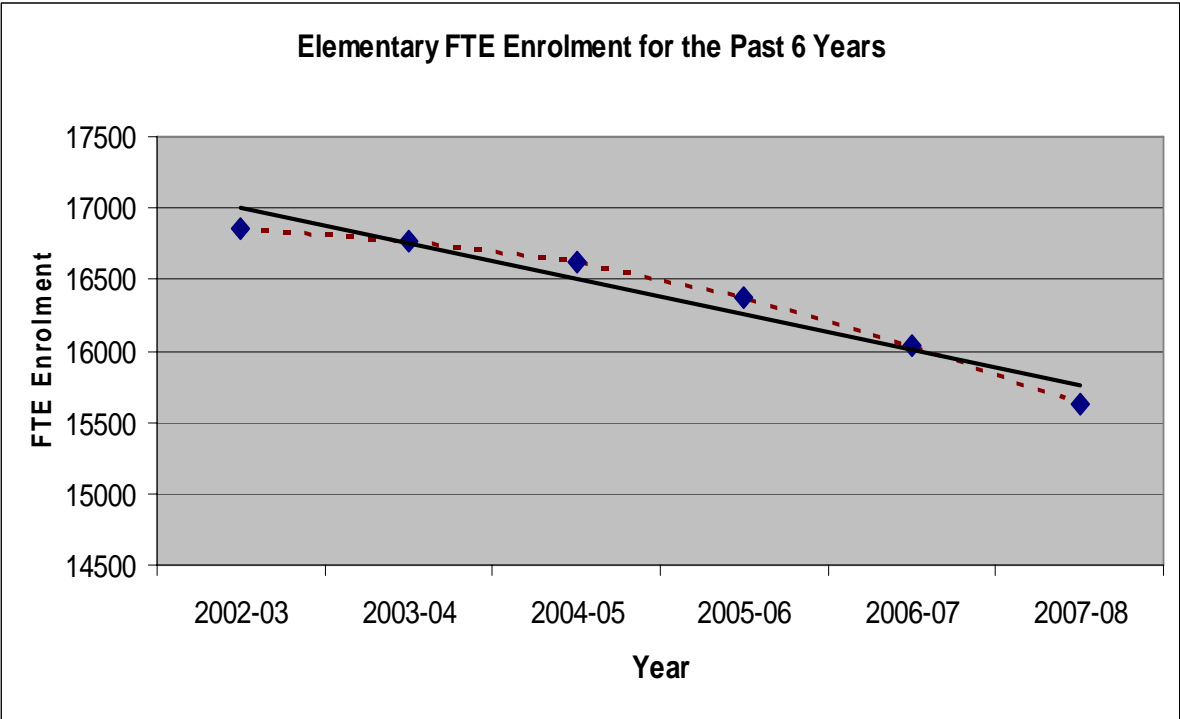
Debt Service Costs

- 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>

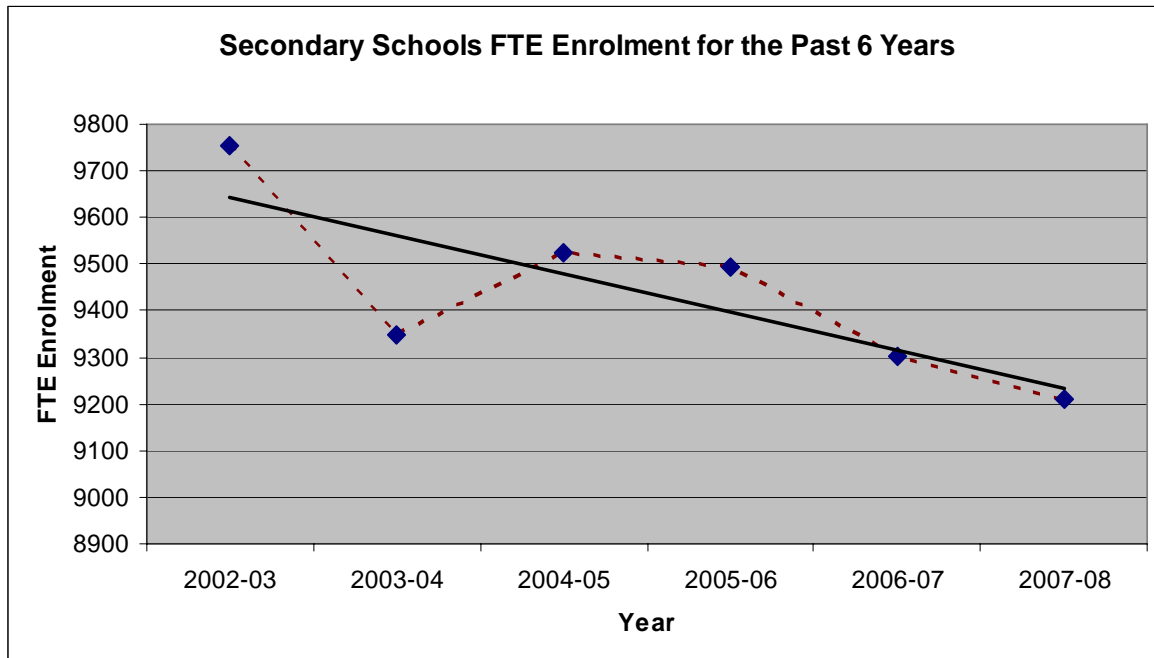
5Yr. Total = (1,231.5)

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>

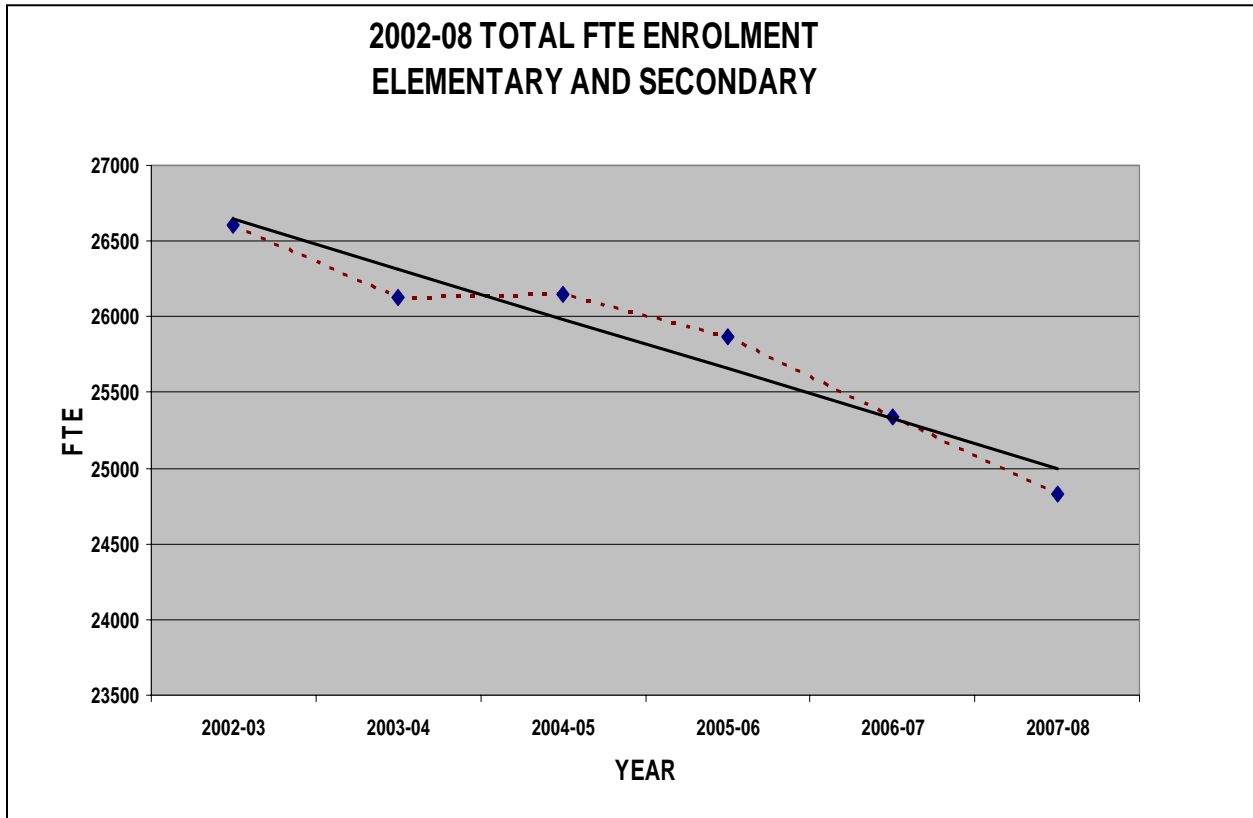
5Yr. Total = (541.8)

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>

5Yr. Total = (1,773.3)

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.

2008-09 PROJECTED REVENUE SUMMARY

Revenue Source	2007-08 Revised Budget	2008-09 Budget
Grant Allocation		
Transfer from Municipalities	\$60,376,115	\$60,002,389
Transfer from Province of Ontario	161,016,593	162,050,486
Fees & Other Revenue		
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
TOTAL	\$224,911,851	\$226,641,308

2008-09 ANNOUNCED GRANT ALLOCATION

Grant	2007-08 Allocation	2008-09 Allocation	Increase (Decrease)
Foundation Grant			
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
Special Grants			
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	0	395,154	395,154
NTIP	0	54,000	54,000
TOTAL OPERATING	\$206,612,363	\$208,511,466	\$1,899,103
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)
TOTAL OPERATING & CAPITAL	\$219,779,963	\$220,440,130	\$660,167
Fees & Other Revenue	\$385,860	\$227,515	(\$158,345)
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
TOTAL OPERATING, CAPITAL, FEES & OTHER REVENUE	\$224,911,851	\$226,641,308	\$1,729,457

**2008-09 ESTIMATED EXPENDITURES
BY EXPENSE CATEGORY**

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
SUB TOTAL OPERATIONS	\$209,011,214	\$208,325,494	100.0
CAPITAL			
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
SUB TOTAL CAPITAL	\$15,900,637	\$15,932,052	100.0
GRAND TOTAL	\$224,911,851	\$224,257,546	

2008-09 PROPOSED BUDGET SUMMARY

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)
SUB TOTAL CLASSROOM INSTRUCTION	\$152,360,700	\$152,366,673	(\$5,973)
Non Classroom			
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
SUB TOTAL NON CLASSROOM	\$56,778,281	\$54,346,076	\$2,432,205
Capital			
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
SUB TOTAL CAPITAL	\$17,502,327	\$17,544,797	(\$42,470)
GRAND TOTAL	\$226,641,308	\$224,257,546	\$2,383,762

2003-04 to 2008-09 STAFFING

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
TOTAL DIRECTOR & SUPERINTENDENTS	4.0	4.0	4.0	5.0	5.0	4.0
Board Administration						
Management/Non Union Clerical	16.0	13.0	13.0	15.0	15.0	12.0
Clerical	19.0	19.0	19.0	19.0	17.0	15.0
General Administration						
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/Diocese Liaison	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
Computer Services						
Systems Analyst	2.0	1.0	1.0	1.0	1.0	1.0
Instructional Administration						
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	3.0
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
TOTAL BOARD ADMINISTRATION	55.8	51.8	52.8	56.0	51.0	47.0
TOTAL TRANSPORTATION	2.2	2.5	2.5	2.5	2.5	2.5
Principals & Vice Principals						
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	11.0
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	13.4
Principal on Special Assignment	3.0	3.0	6.0	5.0	4.0	5.0
TOTAL PRINCIPALS & VP'S	80.5	80.5	88.0	87.0	84.0	79.4

2003-04 to 2008-09 STAFFING (Cont'd)

