



**REGULAR BOARD MEETING
Tuesday, October 28, 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.

 - i) Holy Name Catholic Elementary School Advisory Council - Pupil Accommodation Concerns 1 - 2
 - b. Delegations Regarding Items On the Agenda

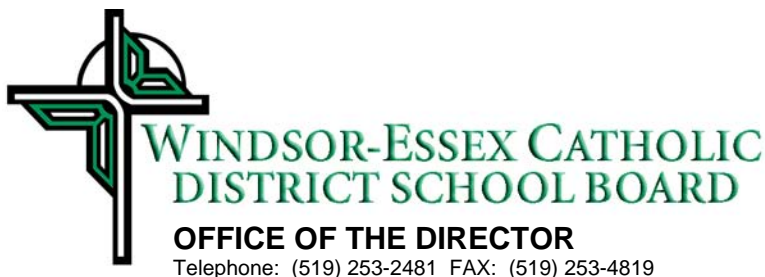
3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the 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, October 14, 2008	--
	ii) Minutes of Regular Meeting, October 14, 2008	3 - 9
	b. Items from the In-Camera Meeting of October 28, 2008	--
10.	Communications:	
	a. External (Associations, OCSTA, Ministry): None.	--
	b. Internal (Reports from Administration):	
	i) Report: Administrative Staff Report (P. Picard)	10 - 11
	ii) Report: Community Use of Schools Annual Report (P. Picard)	12 - 13
	iii) Report: Secondary Assessment, Evaluation, and Reporting Procedures and Guidelines (L. Staudt)	14 - 61
	iv) Report: Status - Policy Review and Development (J. Berthiaume)	62 - 67
	v) Report: 2007-08 Capital Renewal Program Status as of October 20, 2008 (M. Iatonna)	68 - 76
	vi) Report: Long Term Capital Debt Financing (M. Iatonna)	77
11.	Unfinished Business:	
	a. Notice of Motion from October 14, 2008: Trustee Soulliere - <i>“At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the Board establish a multi-disciplinary committee to review current programs, practices and procedures existing within our school communities regarding prevention of smoking, and alcohol and drug abuse and to provide feedback to the Board on current best practices with recommendations for improvements by the end of April 2009.”</i>	--
12.	New Business:	
	a. Field Trips:	
	i) St. Joseph’s Catholic High School - Toledo, OH (L. Staudt)	78 - 82
	ii) Holy Names Catholic High School - Windsor Flying Club (L. Staudt)	83 - 86
	b. Report: 2008 - 09 Snow Removal Tender (M. Iatonna)	87 - 90
13.	Committee Reports:	
	a. Report: City School Board Liaison Meeting of June 26, 2008 (M. Iatonna)	91 - 95
	b. Report: High School Council Meeting Notes of June 19, 2008 (L. Staudt)	96 - 101
	c. Report: Audit Committee Meeting of October 15, 2008 (M. Iatonna)	102 - 104
	d. Verbal Report: Ad Hoc Elementary French Immersion Study Committee (C. Geml)	--
14.	Notice of Motion	
15.	Remarks and Announcements:	
	a. Chairperson	
	b. Director of Education	
	c. Board Chaplain	
16.	Remarks/Questions by Trustees	

17. Pending Items
18. Continuation of In-Camera, if required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor at 7:00 p.m.)
 - Tuesday, November 11, 2008
 - Tuesday, November 25, 2008
 - **Tuesday, December 9, 2008 (Organizational Meeting - 7:30 p.m./Mass - 6:45 p.m.)**
 - Tuesday, December 16, 2008
 - Tuesday, January 13, 2009
 - Tuesday, January 27, 2009
 - Tuesday, February 10, 2009
 - Tuesday, February 24, 2009
 - Tuesday, March 10, 2009
 - Tuesday, March 31, 2009
 - Tuesday, April 14, 2009
 - Tuesday, April 28, 2009
 - Tuesday, May 12, 2009
 - Tuesday, May 26, 2009
 - Tuesday, June 9, 2009
 - Monday, June 22, 2009
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

October 20, 2008

Rene Deschamps
Vice-Chair Holy Name School Advisory Council
200 Fairview Avenue West
Essex, ON N8M 1Y1

BY E-MAIL: _____@yahoo.ca

Dear Mr. Deschamps:

Re: Request to Appear as a Delegation at the October 28, 2008 Board Meeting

This letter acknowledges your correspondence dated October 20, 2008 requesting an opportunity to appear as a delegation at a Regular meeting of the Windsor-Essex Catholic District School Board.

Your request has been granted to appear at the Tuesday, October 28, 2008 Board Meeting. The public session begins at 7:00 p.m. in the Board Room at the Windsor Essex Catholic Education Centre located at 1325 California Avenue, Windsor.

Your correspondence indicated that you will be present to speak on behalf of the Holy Name Catholic Elementary School Advisory Council and that the delegation's petition pertains to the population and future growth of the student population, and to initiate discussion on future expansion of the school.

In accordance with the Board By-Laws, the delegation will have **up to ten minutes to make the presentation**, which shall be limited to the nature of the petition.

Please be advised that there are individuals within the Catholic Education Centre who are sensitive to fragrances and/or scented products which can pose a health risk. We kindly ask meeting attendees to refrain from wearing fragrances and/or scented products when attending this meeting.

The Executive Assistant to the Board will be contacting you as soon as possible in order to confirm your attendance and to finalize arrangements for that evening.

Sincerely,


Joseph Berthiaume
Director of Education

cc: J. Macri, Board Chairperson
Trustees

Printed by: **Joseph Berthiaume**
Title: **Agenda : Windsor-Essex CDSB**

October 20, 2008 11:47:08 AM
Page 1 of 1

From:  Rene Deschamps <>

October 20, 2008 11:32:56 AM 

Subject: Agenda

To:  **Joseph Berthiaume**

Attachments:  Attach0.html

2K

Dear Mr. Berthiaume:

I , Rene Deschamps, Vice-chair of the S.A.C. of Holy Name School , Essex respectfully request to be put on the agenda for the October 28, 2008 Board meeting. I would like to speak on the population and future growth of the school's population and to create discuss on future expansion of our school.

Respectfully yours,
Rene Deschamps
[@yahoo.ca](mailto:Rene.Deschamps@yahoo.ca)



HOLY NAME CATHOLIC ELEMENTARY SCHOOL S.A.C

October 28, 2008

Holy Name School

- School opened in 2003
- Provided a larger school for a growing population
- Larger gym, music room and library for student population
- Within 2 years, capacity is maximized
- 2004, French Immersion Program introduced
- 2007-2008 over capacity, population of 616 to date

Continued

- 2007-2008 enrolment of JK is **74** students
- Opposite of the current Board trend of low enrolment
- **Two** classes of 18 and **Two** classes of 19 students in JK
- With these class sizes there will be **Five** Grade One classes needed to accommodate these numbers, including French Immersion.

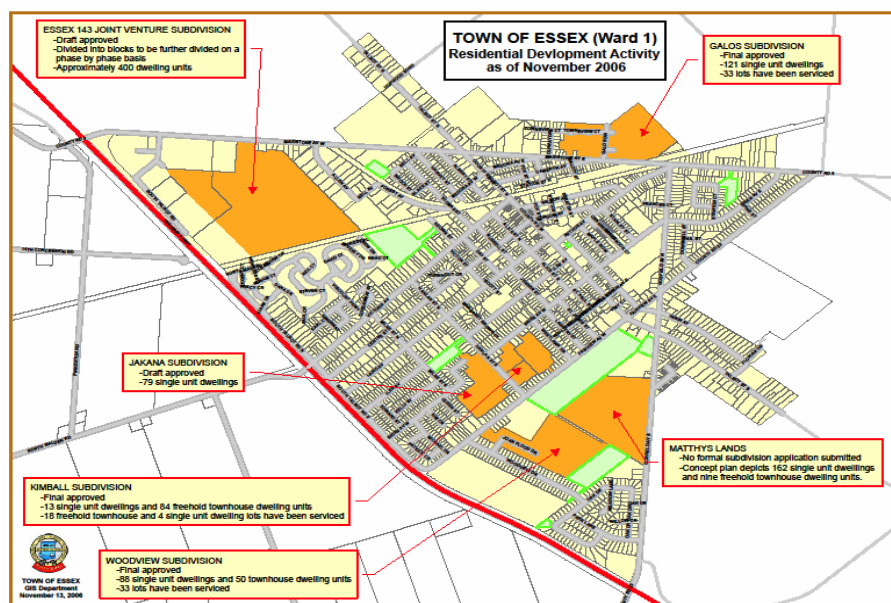
Continue

- At present enrolment, there are **13** classes, from Grade Three and up, with over **22** students
- To get to the ideal class size of 20 students per class, there would be a need for an additional four class rooms, just to accommodate from these 13 classes above
- At present, we have lost our large music room, to accommodate two Grade 2 classes for “Combined Grades”

The Growing Community of Essex

- Strong and Growing Faith based Community
- Exciting youth oriented Church
- Large number of up and growing families
- Large enrolment of JK in 2008
- Infrastructure in place to accommodate major housing developments
- 1160 approved building sites for new homes
- 42 homes newly built in 2007-2008

Map of Essex



Continue

- ◉ Four major housing developments within ½ km of the school
- ◉ With a total of 494 potential homes
- ◉ Two more developments, only 1 km away from school, of 656 potential homes
- ◉ There is a need for expansion of our already over capacity school in the growing Town of Essex

Conclusion

- ◉ No portables are allowed on our school property
- ◉ Elimination of French Immersion is not a solution to our problem, 92% of students are from Holy Name originally
- ◉ Loss of music room, library and/or gym is not an acceptable solution
- ◉ With school expansion plans on record, the need to act can no longer be delayed

Holy Name School

Rene Deschamps, the School Advisory Council of Holy Name School, and all concerned Parent thank you for your time, consideration and due diligence to the concerns we have raised.



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

**REGULAR BOARD MEETING
Tuesday, October 14, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

MINUTES

PRESENT

Trustees:

J. Courtney, Vice-Chair	P. Keane
M. DiMenna	J. Macri, Chair
B. Holland (<i>electronically</i>)	S. Porcellini
C. Janisse	L. Soulliere
C. Resendes, Student Trustee	
N. Lau, Student Trustee	
Rev. L. Brunet, Board Chaplain	

Regrets:

F. Alexander

Administration:

J. Berthiaume (Resource)	P. King
M. Iatonna	P. Littlejohns
J. Bumbacco	S. O'Hagan-Wong
E. Byrne	

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:05 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Alexander sent regrets due to a family commitment. Trustee Holland participated electronically via teleconference.
4. Approval of Agenda - Chair Macri noted that the handouts pertaining to agenda items 10b(ii) *2007-08 Budget Status Report* and 12b *2008 Capital Plan* were at trustee places.

Amendments:

- A revised report pertaining to agenda item 12b(iv) Enrolment/Staffing School Organization Information for Elementary / Secondary Schools September 2008 was provided.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the October 14, 2008 Regular Board meeting agenda be approved as amended. *Carried.*

5. Questions Pertaining to Agenda - None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - Trustee Janisse disclosed interest in relation to agenda item 12 c Community Use of Board Property - Windsor Titans Appeal for Waiver of Fees due to his involvement in volunteer work with Windsor Titans and did not participate in the discussion or vote on any question raised on that item.
7. Presentations: None.
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, September 23, 2008
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the Committee of the Whole Board In-Camera meeting of September 23, 2008 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, September 23, 2008
Moved by Trustee Courtney and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of September 23, 2008 be adopted as distributed. Carried.
 - b. Items from the Reconvened Meeting of September 23, 2008 and the In-Camera Meeting of October 14, 2008

Vice-Chair Courtney reported the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on September 23, 2008 pursuant to the Education Act - Section 207 to consider real property matters. In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on October 14, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, Security of the Property of the Board matters, labour relations matters, litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Keane and Porcellini declared a conflict of interest during the October 14, 2008 In-Camera Session and excused themselves from the relevant discussion items.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of October 14, 2008 be approved. Carried.

Vice-Chair Courtney made the following announcements:

- receipt of the Administrative Staff Report, dated October 14, 2008

10. Communications:

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

b. Internal (Reports from Administration)

i) Report: Administrative Staff Report

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated October 14, 2008 for information. Carried.

ii) Report: 2007 - 08 Budget Status Report (*Handout distributed.*)

Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the 2007-08 Budget Status as of October 10, 2008 as information. Carried.

iii) Report: Legal Services - August 2008

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report Legal Services – August 2008 as information. Carried.

iv) Report: Enrolment/Staffing School Organization Information for Elementary / Secondary Schools September 2008 (*A revised report was distributed and previously provided to trustees.*)

An explanation of the revisions made to the report was provided. Discussion ensued on: the funding of and the local process for allocating specialty teachers; increasing numbers of combined grade classrooms; the formula utilized to determine the primary class pupil-to-teacher ratio (PTR); and, the likelihood of the province instituting a mandatory junior class size hard cap. Next year's report will include reference to school clerical and administrative organization. Trustees will be provided with an outline of the duties and responsibilities of Healthy Active Living Teachers.

Moved by Trustee Courtney and seconded by Trustee Janisse that the Board receive the report *Enrolment/Staffing School Organization Information of our Elementary/Secondary Schools – September 2008* as information. Carried.

11. Unfinished Business:

a. Notice of Motion from September 23, 2008:

Moved by Trustee Courtney and seconded by Trustee Porcellini that the subject of nutrition and healthy eating in our schools be referred to the Policy Coordinator to be considered as a policy development proposal. Such a policy would include our obligation as a school board under the new government legislation and would not be created until an opportunity for input was received from all stakeholders in education. Carried.

12. New Business:

a. Field Trips:

- i) Cardinal Carter Catholic Secondary School - Chicago, IL
Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board approve the Cardinal Carter Catholic Secondary School field trip to Chicago, Illinois from Thursday, November 13 to Saturday, November 15, 2008. Carried.
- ii) St. John Vianney Catholic Elementary School - Ottawa
Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the St. John Vianney Catholic Elementary School field trip to Ottawa, Ontario from February 10 – 12, 2009. Carried.

b. Report: 2008 Capital Plan (*Handout distributed and previously provided to trustees.*)

Discussion and debate occurred around potential implications and benefits in proceeding with the four recommendations concerning the school communities of West Windsor, Near East Windsor and St. Anne French Immersion Catholic Elementary School, and planning for the continuing provision of French Immersion programming to county students.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the Board approve the 2008 Capital Plan and that the Plan, including business cases as may be required, be submitted to the Ministry of Education, by October 31, 2008;

***and*, that the actions prescribed in the Plan for 2008-09 proceed immediately as follows:**
St. Anne French Immersion - Pursue an expansion (portables / port-a-pak) to accommodate entire projected enrolment on the site for 2009-10 school year.

Near East Windsor - Secure Prohibitive to Repair funding from the Ministry of Education for both St. Bernard (Windsor) and St. Jules for new school construction and proceed with an accommodation review to assess the optimum means for maximizing educational opportunities for students at these schools and at Our Lady of Lourdes.

West Windsor - Proceed with an accommodation review to assess the optimum means for maximizing educational opportunities for students at St. Francis, St. James and St. John elementary schools and to ensure the viability of Catholic education in this area.

County French Immersion Program - In consultation with the Ad Hoc French Immersion Program Committee, proceed with the possible planning for a dual track English/French Immersion program, subject to a recommendation by the Ad Hoc French Immersion Committee and approval by the Board;

***and*, that regular reports on the progress in implementing the Plan be provided to the Board by Administration and that the Plan be updated on an annual basis. Carried.**

(Opposed: Trustee Keane)

- c. Report: Community Use of Board Property - Windsor Titans Appeal for Waiver of Fees

Discussion occurred concerning adherence to the Board policy's intent to provide equitable access to community groups and to ensure the Board does not incur a financial burden when entering into these types of agreements for Community Use of Board Property. Administration will provide a comprehensive listing of agreements currently in force.

Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board waive the accumulated community use of schools fees for the 2007-08 school year, in the amount of \$8,338.62, as requested by the Windsor Titans Baseball Club;

and, that administration be directed to monitor the cumulative costs to the Board in the 2008-09 school year and weigh Board expenditures against the benefits of this agreement;

and, that discussions be undertaken annually with the Windsor Titans regarding the continuation of the agreement and possible modifications in the event the Board incurs increased cost. Carried.

- d. Report: Results of Request for Proposal (RFP) for Unified Video Surveillance and Monitoring of the Catholic Education Centre, Assumption College School and Surrounding Grounds

Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board approve the Request for Proposal submission of the Elite Group as the successful proposal for Video Surveillance and monitoring of the Catholic Education Centre / Assumption College School complex, pursuant to the Board approved Request for Proposal process;

and, that the Board authorize the Business Department in consultation with the Risk Assessment Manager and Policy Development Coordinator to enter into a five (5) year contract with the Elite Group for the purchase, installation, and maintenance of all necessary equipment and after hours and weekend monitoring of the properties noted above. The monthly cost of \$4,087.00 per month, plus G.S.T. over the five years contract period is to be funded from Capital Renewal. Carried.

13. Committee Reports:

- a. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of June 12, 2008
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board receive the Minutes of the June 12, 2008 Special Education Advisory Committee meeting as information. Carried.
- b. Verbal Report: Ad Hoc Elementary French Immersion Committee Meeting of September 29, 2008

Trustee DiMenna, Ad Hoc Committee Chair, reported that the next meeting has been scheduled for October 22. The Committee intends to provide a full report at the October 28, 2008 Board meeting.

14. Notice of Motion

- Trustee Soulliere: *“At the next regular scheduled meeting of the Board, I will move or cause to be moved, that the Board establish a multi-disciplinary committee to review current programs, practices and procedures existing within our school communities regarding prevention of smoking, and alcohol and drug abuse and to provide feedback to the Board on current best practices with recommendations for improvements by the end of April 2009.”*

15. Remarks and Announcements:

- a. Chairperson Macri commented on World Teachers’ Day and congratulated teachers on their commitment and dedication to their critical role in preparing the Catholic leaders of tomorrow.
- b. Director of Education Berthiaume provided comment on the following activities that support the four pillars of the board’s strategic plan: student achievement initiatives, Catholic faith formation, community partnerships, and employee development; announced that a Commissioning Ceremony for School Council Chairpersons will be held on October 21; offered congratulations to teacher P. Paterson and his team of organizers for once again bringing the Ontario Catholic Senior Boys High School Volleyball Tournament on October 23 to 25; and offered congratulations to the staff and students nominated to receive Windsor/Essex County Sports Persons of the Year (WESPY) Awards.
- c. Board Chaplain Rev. Brunet - No comments this evening

16. Remarks/Questions by Trustees

- Trustee Porcellini thanked members of CAW Local 200 for their assistance and support in bringing Former Heavy Weight Canadian Champion Boxer George Chuvalo to speak to students, parents and staff of Catholic Central High School about how drug addiction has impacted his life.
- Trustee Janisse commented on his attendance at the George Chuvalo speaking event, and indicated it would be beneficial to have Mr. Chuvalo speak at all high schools in this system.
- Trustee Keane commented on his attendance at the October 7 Ontario Catholic Schools Trustees’ Association (OCSTA) Regional Meeting. Trustees will be provided with documentation distributed at the meeting.
- Trustee Soulliere inquired into the status of a request for demographics of students who are enrolled in Assumption College Catholic High School International Baccalaureate program.
- Trustee Holland wished all students and staff attending the fall Muskoka Woods Leadership Experience well.
- Trustee DiMenna commented on her attendance at the Cardinal Carter High School drug and alcohol abuse awareness event that featured motivational speakers Norbert Georget, international youth expert and founder of ‘Smart Youth Power Assembly’ and George Chuvalo Former Heavy Weight Canadian Champion Boxer.
- Trustee Courtney requested information regarding compliance by principals on the financial reporting requirements of the Board’s school fund raising policy.