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
Plant & Operations						
Non Union						
Superintendent of Facilities Services	1.0	1.0	1.0	1.0	1.0	0.0
Mgr. of Maintenance & Operations	0.0	0.0	1.0	1.0	1.0	1.0
Supervisor of Custodians	1.0	1.0	2.0	2.0	2.0	3.0
Foreperson	3.0	3.0	0.0	0.0	0.0	0.0
Health & Safety Officer	1.0	1.0	1.0	1.0	1.0	1.0
Manager, Energy Building Systems	1.0	1.0	1.0	1.0	0.0	0.0
Coordinator of Energy	1.0	0.0	0.0	0.0	0.0	0.0
Non Union Support	1.0	1.0	1.0	1.0	0.0	1.0
Unionized						
Clerical	4.0	4.0	4.0	4.0	4.0	3.0
Custodians (Regular)	145.0	143.0	146.0	146.0	148.0	141.6
Float	8.0	6.0	6.0	8.0	6.0	6.0
Utility	2.0	4.0	4.0	8.0	8.0	8.0
Part Time (FTE)	9.9	12.0	12.0	12.0	12.0	12.0
SUB TOTAL OPERATIONS	177.9	177.0	179.0	185.0	183.0	176.6
Maintenance						
Supervisor, Maintenance Services	1.0	1.0	1.0	1.0	1.0	1.0
Maintenance Staff	16.0	16.0	16.0	16.0	16.0	16.0
Painter	0.0	1.0	1.0	1.0	1.0	1.0
SUB TOTAL MAINTENANCE	17.0	18.0	18.0	18.0	18.0	18.0
TOTAL PLANT & OPERATIONS	194.9	195.0	197.0	203.0	202.0	194.6
School Secretaries						
Elementary (FTE) (excl. OT & Assist's)	49.5	49.5	55.5	50.0	47.0	47.0
Secondary (Incl. Admin Assist's)	48.0	48.0	49.0	49.0	47.0	46.0
TOTAL SCHOOL SECRETARIES	97.5	97.5	104.5	99	94.0	93.0

2003-04 to 2008-09 STAFFING (Cont'd)

REVISED

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
Educational Assistants						
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
TOTAL EDUCATIONAL ASSISTANTS	242.0	279.5	270.0	269.0	254.0	248.5
Professional & Para Professional						
Library Tech - Teacher Centre	1.0	1.0	1.0	1.0	1.0	0.0
Attendance Counsellor	1.0	0.5	0.5	0.5	0.5	0.5
Hardware System Support	5.0	5.0	5.0	5.0	4.0	4.0
Info Systems Support Software	14.0	14.0	14.0	14.0	14.0	11.0
Help Desk	1.0	1.0	1.0	1.0	1.0	1.0
Software Support 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	8.0
Social worker	9.0	10.5	10.1	10.1	9.4	10.5
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	0.0
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	8.0
Librarian Learning Commons Spec.	31.0	38.5	38.5	38.5	37.5	35.5
Mgr. of Student Information Systems	1.0	1.0	1.0	1.0	1.0	1.0
Mgr. of Information Resources	1.0	1.0	1.0	1.0	1.0	1.0
IT Network Manager	0.0	1.0	1.0	1.0	1.0	1.0
IT Systems Manager	0.0	1.0	1.0	1.0	1.0	1.0
Student Information System Support	2.0	2.0	2.0	2.0	2.0	2.0
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	0.0
Total Professional & Para Professional	99.0	112.7	110.3	111.3	107.6	98.6
GRAND TOTAL SUPPORT STAFF	775.9	823.4	829.1	832.8	780.1	767.6

2003-04 to 2008-09 ACADEMIC STAFFING

	Budgeted Staff 2003-04	Budgeted Staff 2004-05	Budgeted Staff 2005-06	Budgeted Staff 2006-07	Budgeted Staff 2007-08	Budgeted Staff 2008-09
Elementary						
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
SUB TOTAL ELEMENTARY	862.5	898.0	899.5	947.45	946.50	907.5
Secondary						
Classroom	415.0	423.8	418.0	492.50	500.7	468.7
Prep	83.0	83.0	85.0			
Co-Op/OYAP/Bridges	6.1	8.0	8.0	11.49	10.7	14.1
Guidance	21.4	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
SUB TOTAL SECONDARY	557.0	575.8	589.5	584.7	598.3	566.0
GRAND TOTAL - ACADEMIC	1,419.5	1,473.8	1,489.0	1,532.1	1,544.8	1,473.6

SCHEDULE A

2008-09

FINAL BUDGET

BY ACCOUNT

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2008-09 FINAL 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 received the Final Draft Budget for information at its June 10, 2008. 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 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 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 Budget documents. This Final 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 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 Budget**

Account	2007-08 Budget	2008-09 Budget
CLASSROOM TEACHERS		
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
TOTAL - CLASSROOM TEACHERS	122,772,200	121,022,329

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

Account	2007-08 Budget	2008-09 Budget
OCCASIONAL/SUPPLY TEACHERS		
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
TOTAL - OCCASIONAL/SUPPLY TEACHERS	3,336,321	3,900,000

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

Account	2007-08 Budget	2008-09 Budget
TEACHER ASSISTANTS		
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
TOTAL - TEACHER ASSISTANTS	12,130,000	12,196,999

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

Account	2007-08 Budget	2008-09 Budget
TEXTBOOKS/SUPPLIES		
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

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

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	-
TOTAL - TEXTBOOKS/SUPPLIES	5,158,176	4,679,724

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

Account	2007-08 Budget	2008-09 Budget
CLASSROOM COMPUTERS		
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
TOTAL - CLASSROOM COMPUTERS	1,230,000	1,250,000

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

Account	2007-08 Budget	2008-09 Budget
PROFESSIONAL, PARA PROFESSIONALS, TECHNICIANS		
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
TOTAL - PROFESSIONAL & PARA PROFESSIONALS, TECHNICIANS	5,249,900	5,031,921

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

Account	2007-08 Budget	2008-09 Budget
LIBRARY & GUIDANCE		
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
TOTAL - LIBRARY & GUIDANCE	3,659,256	3,630,700

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

Account	2007-08 Budget	2008-09 Budget
STAFF DEVELOPMENT		
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	-
TOTAL - STAFF DEVELOPMENT	200,000	70,000

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

Account	2007-08 Budget	2008-09 Budget
DEPARTMENT HEADS		
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
TOTAL - DEPARTMENT HEADS	495,000	585,000

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

Account	2007-08 Budget	2008-09 Budget
PRINCIPALS & VICE PRINCIPALS		
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
TOTAL - PRINCIPALS & VICE PRINCIPALS	10,046,500	9,764,370

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

Account	2007-08 Budget	2008-09 Budget
SCHOOL OFFICE		
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
TOTAL - SCHOOL OFFICE	5,235,270	5,133,288

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

Account	2007-08 Budget	2008-09 Budget
COORDINATORS/CONSULTANTS		
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
TOTAL - COORDINATORS/CONSULTANTS	1,361,963	1,157,800

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

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

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

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

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

Account	2007-08 Budget	2008-09 Budget
BOARD ADMINISTRATION		
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

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

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

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

Account	2007-08 Budget	2008-09 Budget
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
TOTAL - BOARD ADMINISTRATION	5,917,700	5,849,138

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

Account	2007-08 Budget	2008-09 Budget
FACILITIES SERVICES		
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

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

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
TOTAL - FACILITIES SERVICES	20,501,700	21,140,090

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

Account	2007-08 Budget	2008-09 Budget
CONTINUING ED/INTERNATIONAL LANGUAGE/SUMMER SCHOOL		
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
TOTAL - CON ED/INTERNATIONAL LANGUAGE/SUMMER SCHOOL	1,440,000	1,498,000

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

Account	2007-08 Budget	2008-09 Budget
PUPIL TRANSPORTATION		
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
TOTAL - PUPIL TRANSPORTATION	8,099,000	8,323,760

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

Account	2007-08 Budget	2008-09 Budget
SCHOOL RENEWAL		
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
TOTAL - SCHOOL RENEWAL	2,445,000	3,100,862

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

Account	2007-08 Budget	2008-09 Budget
OTHER CAPITAL, APPROVED DEBT		
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
TOTAL - OTHER CAPITAL, APPROVED DEBT	3,084,468	3,146,478

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

Account	2007-08 Budget	2008-09 Budget
NEW PUPIL PLACES		
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
TOTAL - NEW PUPIL PLACES	9,684,712	9,684,712

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

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

- 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 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario Iatonna, Superintendent of Business
 Paul Picard, Senior Manager, Human Resources

SUBJECT: **2008-09 CAPITAL RENEWAL PROGRAM**

RECOMMENDATION:

That the Board approve the 2008-09 Capital Renewal Program.

SYNOPSIS:

The Ministry of Education provides an allocation each year for capital renewal of existing school facilities. This report provides recommendations for projects to be undertaken as part of the 2008-09 Capital Renewal Program.

BACKGROUND COMMENTS:

The proposed 2008-09 Capital Renewal Program is attached for consideration by the Board. Projects have been determined based on relative need and funding availability.

FINANCIAL IMPLICATIONS:

The Ministry has provided an allocation to the Board for the 2008-09 Capital Renewal Program in the amount of \$3,100,862. Based on discussions with the Ministry, it has been determined that an amount of \$600,000 out of this allocation may be required to fund the ultimate resolution of the Board's outstanding capital debt.

Therefore, the attached Program has been prepared on the basis of proposed projects amounting to approximately \$2,500,000 with a sum over and above this amount of approximately \$600,000 shown as a transfer to the New Pupil Places Grant Reserve. If part of this sum is eventually not required to fund the outstanding capital debt, then future recommendations for disposition would be submitted to the Board for consideration and approval.

TIMELINES:

June 23, 2008 - Approval of the 2008-09 Capital Renewal Program by the Board.
September 1, 2008 - Earliest date to commence projects approved under the Program.

APPENDICES:

- 2008-09 Capital Renewal Program

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
Roofing			
L.A. Desmarais	roof repair	42-43001-1-000-	
St. Gabriel	roof repair	42-43001-1-000-	GPL3
St. John the Baptist	new roof	42-43001-1-000-	GPL3
St. Edmond	new roof	42-43001-1-000-	GPL3
Catholic Education Centre	new roof - former Basilian residence	42-43001-1-000-	GPL3
Sub Total			0
Windows			
ICS	install windows in Principal/VP office doors	42-43002-1-000-	
St. William	install window between main office and principal office	42-43002-1-000-	
St. John	window in reading room	42-43002-1-000-	
St. Jules	replace windows on east side of school	42-43002-1-000-	70,000
H.J. Lassaline	replace 9 windows in Junior/primary (leaking) (estimate to replace all)	42-43002-1-000-	
Assumption	windows in gym	42-43002-4-000-	75,000
Sub Total			145,000
H VAC			
St. Peter	upgrade heating system main building N. Primary wing	42-43003-1-000-	
Christ the King	Central air or individual air conditioning units	42-43003-1-000-	
St. Angela	rads, boilers, piping	42-43003-1-000-	GPL3
St. Anne French Immersion	AC for second floor	42-43003-1-000-	
Stella Maris	AC units in Junior and Senior areas	42-43003-1-000-	
St. Gregory	new boilers north end	42-43003-1-000-	GPL3
Our Lady of Annunciation	regulate heating system	42-43003-1-000-	
Assumption	new boilers	42-43003-4-000-	GPL3
Cardinal Carter	re-tubing boilers	42-43003-4-000-	15,000
Cardinal Carter	steam clean heat pumps whole school	42-43003-4-000-	50,000
Catholic Central	replace heating/cooling system - Phase 1	42-43003-4-000-	GPL3
St. Thomas of Villanova	steam clean heat pumps whole school	42-43003-4-000-	50,000
Sub Total			115,000

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
Controls			
St. Pius	updated thermostats	42-43003-1-000-	40,000
	Andover & Delta controls	42-43003-4-000-	GPL3
Sub Total			40,000
Painting			
St. Rose	gym & all hallways	42-43004-1-000-	
ICS	paint downstairs washrooms (boys)	42-43004-1-000-	
St Angela	paint conference room/classrooms all floors/staffroom	42-43004-1-000-	
St. Joseph RC	paint all classrooms/hallways and gymnasium	42-43004-1-000-	
St. William	classrooms in primary area	42-43004-1-000-	
St. Mary	paint exterior school doors/gym stage wall	42-43004-1-000-	
W. J. Langlois	paint gym ceiling	42-43004-1-000-	
St. Maria Goretti	paint interior and exterior door frames	42-43004-1-000-	
St. John the Evangelist	paint all trim doorways throughout school	42-43004-1-000-	
St. Theresa	paint washrooms/ gym/doors/senior hallway	42-43004-1-000-	
Notre Dame	junior and primary hallway/washrooms	42-43004-1-000-	
Our Lady of Lourdes	exterior painting	42-43004-1-000-	
Brennan	paint the upstairs hallway	42-43004-4-000-	
Cardinal Carter	paint all school interior doors/gym wall	42-43004-4-000-	
St. Thomas of Villanova	paint lower portion of gym, several classrooms	42-43004-4-000-	
Sub Total			0
Flooring			
St. Rose	replace staffroom floor	42-43005-1-000-	
St. Peter	replace flooring in front entrance and hallway	42-43005-1-000-	20,000
St. Mary	kindergarten room #1	42-43005-1-000-	
St. John the Baptist	new flooring in classrooms (106,111,113,115,116,123)	42-43005-1-000-	
St. Maria Goretti	replace floors in portable 1 / 2/french prep area- only in portables	42-43005-1-000-	
H. J. Lassaline	replace tiles in primary/junior areas	42-43005-1-000-	
St. Theresa	replace carpeting (with tile) in office area	42-43005-1-000-	
St. Bernard (A)	remove and replace carpet rm 14	42-43005-1-000-	
St. Gregory	replace old tiles in JK/SK classrooms	42-43005-1-000-	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
Our Lady of Annunciation	replace flooring in boys' washroom	42-43005-1-000-	
St. Louis	replace flooring in gym (tile)	42-43005-1-000-	
Cardinal Carter	replace carpet in library(done 07-08), music room, auditorium (no) - cafeteria	42-43005-4-000-	30,000
St. Thomas of Villanova	replace carpet with tile (prep rooms, music room, 103, guidance office, main office, library and chapel)	42-43005-4-000-	
St. John Vianney	replace floor tiles in rooms 7, 8 and 10		
Sub Total			50,000
Other Repairs			
St. Rose	replace 2 sets doors (Northeast (JK/SK doors) Southeast (Senior door) exits	42-43006-1-000-	
St. Rose	replace tiles classrooms 4,5,6,7,8,9,10,11& retrofit lights	42-43006-1-000-	30,000
St. Angela	outdoor signage	42-43006-1-000-	
Sacred Heart	new ceilings in P/VP office, rooms 17,19,20,21,22,23,24,25,26 & retrofit lights	42-43006-1-000-	45,000
Sacred Heart	automatic door opener for front door	42-43006-1-000-	
St. William	dropped ceiling in all classrooms primary hall & retrofit lights	42-43006-1-000-	45,000
L.A. Desmarais	acoustical tiles on walls	42-43006-1-000-	
L. A. Desmarais	replace outside sign	42-43006-1-000-	
W. J. Langlois	external doors in gym and staffroom	42-43006-1-000-	10,000
St. John de Brebeuf	purchase and install book shelves library	42-43006-1-000-	
St. John the Baptist	new ceiling tiles in part of school (various locations)	42-43006-1-000-	
St. John the Baptist	new principal's office	42-43006-1-000-	
St. John	new door kindergarten area	42-43006-1-000-	
St. John Vianney	mesh to separate gym from school	42-43006-1-000-	
St. Pius	replace ceiling tiles/ stained throughout school	42-43006-1-000-	
Notre Dame	bus bay	42-43006-1-000-	
Notre Dame	replace east and northeast exterior doors	42-43006-1-000-	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
St. Gregory	repair drywall in front entrance	42-43006-1-000-	
St. John the Baptist	bus bay	42-43006-1-000-	
St. John the Baptist	move and house BFI refuse container	42-43006-1-000-	35,000
Our Lady of Annunciation	replace boiler room door (outside)	42-43006-1-000-	
Our Lady of Lourdes	replace exterior doors(east - two sets west (one set)	42-43006-1-000-	10,000
St. James	new front doors/frames	42-43006-1-000-	10,000
St. Louis	replace student lockers	42-43006-1-000-	
Brennan	removal of tennis courts	42-43006-4-000-	10,000
Holy Names High	update science labs	42-43006-4-000-	
Catholic Central	ventilation in auditorium	42-43006-4-000-	
Assumption	install retracting doors (storage space beneath stage)	42-43006-4-000-	
St. Joseph SS	grid curtains	42-43006-4-000-	
St. Michael's (Victoria)	food prep area improvements	42-43006-4-000-	
St. Thomas of Villanova	add storage shed (recycle materials)	42-43006-4-000-	
Holy Names High	replace doors	42-43006-4-000-	100,000
Sub Total			295,000
Mechanical/Electric			
St. Joseph RC	rewire entire school (additional outlets/fans all rooms)	42-43008-1-000	
St. Mary	upgrade electrical to install window a/c all classrooms	42-43008-1-000	
Christ the King	upgrade electrical (additional outlets in classrooms)	42-43008-1-000	
St. Bernard (A)	upgrade electrical system	42-43008-1-000	
St. James	additional electrical outlets throughout school	42-43008-1-000	
Sub Total			0
Washroom/Plumbing			
St. Peter	renovate washroom JK/SK, washrooms gym (male/female)	42-43009-1-000	35,000
Sacred Heart	new sinks in rooms, 55,20B, 20A	42-43009-1-000	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
St. William	metal partitions in washrooms by main office	42-43009-1-000	
St. Francis	new staff washroom	42-43009-1-000	
Christ the King	upgrades plumbing/washroom student and s	42-43009-1-000	
St. Bernard (A)	new primary washrooms	42-43009-1-000	
Notre Dame	primary washrooms require upgrade	42-43009-1-000	
Our Lady of Mount Carmel	replace water fountain in primary hallway	42-43009-1-000	
St. Gregory	update student washrooms JK/SK/ senior ha	42-43009-1-000	
Stella Maris	install a new washroom in Kindergarten rm, update primary washrooms/drinking fountains senior wing	42-43009-1-000	
Our Lady of Annunciation	additional washrooms for five portables	42-43009-1-000	
St. James	washroom retrofit/boys and girls	42-43009-1-000	25,000
St. John Vianney	upgrade boys and girls washrooms in pr/jr w	42-43009-1-000	
Sub Total			60,000
Lighting			
St. Alexander	extra outdoor lighting	42-43012-1-000	
St. Bernard (A)	energy efficient lighting	42-43012-1-000	
St. John de Brebeuf	change current lighting system in gymnasium	42-43012-1-000	
St. Jules	additional outdoor lighting	42-43012-1-000	
Our Lady of Lourdes	interior lighting	42-43012-1-000	
St. James	outdoor lighting	42-43012-1-000	
Sub Total			0
Addition/Renovation			
St. Alexander	Change front entrance (visibility from office)	42-43013-1-000	
St. Peter	addition to replace port-a-pak	42-43013-1-000	
St. Joseph RC	repair mortar front of entire school - Phase 1	42-43013-1-000	125,000
St. William	extension of main office	42-43013-1-000	
St. Francis	convert staffroom into office space	42-43013-1-000	
Christ the King	library reno/reconfigure	42-43013-1-000	
Christ the King	install port-a-pack with washroom to replace existing portable units	42-43013-1-000	
L.A. Desmarais	additional interior walls to separate junior and primary classes	42-43013-1-000	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
St. John the Evangelist	create new office	42-43013-1-000	
H.J. Lassaline	glass privacy/protection to secretarial area	42-43013-1-000	
H.J. Lassaline	repair damaged brick on outside of building	42-43013-1-000	
St. Gabriel	renovate main entrance /office area	42-43013-1-000	
St. Anne F/I	six more classrooms	42-43013-1-000	
St. Anne F/I	staff washroom - main floor	42-43013-1-000	
Catholic Central SS	Renovate food prep area	42-43013-4-000	
Catholic Central SS	weight room renovations	42-43013-4-000	50,000
Catholic Central SS	renovate building	42-43013-4-000	
Catholic Central SS	replace portables	42-43013-4-000	
Holy Names SS	new entrance to gym on southwest wall of cafeteria hallway	42-43013-4-000	
Holy Names SS	update drama department including dance floor	42-43013-4-000	
Brennan	build small wall in gym close off problematic area	42-43013-4-000	
Cardinal Carter	repair walls 130,218,154 attendance off/main	42-43013-4-000	
Assumption	complete greenhouse (electric/water/climate control system)	42-43013-4-000	10,000
St. Michael's (Victoria)	main office /carpet/cupboards	42-43013-4-000	
St. Michael's (Essex)	Create food prep class	42-43013-4-000	
St. Joseph SS	additional classrooms	42-43013-4-000	
St. Joseph SS	additional storage for teachers	42-43013-4-000	
St. Joseph SS	Greenhouse and classroom	42-43013-4-000	
Sub Total			185,000
Grounds keeping			
St. Alexander	level playground/courtyard	42-43031-1-000	
St. John de Brebeuf	topsoil and reseed senior area	42-43031-1-000	
St. John	level/sod	42-43031-1-000	
Brennan	landscape front of school (sod)	42-43031-4-000	
Sub Total			0

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
Fencing			
Queen of Peace	fencing around school yard - phase 1	42-43033-1-000	25,000
St. Maria Goretti	fence entire school yard	42-43033-1-000	
St. John the Evangelist	create fenced walkway (currently use parking lot) to access playground	42-43033-1-000	
Notre Dame	fencing along east portion of schoolyard and parking lot	42-43033-1-000	
St. Jules	fence south side of yard along parking lot	42-43033-1-000	
St. Bernard (A)	fenced-in area (request rescinded)	42-43033-1-000	
Sub Total			30,000
Paving			
Sacred Heart	new layer of asphalt yards A and B	42-43034-1-000	40,000
St. Rose	repave parking lot - east side (middle section)	42-43034-1-000	20,000
St. Joseph	resurface entire parking lot and driveways	42-43034-1-000	
St. Mary	expand asphalt for primary area	42-43034-1-000	
W. J. Langlois	repair asphalt in courtyard	42-43034-1-000	10,000
St. Bernard (A)	resurface asphalt/extend asphalt north and east	42-43034-1-000	
St. Christopher	additional parking	42-43034-1-000	
St. Gabriel	resurface primary and junior areas	42-43034-1-000	60,000
St. John	pave west side of parking lot	42-43034-1-000	
Stella Maris	asphalt the parking lot	42-43034-1-000	50,000
St. Jules	asphalt former primary playground for additional parking	42-43034-1-000	
Our Lady of Mount Carmel	extend asphalt in school yard	42-43034-1-000	
Our Lady of Annunciation	pave bus loading area	42-43034-1-000	
St. Bernard (W)	pave playground area		
St. Thomas of Villanova	resurface parking lot- turning area only - heavy duty asphalt	42-43034-1-000	
St. Anne SS	extend parking lot overflow students/visitors	42-43034-4-000	
Sub Total			180,000
Playgrounds/ Athletic complexes			
St. Jules	relocate to south side of school	42-43036-1-000	
Assumption	completion of sports field south of tech bldg.	42-43036-4-000	

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
Holy Names SS	new athletic track and field	42-43036-4-000	
St. Joseph SS	track complex/bleachers/field house	42-43036-4-000	
St. Thomas of Villanova	resurface tennis courts	42-43036-4-000	
Sub Total			0
Gym repairs			
St. Bernard (W)	Walls in gym repair or replace	42-43036-1-000	
Sub Total			0
Bleachers			
St. Anne SS	bleachers for athletic field	42-43036-4-000	
Sub Total			0
Septic/Sewer/Water Main/Drains			
St. Alexander	add drains to playground/courtyard	42-43037-1-000	
Sacred Heart	fix drainage in yard B	42-43037-1-000	
St. Joseph RC	additional drainage tiles to playground	42-43037-1-000	
H. J. Lassaline	additional drainage in JK/SK area	42-43037-1-000	
Our Lady of Mount Carmel	additional drainage in school yard	42-43037-1-000	
St. Gregory	additional drainage around portables	42-43037-1-000	
St. John Vianney	drainage for walkway south end of school	42-43037-1-000	20,000
St. Thomas of Villanova	heaters for sewage treatment plant for sludge digesters		70,000
Sub Total			90,000
Security			100,000
W.J. Langlois	electronic entry system for front doors	42-43040-1-000	
St. Maria Goretti	access cards more visibility to front entrance	42-43040-1-000	
Our Lady of Mount Carmel	cameras	42-43040-1-000	
Brennan	digital surveillance system Interior exterior)	42-43040-4-000	
Assumption	new surveillance cameras and multi plexor	42-43040-4-000	
Holy Name SS	update security camera equipment/recording	42-43040-4-000	
Sub Total			100,000

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
CAPITAL RENEWAL BUDGET 2008/2009**

School	Project Description	Renewal Budget Account Code	Proposed Budget
Fire Protection			
	hold open devices	42-43041-4-000	20,000
Sub Total			20,000
Haz Mat Abatement		42-43070-4-000	250,000
St. John the Baptist	new ceiling tiles in part of school (various locations)	42-43070-4-000	150,000
Catholic Education Centre	chapel & former Basilian residence	42-43070-4-000	500,000
Sub Total			900,000
Confined Spaces Regulation			
		42-43072-4-000	100,000
Sub Total			100,000
Special Ed Accessibility			
St. Alexander	4 sets accessible doors (hold open devices)	42-43092-1-000	24,000
St. Mary	automatic front door for accessibility	42-43092-1-000	12,000
Queen of Peace	accessibility for school	42-43092-1-000	
Sub Total			36,000
Moving of Portables			
		42-68100-4-000	100,000
Sub Total			100,000
Portable Purchase			
		42-75902-4-000	
Sub Total			0
Contingency Renewal			
		42-72599-4-000	54,862
Sub Total			54,862
NPPG			
	Transfer to NPPG Reserve	42-72598-6-000	600,000
Sub Total			600,000
TOTAL			3,100,862



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

Meeting Date:
June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Mario Iatonna, Superintendent of Business
Paul Picard, Senior Manager, Human Resources

SUBJECT: **GOOD PLACES TO LEARN - STAGE 3**

RECOMMENDATION:

That the Board approve the Good Places to Learn - Stage 3 projects.