- Student Trustee Resendes commented on her attendance at the Ontario Student Trustees' Association Fall Meeting and reported on the October 7 Student Senate meeting.
 - Student Trustee Lau invited trustees to attend the October 30 Student Senate Faith Development Day that will feature keynote speaker Ted van der Zalm, reported that Youth Entrepreneurship Week Canada will take place from November 17th to 23rd and commented on his attendance at the October 7 Ontario Catholic Schools Trustees' Association (OCSTA) Regional Meeting
17. Pending Items - None.
18. Continuation of In-Camera - Not required.
19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor at 7:00 p.m.)
- Tuesday, October 28, 2008
 - Tuesday, November 11, 2008
 - Tuesday, November 25, 2008
 - **Tuesday, December 9, 2008 (Organizational Meeting - 7:30 p.m./Mass - 6:45 p.m.)**
 - Tuesday, December 16, 2008
 - Tuesday, January 13, 2009
 - Tuesday, January 27, 2009
 - Tuesday, February 10, 2009
 - Tuesday, February 24, 2009
 - Tuesday, March 10, 2009
 - Tuesday, March 31, 2009
 - Tuesday, April 14, 2009
 - Tuesday, April 28, 2009
 - Tuesday, May 12, 2009
 - Tuesday, May 26, 2009
 - Tuesday, June 9, 2009
 - Monday, June 22, 2009
20. Closing Prayer - Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of October 14, 2008 adjourned at 8:35 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: October 28, 2008
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BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 P. Picard, Superintendent of Human Resources
 J. Bumbacco, Assistant Superintendent, Human Resources
 P. Littlejohns, Manager of Human Resources
SUBJECT: **ADMINISTRATIVE STAFF REPORT**

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated October 28, 2008 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated October 28, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 21, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 22, 2008

October 28, 2008

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

	Employee Name	Position	Date
HIRING:	Jennifer Brady	Occasional Teacher	October 20, 2008
	Justin Bradacs	Elementary Teacher	October 1, 2008
	Danielle Galipeau-Mills	Occasional Teacher	October 20, 2008
	Laura Hodovick	Occasional Teacher	October 20, 2008
	Janna Marsden	Occasional Teacher	October 20, 2008
	Patricia Poku-Christian	Occasional Teacher	October 20, 2008
	Paolo Scalzo	Occasional Teacher	October 20, 2008
	Valerie Soulliere	Occasional Teacher	October 20, 2008
	Lindsey Templeton	Occasional Teacher	October 20, 2008
RESIGNATION:			
RETIREMENT:	Rita Diponio	Elementary Teacher	November 30, 2008
OTHER:			



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

Meeting Date:
 October 28, 2008

BOARD REPORT

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Joseph Berthiaume, Director of Education
 Paul Picard, Superintendent of Education
 Patrick Murray, Academic Supervisor, Facilities Services

SUBJECT: COMMUNITY USE OF SCHOOLS ANNUAL REPORT

RECOMMENDATION:

That the Board receive the Community Use of Schools Annual Report as information.

SYNOPSIS: This report is being submitted to the Board as information on the charges to the Community Use of Schools Grant as of August 31, 2008, and in accordance with the reporting requirements of Board Policy A: 03 Community Use of Schools.

BACKGROUND COMMENTS: The Community Use of Schools Program is a government program established in 2004 to provide assistance to District School Boards to increase affordable access for Not-For-Profit Groups to both indoor and outdoor school space. Community Use of Schools for the Windsor – Essex Catholic District School Board is governed by policy A:03 Community Use of Schools.

It was noted in the report of March 31, 2008, that the Administration of the Windsor – Essex Catholic District School Board believes that the actual costs incurred for the operation of the Community Use of Schools Program exceeds the grants allocated by the Ministry of Education.

Since this report, the Administration has closely monitored all aspects of the Community use program to ensure that the Board does not incur any unnecessary costs as a result of its operation.

In 2006 – 2007 the Ministry of Education provided the Board with a grant for Community Use of Schools in the Amount of \$232,561. Actual expenditures reported to the Ministry of

Education for the operation of the program was \$498,138.13 resulting in a net loss to the Board of \$265,577.13.

The allocation for the 2007 – 2008 school year is \$296,385.00.

In a preliminary summary of school use for the 2007 – 2008 school year it is initially noted that the total fees charged to user groups under the funding categorization was \$82, 853.50. The normal rate of charge would have generated \$362,738.48 resulting in a total loss of fees to the grant in the amount of \$279,884.98.

Custodial overtime fees accumulated for the Community Use of Schools as of August 31, 2008 were \$182,524.08 with \$36,543.19 recovered through charges to the community groups. This resulted in a charge to the grant of \$145,980.89. This overtime amount is inclusive of the amounts eligible for School Use functions.

The Windsor Essex Catholic District School Board will receive funding in the amount of \$372,385.00 for the 2008 – 2009 School year. This funding includes an allocated amount of \$76,000, which can be used to fund an Outreach Co-coordinator for the school Board. Total costs will continue to be monitored in an attempt to reduce the overall cost to the School Board.

FINANCIAL IMPLICATIONS: The cost of Community Use of Schools program continues to exceed the grants allocated for use received from the Ministry of Education.

The Ministry of Education requires a detailed report outlining Community Use of Schools expenditures. In a preliminary review of the details needed for this report of expenditures for 2007 – 2008 the following is being provided as preliminary information.

2007 – 2008	
Projected Expenditures	\$464,707.80
CUS Grant Received	\$296,385.00
Differential	(\$168,322.08)

TIMELINES:

September 1, 2007 – August 31, 2008

APPENDICES: None.

REPORT REVIEWED BY:

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



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

Meeting Date:
 October 28, 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, Assistant Superintendent of Education
 Colleen Norris, Coordinator of Policy Development
SUBJECT: **SECONDARY ASSESSMENT, EVALUATION, AND REPORTING PROCEDURES AND GUIDELINES**

RECOMMENDATION:

That the Board receive the Secondary Assessment, Evaluation, and Reporting Procedures and Guidelines as information.

SYNOPSIS: The attached procedures and guidelines, presented as information to the Board, were prepared by senior administration, with the assistance of a committee of educators, to support teachers in assessing and evaluating student achievement at the secondary level.

BACKGROUND COMMENTS: Board Policy ST: 23 K –12 Assessment and Evaluation was approved by the Board on June 23, 2008. The attached procedures and guidelines support the objectives of the policy. Through professional development offered by the Board, all secondary teachers have received training in the assessment, evaluation, and reporting procedures, and the procedures are currently being implemented within our secondary schools.

Procedures and guidelines for effective assessment and evaluation of students at the elementary level are now being finalized, and will similarly be implemented, and provided as information to the Board upon completion.

FINANCIAL IMPACT: N/A

TIMELINES: Procedures and guidelines for assessment, evaluation, and reporting at both the secondary and elementary levels shall be implemented over the course of the 2008-2009 school year.

APPENDICES:

- Secondary Assessment, Evaluation, and Reporting Procedures and Guidelines

REPORT REVIEWED BY:

EXECUTIVE COUNCIL

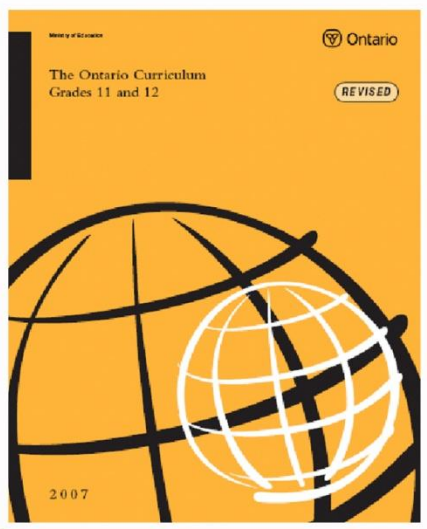
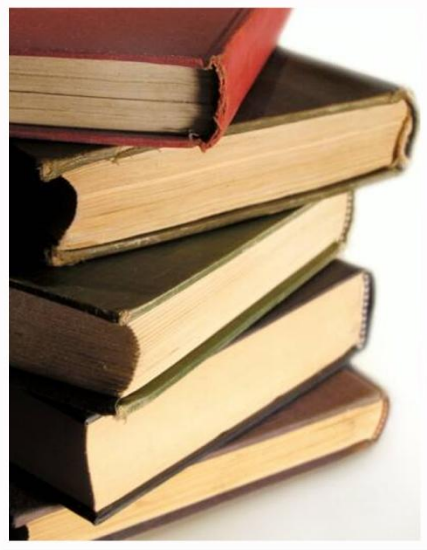
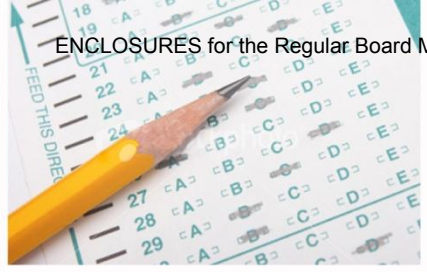
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DIRECTOR OF EDUCATION:

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Approval Date: October 22, 2008



Secondary

2008

ASSESSMENT, EVALUATION, AND REPORTING

PROCEDURES AND GUIDELINES

for Student Achievement of Ontario Curriculum Expectations



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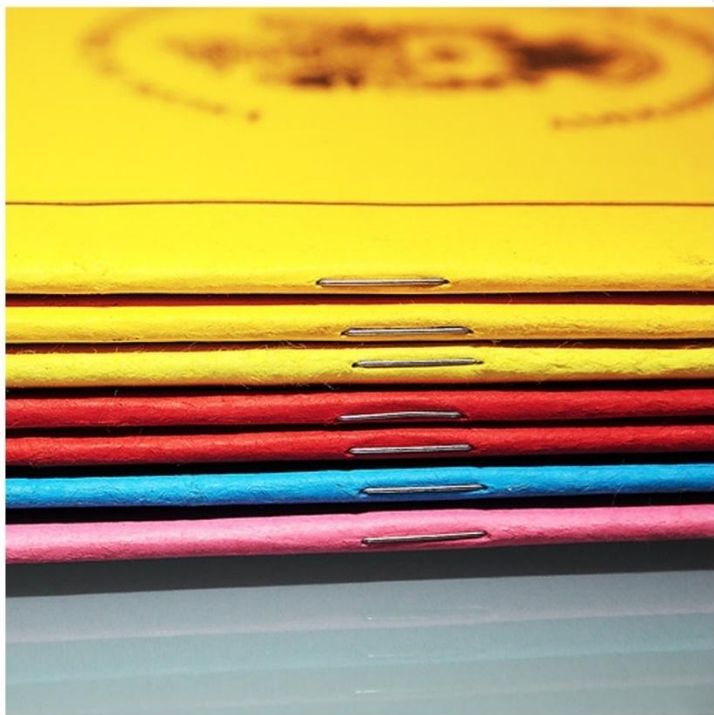
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DIRECTOR'S MESSAGE

Ontario Ministry of Education

"The primary purpose of assessment and evaluation is to improve student learning. Information gathered through assessment helps teachers to determine students' strengths and weakness in their achievement of the curriculum expectations in each subject/course in each grade. This information also serves to guide teachers in adapting curriculum and instructional approaches to students' needs and in assessing the overall effectiveness of programs and classroom practices."

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



Director's Message

The intent of this document is to clarify assessment and evaluation issues as they relate to the implementation of the Secondary School Curriculum, Grade 9 - 12. This guideline is designed to provide direction for our teachers in assessing and evaluating student achievement. Effective evaluation will enable all our students to fully develop their capabilities in a Christ-centered and student-driven learning environment.

Mr. Joseph Berthiaume
Director of Education

Purpose

This document ensures that assessment, evaluation and reporting practices in all Windsor-Essex Catholic District School Board secondary schools are consistent with the policies of the Ministry of Education and the Board. It provides support for teachers as they assess, evaluate and report student achievement and assist all students in developing their capabilities in a Christ-centered and student-driven learning environment. This guideline:

- outlines practices that are consistent with Ministry and Board policies, practices, and philosophy.
- should be considered as a starting point subject to continuing dialogue and revision as necessary.
- provides a structure for the implementation of new practices.
- provides a structure for in-service opportunities.
- includes suggestions from other boards as they implement similar practices.
- includes practical classroom materials.

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Related Documents

- **Ontario Catholic Graduate Expectations (CGEs)**

The CGEs set out an image of the Catholic Learner. The knowledge, skills and attitudes outlined in the CGEs describe the “life roles” of all our students and “the distinctive expectations that the Catholic community has for graduates”. These CGEs should be the foundation of all our daily classroom instruction.

Teachers will select those expectations from the following list that apply to daily tasks and incorporate them in the lesson activities.

The graduate is expected to be:

- ✓ A Discerning Believer Formed in the Catholic Faith Community;
- ✓ An Effective Communicator;
- ✓ A Reflective and Creative Thinker;
- ✓ A Self-Directed, Responsible, Life Long-Learner;
- ✓ A Collaborative Contributor;
- ✓ A Caring Family Member;
- ✓ A Responsible Citizen.

Appendix A contains the complete list of Catholic Graduate Expectations.

- **Course Syllabus**

The course syllabus, traditionally provided on the first day of classes to outline key information for students and provide an ongoing reference for students and parents, is a key document for course planning. It is vital that all departmental course syllabi follow a template that has been developed by the Subject Council. Equally important to the success of all students is the teacher-parent/guardian connection, thus, there must be a place assigned for a parental/guardian signature.

Appendix B contains a sample course syllabus.

- **Course of Study Outlines**

Subject Councils direct the development/review of common Course of Study Outlines for all grade 9 to 12 courses using the system-developed format. Subject Councils determine the percentage weighting for the four categories of knowledge and skills for each course. While each outline may be adapted to reflect the unique circumstances existing in each school, the course weighting will be consistent across the system.

Course of study outlines for all courses can be found in subject council folders on FirstClass.

Definitions

- **ASSESSMENT**

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

- **EVALUATION**

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

- **REPORTING**

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

- **CENTRAL TENDENCY**

A single value that is representative of all the values of a set of data. There are three common measures of central tendency - the mean, median, and mode.

- **MEAN**

Also known as the arithmetic mean, the mean is typically what is meant by the word average. The mean is found by adding all of the data and dividing by the number of data.

- **MEDIAN**

The median is the middle score in a collection of data.

- **MODE**

It is the most common value in a distribution. A set of data may have no mode or more than one mode.

Notes:

- The *mean* is not an appropriate measure of central tendency for a skewed set of marks, or in data containing outliers. The *median* would be more representative of this type of data.
- An *outlier* is a score that does not seem to fit the general trend in the data. For the scores 53, 60, 62, and 95, the last score (95) might be considered an outlier.

- **WEIGHTED MEAN and WEIGHTED MEDIAN***

Identical to the mean and median, except, the relative weights of the data are incorporated.

Refer to Appendix C, D, and E for sample calculations of Mean, Median, and Mode.

* *MarkBook*® uses the term **BLENDED MEDIAN** to represent the weighted median

- **PLAGIARISM**

Plagiarism is the act of taking and assuming, as one's own, the ideas, writings or inventions of another. Plagiarism is also copying word for word from a source or downloading information from the Internet, and incorporating it into an essay or assignment, without proper acknowledgement. Plagiarism also exists if a student takes and uses another's idea as his own without giving a proper annotation (i.e. to note the author or source of books, periodicals, computer software or Internet). Plagiarism is academic dishonesty.

- **ESL (English as a Second Language)**

Designed for English Language Learners who have developed language and literacy skills in their own language appropriate to their age/grade level. These students are mainly progressing towards University or College programs.

- **ELD (English Literacy Development)**

Designed for English Language Learners with limited prior schooling due to either or both of the following conditions:

- These students are from areas of the world where educational opportunities have not been consistently available.
- They have significant gaps in their education.

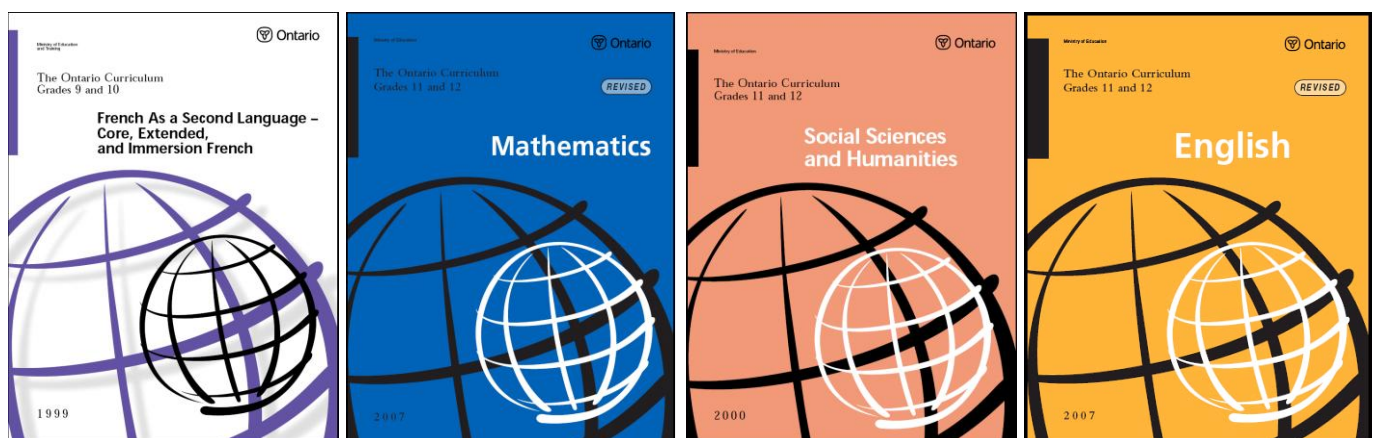
ELD students need more intensive support for a longer period of time. ELD courses provide an accelerated program of literacy development for these students. These students are progressing towards College programs or employment after high school.

- **ELL (English Language Learner)**

A broad term that includes both ESL and ELD students. ELLs are students in English-language schools whose first language is other than English.