SYNOPSIS: The Ministry of Education has announced an allocation of \$5,249,917 for Good Places to Learn – Stage 3 (GPL3) projects. This report provides a list of proposed Board projects to be undertaken with this allocation.

BACKGROUND COMMENTS: A list of the proposed Good Places to Learn – Stage 3 projects is attached for consideration by the Board. Projects have been determined based on eligibility under the GPL3 criteria as to relative need. It is noted that the roofing at Sacred Heart, St. Angela, St. Rose and St. John the Baptist elementary schools have been previously approved by the Board to be funded under GPL3.

FINANCIAL IMPLICATIONS: The GPL3 allocation of \$5,249,917 will assist the Board in addressing the backlog of much needed facility improvement projects.

TIMELINES:

June 23, 2008 - Approval of the Good Places to Learn Stage 3 projects.
2008-09 - Completion of the projects.

APPENDICES:

- Good Places to Learn – Stage 3 Proposed Projects.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008

**Good Places to Learn - Stage 3
Proposed Projected Projects**

School	Project Description	Account Code	Project Estimate
Roofing			
Sacred Heart	new roof	46-43001-1-000-	\$236,093
St. Angela	new roof	46-43001-1-000-	280,370
St. Rose	new roof	46-43001-1-000-	63,579
St. John the Baptist	new roof	46-43001-1-000-	188,984
St. Gabriel	roof repair	46-43001-1-000-	410,000
W.J. Langlois	new roof - all areas	46-43001-1-000-	550,000
St. Edmond	new roof - areas B1,C1,D4, canopies	46-43001-1-000-	260,000
St. Jules	new roof - areas B,C,D	46-43001-1-000-	125,000
St. William	new roof - areas A,C,E,F	46-43001-1-000-	175,000
Catholic Education Centre	new roof - former Basilian residence		200,000
Sub Total			\$2,489,026
H VAC			
St. Angela	rads, boilers, piping	46-43003-1-000-	500,000
St. Gregory	new boilers north end	46-43003-1-000-	200,000
St. John the Baptist	new boilers	46-43003-1-000-	145,200
Assumption	new boilers	46-43003-4-000-	500,000
Catholic Central	replace heating/cooling system - Phase	46-43003-4-000-	1,000,000
Sub Total			\$2,345,200
Controls			
	Andover & Delta controls	46-43050-6-000-	415,691
Sub Total			\$415,691
TOTAL			\$5,249,917



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Mario latonna, Superintendent of Business
 Paul Picard, Senior Manager, Human Resources

SUBJECT: **PEASTONE PLAYSURFACES MAINTENANCE**

RECOMMENDATION:

That the Board approve the proposed program for Peastone PlaySurfaces Maintenance to be funded from the Operations Budget as funds may become available.

SYNOPSIS:

The Board undertakes formal annual inspections of its play spaces to ensure compliance with applicable standards. This report provides a proposed Scope of Work in order to maintain peastone playsurfaces pursuant to a report issued by Playchek dated November 12, 2007.

BACKGROUND COMMENTS:

Ontario School Board Insurance Exchange (OSBIE), the Board’s Insurance Carrier, recommends the use of the Canadian Standards Association (C.S.A.), “Children’s Playspaces and Equipment” standard as a best practice for inspection and maintenance of playground equipment. The Board inspects and maintains its playground equipment following the CAN/CSA-Z614 standard.

The Board retained the services of Playchek Inc. to undertake the 2007-2008 Annual Play Structure and Playfield Inspections.

It is noted that Childcare Centers, under the terms of the lease agreement and licensing agents (Ministry of Social Services), are responsible for the inspections and corrective actions of all Daycare controlled playspace equipment on Windsor-Essex Catholic District School Board property.

In order to address the recommendations in the annual inspection report regarding play surfaces, particularly pea-stone play-surfaces, a trial process of power-washing, roto-tilling, and topping up of pea-stone was employed. The two test sites were Christ the King and Stella Maris. This work was tested shortly thereafter and the results indicated that the surfaces were found to be compliant with the standards.

After a few months these sites were re-tested, and the results indicated that these pea-stone surfaces were no longer in compliance with the standards. It is apparent that the pea-stone surfaces will not be in regular compliance without an ongoing maintenance program. There was no regular maintenance of pea-stone plays-surfaces in 2007. In conjunction with Playcheck, there has been a new scope of work developed for this purpose of maintaining pea-stone surfaces into the future.

The **Scope of Work** would include the following:

- 20% of all pea-stone surfaces are to be removed and replaced annually, ensuring that eventually no pea-stone surface shall be greater than 5 years of age.
- The remaining 80% of all pea-stone play-surfaces are to be loosened by roto-tilling 3 times per year.
- All asphalt play yards with pea-stone play-surfaces positioned adjacent shall be swept clean of all pea-stone spillage 3 times per year.

FINANCIAL:

There is no specific budget allocated in 2007-08 for the cost of pea-stone play-surface maintenance. To undertake the work noted in this report, an annual expenditure of \$200,000 would be required. It is recommended that the program proceed if funds become available during the balance of the budget year.

TIMELINES:

Tender Call - June 2008

Award (Subject to Board Approval) - August 2008

Work-Summer and Fall of 2008

APPENDICES:

None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 16, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 17, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 17, 2008



1325 California Avenue
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CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume

Meeting Date: June 23, 2008

BOARD REPORT

	Public <input checked="" type="checkbox"/>	In-Camera <input type="checkbox"/>	
PRESENTED FOR:	Information <input type="checkbox"/>	Approval <input checked="" type="checkbox"/>	
PRESENTED BY:	Senior Administration		
SUBMITTED BY:	Joseph Berthiaume, Director of Education Cathy Geml, Superintendent of Education		
SUBJECT:	SPECIAL EDUCATION PLAN AMENDMENTS 2008		

RECOMMENDATION:

That the Board approve the amendments to the Special Education Plan;

and, that the amendments be submitted to the Ministry of Education for approval.

SYNOPSIS: The Ministry of Education mandates that each school board develop and maintain a Special Education Plan, which is to be reviewed annually. Both the Special Education Advisory Committee (SEAC) and the Board are mandated to approve the complete plan or amendments to the plan each year.

BACKGROUND COMMENTS: In accordance with Regulation 306 under the education Act, the Ministry of Education requires that school boards develop and maintain a Special Education Plan. Each board is required to review annually and amend its Plan from time to time to meet the current needs of its students, and to submit the amendments to the Ministry of Education.

FINANCIAL IMPACT: n/a

COMMENTS: The Special Education Advisory Committee, at its June 12, 2008 meeting, approved the 2008 Amendments with the following motion:

Motion by Bev Clarke and Tom Aymar that the 2008 Amendments to the Board’s Special Education Plan be approved and forwarded to the Board for approval. Carried.

TIMELINES: The amendments to the special Education Plan are to be forwarded to the Ministry of Education by July 31, 2008.

APPENDICES:

- Windsor-Essex Catholic District School Board's Special Education Plan Amendments 2008 (Distributed separately)

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: June 16, 2008

Approval Date: June 17, 2008

Approval Date: June 17, 2008



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
SUBJECT: **REGULAR BOARD MEETINGS FOR THE MONTHS OF
 JULY/AUGUST 2008 AND FOR THE 2008 – 2009 SCHOOL YEAR**

RECOMMENDATION:

That meetings of the Board of Trustees for the months of July and August be held at the call of the Chair;

and, that the Board adopt the attached schedule of Regular Board meetings for the 2008 – 2009 School Year as presented.

SYNOPSIS: The first recommendation provides for the calling of special or emergency board meetings during the summer recess in the event that meetings are necessary for trustees to address critical matters. The second recommendation is intended to establish the Regular Board Meeting Schedule for the 2008-09 school year.

BACKGROUND COMMENTS: In the past, Board meetings over the summer school break have been held at the call of the Chair. Regularly scheduled meetings resume prior to the start of the new school year, traditionally beginning on the last Tuesday in August.

For the remainder of the school year, the Board By-Laws stipulate that regularly scheduled meetings will occur on the second and fourth Tuesdays of each month. As per the Board By-Laws, a special Board motion is required to change the regular meeting schedule of the Board.

The following variances to the meeting schedule as prescribed within the By-laws are proposed:

December 2008: It is proposed that: the first Regular meeting be scheduled for Tuesday, December 16 in order to reduce the time between the last meeting in December and the first meeting in January; and, the Organizational meeting be scheduled the week immediately preceding the first meeting in December, that date being Tuesday, December 9.

March 2009: It is proposed that: the last Regular meeting be scheduled for Tuesday, March 31 in order to accommodate vacations that traditionally are scheduled during the March Break.

June 2009: It is proposed that: the second Regular meeting in June be scheduled for Monday, June 22 in order to avoid scheduling conflicts with several secondary school graduation exercises.

FINANCIAL IMPACT:

TIMELINES: July 2008 through June 2009

APPENDICES:

- Proposed Regularly Scheduled Board Meetings – 2008 – 2009 School Year

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 20, 2008
<input type="checkbox"/>	SUPERINTENDENT	Approval Date:	--
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 16, 2008



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

PROPOSED
REGULARLY SCHEDULED BOARD MEETINGS
2008 – 2009 School Year
As of: June 23, 2008

Tuesday, August 26, 2008
Tuesday, September 9, 2008
Tuesday, September 23, 2008
Tuesday, October 14, 2008
Tuesday, October 28, 2008
Tuesday, November 11, 2008
Tuesday, November 25, 2008
Tuesday, December 9, 2008 (Organizational Meeting – 7:30 p.m.)
Tuesday, December 16, 2008 (Moved one week later to reduce time between meetings)
Tuesday, January 13, 2009
Tuesday, January 27, 2009
Tuesday, February 10, 2009
Tuesday, February 24, 2009
Tuesday, March 10, 2009
Tuesday, March 31, 2009 (Moved one week later to accommodate March Break)
Tuesday, April 14, 2009
Tuesday, April 28, 2009
Tuesday, May 12, 2009
Tuesday, May 26, 2009
Tuesday, June 9, 2009
Monday, June 22, 2009 (Moved one day earlier to accommodate secondary graduations)

Unless indicated otherwise, all Regularly Scheduled meetings will be held in the John Paul II Board Room at the Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor, Ontario.

Closed Session: 6:00 p.m.
Public Session: 7:00 p.m.

The agenda and supporting documentation will be available electronically on the Board's website the Friday preceding the scheduled meeting at: www.wecdsb.on.ca



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

HANDOUT BOARD REPORT

Meeting Date: June 23, 2008

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
Cathy Geml, Superintendent of Education
Mario Iatonna, Superintendent of Business
Claude Marier, Mgr. of Purchasing & Admin. Services
Sharron O'Hagan-Wong, Supervisor Child Care

SUBJECT: **SCHOOL-BASED BEFORE AND AFTER CHILD CARE PROGRAM FOR: ST. ANGELA SCHOOL AND OUR LADY OF THE ANNUNCIATION SCHOOL.**

RECOMMENDATION:

That the Board enter into a three (3) year license agreement with Latch Key Day Care & Learning Center for Our Lady of the Annunciation Catholic Elementary School commencing September, 2008 with a Board option to extend the contract.