Ontario Curriculum Expectations

- Curriculum documents define what students are taught in Ontario public schools. They detail the knowledge and skills that students are expected to develop in each subject at each grade level. By developing and publishing curriculum documents for use by all Ontario teachers, the Ministry of Education sets standards for the entire province. The Ontario Curriculum Documents list the overall expectations and specific expectations for each subject discipline.
- In every course, students must be provided with numerous and varied opportunities to demonstrate the full extent of their achievement of the curriculum expectations.



Learning Skills

- Teachers will plan student activities to model and give context to exemplary Learning Skills.
- Teacher will support students in finding the connections between the Learning Skills and the Catholic Graduate Expectations.
- Teachers will provide opportunities for students to demonstrate their learning skills in the following categories:
 - Works Independently
 - Teamwork
 - Organization
 - Work Habits
 - Initiative
- The learning skills will be evaluated using the four-point scale:
 - **E** - Excellent
 - **G** - Good
 - **S** - Satisfactory
 - **N** - Needs Improvement
- Learning skills will be assessed according to criteria that have been clearly communicated to students. It is expected that teachers gather evidence of achievement of learning skills with reasonable frequency and give feedback to students.
- The evaluation of the learning skills **will not** be included in the determination of the student's percentage grade. In rare cases, some particular course expectations explicitly identify skills that are also identified as generic learning skills. In such cases, student achievement of these expectations will be considered in the determination of marks on individual evaluations. This will be stipulated on the Course Syllabus.
- Learning skills will be reported separately from student achievement of the curriculum expectations.

Refer to **Appendix F for sample recording chart for learning skills*

Achievement Chart Categories

The standard province-wide achievement charts are found in the Ministry of Education Ontario Curriculum documents of each subject discipline. The charts provide a reference guide for assessment and evaluation of student achievements. The charts identify four categories of achievement:

- ❖ Knowledge/Understanding
- ❖ Thinking
- ❖ Communication
- ❖ Application

- The **percentage assigned** to each category is specific to a subject discipline. Individual subject councils determine these percentages for their respective subject.
- Teachers will use the criteria of the achievement chart for the course to evaluate student achievement in the four categories separately. ***A task may be designed to collect evidence of performance in one or more categories.***
- The achievement chart categories are meant to ***guide teachers*** in:
 - planning teaching and learning activities that will lead to the achievement of the curriculum expectations in a course;
 - planning assessment strategies that will accurately assess students' achievement of the curriculum expectations;
 - determining the final evaluation; and
 - assigning a final grade.
- The achievement chart categories can ***guide students*** in:
 - assessing their own learning; and
 - planning strategies for improvement, with the help of their teachers.
- When ***planning*** instruction and assessment, teachers should:
 - review the required curriculum expectations and link them to the categories to which they relate;
 - ensure that achievement of the expectations is assessed within the appropriate categories; and
 - give students numerous and varied opportunities to demonstrate their achievement of the expectations across the four categories.

Achievement Chart Levels

The standard province-wide achievement charts also describe the levels of achievement of the curriculum expectations within each category. Teachers will gather evidence of student achievement of the overall and specific expectations in each of the four categories of knowledge and skills. The following is a template of a typical achievement chart.

** Please refer to your subject specific achievement chart.*

Categories	80-100% (Level 4)	70-79% (Level 3)	60-69% (Level 2)	50-59% (Level 1)
Knowledge/ Understanding	thorough	considerable	some	limited
Thinking	high degree of effectiveness	considerable effectiveness	moderate effectiveness	limited effectiveness
Communication	high degree of clarity	considerable clarity	some clarity	limited clarity
Application	high degree	considerable	some	limited

- The achievement chart levels are meant to **guide teachers** in:
 - providing descriptive feedback to students on their current achievement and suggesting strategies for improvement;
 - determining, towards the end of a course, the students' most consistent level of achievement of the curriculum expectations as reflected in their course work;
- When **planning** instruction and assessment, teachers should:
 - use the descriptions of the levels of achievement given in the chart to identify the level at which the student has achieved the expectations;
 - provide students with examples of work at the different levels of achievement.

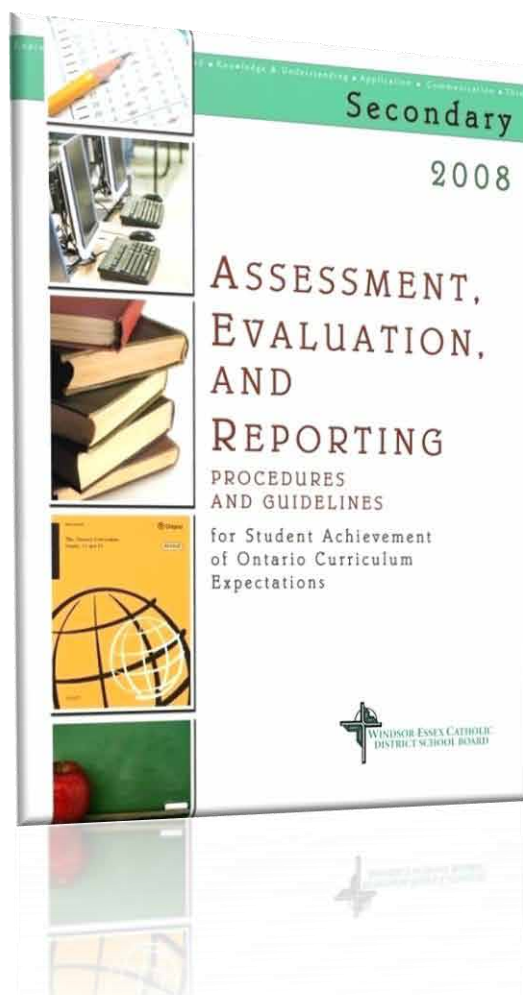
- Levels can be translated into corresponding percentages using the following table:

Corresponding Percentages for the Achievement Chart Levels

	4++	98-100%
	4+	97%
Level 4	4	92%
	4-	87%
	4--	82%
	3+	78%
Level 3	3	75%
	3-	72%
	2+	68%
Level 2	2	65%
	2-	62%
	1+	58%
Level 1	1	55%
	1-	52%
	R+	45%
Remediation	R	40%
	R-	35%
No Attempt	Zero	0%
	A zero should be assigned after following procedures outlined in this document.	

- Level 3** is considered a high level of achievement and is designated as the **provincial standard**. Students achieving at this level are considered well prepared for work in the next grade or course.
- Achievement at **Level 4** does not suggest that the student is achieving expectations beyond those specified for the course, but rather that he or she demonstrates a very high to outstanding level of achievement, and a greater command of the course expectations than a student achieving level 3.
- Level 2** designates a moderate level of achievement of course expectations. Achievement is below but approaching the provincial standard.
- Level 1** designates a level of achievement that is passable but below the provincial standard.

- While levels 1 and 2 represent passable levels of achievement, they indicate that some remediation or extra work is needed to improve the student's learning.
- Teachers will assign "R" to indicate that the student's level of achievement is not passable, i.e. below level 1. The "R" may also be a sign that accommodations and/or program modifications through the development of an IEP may be required to support student learning.
- Where a student has missed or failed to complete assessment or evaluation activities and therefore has provided no evidence of achievement, the teacher will initiate a process of determining a mark for the task. Please refer to the section titled **Factors Affecting Grades (Submission of Late Assignments)** for specific procedures to assist in this determination.
- The use of "+" and "-" are intended to make subtle distinctions within a particular level of achievement.



Methods of Assessment and Evaluation

- **Diagnostic Assessments** (Assessment *for* Learning)
Diagnostic assessments provide opportunities for teachers to design and/or modify instruction in order to best accommodate student learning. Diagnostic assessment data will not be used in the determination of midterm or final grades for inclusion on the report.
- **Formative Assessment & Evaluation** (Assessment *for* Learning)
Teachers will use ongoing “formative” assessment and evaluation activities (quizzes, teacher/student conferences, etc.) to monitor student performance and provide feedback to enhance and improve instruction and learning.
- **Summative Assessment & Evaluation** (Assessment *of* and *as* Learning)
Summative assessment and evaluation occurs after formative assessment and evaluation.
- **Sample Assessment and Evaluation Models**

Model #1 - Specific Unit of Study

Diagnostic Assessments

- Quiz
- Interview

Formative Assessments

- Quizzes
- Assignments
- Teacher Observations

Summative Evaluations

- Unit Test
- Presentation
- Culminating Activity

Model #2 - Course Project

Formative Assessments

- Proposal
- Conferencing
- Drafts

Summative Evaluation

- Final Product

Recording and Storing Data

- **Types of Data Recorded**

Teachers may record student achievement data:

- as a **level** outlined in the achievement chart,
- as a **raw score** (e.g. 9 out of 10)
- using a **combination** of levels and raw scores.

- **Storing Data**

- Teachers are expected to use MarkBook[®] as the common assessment, evaluation and reporting software tool.
- Student achievement data must be stored in a minimum of two separate locations: one primary location for everyday use and a backup copy in a separate location.
- Electronic student achievement data must be stored for a minimum period of one year.

Weighting Individual Assessments

- Teachers indicate the relative importance of their various assessments and evaluations by assigning each of them a weight. Weights must be assigned properly so that calculation of student achievement will be accurate.

All grades entered into Markbook[®] are converted to a percentage and multiplied by the assigned weight.
Essentially, the weight determines the value of the assessment.

- The weight of an assessment determines the importance of an assessment *compared* to other assessments in the same category (i.e. *the weight is relative*). If every assessment were given a weight of 1, they would all be counted equally.
- If a weighting scale of 1 to 10 were used, a test with a weight of 8 would be considered to be worth twice as much as a quiz with a weight of 4.

An example - A student achieves the following marks in the category Knowledge & Understanding (K/U):

- | | | |
|-----------------|--------------------|------------|
| • Assessment #1 | 10 out of 20 = 50% | weight = 3 |
| • Assessment #2 | 18 out of 24 = 75% | weight = 6 |

The second assessment *is worth twice as much* as the first one. In essence, the following list of marks are entered into Markbook[®] :

50, 50, 50, 75, 75, 75, 75, 75, 75

** If these were the only assignments in the K/U category, the median would be 75%; the mean, 66.7%; and the mode, 75%.*

- Teachers also need to give more emphasis to the **Most Recent Performance**. For example, this can be done by giving assessments progressively higher weighting from the beginning of a unit to the end of the unit or the beginning of a semester to the end of a semester.

Notes:

- Each Subject Council will determine the weighting scale to be applied on a consistent basis.*
- Formative assessments MUST BE WEIGHTED LESS than summative evaluations within the same unit.*

Determining the Midterm Grade

The percentage grade on the midterm report will be determined using either the **weighted mean** or the **blended median***. The teacher will use the mark that best reflects the student's most consistent achievement.

** The term “blended median” is specific to MarkBook[®]. It is equivalent to the weighted median.*

- The midterm grade is reflective of all four achievement chart categories. The midterm grade, however, is only valid provided the students have received a suitable amount of assessment. No measure of central tendency is meaningful if students have received only a few opportunities to demonstrate their achievement.
- Teachers should have at least 2 to 3 significant assessments in each of the four categories. Therefore, a minimum of 8 to 12 entries will be entered into Markbook[®].
- By midterm teachers should strive to complete half of the planned term work assessments (70% Component).
- The minimum mark assigned at midterm is 25%.

Determining the Final Grade

The final percentage grade is based on both the term work worth 70% and final evaluation worth 30%.

When calculating the 70% component at the end of the term, both the weighted mean and the blended median **must be compared**.

- A difference of 5% or less in these two measures should allow the teacher to feel confident in the student's final achievement level. Professional judgment can be used to assign the exact percentage grade.
- A difference larger than 5% indicates that further analysis of the student's performance during the semester is required. The process referred to as the "cascading model" (graphs) is recommended for determining each category mark in these situations. In these special cases, teachers are advised to keep notes on the decision-making process.
Markbook[®] facilitates this record keeping.
- In order to facilitate the assessment and recording process, teachers must keep a copy on file of the Class Weighted Average and Class Blended Median for 1 year.
Both of these calculations are automatically calculated by Markbook[®].

The 30% component is derived from the final evaluation for the course. This evaluation may consist of one or more activities and may include a variety of evaluation strategies (*e.g., report, essay, examination, interview, presentation, and portfolio*). It may be spread out over a period of time toward the end of the course, and will require students to demonstrate achievement of the course expectations related to the four achievement chart categories. The final evaluation is compulsory.

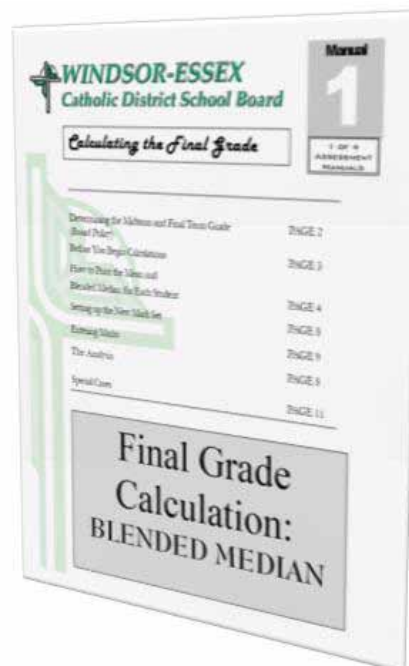
Some considerations for determining the final grade:

- If the mathematical calculation falls between 46-49%, the teacher will use professional judgment and/or consult with the program head/principal to adjust the grade to either 45% or 50%.
- If the final percentage grade is below 50%, no credit will be granted for the course. The student and parent/guardian will be informed and a **Student Failure Report** must be completed and filed with the office.

Please refer to Appendix K for a sample Student Failure Report

- Students will then be informed of their failure to earn the credit, and of the potential to earn this credit using alternate means. (Entrance to summer school for upgrading purposes requires a minimum grade of 35%).
- The minimum final grade assigned is 25%.

Please refer to Markbook[®] Assessment Manuals 1 and 2 for more detailed information.



Importance of Assessment Evidence

- Parents and students will be advised that failure to complete evaluation activities reduces the body of evidence upon which the teacher can evaluate student achievement of the curriculum expectations, and may jeopardize the granting of a credit for the course.

Incomplete Assessments

- If a student has missed or failed to complete evaluation activities, the teacher will review the student's data and determine whether there is sufficient evidence to make a valid and reliable judgment about the student's achievement.
- A valid evaluation of student achievement can be made if, in the teacher's professional judgment, sufficient evidence has been provided by the student through other evaluations.
- If the student has missed a number of evaluations such that, in the teacher's professional judgment, there is insufficient evidence to validate even **level 1** achievement, a percentage mark below 50% will be assigned with a designated comment indicating that *'the student has provided little or no evidence of achievement.'*

Submission of Late Assignments

- Assignments are due at the beginning of class unless otherwise stated.
- If a student submits assignments late, the teacher:
 - Must document or track late submissions. Teachers may use the Missed or Late Assignment form*.

(please see Appendix I - Missed or Late Assignment Form)

- Must consult with the student and determine a plan of action to correct this behaviour, Teachers may use a variety of methods for dealing with late and missed assignments, including:
 - ✓ assisting students to develop better time-management skills;
 - ✓ preparing a calendar of major assignment dates for every class;
 - ✓ maintaining ongoing communication with parents about due dates and late submissions and scheduling parent conferences if the problem continues;
 - ✓ taking into consideration legitimate reasons for missed deadlines, and, for some, a lack of home support - and using counseling or peer tutoring to try to deal positively with problems;
 - ✓ holding teacher/student conferences;
 - ✓ setting up student contracts;
 - ✓ having major assignments submitted in stages so students are less likely to be faced with an all-or-nothing situation at the last minute;
 - ✓ using detentions or prescribed time to require the student to work on the assignment;
 - ✓ mark deduction - mark deduction as a consequence of late and missed assignments should however be used as a last resort.
- May contact the student's parent/guardian.
- May need to inform Administration or school success team.

-
- Teachers will use their professional judgment when extenuating circumstances arise.
 - If a student fails to submit a major assignment on time, the student will be given a new due date at the teacher's discretion. The teacher may use the same assignment or modify the original one. Failure to submit the original/alternate assignment on the second due date may result in a mark of zero.
 - Special circumstances may result in exceptions to the WECDSB Assessment and Evaluation Policy. A recommendation made at an IPRC/IEP meeting would be an example of such an exception. If the student requires extensive support in order to meet curriculum or alternative expectations e.g., students with a Special Incidence Portion (SIP) grant, the comments must support that claim. Samples have been included in the bank of comments.

Missed Tests

- It is the student's responsibility to account for an absence from a test according to school policy.
- In the case of a one-day absence (including a school-related absence), the student is expected to write the missed test on the first day back following the absence.
- For a test missed due to a prolonged absence, the assessment is up to the discretion of the teacher.
- For a test missed during a suspension, the student is expected to write the missed test on the second day back following the suspension allowing for review of material.

Plagiarism

If it is determined that a student has plagiarized, the following will happen:

- The plagiarism will be reported to the school administration,
- The student will receive a mark of zero (0),
- The student will be provided an opportunity to resubmit the assignment,
- The first assignment will be recorded in Markbook[©] as a zero (0),
- The second assignment will also be recorded in Markbook[©] with the same weight,
- The parent/guardian will be notified and other consequences, including suspension, may be assigned.

Cheating

If a student is found to be cheating (*e.g. talking, communicating in any form, copying from others, bringing unauthorized notes, aids, or electronic equipment*):

- The student's work will be confiscated,
- The cheating will be reported to the school administration.
- The students will be unable to complete the project/assignment/test/exam and receive a mark of zero (0),
- The parent/guardian will be notified and other consequences, including suspension, may be assigned.

Please note that an assignment submitted in one course cannot be submitted in another course without prior permission from the teachers involved.

The Provincial Report Card

Included is a sample of the Provincial Report Card for the Province of Ontario.

- ✓ All students receive a **midterm report** and a **final report** each semester
- ✓ Parents/Guardians, along with their child, complete a **Provincial Report Card Response Form** that outlines a plan of action for continued success.
- ✓ For more information, visit the Ontario Ministry of Education at www.edu.gov.on.ca

Ontario Provincial Report Card Grades 9-12

Semester: _____ Report Period: _____ Date: _____

Student: _____ Grade: _____ Principal: _____
 Address: _____ School Council Chair: _____
 School: _____ Telephone: _____ Board: _____
 Address: _____ Fax: _____ Address: _____

Courses IEP = Individual Education Plan ESL = English As a Second Language ELD = English Literacy Development These boxes appear for each course where appropriate	Report Period	Percentage Grade	Course Median	Credit Earned	Comments Strengths/Areas for Improvement/Next Steps	Attendance		Learning Skills E = Excellent, G = Good S = Satisfactory N = Needs Improvement						
						Classroom Missed	Times Late	Works Independently	Teamwork	Organization	Work Habits	Homework	Initiative	
Course Title: _____ Course Code: _____ Teacher: _____ <input type="checkbox"/> IEP <input type="checkbox"/> ESL <input type="checkbox"/> ELD	First Final													
Course Title: _____ Course Code: _____ Teacher: _____ <input type="checkbox"/> IEP <input type="checkbox"/> ESL <input type="checkbox"/> ELD	First Final													
Course Title: _____ Course Code: _____ Teacher: _____ <input type="checkbox"/> IEP <input type="checkbox"/> ESL <input type="checkbox"/> ELD	First Final													
Course Title: _____ Course Code: _____ Teacher: _____ <input type="checkbox"/> IEP <input type="checkbox"/> ESL <input type="checkbox"/> ELD	First Final													

Student's Average

To view provincial curriculum documents, visit the Ministry of Education's website: www.edu.gov.on.ca. For more information call (416) 325-2529 or toll free 1-800-387-5514.