That the Board enter into a three (3) year license agreement with A Place to Grow Child Care Center for St. Angela Catholic Elementary School commencing September, 2008 with a Board option to extend the contract.

SYNOPSIS:

This report summarizes the results of the Request for Proposal (RFP) process leading to the recommendation to retain two (2) child-care centers to provide "Before and After School Programs at two of our Elementary Schools.

BACKGROUND COMMENTS:

On May 30, 2008 an "Invitation for request for Proposal" advertisement was run in The Windsor Star.

RFP packages were sent out to fifteen (15) potential child-care centers.

Two proposals were received pursuant to the RFP process as follows:

A Place to grow Child Care Center
Latch Key Day Care and Learning Center

The Child Care Advisory Committee reviewed the submissions and interviewed the two proponents on June 18, 2008.

Based on the review of the submissions, the committee is recommending that the proposal from Latch Key be accepted. This specific proposal provides for "Before and After School" Program at Our Lady of the Annunciation Catholic Elementary School commencing September 2008.

The proposal from A Place to Grow Child Care Center provides for "Before and After School" Program at St. Angela Catholic Elementary School commencing September 2008.

FINANCIAL IMPACT: See Appendices

TIMELINES: The proposals would be accepted for a three-year period commencing September 2008.

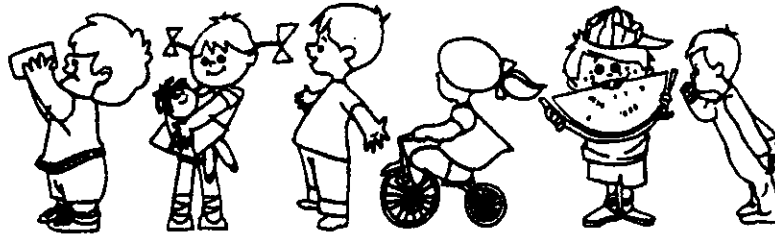
APPENDICES:

- Appendix "A" - Fee structure (A Place to Grow)
- Appendix "B" - Fee structure (Latchkey Day Care)

REPORT REVIEWED BY:

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

A Place to Grow
Windsor, Ltd



Current Fee Structure

\$25.00 registration fee applies to all new registrations

	Full day	half day
Preschool (3.8 - 6 years)	\$29.00	\$23.00
½ day JK / SK	\$23.00	

Flat Rates (Grade 1 -6)

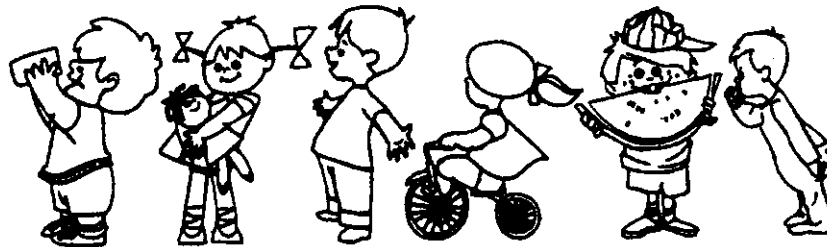
Before School	\$9.00
After School	\$9.00
Before and After School	\$13.50
(P.D & Vacation)	\$23.00

A late fee of \$5.00 will be charged to parents for every 5-15 minutes they are late after 5:30 pm closing time. Late fee will be payable to the closing staff member.

2 week unpaid Vacation will be granted after 12 consecutive months of enrollment in the childcare.

A Place to Grow

Windsor, Ltd.



Target Group

I would be proud to provide services for the people of the St. Angela community and surrounding area.

Hours of Operation

Monday - Friday 6:30am - 5:30pm

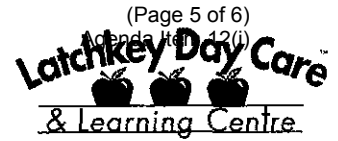
6:30 - 8:30am before school childcare (large group/free play)

8:30 - 9:00am school age outdoor play

3:30 - 5:30 after school program (snack, craft, and homework)

Given the ability to expand the program to preschool age children to accommodate 2.6 years to 12 years, I would provide a full program in the a.m. and p.m with large group, circle, craft time / small group, outdoor experiences, free play & story time.

Nutritious snacks and hot lunches will be provided. Programs, themes, snacks and lunches will be posted weekly.



SCHEDULE B

FEE AGREEMENT

REGISTRATION:

There will be a \$25.00 non-refundable yearly registration fee per family.

TUITION:

BEFORE AND AFTER SCHOOL PROGRAM PER HOUR:

1 CHILD =	\$3.90	2 CHILDREN =	\$5.60
3 CHILDREN =	\$7.05	4 CHILDREN =	\$8.30
5 CHILDREN =	\$11.00		

There is a minimal charge, according to the above rates, that will be applied for the first hour of attendance. If a child is in program for less than an hour, a minimum charge of one hour will apply. You are charged 15 minutes prior to dismissal.

FULL DAY RATES:

1 CHILD =	\$24.00	2 CHILDREN =	\$42.00
3 CHILDREN =	\$59.00	4 CHILDREN =	\$82.00

HALF-DAY RATES (LESS THAN 5 HOURS):

1 CHILD =	\$16.50	2 CHILDREN =	\$28.00
3 CHILDREN =	\$36.50	4 CHILDREN =	\$46.00

LATE FEES:

There will be a severe late penalty for any child who is not picked up by 6:00 p.m. Between 6:00 p.m. and 6:15 p.m., there will be a \$5.00 late fee and \$2.50 for every 5 minutes after this. IF YOU ARE LATE ON MORE THAN 3 OCCASSIONS, IN A 6-MONTH PERIOD, YOU WILL BE ASKED TO FIND ALTERNATIVE DAY CARE ARRANGEMENTS.

TUITION PAYMENTS:

Payment for all scheduled days for each month is required in advance. Cash or post-dated cheques for the 15th of the month are acceptable. Fees paid in advance are non-refundable unless you provide notification in writing, at least two weeks in advance, of changes in your schedule. Any credits or balances, resulting from the advance payment will be reflected in the current month's statement when issued.

All overdue Payments will be forwarded to a collection agent.

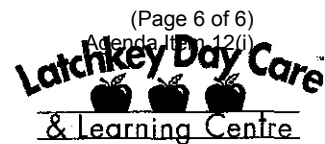
SCHEDULE CHANGES:

Regular fees will be charged when Parents/Guardians fail to notify the Program Supervisor of cancelled days (14 days notice) or changes in schedules (days switched but not cancelled require 24 hours notice).

NON-SUFFICIENT FUNDS POLICY:

It is a policy that all cheques returned to the Corporation as Non-Sufficient funds (NSF) will have a charge of \$30.00. All other bank charges or fees acquired as a result of returned items will be passed on to the Parent/Guardian accordingly. All monies will be paid within FIVE (5) days of notification, including the \$35.00 NSF fee, in the form of a certified cheque, money order, or cash. In the event that a second cheque should come back as NSF, all child care fees from that day forward will be paid by certified cheque, money order or cash.

Please see next page



CHILD CARE NEEDS:

(A) Please mark the days and times you require as your commitment to Latch Key.

_____ # Days am and / or pm (School Year)

Monday Tuesday Wednesday Thursday Friday

(B) The Executive Director, on behalf of the Board of Directors reserves the right to ask for a child's withdrawal if:

- ❖ Repeated behavioral difficulties and lack of Parental/Custodial Support deems it necessary to discontinue the child's enrollment in the program.
- ❖ Arrears in accounts past a Thirty (30) day period. The Parent or Guardian has not made payment arrangements for overdue account. In addition, your account will be sent to a collection agent.
- ❖ Latchkey staff is not able to meet the behavioral or physical needs of the child in our day care environments/setting.
- ❖ Tardiness in picking up your child/children on 3 or more occasions.

ARRIVAL AND DEPARTURE:

Children are to be escorted into the building using the designated entrance. The child shall be signed in and out by an escort, someone 18 years or older. No child shall be released to a person not authorized by a parent. We must have written or verbal consent for changes in this respect.

ANNUAL GENERAL MEMBERSHIP MEETING AND BOARD MEMBERS:

A parent of children attending Latchkey is required to attend or be represented by proxy, at the Annual General Membership Meeting held each May.

MEDICATION:

Only medication brought to school in the original container or one prescribed by the pharmacist will be administered **provided** the parent/guardian fills out a consent form stating the amount and times to be given. Forms are available from the Supervisor.

FUNDRAISING:

During many times in the year a number of fundraising events are held in order to purchase games, toys, books and recreational equipment. Please let us know if you have an idea for an event. This will help to keep parent fees down.

Signature Parent/Guardian: _____ Date: _____

Signature Supervisor: _____



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

Meeting Date:
 June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
 MEETING OF May 15, 2008**

RECOMMENDATION:

That the Board receive the Minutes of the May 15, 2008 Special Education Advisory Committee meeting as information.

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

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

FINANCIAL IMPACT: n/a

TIMELINES: The next SEAC meeting occurred on Thursday, June 12, 2008 at the Catholic Education Centre. Minutes will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of May 15, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: June 16, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: June 16, 2008



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, May 15, 2008 – 6:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

MINUTES

Present:	Lisa Soulliere	Trustee Member (Chair)
	Mary DiMenna	Trustee Member
	Cathy Geml	Superintendent, Learning Support Services
	Rita Raniwsky	Principals' Association (ex-officio)
	Anne Marie Drkulec	Integration Action for Inclusion
	Cas Graham-Stuart	Autism Ontario Windsor-Essex
	Claudio Del Duca	Secondary School Council
	Sonia Sovran	Learning Disabilities Association

1. Call to order – Lisa Soulliere, Chair
2. Opening Prayer
3. Welcome/Introductions
We welcomed Learning Support Service staff who were presenting the Elementary Ministry Initiatives Overview
4. Recording of Attendance
No regrets taken
5. Approval of Agenda
Motion by Anne Marie Drkulec and seconded by Cas Graham-Stuart that the Agenda be approved as printed and circulated. Carried
6. Agenda Questions from Observers – None
7. Disclosure of Pecuniary Interest – None
8. Approval of Minutes – April 10, 2008
Motion by Anne Marie Drkulec and seconded by Sonia Sovran that the Minutes be approved. Carried
9. Business Arising
 - The Elementary Ministry Initiatives Presentation – Learning Support Services Overview was presented by Sharon O'Hagan-Wong (Assistant Superintendent - School Effectiveness Framework), Dr. Erin Picard (Psychologist), Suzanne Garneau (Literacy/Numeracy Consultant) and Kelly Power (Assessment & Evaluation Consultant) for the Board Strategy Team.

- The following initiatives are underway within the Learning Support Services:
 - C.O.D.E. – Council of Ontario Directors of Education
 - O.P.A. – Ontario Psychological Association
 - O.F.I.P. – Ontario Focused Intervention Partnership
 - S.I.P. – School Improvement Plan
 - B.I.P. – Board Improvement Plan
 - S.E.F. – School Effectiveness Framework

- Both portfolios, Curriculum and Special Education make up the Learning Support Services Framework. They work collaboratively. C.O.D.E. and O.P.A. work with Special Education, and O.F.I.P. and S.E.F. encompass Curriculum, although both areas work toward the same goal.

- Kelly Power reported on O.F.I.P., explaining the O.F.I.P 2, 3 and the 31 schools, which are all other schools not classified as 2 or 3, but working on good teaching practices. Specifically, interventions include a collaborative and inclusive school improvement process, a well-designed plan, comprehensive needs assessment, implementing key strategies, resources, monitoring progress, revising and evaluating and working with Dr. Stephen White over the past 3 years. Working closely with staff on a casual basis and holding PD at the school makes the intense focus job-embedded. There are 4 board strategy team members in the schools providing the PD through model lessons.

- Sharon O’Hagan-Wong reported on the Tutoring project working with the LDAO and the \$104,000 funding from the Ministry of Education. This tutoring must take place outside of the school day and therefore is held in the evenings, 2 nights of the week at 4 sites. There are a total of 48 students in grades 4-6 working with a facilitator, tutors and technical support personnel. Sharon explained that some of the tutors who have had learning disabilities themselves have been wonderful in their ability to share how to teach the students because they have experienced being taught themselves. They have embedded the PALS program within the tutoring program and it runs from March to mid-June, 2008.

- Sharon explained that the School Effectiveness Framework (S.E.F.) is simply school improvement. She oversees and coordinates the project, whereby all schools put together a needs assessment for their school with the use of High Yield Strategies. Using “Lead and Learn”, Dr. Stephen White works closely with the Ministry of Education and has worked with our principals on attainable goals. Ruth Mattingley from the Ministry comes in to work with OFIP 3 schools, and looks at the differentiated instruction to benefit students with special needs. S.E.F creates a chance to celebrate change and success. They are working on building the capacity of principals at Family of Schools meetings as well.

- Suzanne Garneau reported that C.O.D.E. overlaps with other initiatives, but its focus is literacy in the junior division and is carefully aligned with literacy promoted by Ministry, based on solid evidence of how students learn. This project is job-embedded professional development sessions for teachers and hands-on direct support for students. The focus is on learning disabilities and technology. Suzanne works closely with the program planner, using CASI as a programming tool. It requires the use of qualitative and quantitative data on students over time.

- Dr. Erin Picard reported on the O.P.A. Project, which is a student assessment project, using grant money to address waitlists for psychological assessments and

to develop a long-term sustainable plan. It is based on the premise of early intervention in the area of primary reading, using Peer-Assisted Learning Strategies (PALS), and is a one-time funding project that terminates August 2008. PALS is a standardized program for K- 3 students. Evidence is showing that with control and intervention, schools are seeing positive results. Asked how we are assured it is being used in all schools and classrooms, Dr. Picard advised that data would prove if it is being used and studied. If there is a discrepancy, the Psychology Department will go out and check out any problems, using guidelines to assist the individual teachers. The Board trained as many teachers as was feasible and they seem to be following the program to the letter. There has been nothing but positive feedback from both teachers and principals. We will continue to use, monitor and do joint research with the University of Windsor, and by showcasing our project and results, we are hoping for more independent funding.

- Cathy gave much credit to the personnel involved and to the Board Strategy Team for their efforts in implementing the Ministry Initiatives. The messages we are receiving from our educators are positive, and teachers are using PALS extensively as a learning tool. They are finding their strengths and weaknesses, seeing patterns and developing a culture of sharing and communicating, which is moving us forward. Teachers are able to see what works and does not work and they are moving forward as educators for the benefit of our students. Students using the technology will never lose the knowledge when they move on to high school.

Spec. Ed. Reserve Reconciliation Report

- This report was sent out to the members today via email. As background from Lisa Soulliere, 95% of Educational Assistant wages, 80% of Behaviour Specialist wages and 20% of Social Worker wages are charged to Special Education. As a result of a review of lunchtime supervision, we initiated savings, but by the end of this school year, we will have used up any reserve that resulted. Lisa requested any recommendations and responded to any concerns that were brought forth, as was promised at the last meeting.

10. Information Items – none

11. Report from Chair –

- Lisa mentioned having watched *The Agenda* on May 2nd. The topic of discussion was Children's Mental Health Issues, which involved an interview with Michael Kirby, from the National Strategy on Children's Mental Health. Michael is a retired Canadian Senator. He spoke about Canada and our provinces providing services for children with mental health needs. The next 45 minutes of the program, teachers, parents and social workers discussed the topic. The program was very enlightening. She suggested we visit tvo.org to view the program on video replay.
- Lisa announced that before the June 12 SEAC meeting, we will share a light dinner here at the Catholic Education Centre.

Report from Trustees –

- Mary DiMenna reported that at the April 22nd Board Meeting, trustees were introduced to Nils Lau, who was elected along with present Student Trustee Chynna Resendes, to the position of 2008-2009 Student Trustee. Nils Lau will participate as 2008-2009 Designate until his official term begins on August 1,

2008.

- Deputy Chief of Police Al Frederick, Former Chief of Police Glenn Stannard, and Constable Geoff Stotts, representatives from the Organizing Committee for the 2009 Special Olympics Provincial Summer Games were present at the April 22nd Board Meeting to provide an overview of the event that will be co-hosted by the Windsor Police Services and the City of Windsor from July 23 to July 26, 2009. Schools are invited to be involved by volunteering for the event and hosting a “Torch Run” Walk for their school. They are also invited to create a “tag line” for the 2009 Provincial Games and a Provincial Games logo, with prizes for the winning schools.
- Paul Boots and Chris Stollar, coordinators for the board’s new Opportunity Diploma and Continuous Intake Coop programs provided an overview of the new program that offers an opportunity to assist students, regardless of their age, who have left the secondary school system, obtain a high school diploma through cooperative education in a workplace environment. Since September 2007, 122 students have enrolled in the program. Of those students, approximately 40 have now earned their diplomas by participating in this program.
- The SEAC meeting Minutes of February 14, 2008 were received as information by the trustees.

13. Report from Superintendent –

- Cathy Geml reminded the committee of the upcoming Elementary Day of Champions, on May 21 at the Noveletto Centre. This is an expansion to the Secondary Day of Champions, which has taken place the past few years.
- Cathy reported that St. Gabriel School was awarded the Bea DeBernardi Award for Inclusive Education from Windsor Community Living. The staff and students at St. Gabriel Catholic School were recognized for their remarkable efforts in building a school community that welcomes and supports all students to learn, contribute, and participate with their same-age peers in regular classrooms and in all aspects of school life.
- Cathy advised that the Special Education Board Plan will encompass amendments only for this year. She has no information to date on the extent of the plan for next year, but it will be aligned with Board Improvement plans and she will advise the SEAC committee at a later date when we have been informed.

14. New Business – None

15. Association Reports – None

16. Closing Prayer

For our closing prayer, we said the Hail Mary and were asked to remember those employees who are ill, especially Rosemary Limarzi our Communications Co-Ordinator.

17. There being no further business, the SEAC meeting of May 15, 2008 adjourned at 7:10 p.m.

Date of next meeting – Thursday, June 12, 2008



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

Meeting Date:
June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **AUDIT COMMITTEE REPORT – NOTES FROM THE MEETING OF JUNE 3, 2008**

RECOMMENDATION:

That the Board receive the Notes from the Audit Committee Meeting of June 3, 2008 as information.

SYNOPSIS: The Audit Committee was established by Board resolution at the June 26, 2006 Board Meeting and the Board approved the Committee’s Terms of Reference at the August 29, 2006 Board Meeting. The Audit Committee members for the 2006 - 2010 election term consist of Trustees Soulliere, DiMenna and Porcellini. The chair for the 2008 calendar year is Trustee Porcellini.

BACKGROUND COMMENTS: The Audit Committee met on June 3, 2008 and moved In-Camera to discuss the following items:

- i) Draft 2008-09 Budget/Budget Reduction Plan
- ii) Other Business
- iii) Pending Items

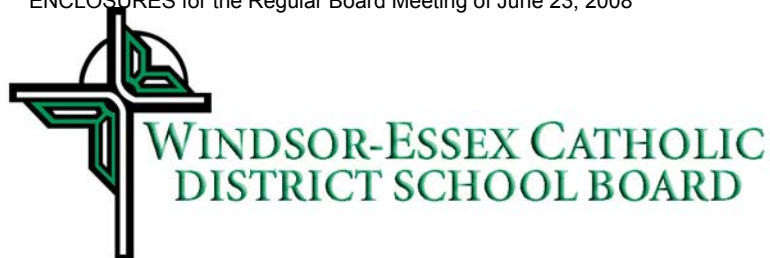
FINANCIAL IMPACT: None.

TIMELINES: None.

APPENDICES: Notes from the June 3, 2008 Audit Committee Meeting

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: June 16, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: June 16, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: June 16, 2008



1325 California Avenue
Windsor, ON N9B 3Y6
CHAIRPERSON: John Macri
DIRECTOR OF EDUCATION: Joseph Berthiaume
Telephone: (519) 253-2481 FAX: (519)985-2924

AUDIT COMMITTEE

**Tuesday, June 3, 2008 at 6:00 p.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
St. Thomas Aquinas Meeting Room**

NOTES

PRESENT:

Trustee Committee Members:	M. DiMenna S. Porcellini L. Soulliere
Administration:	M. latonna
Regrets:	J. Berthiaume K. Gignac
Recorder:	C. Racine

1. Call to Order and Opening Prayer – The meeting convened at 6:09 p.m. and opened with a prayer.
2. Recording of Attendance – All trustees present.
3. Approval of Agenda/Questions Pertaining to Agenda

Moved by Trustee DiMenna and seconded by Trustee Soulliere that the agenda be approved. Carried.

4. Disclosure of Interest – Pursuant to the Municipal Conflict of Interest Act – Trustee Porcellini disclosed interest in relation to agenda item 5(i), *Draft 2008-09 Board Budget - Classroom Teacher, Supply Teacher Expenditures, Staff Development, Individual, Summer Institute, PD Elementary & Secondary, Legal Fees, Grievances, Human Rights, Academic Dept Head Allowances*, due to her husband's employment and did not participate in the discussion or vote on any question raised on the item.

5. **(In-Camera) i) Draft 2008-09 Budget/Budget Reduction Plan**
 - ii) **Other Business**
 - iii) **Pending Items**

The Audit Committee began discussions of in-camera items regarding contractual matters, labour relations and personnel matters at 6:09 p.m.

The Audit Committee moved out of in-camera discussions at 8:10 p.m.

- Other Business/Questions
None

6. Future Scheduled Meeting Dates:
 - To Be Determined

7. Closing Prayer and Adjournment – The meeting adjourned at 8:10 p.m.

Distribution:

- Audit Committee Members (Trustees DiMenna, Porcellini and Soulliere)
- Trustees and Director of Education



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

Meeting Date:
June 23, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

**SUBJECT: EMPLOYEE BENEFIT COMMITTEE REPORT – NOTES FROM
THE MEETING OF JUNE 16, 2008**

RECOMMENDATION:

**That the Board receive the Notes from the Employee Benefits
Committee Meeting of June 16, 2008 as information.**

SYNOPSIS: The Employee Benefit Committee was established by Board resolution at the May 8, 2006 In-Camera Meeting of the Board. The Employee Benefits Committee members for the 2008 calendar year consist of Trustees Alexander, DiMenna and Keane. The 2008 chair for the committee is Trustee Alexander.

BACKGROUND COMMENTS: The Employee Benefit Committee met on June 16, 2008 and moved In-Camera to discuss the following items:

- i) Verbal Report from Mosey & Mosey

FINANCIAL IMPACT:

None.

TIMELINES:

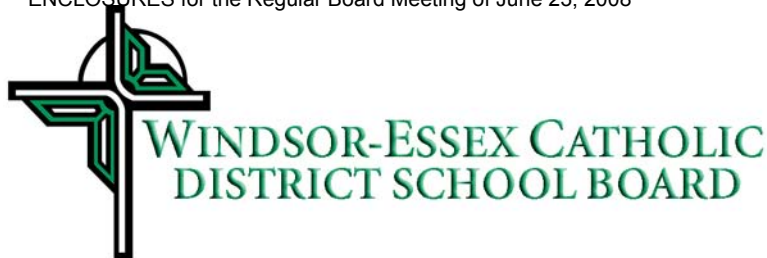
None.

APPENDICES:

- Notes from the June 16, 2008 Employee Benefit Committee Meeting.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: June 23, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: June 18, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: June 18, 2008



1325 California Avenue
 Windsor, ON N9B 3Y6
 CHAIRPERSON: John Macri
 DIRECTOR OF EDUCATION: Joseph Berthiaume
 Telephone: (519) 253-2481 FAX: (519)985-2924

EMPLOYEE BENEFITS COMMITTEE

Monday, June 16, 2008 at 6:00 p.m.
Windsor Essex Catholic Education Centre
1325 California Avenue, Windsor
John Paul II Board Room

NOTES

PRESENT:

- | | |
|-----------------------------------|--|
| Trustee Committee Members: | F. Alexander
P. Keane |
| Administration: | M. Iatonna
S. Ficon |
| Guest: | Kirk Ryan, Representative from Mosey & Mosey |
| Regrets: | M. DiMenna |
| Recorder: | C. Racine |

1. Call to Order and Opening Prayer – Trustee Alexander called the meeting to order at 6:04 p.m. and opened with a prayer.
2. Recording of Attendance – Trustee Alexander noted that Trustee DiMenna sent her regrets.
3. Approval of Agenda/Questions Pertaining to Agenda

Moved by Trustee Keane and seconded by Trustee Alexander that the agenda be approved.
Approved.