To parents or guardians and students: This copy of the report should be kept for reference. The original or an exact copy has been placed in the student's Ontario Student Record (OSR) folder and will be retained by the OSR unit for the student's entire school career.

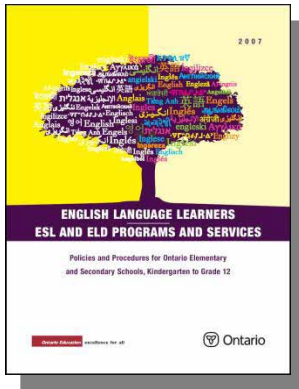
Reporting Student Achievement for Students on IEP's

- Individual Education Plans (IEPs) are developed to address a student's learning needs. IEPs may contain accommodations and/or alternative or modified expectations.
- In grading student achievement for students on an IEP, teachers will assign a percentage mark to reflect the student's level of achievement in the program described in the IEP and the IEP box will be checked on the report card.
- If some of the student's learning expectations for a course are modified from the curriculum expectations but the student is working towards a credit, the teacher will check the IEP box and will enter the comment, "*expectations for this course have been modified*".
- If the student's learning expectations are modified to such an extent that they are not addressing course expectations or if the expectations are alternatives to the curriculum expectations, the following statement must be included in the Comments section of the report card: "*This percentage grade is based on achievement of the expectations specified in the IEP, which differ significantly from the curriculum expectations for the course.*"

Notes:

- This comment will be automatically entered by Trillium. Please refer to Trillium directions.
- This applies to individual students in an Alternative program.
- Where students are not working for credit, a zero (0) will be entered in the "Credit Earned" column.
- In those rare instances where none of the student's learning expectations are derived from the provincial curriculum expectations, teachers will use an Anecdotal Report to record achievement relative to the expectations set out in the IEP. Teachers will comment on Strengths, Areas for Improvement and Next Steps.

Reporting Achievement for English Language Learners (ELL)



The following procedures are taken from the Ontario Ministry of Education Document, *English Language Learners - ESL and ELD Programs and Services (Policies and Procedures for Ontario Elementary and Secondary Schools, Kindergarten to Grade 12)*.



2.8 ONGOING ASSESSMENT, EVALUATION, AND REPORTING

2.8.1 The school board will establish procedures for ensuring ongoing assessment of the development of proficiency in English and the academic progress of each English language learner. Progress will be reported to parents on a regular basis.

- The information on student achievement gathered through assessment and evaluation should be communicated to students and parents at regular intervals and in a variety of informal and formal ways, using a language that the parent is comfortable with whenever possible.
- Schools should continue tracking the progress of English language learners throughout their school careers. This will ensure that supports are provided when necessary and will provide demographic information for future planning.
- When learning expectations are **modified** for English language learners, evaluation will be based on the documented modified expectations. This will be noted on the report card and explained to parents.

- Teachers will indicate, using the appropriate box on the report card, when modifications to curriculum expectations have been made to address the ESL or ELD needs of English language learners.

- If the ESL or ELD box is checked because some of the student's learning expectations have been **modified** from the curriculum expectations for a credit bearing course, the teacher will select the following report card comment:

“Expectations modified for ESL proficiency.”



ESL

- If **accommodations** are being made to instructional and/or assessment strategies, the teacher **MAY** select the following report card comment: *“Accommodations in place for ESL/ELD.”*
 - The teacher **WILL NOT** check off the ESL/ELD box.
- In completing the report card, teachers **do not check** the modification box to indicate:
 - that the student is participating in ESL or ELD courses; or
 - that accommodations have been provided (*e.g., extra time to complete assignments, access to a bilingual dictionary, opportunities to work in the student's first language*).
- To appropriately assess and evaluate the learning of English language learners, schools may need to make some **accommodations** related to the assessment process. These may include:
 - the granting of extra time;
 - the use of alternative forms of assessment such as oral interviews, learning logs, or portfolios;
 - the use of simplified language and instructions (*e.g., through tasks that require completion of graphic organizers and cloze sentences*).
- If a student is **not working towards a credit** in a course (*i.e., an alternative program is in place or the student is in a credit-bearing course with an alternative set of expectations*), a zero (0) will be entered in the “Credit Earned” Column. It will be the responsibility of the principal to determine whether expectations for the ELL have been modified to such a degree that the granting of a credit is not warranted.



Appendix A

Ontario Catholic School Graduate Expectations

The graduate is expected to be:

1) A Discerning Believer Formed in the Catholic Faith Community Who

CGE1a -illustrates a basic understanding of the saving story of our Christian faith;

CGE1b -participates in the sacramental life of the church and demonstrates an understanding of the centrality of the Eucharist to our Catholic story;

CGE1c -actively reflects on God's Word as communicated through the Hebrew and Christian scriptures;

CGE1d -develops attitudes and values founded on Catholic social teaching and acts to promote social responsibility, human solidarity and the common good;

CGE1e -speaks the language of life... "recognizing that life is an unearned gift and that a person entrusted with life does not own it but that one is called to protect and cherish it."
(Witnesses to Faith)

CGE1f -seeks intimacy with God and celebrates communion with God, others and creation through prayer and worship;

CGE1g -understands that one's purpose or call in life comes from God and strives to discern and live out this call throughout life's journey;

CGE1h -respects the faith traditions, world religions and the life-journeys of all people of good will;

CGE1i -integrates faith with life;

CGE1j -recognizes that "sin, human weakness, conflict and forgiveness are part of the human journey" and that the cross, the ultimate sign of forgiveness is at the heart of redemption.
(Witnesses to Faith)

2) An Effective Communicator Who

CGE2a -listens actively and critically to understand and learn in light of gospel values;

CGE2b -reads, understands and uses written materials effectively;

CGE2c -presents information and ideas clearly and honestly and with sensitivity to others;

CGE2d -writes and speaks fluently one or both of Canada's official languages;

CGE2e -uses and integrates the Catholic faith tradition, in the critical analysis of the arts, media, technology and information systems to enhance the quality of life.



3) A Reflective and Creative Thinker Who

CGE3a -recognizes there is more grace in our world than sin and that hope is essential in facing all challenges;

CGE3b -creates, adapts, evaluates new ideas in light of the common good;

CGE3c -thinks reflectively and creatively to evaluate situations and solve problems;

CGE3d -makes decisions in light of gospel values with an informed moral conscience;

CGE3e -adopts a holistic approach to life by integrating learning from various subject areas and experience;

CGE3f -examines, evaluates and applies knowledge of interdependent systems (physical, political, ethical, socio-economic and ecological) for the development of a just and compassionate society.

4) A Self-Directed, Responsible, Life Long Learner Who

CGE4a -demonstrates a confident and positive sense of self and respect for the dignity and welfare of others;

CGE4b -demonstrates flexibility and adaptability;

CGE4c -takes initiative and demonstrates Christian leadership;

CGE4d -responds to, manages and constructively influences change in a discerning manner;

CGE4e -sets appropriate goals and priorities in school, work and personal life;

CGE4f -applies effective communication, decision-making, problem-solving, time and resource management skills;

CGE4g -examines and reflects on one's personal values, abilities and aspirations influencing life's choices and opportunities;

CGE4h -participates in leisure and fitness activities for a balanced and healthy lifestyle.

5) A Collaborative Contributor Who

CGE5a -works effectively as an interdependent team member;

CGE5b -thinks critically about the meaning and purpose of work;

CGE5c -develops one's God-given potential and makes a meaningful contribution to society;

CGE5d -finds meaning, dignity, fulfillment and vocation in work which contributes to the common good;

CGE5e -respects the rights, responsibilities and contributions of self and others;

CGE5f -exercises Christian leadership in the achievement of individual and group goals;



CGE5g -achieves excellence, originality, and integrity in one's own work and supports these qualities in the work of others;

CGE5h -applies skills for employability, self-employment and entrepreneurship relative to Christian vocation.

6) A Caring Family Member Who

CGE6a -relates to family members in a loving, compassionate and respectful manner;

CGE6b -recognizes human intimacy and sexuality as God given gifts, to be used as the creator intended;

CGE6c -values and honours the important role of the family in society;

CGE6d -values and nurtures opportunities for family prayer;

CGE6e -ministers to the family, school, parish, and wider community through service.

7) A Responsible Citizen Who

CGE7a -acts morally and legally as a person formed in Catholic traditions;

CGE7b -accepts accountability for one's own actions;

CGE7c -seeks and grants forgiveness;

CGE7d -promotes the sacredness of life;

CGE7e -witnesses Catholic social teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society;

CGE7f -respects and affirms the diversity and interdependence of the world's peoples and cultures;

CGE7g -respects and understands the history, cultural heritage and pluralism of today's contemporary society;

CGE7h -exercises the rights and responsibilities of Canadian citizenship;

CGE7i -respects the environment and uses resources wisely;

CGE7j -contributes to the common good.



Appendix B Course Syllabus (Sample - page 2)

	BTT 100: Introduction To Information Technology	
F.J. Brennan Catholic High School 910 Raymo Road Windsor ON, N8Y 4A6 519 945 2351		

Instructor: D. Sadler	Prerequisites: None	Textbook: Information Technology (Curtin)
Course Code: BTT 100	Credit Value: 1	Time Frame: Semester 2- 2007

Course Description:

This course introduces students to the use of information technology in a business environment. Students will learn how to use information technology in a work environment, perform electronic research, communicate electronically, and use common business software. They will also explore possible future occupations in information technology. Productivity tools such as **Wordperfect, Quattro Pro, Notepad, Presentations, and Filemaker Pro** will be focused on.

An in depth exploration of these documents and strategies can be found in the Main Office and on the Board's website.

Course Organization and Units of Study

Unit 1	E-Business: Transforming Our Communities Using Information Technology
Unit 2	Productivity Tools: Utilizing the Power of Business Software
Unit 3	Knowledge Management: Accessing the Global Network of People and Information
Unit 4	Business Communication: Presenting Ideas Using the New Media
Unit 5	Career Dynamics: Positioning Oneself for Success

Evaluation of Student Achievement

All students will be assessed frequently and given multiple opportunities to practice and demonstrate their level of achievement of the course expectations.

Term Work – 70% of Final Grade

Achievement Categories	Percentage
Knowledge/Understanding	20%
Thinking	20%
Application	45%
Communication	15%
Weights Assigned to Term Tasks (Out of 10)	
Tests	7-10
Quizzes	1-3
Case Studies	4-7
Small Assignments	3-5
Major Assignments	6-8

Learning Skills

- Teachers will support students in finding connections between the Learning Skills and Catholic Graduate Expectations.
- Teachers will provide multiple opportunities for students to demonstrate their learning skills in the following categories:
 - Works Independently
 - Teamwork
 - Organization
 - Work Habits
 - Initiative
- The learning skills will be evaluated using the four-point scale:
 - E - Excellent
 - G - Good
 - S - Satisfactory
 - N - Needs Improvement

Final Evaluation – 30% Practical and Written Exam

Key Policies

Absence Policy:	(School Policy)
Lates 1-2 (Record in Class Attendance)	
Late 3+ (Student will be sent to the office)	



Appendix B

Course Syllabus (Sample - page 2)

Submission of Late Assignments: (Board Policy)

- Assignments are due at the beginning of class unless otherwise stated.
- If a student submits assignments late, the teacher:
 - Must document or track late submissions. Teachers may use the Missed or Late Assignment form.
 - Must consult with the student and determine a plan of action to correct this behavior. Teachers may use a variety of methods for dealing with late and missed assignments.
 - May contact the student's parent/guardian.
 - May need to inform Administration or school success team.
- Teachers will use their professional judgment when extenuating circumstances arise.
- If a student fails to submit a major assignment on time, the student will be given a new due date at the teacher's discretion. The teacher may use the same assignment or modify the original one. Failure to submit the original/alternate assignment on the second due date may result in a mark of zero.

Plagiarism: (Board Policy)

If it is determined that a student has plagiarized, the following will happen:

- The plagiarism will be reported to the school administration,
- The student will receive a mark of zero (0),
- The student will be provided an opportunity to resubmit the assignment,
- The first assignment will be recorded in Markbook[®] as a zero (0),
- The second assignment will also be recorded in Markbook[®] with the same weight,
- The parent/guardian will be notified and other consequences, including suspension, may be assigned.

Individual Class Notes:

- ❖ Students are encouraged support each other and participate in class activities every day.
- ❖ Students are expected to store all handouts, assignments and tests in a divided 3 ring binder.
- ❖ Washrooms should be used before or after class.
- ❖ Students will only be admitted to class if they are in full uniform or have permission from the office to be out of uniform.
- ❖ CD players, MP3 players, cell phones, pagers, etc... are not permitted in the classroom as per school policy.
- ❖ Students may bring bottled water to class. Food is not allowed in the classroom.
- ❖ Do not hesitate to ask questions at any time!
- ❖ SAVE all information in you H: / drive. This is only accessible by you.
- ❖ SAVE, SAVE, SAVE, SAVE, SAVE, SAVE, SAVE, SAVE, SAVE, SAVE

Resource Policy:
 Class Text: Information Technology (Cost \$50.00)

Students are responsible to hand in resources assigned to them in the same condition they were given. Failure to do may result in a fee to fix the book or replace the book entirely.

PARENT/STUDENT ACKNOWLEDGMENT AND AGREEMENT:

 Parent/Guardian Signature Date

 Student's Signature Date

Textbook # _____

Other Resources Assigned:





Appendix C Sample Calculation of Mean, Median, Mode

In this example mark entries are weighted equally

Data	Mean	Median	Mode
80, 70, 45, 75, 80, 80, 90, 60 EVEN Number of Marks	Sum / Number of Entries $539 / 8 = 67.4 \%$	45 60 70 75 80 80 80 90 $(75+80) / 2 = 77.5 \%$	80 %
47, 50, 80, 95, 60, 60, 58, ODD Number of Marks	Sum / Number of Entries $450 / 7 = 64.3 \%$	47 50 58 60 60 80 95 60 %	60 %



Appendix D
Sample Calculation of Weighted Mean

A student achieves the following 8 grades, with the corresponding weights shown:

K/U	60% (wt 4), 75% (wt 8)	Application	74% (wt 6), 80% (wt 8)
Communication	30% (wt 4), 60% (wt 6)	Thinking	50% (wt 4), 65% (wt 8)

STEP 1: Find the mean for each category
** Find the sum of the entries and divide:*

$$\text{Mean (K/U)} = \frac{60 + 60 + 60 + 60 + 75 + 75 + 75 + 75 + 75 + 75 + 75 + 75}{12} = \frac{840}{12}$$

- Mean (K/U) = 70%

Similarly,

- Mean (Apps) = 77% ... You have six 74's and eight 80's.
- Mean (Comm) = 48% ... You have four 30's and six 60's.
- Mean (Think) = 60% ... You have four 50's and eight 65's.

STEP 2: Calculating the Mark
** Apply the category weights to each of the means from above:*

Suppose you are in a course with the following category weights

K/U	30%	Application	35%
Communication	15%	Thinking	20%

The grade would be calculated as follows:

K/U	70%	x	0.3	=	21.0
Application	77%	x	0.35	=	26.95
Communication	48%	x	0.15	=	7.2
Thinking	60%	x	0.2	=	12.0
					Final Grade = 67.15 %

The total of these values is the final grade out of 100.



Appendix E

Sample Calculation of Weighted Median

Determination of the BLENDED MEDIAN CALCULATION (Computed by MarkBook[®])

Here are the student's marks for the year so far:

K/U	60 (wt 4)	75 (wt 8)	Application	74 (wt 6)	80 (wt 8)
Communication	30 (wt 4)	60 (wt 6)	Thinking	50 (wt 4)	65 (wt 8)

STEP 1: Find the median for each category:

K You have the equivalent of four 60's and eight 75's. This is the equivalent of twelve entries:

60 60 60 60 75 75 75 75 75 75 75 75

The median is the middle mark (between the 6th and 7th entry). (75)

A You have six 74's and eight 80's. The median is 80.

C You have four 30's and six 60's. The median is 60.

T You have four 50's and eight 65's. The median is 65.

Note: This process has been greatly simplified since there are only two values in each category.