4. Disclosure of Interest – None.

Moved by Trustee Keane and seconded by Trustee Alexander that pursuant to the Education Act – Section 207 and as authorized by Board By-Law 4:15/5, the Employee Benefits Committee go into a meeting which is closed to the public to discuss contractual matters and other personnel matters. *Carried.*

The Employee Benefit Committee moved In-Camera at 6:05 p.m.

5. *(In-Camera)*

a) Verbal Report by Mosey & Mosey.

Moved by Trustee Alexander and seconded by Trustee Keane that the Employee Benefit Committee move out of In-Camera at 6:59 p.m. Carried.

6. Other Business/Questions

7. Future Scheduled Meeting Dates:

- Tentative Date: Monday, June 15, 2009

8. Closing Prayer and Adjournment – The meeting adjourned at 6:59 p.m.

Distribution:

- Employee Benefits Committee Members (Trustees Alexander, DiMenna, Keane)
- Trustees and Director of Education
- Administrative Resource to the Committee: M. latonna, S. Ficon



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

Meeting Date:
 June 23, 2008

BOARD REPORT

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent of Education
 Sharon O’Hagan-Wong, Acting Assistant Superintendent

SUBJECT: **CHILD CARE ADVISORY COMMITTEE ANNUAL REPORT**

RECOMMENDATION:

That the Board receive the Child Care Advisory Committee Annual Report as information.

SYNOPSIS: This report is being presented to the Board on behalf of the members of the Child Care Advisory Committee detailing the activities of the Child Care Committee during the 2007-2008 school year. This report provides a brief summary of the 2007-2008 committee activities.

BACKGROUND: In March 2007, the Child Care Advisory Committee was established in accordance with Article 7.1 of Policy A:21 Child Care. The Child Care Advisory Committee includes:

- Lisa Soulliere-Trustee
- Shannon Porcellini-Trustee
- Sharon O’Hagan-Wong - Acting Assistant Superintendent
- Ardra Kepran-Principal
- Rita Pallisco–Principal
- Alex Meyer-Parent
- Lisa and Don Ouellete-Parents
- Ian Gould-Representative, Facility Services.

The Child Care Advisory Committee reconvened during the 2007-2008 school year to discuss issues surrounding the provision of childcare in the school board’s facilities formulating recommendations to the Child Care policy and procedures, which govern these sites.

The Child Care Committee met on the following dates:

- November 29, 2008
- January 23, 2008
- February 19, 2008
- March 25, 2008
- May 12, 2008
- June 4, 2008

BACKGROUND COMMENTS: Throughout the course of the year, the Child Care Advisory Committee has made recommendations to the Board for revisions of existing procedures listed in Child Care Policy A:21, which were accepted in May 2008.

Revisions to the Request for Proposal(RFP) process as well as the selection process for Child Care providers has also been made. The RFP went forward to the Board in June 2008 and was accepted.

The Child Care Committee recommended an RFP process be initiated to secure a provider for a “Before and After” School Child Care Program for two school communities, St. Angela and Our Lady of the Annunciation ,after surveys circulated from these two sites indicated that a program was necessary to meet the needs of families in these communities.

The RFP was circulated; site tours held and the Child Care Committee proceeded to selection of a provider. A recommendation of providers for these sites will be brought forward under a separate report.

FINANCIAL IMPACT: Not applicable

TIMELINES: The Child Care Advisory Committee will reconvene in September 2008. At that time, expansion of the Committee will be considered to include additional administrative and parent representation.

APPENDICES:

- Minutes – November 29, 2007
- Minutes – January 23, 2008
- Minutes – February 19, 2008
- Minutes – March 25, 2008
- Minutes – May 12, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	June 23, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	June 18, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	June 18, 2008



Windsor-Essex Catholic District School Board

Child Care Advisory Committee Monday, November 19, 2007

Present: Alex M.,(Notre Dame), Liz P., Shannon P., Lisa S., Sharon O., Emelda B.

Regrets: Ardre K., Rita P., Don and Lisa Ouellette, AnneMarie Letwin

1. Prayer
2. Lease Agreements – Colleen Norris and F.S. were involved in this process.
3. A two tiered system: For profit vs. Not for profit.
4. Purpose of Child Care Fees – for profit vs. not for profit; What do we want to see in a day care provider and its implications for Board Policy – “not for profit” vs. for profit – bd. Accepted one for profit. Four sites are in “for profit”. Fees from the For Profit were implemented for the Not for Profit. Example: Sundowners – the cost for child care fees may cause some day care sites/centres to close. Fees – up to 2003, the bd. Charged at this rate; suspended since 2003. Dialogue – Best Friends – to receive more info (Sharon to meet at St. Gab’s – Nov. 20th).
5. Licensing process via City of Windsor
6. Best Start programs began an RFP. This RFP process should continue?
7. Board Policy – Financial statements, policies and procedures, board of directors, insurance, etc.
8. The For Profits have always paid rent.
9. The fee? – Does this mean an increase of \$1.00 day per child?
10. Child Care Policies – to follow up to the providers.
11. Do we want to meet with the providers (reps) at a meeting/discussion? Discuss issues other than Child Care fees. Example: Transportation. Again we can review the Board Policy in one year.
12. Letters from Sundowners, Best Friends, etc. Concerns to be addressed by meeting with the Day Care providers in January?
13. We should meet with Shannon Hyatt first before the meeting with the Child Care providers.
14. We will need to make some special considerations for particular Day Care providers.
15. Shannon reminded us that are we providing these Day Care providers with “space” in our Catholic schools.
16. Financial statements should be submitted to the WECDSB every March.
17. Should we include a “transparent form” for the Day Care providers for them to submit... or inquire about “permission” for information.
18. Link – website to the online guide to licensed Child Care is up and running.

New Business:

- 1) Shannon H. to meet with us, Child Care Advisory Committee in early Dec./07.
A meeting to take place in January for the Child Care Advisory Committee to discuss with the Day Care providers items such as: transportation, etc. (policies, fees). 2) May

want to consider waiving the future “start ups” ... for new sites in schools that do not have a Day Care Provider (ie. SMG). 3) Best Start – fees or no fees (to check).

Child Care Advisory Committee Minutes
Jan 23, 2008
7:00pm

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan-Wong, Ms. Lisa Soulliere, Ms. Shannon Porcellini, Mr. Alex Meyer, Ms. Ardra Kepran, Ms. Liz P, Mr. & Mrs. Lisa Ouellette

Guests: Ms. Shannon Hyatt – City of Windsor

The meeting opened with the "Prayer of St. Theresa".

Sharon asked the committee if they had any questions to pose for clarification to Shannon Hyatt.

Concerns: Lease Agreements.

A provider had expressed two concerns in a letter to Sharon, the first being police clearances. The provider feels it is too costly to provide a police clearance every three years as is stated in procedures section 11.1. Shannon Hyatt stated the ministry only required police clearances upon hire.

POLICE CLEARANCES

Our procedures indicate that providers are required to have new employees secure a police clearance. Every three years all employees working in the leased space is required to gain a new police clearance and such information included in the annual report submitted to the Board each March.

Police Clearance (Procedures 11:1)

Prior to the execution of the lease agreement, to provide to the WECD SB copies of police clearances for all of the operator's employees (working on site). Clearances for new employees shall be forwarded to the Board immediately upon hiring. All police clearances shall be renewed and forwarded to the Board every three years.

Background

Commencing in March 1, 1995, criminal reference check procedures a mandatory requirement for agencies with a funding or licensing relationship with the Ministry.

- Police Clearances

Discussion

The Ministry of Community and Social Services requires that employees working with children are required to secure criminal reference checks for employees hired as of March 1, 1995. Those employed prior to this date are not required to secure police clearances. Discussion ensued regarding the possibility of moving toward an annual criminal declaration process similar to that employed by board

employees on an annual basis. Sharon agreed to approach Colleen Norris in order to secure additional information on this particular requirement in our procedures.

The second concern the provider stated was that providing WHIMIS training certificates was a freedom of information issue and inconvenient to providers. Shannon Hyatt stated that WHIMIS training is required by the ministry. This provider indicated that they found this procedure inconvenient but also expressed concern that it may be a freedom of information issue, inconvenient to providers.

WHYMIS(Procedures 11:1)

Ensure that all staff take part in WHMIS Training and annually provide evidence of this training to the WECD SB

Board of Directors / Parent Advisory – is required and all daycare's within the Catholic School Board have signed their agreement with this. All minutes of meetings should be released. In regards to personnel private personal issues should be left out. Child care providers should send a list confirming all dates of meetings for the year. There is an expectation that a board rep will be at least invited to scheduled meetings.

MINUTES OF MEETINGS (4.11)

Submitting Minutes of Board of Directors/ Parent Advisory Committee meetings
Due to confidential nature of information shared

- Minutes of Board of Directors or Parent Advisory Committee meetings

FEE SCHEDULE

Sharon O'Hagan-Wong has received one letter from Come and Play Day Nursery, that they will need some time to comply with the pay schedule. Shannon Hyatt gave an example of how the fee schedule can be implemented. i.e.- an increase of \$0.50 a day for at least 16 kids will cover the cost of the fee schedule.

It was brought to our attention that at least one of the child care providers has all parents on their advisory committee and that would make them a little byest when it comes to a fee increases.

Child care providers do not want to price themselves right out of the market. The Child Care Committee feels we are not being unreasonable with what we are trying to accomplish.

The Executive council is holding firm on fees. If a child care provider has a problem with the fee schedule the provider is required to give a presentation on why they are unable to meet the fee schedule.

We are finding for-profit centers are cheaper than non-profit centers. The license for both is the same price.

For-profit: there is a ceiling when profit is involved. Shannon Hyatt stated there is criteria around profit margins for city providers. There is a flow wage subsidy questionnaire done by the city for the providers.

May be necessary to close some programs as they are not sustainable financially due to the overhead cost

Caretaking fees also make our system less attractive to providers

- Best Friends--St. Gabriel – Meeting
- Come and Play – St. Francis –Letter rec'd
- Discovery– St. John De Brebeuf – Letter Draft

RFP

The Best Start document/procedure is to be used to standardize the RFP process for all four boards. The procedure has worked well. The process is improving time after time. It removed requirements bond from the RFP. It removed requirements of an audited financial statement and timing of the audit (most recent financial statement). The program has a grading quality through this tool.

Annunciation: has put out a survey asking how many parents would be interested in a before and after program. The number of students they could potentially have in the program is 186. The board is looking at the school for the before and after school program, then the ministry will go in and inspect.

The RFP process is being brought forward and looked at. The RFP will go through executive council before going to the board.

Pilot JK/SK: Sharon is going to express to the board that the child care committee is interested in being part of the pilot for full day of early learning jk/sk. We could help design and influence the project to fit the communities' needs.

We discussed having an opportunity for the providers to meet with the committee. Lisa Soulliere expressed / suggested providing the child care providers with PD enrichment.

Next meeting to be held Tuesday February 19/08 @ 7pm.



Windsor-Essex Catholic District School Board

CHILD CARE ADVISORY COMMITTEE

Tuesday Feb 19, 2008 – 7:00pm

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan-Wong, Ms. Lisa Soulliere, Ms. Shannon Porcellini, Mr. Alex Meyer, Ms. Ardra Kepran, Mr & Mrs. Don & Lisa Ouellette.

Regrets: Ms. Rita Pallisco & Ms. Emelda Byrne

The meeting opened with the Holy Name School prayer.

Theresa Burros has expressed her regret in being unable to attend meetings due to the expectant arrival of her twins. The question was posed should we open up the committee to other parents? With consensus from the committee, we will put out a call to providers to see if there are any parents interested in attending the Child Care Advisory committee meetings and willing to complete a 1 year term. If there is no response we will send out an invitation to the schools.

Amendments to Procedures

Colleen will be in attendance at the next meeting. Colleen has expressed that the policy is good.