STEP 2: Calculating the Mark

Suppose you're in a course with the following category weights

K/U	30%	Application	35%
Communication	15%	Thinking	20%

The grade would be calculated as follows:

K/U	75 (median) x 0.3 (category percentage)	= 22.5
Application	80 x 0.35	= 28.0
Communication	60 x 0.15	= 9.0
Thinking	65 x 0.2	= 13.0
Add these up to get the total mark		= 72.5



Appendix F Learning Skills Expectations

Works Independently	• accomplishes tasks independently
	• accepts responsibility for completing tasks
	• follows instructions
	• regularly completes assignments on time and with care
	• demonstrates self-direction in learning
	• independently selects, evaluates, and uses appropriate learning materials, resources, and activities
	• demonstrates persistence in bringing tasks to completion
	• uses time effectively
	• uses prior knowledge and experience to solve problems and make decisions
	• reflects on learning experiences
Teamwork	• works willingly and cooperatively with others
	• shares resources, materials, and equipment with others
	• responds and is sensitive to the needs and welfare of others
	• solves problems collaboratively
	• accepts various roles, including leadership roles
	• takes responsibility for his or her own share of the work to be done
	• works to help achieve the goals of the group or the class
	• helps to motivate others, encouraging them to participate
	• contributes information and ideas to solve problems and make decisions
	• questions the ideas of the group to seek clarification, test thinking, or reach agreement
	• shows respect for the ideas and opinions of others in the group or class
	• listens attentively, without interrupting
	• in discussions, paraphrases points of view and asks questions to clarify meaning and promote understanding
	• recognizes the contribution of group members by means of encouragement, support, or praise
• seeks consensus and negotiates agreement before making decisions	
Organization	• organizes work when faced with a number of tasks
	• devises and follows a coherent plan to complete a task
	• follows specific steps to reach goals or to make improvements
	• revises steps and strategies when necessary to achieve a goal
	• manages and uses time effectively and creatively
	• demonstrates ability to organize and manage information
	• follows an effective process for inquiry and research
	• uses appropriate information technologies to organize information and tasks

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Appendix F Learning Skills Expectations

Work Habits /Homework	• completes homework on time and with care
	• puts forth consistent effort
	• follows directions
	• shows attention to detail
	• uses materials and equipment effectively
	• begins work promptly and uses time effectively
	• perseveres with complex projects that require sustained effort
	• applies effective study practices
Initiative	• seeks out new opportunities for learning
	• responds to challenges and takes risks
	• demonstrates interest and curiosity about concepts, objects, events, and resources
	• seeks necessary and additional information in print, electronic, and media resources
	• identifies problems to solve, conducts investigations, and generates questions for further inquiry
	• requires little prompting to complete a task, displaying self-motivation and self-direction
	• approaches new learning situations with confidence and a positive attitude
	• develops original ideas and devises innovative procedures
	• attempts a variety of learning activities
	• seeks assistance when needed
• uses information technologies in creative ways to improve learning for self or others	

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Appendix G Student Learning Skills Profile

Student Learning Skills Profile

Student: _____ Teacher: _____ Course Code: _____ Reporting Period: _____

	Ways student demonstrates the Learning Skill	Student Activity in Which Learning Skill Was Demonstrated	Date	Assessment		
				N	S	G
Works Independently				N	S	G
				N	S	G
				N	S	G
Teamwork				N	S	G
				N	S	G
				N	S	G
Organization				N	S	G
				N	S	G
				N	S	G
Work Habits /Homework				N	S	G
				N	S	G
				N	S	G
Initiative				N	S	G
				N	S	G
				N	S	G



Appendix H
Student Learning Skills Profile (Sample)

SAMPLE Student Learning Skills Profile – Partially Completed

Student: Good L. Skills		Teacher: Mr. Best	Course Code: MFN 1P	Reporting Period: MdTerm
	Ways student demonstrates the Learning Skill	Student Activity in Which Learning Skill Was Demonstrated	Date	Assessment
Works Independently	follows instructions*	Assignment #1	09/12/08	N S G E
				N S G E
Teamwork	takes responsibility for his or her own share of the work to be done*	Assignment #2	16/11/08	N S G E
	contributes information and ideas to solve problems and make decisions*	Group Work	10/01/09	N S G E
				N S G E
Organization	devises and follows a coherent plan to complete a task*	Assignment #3	06/11/08	N S G E
				N S G E
Work Habits / Homework	begins work promptly and uses time effectively.*	Homework Assignment	01/12/08	N S G E
				N S G E
Initiative	requires little prompting to complete a task, displaying self-motivation and self-direction*	Assignment #4	25/10/08	N S G E
				N S G E
*taken from Appendix C: Report Card Guide				



Appendix I Missed or Late Assignment Student Contract

Missed or Late Assignment Student Contract

Name: _____

Date assignment/assessment was due: _____

Current Date: _____



I understand that it is my responsibility to complete and hand in assignment/assessments as required. I have not yet completed/handed in the following assessment:

(name of assignment/assessment)

Because:

I will complete this assignment /assessment by the following date:

I have previously discussed this with you. Yes No

We agreed:

(student signature)

For Teacher Use Only:

Teacher signature:

Comments:





Appendix J

Excerpts From: Program Planning and Assessment, Grades 9-12.

- Types of Courses in Grades 9 and 10
 - **Academic courses** develop students' knowledge and skills through the study of theory and abstract problems. These courses focus on the essential concepts of a subject and explore related concepts as well. They incorporate practical applications as appropriate.
 - **Applied courses** focus on the essential concepts of a subject, and develop students' knowledge and skills through practical applications and concrete examples. Familiar situations are used to illustrate ideas, and students are given more opportunities to experience hands-on applications of the concepts and theories they study.
 - **Open courses** are designed to prepare students for further study in a subject, and to enrich their education generally. Open courses comprise a set of expectations that are appropriate for all students.
 - **Crossover material** is additional course work assigned to a student who plans to switch from one course type in Grade 9 to another in Grade 10.
- Types of Courses in Grades 11 and 12
 - **University preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for university programs.
 - **University/college preparation courses** are designed to equip students with the knowledge and skills they need to meet the entrance requirements for specific programs offered at universities and colleges.
 - **College preparation courses** are designed to equip students with the knowledge and skills they need to meet the requirements for entrance to most college programs or for admission to apprenticeship or other training programs.
 - **Workplace preparation courses** are designed to equip students with the knowledge and skills they need to meet the expectations of employers, if they plan to enter the workplace directly after graduation, or the requirements for admission to certain apprenticeship or other training programs.



- Open courses are designed to broaden students' knowledge and skills in subjects that reflect their interests and to prepare them for active and rewarding participation in society
- Other Types of Courses
 - **Transfer Courses** - Students who revise their educational and career goals and who wish to change from one destination-related stream to another in a particular subject may often do so by taking a transfer course.
 - **Locally Developed Courses** - Locally developed courses can be designed to meet compulsory or optional credit requirements. One compulsory credit course may be developed locally in each of English, Mathematics, and Science. In the case of a student who successfully completes both a locally developed compulsory credit course in Grade 9 or 10 and a provincially developed course in the same discipline and grade, the principal may grant a compulsory credit for each course.
- Education for Exceptional Students
 - The Identification, Placement, and Review Committee (IPRC), identifies and places exceptional students in the appropriate programs.
 - An Individual Education Plan (IEP) must be developed and maintained for every student who is identified as exceptional. An IEP may also be prepared for students who are receiving special education programs and services but who have not been identified as exceptional by an IPRC.
 - The IEP of exceptional students who are fourteen years of age or older and who are not identified solely as gifted must also contain a plan to help them make the transition to postsecondary education, apprenticeship programs, or the workplace, and to live as independently as possible in the community.
 - Accommodations such as specialized supports and services will be provided to help the student achieve the expectations. For some exceptional students, the expectations in the curriculum policy documents will be modified to meet the student's needs, and a small number of students may require alternative expectations.



- The Role of Technology in the Curriculum
 - As part of their training in computer and information literacy, students should become familiar with a range of available software programs. Students will also be expected to use software applications that help them develop general skills in such areas as writing, problem solving, research, and communication.
 - Teachers should work collaboratively within and across disciplines to effectively plan for the integration of computers and information technologies into the teaching/learning process.
 - Effective school library programs can also help to promote the development of information literacy skills among all students.
- English As a Second Language and English Literacy Development(ESL/ELD)
 - Programs must be flexible in order to accommodate the needs of students who require instruction in English as a second language or English literacy development, and teachers of all subjects are responsible for helping students develop their ability to use English.
- Career Education
 - Throughout their secondary school education, students will learn about the educational and career opportunities that are available to them.
- Cooperative Education and Other Workplace Experiences
 - Several types of planned learning experiences in the community may be arranged for students:
 - Job shadowing
 - Work experience
 - Cooperative education
 - Ontario Youth Apprenticeship Program (OYAP)
- Health and Safety
 - Teachers must take all reasonable steps to ensure the safety of students, helping them understand the importance of health and safety issues and the need to assume responsibility for their own safety and the safety of others



Appendix K Student Failure Report (Sample)

Windsor-Essex Catholic District School Board
 1325 California Avenue, Windsor, Ontario N9B 3Y6
 Tel: (519) 253-2481
 Joseph Berthiaume, Director of Education John Macri, Chairperson

Student Failure Report

Course: Chemistry Grade 12, (SCH 4U) **Subject Teacher:**

Student: _____ **School:** _____

Date: _____

Please indicate the overall expectations for which the student achieved a level 1 or below.

Strand	Overall Expectations	Level of achievement*
Organic Chemistry	demonstrate an understanding of the structure of various organic compounds, and of chemical reactions involving these compounds;	
	investigate various organic compounds through research and experimentation, predict the products of organic reactions, and name and represent the structures of organic compounds using the IUPAC system and molecular models;	
	evaluate the impact of organic compounds on our standard of living and the environment.	
Energy Changes and Rates of Reaction	demonstrate an understanding of the energy transformations and kinetics of chemical changes;	
	determine energy changes for physical and chemical processes and rates of reaction, using experimental data and calculations;	
	demonstrate an understanding of the dependence of chemical technologies and processes on the energetics of chemical reactions.	
Chemical Systems and Equilibrium	demonstrate an understanding of the concept of chemical equilibrium, Le Châtelier's principle, and solution equilibria;	
	investigate the behaviour of different equilibrium systems, and solve problems involving the law of chemical equilibrium;	
	explain the importance of chemical equilibrium in various systems, including ecological, biological, and technological systems.	

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Electrochemistry	demonstrate an understanding of fundamental concepts related to oxidation-reduction and the interconversion of chemical and electrical energy;	
	build and explain the functioning of simple galvanic and electrolytic cells; use equations to describe these cells; and solve quantitative problems related to electrolysis;	
	describe some uses of batteries and fuel cells; explain the importance of electrochemical technology to the production and protection of metals; and assess environmental and safety issues associated with these technologies.	
Structure and Properties	demonstrate an understanding of quantum mechanical theory, and explain how types of chemical bonding account for the properties of ionic, molecular, covalent network, and metallic substances;	
	investigate and compare the properties of solids and liquids, and use bonding theory to predict the shape of simple molecules;	
	describe products and technologies whose development has depended on understanding molecular structure, and technologies that have advanced the knowledge of atomic and molecular theory.	

*Grade ranges from the Ontario Curriculum Grades 9 to 12, Program Planning and Assessment, 2001 - Level 4 (80-100%); Level 3 (70-79%); Level 2 (60-69%); Level 1 (50-59%)

FUTURE REFERENCE: Please describe the specific learning needs or any other information that will assist in providing assistance to the student.

The student's final grade in this course was: _____

Subject Teacher Signature _____

Please submit this form to the Guidance Department. **Date:** _____

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NOTES



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

Meeting Date:
 October 28, 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: STATUS – POLICY REVIEW AND DEVELOPMENT

RECOMMENDATION:

That the Board receive the status report on policy review and development as information.

SYNOPSIS: The attached report represents the annual policy review and development plan for 2008-2009. The plan includes a tracking of all Board policies scheduled for review in 2008-2009 and prior. The plan also includes an update on current proposals for new policy or proposals for amendments to existing policy. The policy review plan will be subject to amendment throughout the year as new policy proposals are presented.

BACKGROUND COMMENTS: Pursuant to Board Policy A: 01 Policy Development, Approval and Review Process, the Director is to provide the Board with an annual plan for policy review. The text of the policies listed in the report are posted on the Board web site at www.wecdsb.on.ca

FINANCIAL IMPACT: N/A

TIMELINES: As indicated within the review plan

APPENDICES:

- Summary of 2007 - 2008 Amendments to Existing Policies and New Policy Development
- Annual Plan for Policy Review and Report on Effectiveness of Policies for Review 2008-2009

REPORT REVIEWED BY:

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

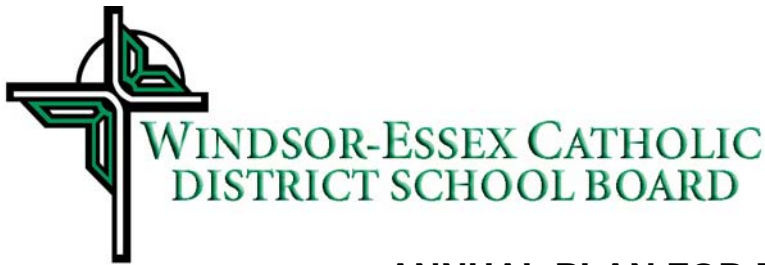


**AMENDMENTS TO EXISTING BOARD POLICIES/PROCEDURES,
APPROVED IN THE 2007 – 2008 SCHOOL YEAR**

	<u>Amendment Date (s)</u>
A: 02 Inclement Weather – Emergency School Closing Pr A: 02 Inclement Weather Procedure	Oct. 23/07
A: 03 Community Use Pr A: 03 Community Use Procedure	June 23/08
A: 19 Communicable Diseases Pr A: 19 Communicable Diseases – Procedure Pr A: 19 Fifth Disease – Procedure	April 1/08
Pr A: 21 Child Care Procedure	May 19/08
B: 01 Smoke Free Schools & Sites Pr B: 01 Smoke Free Schools & Sites	Jan. 15/08
F: 01 Donations/Sponsorships/Partnerships Pr F: 01 Donations/Sponsorships/Partnerships	Jan 15/08
SC: 04 Field Trips/Excursions Pr SC: 04 Field Trips/Excursions	Oct. 23/07 Oct 23/07 and April 1/08
SC: 15 Code of Conduct	Jan. 29/08
ST: 09 Control of Head Lice and Nits Pr ST: 09 Control of Head Lice and Nits	Oct. 9/07
ST: 11 Medication Administration at School (Including Epi-Pen)	Sept. 25/07 (minor amendment)
ST: 13 Safe Arrival Pr ST: 13 Safe Arrival Procedures for Elementary Schools	April 1/08

**NEW BOARD POLICIES/PROCEDURES APPROVED IN THE 2007 – 2008
SCHOOL YEAR:**

	<u>Effective Date:</u>
H: 01 Staff Performance Management	June 23/08
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	
Pr H: 06A Procedure for the Disposal of Sharps	April 1/08
H: 20 Performance Management – Director of Education	June 23/08
SC: 18 Bullying Prevention and Intervention	Jan. 29/08
Pr SC: 18 Strategies for Bullying Prevention and Intervention	
ST: 05 Student Discipline Policy	Jan. 29/08
Pr ST: 05 Student Discipline Procedure	Feb. 1/08 and Revised June 10/08
ST: 23 K-12 Assessment & Evaluation	June 23/08



ANNUAL PLAN FOR POLICY REVIEW AND REPORT ON EFFECTIVENESS OF POLICIES FOR REVIEW 2008-2009

(This plan represents a tracking of all current Board policies endorsed for review in 2008-2009 and prior.)

POLICY REVIEW AND DEVELOPMENT STATUS

Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
▲						
<ul style="list-style-type: none"> ◆ B: 02 Mould in Portable Classrooms (Draft Policy B: 06 Facility Maintenance is proposed to replace existing B: 02 Mould in Portable Classrooms policy.) ◆ H: 09 Assault on Employees ◆ H: 10 Employee Injuries ◆ ST: 24 Special Education Equipment (New Policy) <p>STATUS: Policies listed above have been reviewed by administration and draft amendments are currently posted to the public website for feedback from stakeholders.</p> <p>PLAN FOR REVIEW/DEVELOPMENT: Draft policies will be amended as required after consideration of feedback received. It is proposed that the draft policies will be recommended to the Board for approval in principle in November/December, 2008.</p>						

Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
▲						
<ul style="list-style-type: none"> ◆ SC: 08 Child Abuse Reporting <p>STATUS: A draft amended policy has been prepared and forwarded to the Windsor-Essex Children's Aid Society for consultation.</p> <p>PLAN FOR REVIEW/DEVELOPMENT: It is anticipated that a draft policy will be forwarded for feedback from stakeholders in November/December, 2008.</p>						

Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
▲						
<ul style="list-style-type: none"> ◆ A: 23 Microwave Ovens in Elementary Schools ◆ SC: 01 Catholic School Councils ◆ SC: 05 Blessing and Opening of New Schools ◆ H: 04 Criminal Reference Check ◆ ST: 19 Appropriate Dress <p>STATUS: The above policies are currently under review and have proven generally effective. Only minor amendments are anticipated.</p> <p>PLAN FOR REVIEW/DEVELOPMENT: Draft amended policies to be forward to the Board over the course of the 2008-2009 school year.</p>						

Annual Plan for Policy Review and Report on Effectiveness of Policies for Review 2008-2009

POLICY REVIEW AND DEVELOPMENT STATUS						
Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
▲						
<ul style="list-style-type: none"> ◆ A: 04 Travel, Meal, Professional Development and Compensation for Use of Auto ◆ A: 27 Purchasing Cards ◆ H: 19 Violence Prevention in the Workplace ◆ T: 02 Conventions, Meetings, Out of Pocket Expenses ◆ F: 04 Sweatshop Free Purchasing <p>STATUS: The above policies/amended policies have been reviewed over the course of the first year of their implementation and have proven generally effective. Only minor amendments are currently anticipated.</p> <p>PLAN FOR REVIEW/DEVELOPMENT: It is proposed that any draft amendments will be forwarded for stakeholder feedback by December 2008.</p>						

Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
▲						
<ul style="list-style-type: none"> ◆ A: 10 Disposal of Assets ◆ A: 20 Transportation ◆ A: 22 School Boundary ◆ F: 02 Purchasing of Furniture ◆ F: 03 Appointment of Architect ◆ H: 03 Hiring Procedures Teachers ◆ H: 07 Selection Process Principals and Vice Principals ◆ H: 15 Transfer of Principals/Vice Principals ◆ H: 18 Internet Acceptable Use – Employees ◆ SC: 10 Crisis/Trauma Response Plan ◆ A: 12 Code of Ethics/Conflict of Interest ◆ SC: 12 Co-Instructional Activities ◆ SC: 17 Video Security Surveillance <p>STATUS: The above policies are currently under review by administration and substantive amendments are anticipated.</p> <p>PLAN FOR REVIEW/DEVELOPMENT: The above policies are being reviewed and are in varying degrees of policy development. Draft proposals will be brought forward to the Board over the course of the 2008-2009 school year.</p>						

Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
▲						
<p>A: 01 Policy Development and Approval Process A: 05 Pupil Accommodation Review A: 21 Child Care (annual review)</p> <p>STATUS: The above policies have been scheduled for first review in the 2008-2009 policy review cycle. The policies have proven generally effective and in conformance with current legislation (as applicable). Only minor amendments are anticipated.</p> <p>PLAN FOR REVIEW/DEVELOPMENT: Proposed amended drafts or reports recommending no amendments are expected to be submitted to the Board by the fall of 2009.</p>						

Annual Plan for Policy Review and Report on Effectiveness of Policies for Review 2008-2009

POLICY REVIEW AND DEVELOPMENT STATUS						
Policy Review / New Policy Initiated	Scoping Document to Executive Council for Review & Direction	Under Review by Working Subcommittee	Draft Posted for Public Consultation	Board Approval In Principle	Public Comment	Final Board Approval
<p style="text-align: center;">^</p> <ul style="list-style-type: none"> ◆ Nutrition and Healthy Eating in Schools (New Policy - Board motion) ◆ Privacy (New Policy - Privacy & Information Management Taskforce recommendation September, 2008) ◆ Conflict Resolution (New Policy - Board motion) ◆ H: 08 Workplace Harassment (Policy Review - Due to amendments to the Human Rights Code) <p>STATUS: The above are proposals for policy development of new policy or amendment to existing Board policy currently being considered in the policy development process.</p> <p>PLAN FOR DEVELOPMENT: Proposals will be brought to the Board through 2008-2009 after consideration of stakeholder input.</p>						

Information on the Board’s policy review and development process can be accessed through the Board website at: www.wecdsb.on.ca along with the Board policies and supporting administrative procedures.



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

Meeting Date:
 October 28, 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, Superintendent of Education/Human Resources

SUBJECT: **2007-08 CAPITAL RENEWAL PROGRAM STATUS AS OF OCTOBER 20, 2008**

RECOMMENDATION:

That the Board receive the 2007-08 Capital Renewal Program Status as of October 20, 2008 as information.

SYNOPSIS: This report provides a summary of the status of the 2007-08 Capital Renewal Program as of October 20, 2008.

BACKGROUND COMMENTS: The 2007-08 Capital Renewal Program Status as of October 20, 2008 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 was also 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 projected expenditure for the 2007-08 Capital Renewal Program is \$2,023,411. Of this amount, \$835,788 in projects has been allocated and largely completed. An amount of \$1,187,623 has yet to be allocated to specific projects. A further report on this allocation will be provided to the Board in due course.

TIMELINES: Not applicable.

APPENDICES:

- 2007-08 Capital Renewal Program Status as of October 20, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	October 20, 2008
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	October 21, 2008
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	October 22, 2008

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
Roofing						
Sacred Heart	E, splitting as of Fall 2006	42-43001-1-000-832	\$55,000	\$0	\$0	Moved to GPL3 (Completed)
St. Angela	E1 failed - remainder of E2 next	42-43001-1-000-835	\$225,000	\$0	\$0	Moved to GPL3 (Completed)
St. Edmond (ICS)	All existing poor - B1, C1, D4 all canopy roofs	42-43001-1-000-821	\$0	\$0	\$0	TBD
St. Gabriel	A1,A2,A3,B1,B3,B4,C,D leaking and failing	42-43001-1-000-843	\$375,000	\$0	\$0	
St. John the Baptist	B, E, F - all aging and poor condition - past	42-43001-1-000-848	\$180,000	\$0	\$0	Moved to GPL3 (Completed)
St. Jules	B, C, D - Fair/Poor - replace	42-43001-1-000-852	\$110,000	\$0	\$0	
St. Rose	Roof A - Poor	42-43001-1-000-860	\$83,000	\$0	\$0	Moved to GPL3 (Completed)
St. William	A, C, E, F - Poor condition	42-43001-1-000-864	\$155,000	\$0	\$0	
W.J. Langlois	All in uniformly deteriorated condition	42-43001-1-000-822	\$495,000	\$0	\$0	
Secondary						
Assumption - Residence	All in uniformly deteriorated condition	42-43001-4-000-800	\$0	\$0	\$0	TBD
Cardinal Carter	Phase II/ III	42-43001-4-000-802	\$200,000	\$0	\$0	Moved to GPL3 (Completed)
Sub Total			\$1,878,000	\$0	\$0	
NPPG						
	Transfer to NPPG Reserve	42-72598-6-000	\$260,000	\$260,000	\$260,000	Transfer to be effective at year-end
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	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	Completed
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	
St. Anne (Fr. Imm)	Air condition 2nd floor	42-43003-1-000-836	\$0	\$0	\$0	
Secondary						
Catholic Central	Revamp heating system main campus	42-43003-4-000-803	\$30,000	\$30,000	\$0	Moved to GPL3
Sub Total			\$230,000	\$30,000	\$0	
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	Deferred due to budget consideration
St. Angela	Staffroom and library	42-43004-1-000-835	\$7,000	\$0	\$0	Deferred due to budget consideration
St. Bernard - (Amh.)	Dressing rooms	42-43004-1-000-839	\$2,000	\$0	\$0	Deferred due to budget consideration
St. Bernard - (Amh.)	Room 6	42-43004-1-000-839	\$0	\$0	\$0	
St. Bernard - (W)	Playground	42-43004-1-000-836	\$0	\$0	\$0	
St. Bernard - (W)	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	

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
St. Gregory	Hallway	42-43004-1-000-844	\$0	\$0	\$0	
	Staff washrooms and hallways, etc. (TBD)	42-43004-1-000-847	\$0	\$0	\$0	
St. John the Evangelist						
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	Deferred due to budget consideration
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	Deferred due to budget consideration
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	
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	Deferred due to budget consideration
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	Deferred due to budget consideration
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	Deferred due to budget consideration
St. John Vianney	Replace floor tile Room 6/7 (TBD)	42-43005-1-000-850	\$4,000	\$0	\$0	Deferred due to budget consideration
St. Joseph - RC	Replace carpet with tile (P & Sec.)	42-43005-1-000-851	\$2,000	\$0	\$0	Deferred due to budget consideration
St. Louis	Gym	42-43005-1-000-853	\$20,000	\$0	\$0	Deferred due to budget consideration
St. Louis	Remove carpet replace with tile (Principal office) staff & kitchen	42-43005-1-000-853	\$5,000	\$0	\$0	Deferred due to budget consideration
St. Maria Goretti	Remove floor tile Rm 21	42-43005-1-000-854	\$2,000	\$0	\$0	Deferred due to budget consideration
St. Mary	Replace gym floor	42-43005-1-000-855	\$0	\$25,000	\$25,000	Completed
St. Mary	Replace floor in washroom #1	42-43005-1-000-855	\$1,500	\$0	\$0	Deferred due to budget consideration
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	Deferred due to budget consideration
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	Deferred due to budget consideration
W. J. Langlois	Balance of carpet (2006/2007)	42-43005-1-000-822	\$0	\$0	\$0	
Secondary						
Cardinal Carter	Replace carpet in Resource Centre & Sp. Ed.	42-43005-4-000-802	\$15,000	\$0	\$0	Deferred due to budget consideration

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
Cardinal Carter	Cafeteria, office, music room	42-43005-4-000-802	\$30,000	\$0	\$0	Deferred due to budget consideration
	Rm 206,304, hall, washroom, music room, Sp. Ed.	42-43005-4-000-803	\$12,000	\$0	\$0	Deferred due to budget consideration
Holy Names S.S.	10 rooms, office	42-43005-4-000-804	\$15,000	\$0	\$0	Deferred due to budget consideration
St. Thomas of Villanova	Copy room., prep rooms 1,6, resource	42-43005-4-000-809	\$0	\$0	\$0	
Sub Total			\$114,000	\$25,000	\$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	\$7,000	Completed
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	Deferred due to budget consideration
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	
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	\$10,000	Completed
Secondary						
Assumption	Power/heat to greenhouse	42-43008-4-000-800	\$5,000	\$0	\$0	Deferred due to budget consideration
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	\$5,000	Completed

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
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	
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	Deferred due to budget consideration Completed
St. Anne (Fr. Imm)	Additional classroom space 2007/08	42-43013-1-000-836	\$0	\$10,000	\$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	\$65,000	Completed
St. Francis	Renovate class, staff, washrooms	42-43013-1-000-842	\$50,000	\$0	\$0	Deferred due to budget consideration
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	Deferred due to budget consideration
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	\$10,000	Completed
St. John the Baptist	Renovate (staff room)	42-43013-1-000-848	\$0	\$10,000	\$10,000	Completed
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 (Bishop's Office)	42-43013-6-000-000	\$0	\$65,000	\$65,000	Completed
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	
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	\$30,000	In Progress
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	42-43031-1-000-849	\$0	\$0	\$0	
St. Louis	Fill, grade & seed yard	42-43031-1-000-853	\$0	\$25,000	\$25,000	Completed

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
St. John Evangelist Secondary	Remainder from 06/07 project	42-43031-1-000-847	\$0	\$0	\$0	
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 Sub Total	Upgrade athletic field and track (Sports Council-funding)	42-43031-4-000-809	\$0	\$35,000	\$35,000	Completed
Fencing			\$30,000	\$90,000	\$90,000	
Christ the King	JK/SK area (Completed 06/07)	42-43033-1-000-816	\$15,000	\$0	\$0	Completed in 2006-07 Paid 2007-08
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/Field Leveling/Seeding	42-43033-1-000-853	\$0	\$22,600	\$22,600	Completed
Sub Total			\$15,000	\$22,600	\$22,600	
Paving			\$0			
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	
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 (Completed??)	42-43034-1-000-861	\$0	\$0	\$0	
St. Gregory Secondary	paving	42-43034-1-000-444	\$0	\$8,900	\$8,900	Completed
St. Michael's (Victoria)	Repair parking lot & asphalt	42-43034-4-000-808	\$0	\$0	\$0	
St. Thomas of Villanova Sub Total	Resurface asphalt (close area?) tennis courts	42-43034-4-000-809	\$0	\$0	\$0	
Playground			\$0	\$8,900	\$8,900	
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 Sub Total	Replace gym floor	42-43036-1-000-853	\$0	\$0	\$0	
Bleachers						
Sub Total			\$0	\$0	\$0	
Septic/Sewer/water main/drains						
St. John the Evangelist Sub Total	Sanitary connection, septic	42-43037-1-000-847	\$105,000	\$105,000	\$105,000	Completed \$25,000 actual
Security			\$105,000	\$105,000	\$105,000	

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
St. Maria Goretti Secondary	Security system for entry control (investigate)	42-43040-1-000-854	\$0	\$0	\$0	
Catholic Central	Increase cameras Phase I	42-43040-4-000-803	\$25,000	\$25,000	\$25,000	Pending
Holy Names	Improve security camera equipment & add more cameras	42-43040-4-000-804	\$0	\$0	\$0	
St. Michael's (Rhodes)	Security cameras	42-43040-5-000-000	\$20,000	\$20,000	\$20,000	Pending
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	\$0	\$0	
Sub Total			\$10,000	\$0	\$0	
Haz Material Abatement						
	Assessment/Maintenance	42-43070-6-000-	\$180,000	\$180,000	\$180,000	Pending
Sub Total			\$180,000	\$180,000	\$180,000	Catholic Central, St. Joseph RC
Confined Spaces Regulation						
				\$0	\$0	
Sub Total		42-43072-4-000-000	\$0	\$0	\$0	
Special Ed Accessibility						
Queen of Peace	Exterior handicap accessible (doors),	42-43092-1-000-830	\$5,000	\$0	\$0	Deferred due to budget consideration
Sacred Heart	Install automatic door opener at front	42-43092-1-000-832	\$5,000	\$0	\$0	Deferred due to budget consideration
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						
		42-50300-4-000-000	\$0	\$0	\$0	
Sub Total			\$0	\$0	\$0	
Lan Closets						
	(IT expenditure)	42-50301-4-000-000	\$0	\$0	\$0	
Sub Total			\$0	\$0	\$0	
Additional Vehicles						
	(Operating expenditure)	42-55400-6-000-000	\$0	\$0	\$0	
Sub Total			\$0	\$0	\$0	
Moving of Portables						
	Based on enrollment projections	42-68100-1-000-000	\$100,000	\$100,000	\$0	None Required
Sub Total		42-68100-4-000-000	\$0	\$0	\$0	
Portable Purchase						
		42-75902-4-000-000	\$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				
Contingency Budget			\$33,000	\$78,500	\$78,500	
Catholic Central HS	Re-vamp heating system				\$30,000	Moved to GPL3
Moving of Portables	None Required				\$100,000	
Contingency Projects						
St Joseph HS	High Efficiency Heat Pumps	42-43003-4-000-807			(\$22,659)	Completed

**2007 - 08 CAPITAL RENEWAL PROGRAM
STATUS REPORT AS OF OCTOBER 20, 2008**

School	Project Description	Account Code	October 9, 2007 Approved Budget	June 23, 2008 Adjusted Budget	October 28, 2008 Adjusted Budget	Comments
St Gregory	Alarm Devices Project					
St Gregory	Alarm Devices-Mag Hold Open	42-43041-1-000-844			(\$4,727)	Work In Progress
St Gregory	Alarm Devices-Magnets (Attic Stock)	42-43041-1-000-844			(\$1,845)	Completed
St Gregory	Alarm Devices-Doors & Hardware				(\$7,638)	
St Gregory	Alarm Devices-Paint Doors				(\$535)	Completed
Sacred Heart	Alarm Devices Project					
Sacred Heart	Alarm Devices-Mag Hold Open	42-43041-1-000-832			(\$4,198)	Completed
Sacred Heart	Alarm Devices-Doors & Hardware	42-43007-1-000-832			(\$3,647)	Completed
Sacred Heart	Alarm Devices-Panic Hardware				(\$2,079)	Completed
Sacred Heart	Alarm Devices-Paint Doors	42-43004-1-000-832			(\$473)	Completed
St. Alexander						
St. Alexander	Alarm Devices-Doors & Hardware	42-43004-1-000-833			(\$7,897)	Completed
St. Alexander	Alarm Devices-Paint Doors	42-43004-1-000-833			(\$367)	Completed
St. Alexander	Alarm Devices-Wiring Hold Open Devices	42-43004-1-000-833			(\$1,659)	Work In Progress
St. Pius	Windows				\$12,780	Completed
Cardinal Carter	Heat Pumps	42-43003-4-000-802			(\$12,000)	Completed
Cardinal Carter	Boiler Tube Replacements	42-43003-4-000-802			(\$17,768)	Work In Progress
Catholic Central	Steam Traps				(\$8,000)	Completed
Total of Contingency Projects					(\$82,712)	
Yet to be allocated Contingency				\$78,500	\$86,500	
Total Allocated & Contingency			\$3,100,000	\$1,127,000	\$835,788	
Yet To Be Allocated				\$896,411	\$1,187,623	
TOTAL BUDGET			\$3,100,00	\$2,023,411	\$2,023,411	



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

Meeting Date:
October 28, 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: LONG TERM CAPITAL DEBT FINANCING

RECOMMENDATION:

That the Board receive the report on Long Term Capital Debt Financing as information.

SYNOPSIS: The Board previously directed administration to initiate specific actions to proceed with a debenture issue to finance the Board’s non-permanently financed capital debt. Based on the most recent information received from the Ontario School Board Financing Corporation (OSBFC), a debenture issue is now not anticipated to take place until 2009.

BACKGROUND COMMENTS: The Board had previously been advised that a debenture issue could be expected to take place in November 2008. Discussions with OSBFC representatives indicate that the proposed issuance of debentures to accommodate non-permanently financed capital debt for various school boards, including WECDSB, is being rescheduled to 2009. A firm date for this issuance has not yet been established.

FINANCIAL IMPACT: The Board will continue to finance its non-permanently financed capital debt through short term financing provided by the Board’s banker, CIBC. This financing has recently been extended to the end of December 2008 and CIBC has indicated its intention to provide further extensions as the Board may require until such time as debentures are issued.

TIMELINES: As noted above.

APPENDICES: N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 21, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 22, 2008



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

Meeting Date:
October 28, 2008

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **ST. JOSEPH'S CATHOLIC HIGH SCHOOL**
- **Field Trip to Toledo, OHIO – United Nations Debate**

RECOMMENDATION:

That the Board approve St. Joseph's Catholic High School Field Trip to Toledo, OHIO to participate in the United Nations Debate from December 4 to 6, 2008.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 14 students in Grades 9 – 12 to travel to Toledo, OHIO. This field trip request is in compliance with the Field Trip Policy.

BACKGROUND COMMENTS: The United Nations Debate will enhance the courses of study for students in the Social Justice courses. These students will be debating topics that will be debated this year at the United Nations. This is the first competition of the year for the team and it is also an introductory debate for new and past members of the debate team.

FINANCIAL IMPACT: \$50 per student.

TIMELINES: December 4 – 6, 2008

APPENDICES:

- Request for Approval of Field Trip – SC:04 Form A
- Background Information on Model United Nations

REPORT REVIEWED BY:

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



Windsor-Essex Catholic District School Board Field Trip Approval Form

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To:

Linda Staudt
Celeste DiPonio

Terri Maitre
 Linda Staudt
 Annie Touma

Teacher: Annie Touma

School: St. Joseph's High School

Destination Name: Toledo, Ohio USA

Name of Carrier: Greyhound

Mode of Transportation: Bus

Travel Company Involved: none

Departure Date: Thu, Dec 04, 2008

Return Date: Sat, Dec 06, 2008

Time of Departure from School: 5:00pm

Approximate Time of Return to School: 12:00 am

Number of Male Students: 8

Number of Female Students: 6

Total Cost Per Student: \$150.00

Personal Cost Per Student: \$50.00

Grade of Students: 9 to 12

Number of Supervisors: Male: 1 Female: 1

Purpose of Trip/Excursion: Participate in A Model UN Debate/ students from Michigan and Ohio

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

Model UN Debate Team's first competition of the year. Introductory debate for new and past members of the debate team. They will be debating topics that will be debated this year at the United Nations

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

Meetings every Wednesday after school to research the countries they will be delegates for and research the topics for the councils they have been assigned to. Contact UN representatives.

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

Review of performance and issues to prepare for the next debate in Kalamazoo Michigan in March. Weekly meetings continued every Wednesday to prepare for the next debate

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

Students will be home to participate in Sunday mass. Prayers before we travel and before meals.

Date Submitted: Fri, Oct 03, 2008

Teacher: Annie Touma

Approval Date: Fri, Oct 03, 2008

Principal: Mike Seguin

Approval Date: Wed, Oct 15, 2008

Superintendent: Linda Staudt

Approval Date: Wed, Oct 29, 2008

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.



Canadian American Security Councils

December 5th and 6th, Toledo, Ohio

This year's Canadian American Security Councils will be held at the [Seagate Center](#) in downtown Toledo right on the Maumee River! Rooming arrangements should be made through the Park Inn.

The Canadian American Security Councils (CASC) are held in the fall of each year in Toledo, Ohio. Up to fifteen councils run simultaneously and separately discuss the most pressing issues in today's world.

Two special councils will convene in order to provide a more diverse educational experience. There will be a special session of the **G8 Summit** and of the **Arab League**. These council spots are reserved for delegates who have attended at least one conference and priority will be given to juniors and seniors. Make sure you include these requests on the registration page.

Hotel reservations can be made by calling (419) 241-3000. Please make sure you tell the reservation person that you are part of the Mid-American Global Education Council. Hotel Room Costs are **\$89** per night.

There is one delegate per delegation. Fees are \$62 per person and ***includes lunch on both Friday and Saturday!***

CASC 2008 Security Council Agenda

1. The Situation in DR Congo
2. Nuclear Proliferation in Iran

. CASC 2008 G8 Summit Agenda

1. Global Economy
2. Food Crisis

CASC 2008 Arab League Agenda

1. Barriers to Woman Entering the Work Force
2. The Crisis in the Palestinian Authority between Hamas and Fatah

CASC 2008 Security Council Countries

Belgium (2008)
 Burkina Faso (2009)
China
Costa Rica (2009)
Croatia (2009)
France
Indonesia (2008)
Italy (2008)
Libyan Arab Jamahiriya (2009)
Panama (2008)
Russian Federation
South Africa (2008)
United Kingdom
United States

CASC G8 Countries and Members

Canada	France	Germany
Italy	Japan	Russia
United Kingdom	United States	Brazil*
India*	Mexico*	China*
South Africa*	African Union	Commonwealth of Independent States
European Union	IAEA	International Energy Agency
United Nations	UNESCO	World Bank
World Health Organization	World Trade Organization	
	*Invited Nations	

CASC Arab League Members

Algeria	Bahrain	Comoros
Djibouti	Egypt	Iraq
Jordan	Kuwait	Lebanon
Libya	Mauritania	Morocco
Oman	Qatar	Saudi Arabia
Somalia	Sudan	Syria
Tunisia	United Arab Emirates	Yemen
Palestine		

CASC Schedule

Friday, December 5, 2008

8:30 am to 9:30 am: Registration

9:30 - 8pm: Councils Meet

8:30: Social Event

Saturday December 6, 2007

9:00 am to 3:00 pm Councils Meet

3:00 pm to 3:30 pm Closing Session and Awards.