(3.4) A community-based incorporated volunteer Board of Directors or volunteer Parent Advisory Committee must be in existence or must be established to oversee the operation of the childcare centre. The Parent Advisory Committee will be composed of a minimum of four (4) members and the majority shall be parents of children in the care program. The majority of members of the Board of Directors shall be parents of children in the provider's childcare program.

Procedures 3.4

There is a concern in regards to the makeup of sundowners. (i.e.) risk and liability as individuals. Individuals are appointed to the sundowner's board. From a legal perspective the most recent lease is acceptable. Can Sundowners comply with our request of their board being half parents to make up their board? Are all the board members still volunteers?

Colleen is looking into the wording of section 3.4.

If there is a parent advisory committee there should be a way to have input with the board of directors, this will be reflected in the minutes of the parent advisory committee to show they are being heard. There is a problem if there is no parent input with either the board or parent advisory committee. The minutes of the meetings (board of directors & parent advisory) should be submitted without having to request them. We want to see that there is a process being followed. (3.4 is being referred back to Colleen)

(4.2) The childcare operator shall enter into a formal lease agreement with the WECDSB. Childcare operators providing child care services shall operate independently of the WECDSB and within the parameters of their lease agreement.

4.2 Liability Clause

(4.4) The Principal of the school where a childcare site is located shall be recognized, as the WECDSB's representative to deal with any issues related to the school. The Principal of the school shall act as liaison between the child care operator and the school and school board. It is expected that the Principal / Vice-Principal shall be in regular consultation with the childcare provider at the school. The Principal/Designate shall be invited to attend every meeting of the Board of Directors and / or Parent Advisory Committee.

4.4 The principal is the liaison between the board and the child care provider. A provider with multiple sites will invite all principals, and then it is up to the principals to take turns going to the Board of Directors or Parent Advisory Committee meetings.

(4.5) The Principal shall be informed of all activities or changes related to the child care program that may impact on the operation of the school.

4.5 Colleen has advised that it would be wise to include this paragraph.

(4.6) The Principal is not required by the WECDSB to be a member of the Board of Directors or Parent Advisory Committee of a child care operator. Any employee of the WECDSB who is or becomes a member of the Board of Directors of a child care operator is acting in their personal capacity and not at the direction of, or as a representative of, the WECDSB. The actions of all WECDSB employees are governed by Policy A:12 Code of Ethics/Conflict of Interest and all potential conflicts of interest must be declared.

4.6 There is a conflict with the RFP process. There are principals on the Sundowners Board of Directors who can advise on what is required and help in the RFP process. The principals are only in a volunteer capacity and nothing more.

Role of The Operator

The space in which the provider occupies must be cleaned by the provider during vacation times. i.e. holidays / summer / march break.

It's rolled into the terms of employment to provide police clearances.

The operator will be put on notice to have clearances every three years. A police clearance is required at the time of hire. The onus is on the provider. Colleen has a concern of moving toward having a police clearance every three years. Colleen will look into revising this.

WHMIS Training

A provider wanted to know if the Board will provide WHMIS training. The Occupational Health & Safety does the training for free (located behind Devonshire mall). We'll look into this further. Remind principals to be more diligent in safety checks in the daycare areas.

If ownership of a daycare changes hands the Board should be informed of the change in ownership. There should be something put into the lease agreement that states if ownership changes hands, the lease can be revisited by the Board.

The last round of leases was for five years. There were a few situations where the lease has not been signed. This is being looked into.

Best Friends – St. Gabriel's School

Best Friends Learning Centre has sent a letter asking to be pardoned from there fee's. Subsidy's have not been increased / kept up. It was suggested that maybe a new set of eyes look over the financial part of the business.

All providers have been given time to restructure for the fee schedule. Has Best Friends been in contact with Shannon Hyatt to give an overall look? We should remind providers that tax payer's are providing the space they are in. It was suggested that when Sharron O'Hagan Wong pays Best Friends a visit that she should bring Mario along to show them exactly how much they could be paying for the amount of space they are currently using in the school. Maybe it would open their eyes.

If providers are having difficulties we can help but if the provider doesn't show they are trying it will be hard to have compassion.

Concern: Trustee's should be informed if providers are pulling out. There is a 90 day window before a provider can pull out.

St. Gabriel's has been in trouble for awhile now. The principle is a big supporter of the program at St. Gabriel's.

Waiting Lists: A concern to be looked into.

Update on Annunciation

Getting a license is not an easy task. The Ministry of Health and Fire Marshall still have their inspections to do. There are still some hurdles and concerns to be addressed and assessed. Ultimately 3 surveys will have to be done. We want the provider to be successful at this site. The process is moving along.

St. Mary's

St. Mary's has been a pioneer in the drop in/early years center. St. Mary's has had a building problem and the GECDSB offered the St. Mary's program space in St. Angela's until their building can be cleaned up. This kind of action shows compassion to the community.

March Report: Reminders have been sent out to providers for financial statements.

New Concerns from Providers

There is a process that providers must follow when getting work done in the space they occupy. The process must be followed because of the school boards liability with the daycare's in our schools.

The Process: Submit a request for quote to the help desk. The quote is sent out to businesses in good standing with the board. The quote comes back and given back to the child care provider and the child care provider decides what quote to go with.

Financial

Financial statements should be provided when it is requested. We are holding firm on providing a financial statement.

RFP

There are some questions regarding changing some of the wording in the RFP. It is important that it is expressed in the RFP the provider shows they are faith based.

Rubric: should be reviewed to confirm that it matches with the RFP.

The child care committee will make recommendations to the board of trustees in regards to the RFP process. There is a problem with the RFP. Some providers have little experience and may not have a good understanding of what's expected. Shannon P. suggested that there needs to be a workshop for the child care providers to show how an RFP is to be filled out. Perhaps the rubric should be distributed so the providers know what is expected. We can start with the RFP process next meeting.

Mario is going to talk about insurance and liability. The committee will be updated on the Best Friends child care provider situation.

Next meeting Tuesday March 25, 2008 @ 7pm in the Sister Marie Durocher Conference Room at the Catholic Education Centre.



Windsor-Essex Catholic District School Board

Child Care Advisory Committee

Tuesday March 25, 2008

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan Wong, Ms. Lisa Soulliere, Ms. Shannon Porcellini, Mr. Alex Meyer, Mr. & Mrs. Don & Lisa Ouellette

Guests: Colleen Norris

Regrets: Ms. Ardra Kepran & Ms. Emelda Byrne

The meeting opened with the God of Light prayer.

Reviewed Feb 19, 2008 minutes.

Liz Pagliaroli has sent in her resignation to the committee citing a conflict with another board she is on. Sharon will ask the association for another principal to be assigned to the committee.

Sharon has circulated to the Day Care providers a notice for another parent on the committee. There has been no feed back yet.

A letter was received the beginning of March 3/08 in regards to the closure of the Child Care program at St. Angela's effective the last day of school June 25/08. The parents of St. Angela's have expressed a desire to find another provider for the site.

Procedures

- 3.4 A community – based incorporated volunteer Board of Directors or volunteer Parent Advisory Committee must be in existence or must be established to oversee the operation of the childcare centre. The Parent Advisory Committee will be composed of a minimum of four (4) members and the majority shall be parents of children in the child care program. The majority of members of the Board of Directors shall be parents of children in the provider's childcare program.

Sundowners is in conflict if we change section 3.4 in the procedures. Section 3.4 was reviewed. Colleen was asked to reword this item.

The child care provider has to demonstrate how they have some sort of mechanism for parents to express themselves. i.e. an attempt to establish a parent advisory committee, suggestion box. The child care provider is showing due diligence.

4.0 Relationship between Child Care Providers and the Board

There should be a section assisting teachers and child care providers with sharing information.

4.2 The childcare operator shall enter into a formal lease agreement with the WECDSB. Childcare operators providing child care services shall operate independently of the WECDSB and within the parameters of their lease agreement.

Can we put the actual length of the lease agreement into this section of the procedures. 5yr lease agreements with 90day terminations. Best Start has a 5yr lease agreement and a 6 month termination.

11.0 Role of the Operator

Instead of using the word operator, use the words service provider.

11.1 The operator of a childcare centre within a WECDSB school

Police clearances: reference policy A24

A suggestion that providers embed policy A24 into their hiring policy.

Providers must show proof of WHMIS training in the form of a letter.

Shannon P. would like a point added: if there is a change of ownership or status (for profit – not for profit) to notify the board.

13.2 If a provider is unable to establish a Parent Advisory committee, they should have:

A suggestion box
Newsletter

Colleen will redraft the procedures and send it to executive board and then for public consultation.

Annunciation

Requirements for the Child care space in the school are being met. The process is proceeding very well. Another letter will be circulated to see if the interest is still there.

RFP – ADJUSTMENTS

Documents required

E. Add parent advisory. The wording of non-profit taken out of the RFP.

It should be stated in the RFP what the legal statues of a business is. i.e. for or not for profit, partnership.

Ranking Criteria

Pg. 1 The assessment needs to be indicated in the RFP. If you're going to score the Child Care Providers, they need to know what they are being scored on or hold a workshop on what is required.

Pg. 7 Clearly state what we are looking for – why does the provider have to show an assessment of the school?

Pg. 9 (Termination of lease)

5yr lease – 6 month written notice of termination – add change of ownership.

If the RFP is not transparent it will cause tremendous grief in the community.

The RFP evaluation team might need to be expanded to more than two people.

The RFP will be reviewed, then rescore the rubric.

Next meeting: Monday May 12, 2008 7pm



Windsor-Essex Catholic District School Board

Child Care Advisory Committee

Monday May 12, 2008

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan Wong, Ms. Lisa Soulliere, Ms. Shannon Porcellini, Mr. Alex Meyer, Mr. & Mrs. Don & Lisa Ouellette

Regrets: Ms. Ardra Kepran & Ms. Emelda Byrne

The meeting opened with the prayer of Direction and Guidance.

Reviewed March 25, 2008 minutes.

Sharon will be bringing the Child Care procedures up to the Board meeting Tuesday May 27, 2008.

The care takers feel that cleaning during the holidays has not been addressed. It is stated in the lease agreement that child care providers are responsible for cleaning the areas / rooms they are using during holidays. Sharon will let facility services know what the child care lease agreement states for cleaning the areas child care providers use.

An updated RFP will be presented to the board as information at the Tuesday May 27, 2008 meeting.

Can we modify the Best Start RFP? We are going to look at adjusting the RFP to suit the Catholic School Board's needs and mission statement.

There are a couple of items we are looking into in regards to the RFP. i.e.

Should there be an RFP workshop to show what the Board is looking for?

Should the RFP workshop be site based so the potential child care providers can see the potential site?

Should we ask for a letter of intent from the child care providers that are interested in the site?

Should we be changing language in the RFP?

If there is a site tour – state what is expected out of the child care providers. i.e. religious back ground.

We have to be clear with what we are expecting out of the providers.
Should it be mandatory to visit the site wanting child care?

Documentation Requirements

Policies and procedures should go with the paper work for the RFP.

There should be a period of consultation for those who were not accepted and show the unsuccessful applicants where the problems were in their RFP applications. At this point the provider can ask questions on how they apply the next time on RFP is posted.

There is nothing to lose and everything to gain by being transparent in what kind of provider we are looking for.

The RFP process still has to be approved by the trustee's. Colleen is going to bring forth the policy at the May 27, 2008 board meeting.

The Annunciation information is also being brought forth at the May 27, 2008 board meeting.

i.e. surveys
safety clearances
space meets the needs of a child care program
before and after program
the health unit has a concern with there being no counter and running water.
(have snacks with little prep work – the staff room is across the hall way to help)
we are going forth with the RFP for Annunciation.

Review summary of Annual Report Summary

WHMIS – is proving to be a problem
- the board will provide a class room to the child care providers to get the WHMIS training done.

Mario and Sharon will make a visit to Best Friends at St. Gabriel's to see how things are going.

New Business

A Place To Grow is moving into Immaculate from St. Edmonds. A letter of intent was drawn up for the move into Immaculate. Lisa Mouwade has agreed to the move. Two class rooms meet the needs at Immaculate. Some upgrades are going to have to be made to the designated rooms. i.e. putting in toilets.

A Place To Grow has put a request in for an addition of a canopy for the St. Christopher child care site. The child care committee thought this issue would be better taken care of by facility services. The request will be forwarded to facility services.

Next meeting Wednesday June 4, 2008 at 6pm.