** There will be lunch and dinner breaks during session meetings. Lunch is provided on both Friday and Saturday at no charge. Delegates are on their own for dinner on Friday. There are various restaurants located around the hotel.*



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

Meeting Date:
 October 28, 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 to Windsor Flying Club**

RECOMMENDATION:

That the Board approve Holy Names Catholic High School Field Trip to The Windsor Flying Club on November 5, 2008.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 30 students in Grades 9 to participate in developing a generalized map of Windsor’s land use and future land development activities. The extensive study will be specific to the area that the students fly over. This field trip request is in compliance with the Field Trip Policy.

BACKGROUND COMMENTS: This field trip ties in the students’ courses of study in urbanization, urban planning, urban sprawl, transportation routes and urban land use.

FINANCIAL IMPACT: \$30 per student.

TIMELINES: December 4 – 6, 2008

APPENDICES:

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

REPORT REVIEWED BY:

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



Windsor-Essex Catholic District School Board Field Trip Approval Form

Sunday, September 14, 2008 5:08:32 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: Linda Staudt

To: **Celeste DiPonio**

Jim Minello
 John Chittaro

Teacher: John Chittaro

School: Holy Names

Destination Name: Windsor Flying Club

Name of Carrier: Pearson

Mode of Transportation: bus

Travel Company Involved: NA

Departure Date: Wed, Nov 05, 2008

Return Date: Wed, Nov 05, 2008

Time of Departure from School: 8am

Approximate Time of Return to School: 12pm

Number of Male Students: 15

Number of Female Students: 15

Total Cost Per Student: \$30

Personal Cost Per Student: \$30

Grade of Students: 9

Number of Supervisors: Male: 1 Female:

Purpose of Trip/Excursion: Fly Over Windsor to investigate Urban Land Use

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

Urbanization, urban planning, urban sprawl, transportation routes, urban land use.

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

Extensive study of Windsor map, specifically the area we will fly over. Develop a generalized map of Windsor's land use and discuss future land development activities.

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

In small groups, design, plan, and create a town with a population of 25 000 people

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

Date Submitted: Fri, Sep 12, 2008

Teacher: Chittaro

Approval Date: Sun, Sep 14, 2008

Principal: Jim Minello

Approval Date: Sun, Sep 14, 2008

Superintendent: Linda Staudt

Approval Date:

Trustee (per SO):

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

Send signed form to School Superintendent, school should retain a copy, Superintendent will return copy upon approval of trip/excursion. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1989, information in forms and documents pertaining to a student registered/enrolled within the Windsor-Essex Catholic District School Board is collected under the legal authority of the Education Act and its Regulations and the Ontario Student Record Guideline, 2000.

The Windsor Flying Club Field Trip Request Rationale
Grade Nine Geography (CGC 1D0)
Mr. John Chittaro, Holy Names Secondary

The students in grade nine geography have the unique opportunity to observe Windsor's land use from the sky. The aerial view of Windsor provides valuable information to the students – it confirms material covered prior to the trip and provides additional information for the culminating activity (build a town). From the sky, students will evaluate potential environmental issues related to urban sprawl in Windsor and assess the impact of transportation routes on past /future residential, industrial, and commercial development. After the flight, the information is gathered, interpreted, and organized to develop, design, and plan an urban area in conjunction with in-class lessons and activities.

Included below are the curriculum expectations that connect the Windsor Flying Club Field Trip to CGC1D0.

Course Overview

This course explores Canada's distinct and changing character and the geographic systems and relationships that shape it. Students will investigate the interactions of natural and human systems within Canada, as well as Canada's economic, cultural, and environmental connections to other countries. Students will use a variety of geotechnologies and inquiry and communication methods to analyse and evaluate geographic issues and present their findings.

Geographic Foundations: Space and Systems

Overall Expectations

- Describe the components and patterns of Canada's spatial organization
- Analyse local and regional factors that affect Canada's natural and human systems

Specific Expectations

- Describe the characteristics (e.g., complex, interconnected, affecting natural systems) of human systems (e.g., transportation, communication, infrastructure, energy networks, economic systems)
- Distinguish between the characteristics of urban and rural environments (e.g., differences in population density, land use, forms of settlement, development patterns, types of employment)
- Explain the geographical requirements that determine the location of businesses, industries, and transportation systems
- Identify criteria with which to evaluate the effect of government land use policy on planning in the local community

Human-Environment Interactions

Overall Expectations

- Analyse the ways in which natural systems interact with human systems and make predictions about the outcomes of these interactions

Specific Expectations

- Explain how human activities (e.g., agricultural and urban development, waste management, parks development, forest harvesting, land reclamation) affect, or are affected by, the environment;
- Describe how natural systems (e.g., climate, soils, landforms, natural vegetation, wildlife) influence cultural and economic activities (e.g., recreation, transportation, employment opportunities)
- Assess how the effects of urban growth (e.g., development on former farm lands, destruction of wildlife habitats, draining of marshes) alter the natural environment
- Present findings from research on ways of improving the balance between human and natural systems (e.g., recycling, river clean-ups, ecological restoration of local woodlots or schoolyards, industrial initiatives to reduce pollution)

Methods of Geographic Inquiry and Communication

Overall Expectations

- Use the methods and tools of geographic inquiry to locate, gather, evaluate, and organize information about Canada's natural and human systems
- Analyse and interpret data gathered in inquiries into the geography of Canada, using a variety of methods and geotechnologies
- Communicate the results of geographic inquiries, using appropriate terms and concepts and a variety of forms and techniques

Specific Expectations

- Gather geographic information from primary sources (e.g., field research)
- Use different types of maps (e.g., road, topographical, thematic) to interpret geographic relationships, including changes over time in a specific location
- Provide appropriate and sufficient geographic evidence and well-reasoned arguments, to support opinions and conclusions
- Make planning decisions concerning a regional community after studying its existing natural and human systems (e.g., transportation, communication, energy networks, ecozones)



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

Meeting Date:
 October 28, 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, Superintendent of Education/Human Resources

SUBJECT: 2008-09 SNOW REMOVAL TENDER

RECOMMENDATION:

That the Board approve the issuance of Purchase Order Contracts for Snow Removal for the 2008-09, 2009-10 and 2010-11 school years to the following successful bidders:

Riverside Auto Spa

2008-09 Areas A1,A5,A7,A8,A9,A10	\$18,420.00 plus GST per event
2009-10 Areas A1,A4,A5,A7,A8,A9,A10	\$20,933.80 plus GST per event
2010-11 Areas A1, A4,A5,A7,A8,A9,A10	\$20,043.00 plus GST per event

Exteriors By Wade

2008-09 Areas A2,A3,A4,A6	\$12,080.00 plus GST per event
2009-10 Areas A2,A3,A6	\$ 8,710.00 plus GST per event
2010-11 Areas A2,A3,A6	\$ 9,045.00 plus GST per event

Preferred Restoration (Windsor) Ltd.

2008-09 Area A11	\$ 2,515.00 plus GST per event
2009-10 Area A11	\$ 2,515.00 plus GST per event
2010-11 Area A11	\$ 2,515.00 plus GST per event

SYNOPSIS:

A tender was called for snow removal services and based on the submissions received, it is being recommended to issue purchase order contracts to the three low bidders in each of the 11 zones to be serviced over the next three years.

BACKGROUND COMMENTS: The 2008-09 Snow Removal Tender bids were opened on Wednesday, October 15, 2008 with Trustee Patrick Keane, Mario Iatonna, Claude Marier and Debbie Maurice from the Board in attendance along with four representatives from the bidding firms. In addition to advertisement in the Windsor Star, mailed notices of the tender call went out to 25 prospective firms.

Firms were requested to bid on the 2008-09 snow removal work and to provide a percentage adjustment for the following two years, 2009-10 and 2010-11. The bids covered 11 specific zones which are provided in the appended list of schools applicable to each zone.

A total of four bids were received and opened, with the results provided in the appended table. It is being recommended to issue purchase order contracts to the three low bidders for each of the zones for the next three years.

FINANCIAL IMPLICATIONS: In 2007-08, snow removal was undertaken by three firms at a total price of \$25,295.00 plus GST per event. Pursuant to this most recent tender call, the low bid prices plus GST per event are as follows:

2008-09: \$33,015.00 2009-10: \$32,158.80 2010-11: \$31,603.00

This represents increases over 2007-08 of 30%, 27%, and 25% for the next three years respectively. It is unclear as to the specific reasons for the significant increase in prices. However, the rise in fuel prices and fleet costs along with the present financial situation worldwide may be impacting the bids.

The expenditure under the previous snow removal contracts in 2007-08 was \$493,517.83. The approved 2008-09 budget for snow removal is \$350,000. If the winter of 2008-09 is similar to an average winter based on past experience, then a budget overrun of approximately \$105,000 is projected. This potential overrun would be monitored based on the experience as the winter season progresses and adjustments made in other Board accounts to offset such an overrun. Updates would be provided in the regular budget status reports that are submitted to the Board.

Under this tender, the Board has the discretion to award one, two or three year contracts. Given the uncertainty in the market place and given the stability provided by the bid prices over the next three years, it is being recommended to issue purchase order contracts for three years.

TIMELINES: It is recommended to issue purchase order contracts for snow removal for the next three years, 2008-09, 2009-10, and 2010-11.

APPENDICES:

- Appendix A - 2008-09 Snow Removal Tender - Listing of Schools Within Each Zone
- Appendix B - 2008-09 Snow Removal Tender Results

REPORT REVIEWED BY:

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

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2008-09 SNOW REMOVAL ZONES
OCTOBER 19, 2008**

Appendix A

ZONE	SCHOOL WITHIN EACH ZONE
A1	Catholic Education Centre Assumption St. Michael's (Victoria) St. Francis St. James St. John
A2	F. J. Brennan W. J. Langlois Our Lady of Lourdes St. Alexander St. Bernard (Windsor) St. Jules
A3	Catholic Central & Annex Immaculate Conception Our Lady of Perpetual Help St. Angela St. Anne FI St. Christopher
A4	Holy Names (Secondary) Christ the King Notre Dame St. Gabriel
A5	St. Anne (Secondary) St. Anne (Arbour) St. Gregory St. John the Baptist St. Peter St. Pius X St. William
A6	St. Joseph (Secondary) L. A. Desmarais H. J. Lassaline St. John Vianney St. Maria Goretti
A7	Our Lady of Annunciation
A8	Holy Name (Essex) St. John the Evangelist St. Mary St. Michael's (Essex)
A9	Cardinal Carter Queen of Peace St. John de Brebeuf St. Louis
A10	Stella Maris St. Anthony St. Bernard (Amherstburg) St. Theresa
A11	St. Thomas of Villanova Holy Cross Our Lady of Mount Carmel Sacred Heart St. Joseph (River Canard)

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
2008-09 SNOW REMOVAL TENDER RESULTS
OCTOBER 19, 2008**

(Prices are provided in dollars per event not including GST)

Appendix B

ZONE	RIVERSIDE AUTO SPA			EXTERIORS BY WADE			PREFERRED RESTORATION (WINDSOR) LTD.			J&T TRUCKING & EXCAVATING		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
A1	3,700.00	3,478.00	3,330.00	3,900.00	4,056.00	4,212.00	-	-	-	-	-	-
A2	3,990.00	3,750.60	3,591.00	2,625.00	2,730.00	2,835.00	-	-	-	-	-	-
A3	4,140.00	3,891.60	3,726.00	2,770.00	2,880.80	2,991.60	-	-	-	-	-	-
A4	3,850.00	3,619.00	3,465.00	3,705.00	3,853.20	4,001.40	-	-	-	-	-	-
A5	5,040.00	4,737.60	4,536.00	6,975.00	7,254.00	7,533.00	-	-	-	-	-	-
A6	4,740.00	4,455.60	4,266.00	2,980.00	3,099.20	3,218.40	-	-	-	-	-	-
A7	900.00	846.00	810.00	1,600.00	1,664.00	1,728.00	-	-	-	-	-	-
A8	2,000.00	1,880.00	1,800.00	2,980.00	3,099.20	3,218.40	-	-	-	-	-	-
A9	4,600.00	4,324.00	4,140.00	7,225.00	7,514.00	7,803.00	-	-	-	4,850.00	5,092.50	5,347.13
A10	2,180.00	2,049.20	1,962.00	2,280.00	2,371.20	2,462.40	-	-	-	-	-	-
A11	3,300.00	3,102.00	2,970.00	4,300.00	4,472.00	4,644.00	2,515.00	2,515.00	2,515.00	-	-	-
TOTAL PRICE FOR LOW BID ZONES	18,420.00	20,933.80	20,043.00	12,080.00	8,710.00	9,045.00	2,515.00	2,515.00	2,515.00	-	-	-
LOW BID ZONES	A1 A5 A7 A8 A9 A10	A1 A4 A5 A7 A8 A9 A10	A1 A4 A5 A7 A8 A9 A10	A2 A3 A4 A6	A2 A3 A6	A2 A3 A6	A11	A11	A11	-	-	-



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

Meeting Date:
 October 28, 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: **CITY AND SCHOOL BOARDS LIAISON COMMITTEE MEETING
 - Minutes of June 26, 2008**

RECOMMENDATION:

That the Board receive the Minutes of the June 26, 2008 City and School Boards Liaison Committee Meeting as information.

SYNOPSIS:

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

BACKGROUND COMMENTS:

A meeting was held on June 26, 2008. Due to other engagements, Mario latonna, Superintendent of Business was the Board’s only representative in attendance. Many of the items discussed at this meeting were follow-up items from the January 31, 2008 meeting.

FINANCIAL IMPACT: N/A

TIMELINES: N/A

APPENDICES:

- Minutes of the June 26, 2008 City and School Boards Liaison Committee Meeting.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 21, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 22, 2008

**Minutes of the City/School Board Liaison Committee
held Wednesday, June 26, 2008 at 12:00 Noon at the
Greater Essex County District School Board
451 Park Street West, Windsor
(Minutes will be formally approved at the next Committee meeting)**

In attendance from the City of Windsor:

Fulvio Valentinis, Councillor, Ward 3
Mario Sonogo, City Engineer
Wes Hicks, Manager of Engineering
Steve Kapusta, Traffic Policy Analyst
Mario Quaglia, Building Supervisor of Committee Teams
Robert Barlozzari, City Council Secretariat
Richard Marr, Assistant Chief Fire Prevention Officer

In attendance from the Greater Essex County District School Board:

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

In attendance from Conseil scolaire de district des ecoles catholiques de Sud Ouest:

Georges Groulx, Superintendent of Business (Retired)
Carolyn Miljan, Assistant Superintendent of Business

In attendance from Conseil scolaire de district due Centre Sud-Ouest:

Denyse Berecz, Principal, Ecole l'envolee (*on behalf of Jean-Luc Bernard*)

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

Mario Iatonna, Superintendent of Business

Regrets received from:

Councillor Caroline Postma, Ward 2, City of Windsor
John Macri, Chairperson, Windsor-Essex Catholic District School Board
Joseph Berthiaume, Director of Education, Windsor-Essex Catholic District School Board
Jean-Luc Bernard, Director of Education, Conseil scolaire public de district du Centre Sud-Ouest
Janine Griffore, Director of Education, Conseil Scolaire de district des ecoles catholiques du
Sud Ouest
Joan Courtney, Vice-Chairperson of the Board

1.	<p><u>Call to Order</u> Gale Simko-Hatfield, Chairperson of the Greater Essex County District School Board, called the meeting to order at 12:13 p.m.</p> <p>Introductions were made individually.</p>	
2.	<p><u>Approval of Agenda</u> Moved by Superintendent Penny Allen and seconded by Assistant Superintendent Carolyn Miljan that the agenda be approved. CARRIED.</p>	

**City and School Board Liaison Committee
June 26, 2008**

<p>3.</p>	<p><u>Approval of Minutes of January 31, 2008</u> Moved by Director of Education Mary Jean Gallagher and seconded by Trustee Beth Cooper that the minutes of January 31, 2008 be approved. CARRIED.</p>	
<p>4.</p>	<p><u>Business Arising from the Minutes</u></p> <ul style="list-style-type: none"> • S. Kapusta indicated that the Task Force Committee has met with respect to Northwood Public Schools safety concerns. The Task Force was presented with a draft policy to go to city council. As a result of the meeting the report was revised and will be presented to City Council for approval. • MJ Gallagher noted that the city and the school boards need to work together to implement a strategy to keep our kids safe and to have a safety process in place. We now have a liability issue since the Northwood school community has been consulted regarding the safety concerns and nothing has been done. • S. Kapusta noted that Northwood safety concerns are the first to be looked at. In discussions with the principal it was decided that a community safety zone would be established, reduction in the speed limit as well as a clearance at the crossing where the children are will also be established. Northwood parent council would like their students to walk to school, but not until the traffic situation is addressed. • S. Kapusta noted that city council needs to endorse the policy because of the cost associated with its implementation. • Trustee Cooper noted that until the ditches are filled in it will be difficult to convince parents to have their children walk to school. S. Kapusta noted that this is an ongoing issue throughout the city. • MJ Gallagher noted that the Task Force is a sub committee of the City/School Board Liaison Committee therefore any report going forward to City Council for approval should be reviewed by this committee first. 	<p><u>ACTION:</u> S. Kapusta will send a draft copy of the report to members of the City/School Board Liaison Committee for vetting before it is presented to City Counsel for consideration.</p>
<p>5.</p>	<p><u>Business Items Submitted by the City of Windsor:</u> <u>Bus Bays</u></p> <ul style="list-style-type: none"> • M. Sonego reviewed the current policy with respect to bus bays on public right-of-way. • A Task Force Committee met to review the current policy and proposed any necessary amendments to go forward to City Council for approval. After lengthy discussion the Task Force decided that there would be a cost savings be built into the policy regarding bus bays on private property. • M. Sonego asked School Boards to reassess the priority list for bus bays. • P. Allen noted a concern with respect to the GECDSB paying for the cost of the bus bays up front and then billing the city. The school board is currently involved in an arbitration which this process would negatively impact the proceedings of this arbitration. • Director Gallagher aksed if there would be any consideration in waiving the site plan fees. M. Sonego explained that this would have to be a decision of Council. • G. Groulx noted that he was pleased with the policy however has a concern with respect to Site Plan Control. He noted that when the school board is involved in a project the City often takes that opportunity to correct other problems that are not related to the existing problem. M. Sonego noted that Site Plan Control is a powerful piece of 	

City and School Board Liaison Committee
June 26, 2008

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legislation. The only way the city can get land gratuitously is through Site Plan Control so we do take advantage of that to get rights-of-way. It is necessary to correct issues however frustrating the process may be. We need to focus on what the Site Plan proposes.

Moved by P. Allen and seconded by C. Miljan
THAT the policy presented to the City/School Board Liaison Committee regarding Bus Bays go forward to City Council for approval.

CARRIED.

- Superintendent Allen noted that in front of Roseland School is a very large shoulder where buses pull over to load and unload students. The buses block the view of the people pulling out of the parking lot. A right turn only has been put into affect which seems to have helped the situation. The bus loading procedures at the school are superb. We are hoping that the right in right out will solve the problem however we will begin to look at designs of a bus bay in the meantime.
- Councillor Valentinis questioned where Roseland falls on the GECSDB list of priorities for a bus bay.
- Director Gallagher noted that part of the problem with Roseland is that the area has been under construction for some time and parents have become concerned with the amount of additional traffic. Cabana has become the road of preference due to construction around the city. We won't know if there is a need for a bus bay until the construction settles down.
- M. Sonogo noted that an environmental assessment of Cabana has been in the Ministers office for a few years. Cabana has a long history. The City has many issues with respect to ditches and road improvements. It is a matter of prioritizing.
- Director Gallagher noted that the school boards work together to produce a combined list for bus bays, however with respect to Roseland the enrolment has decreased and the community is suddenly experiencing a huge traffic problem with the commercialization of the area. Is there anything in the policy that states due to additional commercial property the city would consider in circumstances like this to add an additional bus bay to the cue due to these issues.
- Councillor Valentinis noted that this would be perfect timing to bring this issue forward. This issue has come about by non education growth and development. There should be a recommendation brought forward that the city request consideration separate from the bus bay policy situations that bring about the need for additional bus bays that are not due to education growth and development.

Moved by Director Gallagher and seconded by Councillor Valentinis
THAT in addition to the original list of required bus bays an additional bus bay be considered at Roseland as a special case.

CARRIED.

- S. Kapusta agreed that Cabana needs to be widened however the problem at Roseland is not due to increased traffic on Cabana it is due to a site line issue coming out of Roseland. The data does not support the increased amount of traffic being the issue. This is normal growth on an arterial road.
- Director Gallagher noted that there is a 12-13% increase in traffic. Buses have been adjacent to the road for over 20 years. There are peak times of traffic. From the Boards point of view there is a decrease in enrolment so what ever caused the need for an urgent bus bay is not due to school board issues.

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City and School Board Liaison Committee
June 26, 2008

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6.	<p><u>Business Items submitted by the City of Windsor</u> <u>Walkways</u></p> <ul style="list-style-type: none"> • M. Quaglia referenced the report in the package. He noted that he met with the Alley Technical Advisory Committee as well as Superintendent Allen, Assistant Superintendent Miljan and Manager of Transportation Frank Vergunst to discuss policy and procedures. It was agreed that the local Boards of Education be advised when an application is brought forward for the potential closure of streets, alleys as well as walkways. The principal of the school will be notified by the Board Superintendent and will then advise the parents of the school. The city does recognize the need of students to get to schools safely however also has to balance the needs of the homeowners as well. 	
7.	<p><u>Other Business:</u> There was no other business.</p>	
8.	<p><u>Date and Host of Next Meeting:</u> The next meeting of the City and School Boards Liaison Committee will be hosted by the Windsor Essex Catholic District School Board. The WECDSB will be contacting the Committee members to confirm this date.</p>	<p><u>ACTION:</u> The Windsor-Essex Catholic District School Board will contact the committee with respect to the date and time of the next meeting.</p>
9.	<p><u>Adjournment</u> Chairperson Simko-Hatfield declared the meeting adjourned at 1:17 p.m.</p>	

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

Meeting Date:
 October 28, 2008

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Linda Staudt, Superintendent of Education
SUBJECT: **HIGH SCHOOL COUNCIL MEETING OF JUNE 19, 2008**

RECOMMENDATION:

That the Board receive the report for the June 19, 2008 High School Council meeting as information.

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

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

FINANCIAL IMPACT: n/a

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

APPENDICES:

- High School Council Report of June 19, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 21, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 22, 2008



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

HIGH SCHOOL COUNCIL MEETING

June 19, 2008

~ St. Thomas of Villanova High School ~

7:10 p.m.

REPORT

PRESENT

Parent Representatives

Assumption
 Holy Names
 St. Joseph's
 St. Thomas of Villanova
 Treasurer
 Communication
 Council Member
 Teacher Representative
STOVN Feeder School
 Holy Cross

Sam Boglitch
 Daniela Pastorius
 Barbara Dettlinger
 Greg Farrah
 Thomas A. Malott
 Debbie Farrah
 Heather Sharpe
 Rhonda Bentley

Julie Touma-Chair; Dana Tonus, PAC Member

SEAC Representative

Trustees

Principal

Vice Principal

Board Supervisor

Recording Secretary

Claudio Delduca
 Pat Keane
 JoAnne Shea
 Tish Hedderson
 Linda Staudt
 Celeste DiPonio

REGRETS

F. J. Brennan
 Cardinal Carter
 Catholic Central
 St. Anne's
 St. Anne's
 Trustee
 Student Trustee

Robin Marentette
 Cynthia Casagrande, Pat Moyneur
 Lisa Stabile
 Joe Bachmeier – Chair of HS Council
 Jeannine Shaloub Chair, St. Anne's H
 Shannon Porcellini
 Chynna Resendes, St. Thomas of Villanova
 Nerissa Bradley, Holy Names High School

1. Call to Order and Opening Prayer

Mrs. JoAnne Shea, Principal of St. Thomas of Villanova Catholic High School led the group in prayer. Greg Farrah chaired the meeting, as Joe Bachmeier was unable to be present.

2. Introduction of Members and Roll Call

Greg Farrah asked everyone to introduce themselves.

3. Approval of Agenda/Amendments to Agenda

Moved by: Tish Hedderson
 Seconded by: Rhonda Bentley
 THAT the agenda be approved. All in favour. CARRIED.

4. Approval of Minutes – May 22, 2008

Moved by: Heather Sharpe
 Seconded by: Daniela Pastorius
 THAT the minutes of the May 22, 2008 meeting be approved. All in favour. CARRIED.

5. Presentation

*High School Council
Minutes June 19, 2008 at St. Thomas of Villanova Secondary School*

DVD – The History of St. Thomas of Villanova

Celebrating our Faith, Remembering our History

Greg Farrah showed the DVD presentation highlighting the 20th anniversary of St. Thomas of Villanova Secondary School. Suede Productions produced the video. All in attendance acknowledged the quality and style of this video. It was noted that a former student graduate, Cameron Hucker was instrumental in putting the video together. The Alumni association is selling copies of the video for \$10.00.

6. Business Arising from the Minutes

No new business.

7. Superintendent’s Report – Linda Staudt

- 1) **Catholic Character Development** – She noted that it is a “Limited Edition” at the moment. This will be coming out in the fall with our CCD initiative. We asked the teachers to go back to our core curriculum, JK right through to grade 12. What we asked is “What is the main Catholic virtue or main statement that emerges from the Religion/Catholic Studies Curriculum for that grade level.” For example the JK theme was “Created in Gods own Image. Then from this aspect was depicted what those virtues are and what that they would look like and give meaning for our students to each grade level. Elaine Carr worked on this project with her grade 10 and 12 students. She passed around a flyer showing what was unveiled to trustees at last meeting. Each of these posters will be displayed in the respective classrooms. At our annual awards meeting in June will be selecting one student from the system, at each grade level that exemplifies these virtues. Fourteen awards will be given out.
- 2) Director’s Annual Report was sent electronically to all schools.
- 3) EQA0 results of the OSSLT – our board consistently above 80%. The results were passed around for all to see.
- 4) Ontario Prospects – Ministry of Education puts this out and it’s a guide to career planning and features some students from various boards. The following pages referenced are:
 - ✚ page 4 – **Community and Coop** – submitted by Paul Boots re Opportunity Diploma Student, Andis Bala
 - ✚ page 21 – **Erin’s Dream Come True** – submitted by Jim Kittle, Holy Names High School.
 - ✚ page 29 – **Light at the End of the Tunnel** – submitted by Chris Stollar for St. Thomas of Villanova re: student John Moore
 - ✚ page 32 – **Four Pathways to Success: Career Planning for Grade 7’s** – submitted by Belinda Borelli, Holy Names High School depicting 4 coop students from 4 pathways: Scott Lawik, Danielle St. Pierre, Kare O’Kane, and Charles Bellmore.

8. Student Senate Report –Chynna Resendes – St. Thomas of Villanova

- Linda Staudt reported that Nerissa, Nils, and Chynna were unable to attend this meeting due to exams. She highlighted some items in a report that they submitted for this meeting.
- The final Student Senate meeting was held and hosted by Assumption. Here they had the opportunity to hear from “Tie the Knot”, a youth led group that petitions against smoking, as well as from Cam Franzoi from the Follow the Leader Foundation, who discussed the Upcoming Awards Extravaganza.
- From the presentation led by Cam Franzoi, the Student Senate planned a new project. It would be a board-wide competition for whatever school could submit the most nominations for this Extravaganza. The winning school will receive \$1000. The basis of this organization is recognizing those people that have made life brighter and better for others. The website is www.followtheleaderfoundation.com.
- Nerissa, Nils, Chynna attended the Annual General Meeting (AGM) of OSTA-AECO in Toronto from May 29-June 1 at the Hilton: Toronto. This was amazing opportunity to say farewell to those that will end their Trusteeship this August, as well as a bright welcome to those that are incoming. Here they were able to participate in workshops that pertained to the continuous communication of the Student Voice. They were able to meet Minister Wynne and hear her thoughts on what Student Trustee’s work for the year should consist of. This was granting every student the right to an amazing educational career, and one that can be enjoyed by all. They were able to also hear from Olivia Cheug, a member of the NDP. She discussed the power that Student Trustees have to make a difference, and that all it takes is a little hard

*High School Council
Minutes June 19, 2008 at St. Thomas of Villanova Secondary School*

work to create change. At the conference, Chynna was elected Vice-President/ Faith Ambassador for the English Catholic Board Council. Nils was appointed a member of the Policy Committee.

- They held an Incoming/Outgoing meeting at the Catholic Education Center on June 10th, 2008. Here was the opportunity to meet the new Incoming Senators for next year, and say farewell to the Outgoing members. They heard from Shelia Wisdom of the United Way of ways that we can make Social Awareness Day bigger and better than the last! The Student Senate will work wonderfully together and you can expect great things from them.
- Last Saturday, some of our board's students attended the Art Extravaganza in the courtyard at the University of Windsor. Here, they were able to participate in the mural that was led by Vincent Franzoi. Every school was granted a piece of artwork. The winning school was Villanova; second place was Brennan and third Place was Holy Names.
- Nerissa and Chynna will be speaking at the awards night as the keynote address. This will be one of Nerissa's last acts as a Student Trustee before heading on to the University of Toronto. Nils will be great to work with next year, however Chynna indicated that Nerissa would be greatly missed as she has really changed the Senate in our Board and has made a lasting impact.

9. SEAC Report – Claudio DelDuca

BUDGET

- He shared a "Good News" item from the last SEAC meeting. Through negotiations, the Special Education Budget has remained the same as this past year due to the severity of issues being served.

SPECIAL EDUCATION PLAN AMENDMENTS, 2008

- He was allowed to borrow the book, which represents amendments to the board's Special Education Plan. It speaks to student discipline procedures. He highlighted some key things in this Plan that touches his life in what he experiences day to day in his environment with his children. He noted the section on Disability Etiquette. It touches some common sense approaches, for example, if a person were vision impaired, you would not lead them, etc. He noted that it is very important to remember to look at the individual first as they have their own identity and personality before you look at their disability.
- This Plan it to be brought before the Board on June 23rd. The plan also includes many different initiatives, events, and training and in-service that has already taken place.

10. Chairperson's Report/Comments

No report.

11. New Business/Other

Pat Keane - Trustee

- He thanked all of the council members for all of the work they do in their school communities all year round and wished everyone a safe and happy summer.
- He also extended Shannon Porcellini's regrets, as she had to be present at a graduation this evening.

Kathy Wilson, Chairperson – F. J. Brennan High School

- She noted how well run and attended the Brennan Awards night was last week. They also gave Robin a surprise gift and acknowledged her for all her work on the School Council.
- The graduation will take place next week at our City's new Convention Centre.
- The Awards night went very well and was well attended. The OFSAA Track and Field Girls Division did very well, and were also well represented.
- At the last meeting of the PAC, a couple of weeks ago, it was noted they are all ready for plans next year with the lottery etc. The first meeting of the coming school year usually takes place late in September.

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

*High School Council
Minutes June 19, 2008 at St. Thomas of Villanova Secondary School*

- She noted that they will have a new principal, Mr. Seguin for the 2008-09 school year and the school community welcomes him.
- The school bingo will be running straight through the summer.
- She noted that the school lottery would also run earlier.

Julie Touma and Dana Tonus –Representatives, Holy Cross Catholic Elementary

- They noted that Holy Cross had a very good year and accomplished many endeavours such as several fundraising activities, the school barbecue at the end of May, etc.
- She noted that their biggest challenge is getting parents to come to meetings.
- They noted that their excitement about their website being up and running.
- The Grade 8 Graduation was yesterday, June 18 and noted commented on how beautifully the whole experience was.
- She also noted that they have a wonderful administration at Holy Cross beginning with the principal and all the staff.

Sam Boglitch – Regional Representative, Assumption College High School

- She noted that the last meeting of the year
- Assumption's girls baseball team did very well – they came in 2nd place.
- The boy's soccer team did exceptionally well also.
- Assumption also sponsored a team to Chatham for a tournament.
- Their music students had a wonderful field trip to New York.
- The school year book is almost finished and looking good.
- Art club has done some wonderful things at Assumption.
- The Assumption multicultural day was a hit with a variety of great food.
- Student council had an Hawaiian Lu wow.
- Prime ministers were elected for next school year.
- Assumption had the largest track team ever since the 1940's, and they also did very well. The coach, Gary Malloy received an OFSAA award. This was quite an honour and they are very proud of Gary.
- International Baccalaureate (IB) class wrote their exams and they did very well – 11 did full IB and 14 received certificates
- The IB at Assumption received funding 4 years ago. These students have a love of learning and are good students. They must also complete 150 community-based hours (CAS Community Activity Service). This program is recognized around the world and great preparation for University.

Daniela Pastorius – Parent Council Chairperson – Holy Names High School.

- A new Vice Principal for the 2008-09 school year is Kevin Hamlin, replacing Joe Charron
- The Holy Names Graduation is next Wednesday at the Caboto Club.
- A film festival was held on June 5th and the movies were very funny.
- The walk-a-thon was on May 29th. They raised \$36,000 and the monies were given to St. Vincent de Paul Society, We Care for Kids, St. Francis and Maryvale.
- The second play of the year is called "Opening Night."
- The Girl's soccer team went to OFSAA.
- She has been a Parent Council representative for the past 17 years.
- She noted that it has been a wonderful journey and wished everyone well.

Joanne Shea, Principal – St. Thomas of Villanova

- The community of Villanova is very diverse as their students come from various locations in Essex County, including Amherstburg, LaSalle, Harrow, Essex, River Canard, Maidstone, McGregor, etc. She noted that their students come to make new friends and very quickly gain a sense of belonging to a welcoming community.
- Villanova offers opportunities in several disciplines including a vibrant Arts program; a thriving Science program, as well as a Living Lab; a diverse Technology program including food technology (we will be offering 10 sections in 2008-09 as a pilot) as well as transportation, construction, technology design and communication technology.
- She noted how blessed they are to have a talented teaching and support staff who work diligently on a daily basis to assist their students to live their mission statement.
- She also noted the extracurricular involvement in athletics, theatre, and community projects that keeps Villanova engaged in achieving a balanced perspective as their students pursue a Catholic education in a faith-filled environment.

*High School Council
Minutes June 19, 2008 at St. Thomas of Villanova Secondary School*

- The girls' softball team just recently won WECSSA and Paul Janikowski won his fourth OFSAA medal in track and field the beginning of June. Paul is a grade 10 student at Villanova.
- She said that Villanova is a busy community and they work hard every day to meet the needs of their students.

Greg Farrah – Parent Council Chairperson – St. Thomas of Villanova

- He noted what a wonderful school St. Thomas of Villanova is. His children came from a small school to a high school with 1400 students and his children fit perfectly. He feels truly blessed that his children have the opportunity to attend STOVN.
- He wished everyone a great summer and wished Daniela well and noted that she would be missed at our council meetings.

12. Next Meeting:

Moved by: Kathy Wilson
 Seconded by: Daniela Pastorius
That the amended schedule of meetings for the 2008-09 School Year be approved.
 All in favour. CARRIED

First Meeting to take place on Thursday, October 16th at **St. Anne's High School**

Remainder of the year scheduled meeting dates:

November 20th – Cardinal Carter
 December – No meeting
 January 15 – Catholic Central
 February 19 – F. J. Brennan
 March – No meeting
 April 16 – St. Thomas of Villanova
 May 15 – Assumption
 June 18 – Holy Names High School

13. Closing Prayer and Adjournment

Meeting adjourned at – 8:45 p.m.
 Moved by: Daniela Pastorius
 Seconded by: Sam Boglitch
 All in favour. CARRIED



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

Meeting Date:
 October 28, 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 OCTOBER 15, 2008**

RECOMMENDATION:

That the Board receive the Notes from the Audit Committee Meeting of October 15, 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: In accordance with the Board By-Laws, committees are to report meeting activities either verbally or in writing. Notes from the October 15, 2008 meeting are attached.

FINANCIAL IMPACT: None.

TIMELINES:

Next meeting is scheduled for November 10, 2008.

APPENDICES: Notes from the October 15, 2008 Audit Committee Meeting

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	October 20, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	October 22, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	October 23, 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

Wednesday, October 15, 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
 P. King

**Guests: (Present from 6:00 p.m.
 to 6:38 p.m.)**

Tyler Hicks and Lindsey Rounding representatives from
 Graham, Settingerton, McIntosh, Driedger & Hicks

Regrets:

J. Berthiaume

Recorder:

C. Racine

1. Call to Order and Opening Prayer – The meeting convened at 6:01 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 – None

Moved by Trustee DiMenna and seconded by Trustee Soulliere that pursuant to the Education Act – Section 207 and as authorized by Board By-Law 4:15/5, the Audit Committee go into a meeting which is closed to the public to discuss other protected information matters. *Carried*

Superintendent Iatonna and Manager King left the meeting.

The Audit Committee began discussions of in-camera items 6:05 p.m.

5. **(In-Camera)** i) Discussions with External Auditors and Trustees
ii) Draft Request For Proposal - External Audit Services
iii) Other Business

(Public) i) HALT Program

Trustee DiMenna inquired if the entire program, including academic staff salaries is being funded through the grant.

Superintendent to investigate and advise.

Trustee Porcellini declared a conflict and did not participate in the discussion.

Superintendent Iatonna and Manager King re-entered the meeting at 6:39 p.m.

6. Other Business/Questions
7. Pending Items:
8. Future Scheduled Meeting Dates:
Next meeting is November 10, 2008.
9. Closing Prayer and Adjournment – The meeting adjourned at 7:17 p.m.

Distribution:

- Audit Committee Members (Trustees DiMenna, Porcellini and Soulliere)
- Trustees and Director of Education
- Administrative Resource to the Committee: M. Iatonna, P. King