



**REGULAR BOARD MEETING
Tuesday, January 13, 2009 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom**

A G E N D A

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

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

9.	Action Items:	
	a. Approval of Minutes	
	i) Minutes of In-Camera Meeting, December 16, 2008	--
	ii) Minutes of Regular Meeting, December 16, 2008	1 - 11
	b. Items from the In-Camera Meeting of January 13, 2009	--
10.	Communications:	
	a. External (Associations, OCSTA, Ministry):	
	i) Letter from the Ministry of Education, dated December 22, 2008 re: Invitations to Chairs to attend Governance Review Committee Meeting	12 - 23
	ii) Memorandum from the Ontario Catholic Schools Trustees' Association, dated January 7, 2009 re: Impact on Trustee Candidates - Initial Proposed Accessible Information and Communications Standard	24 - 25
	b. Internal (Reports from Administration):	
	i) Report: Administrative Staff Report (P. Picard)	26 - 28
	ii) Report: Legal Services - November 2008 (M. Iatonna)	29 - 30
	iii) Report: Fundraising Principal Reporting Compliance (M. Iatonna)	31 - 32
11.	Unfinished Business:	
	a. Notice of Motion Trustee Porcellini (Deferred from December 18, 2008) - <i>“At the next regular scheduled meeting of the Board, I will move or cause to be moved, that policy T:04 Electronic Participation in Board Meetings” be reviewed to include the requirement that electronic votes be preceded by opportunity for substantive debate by and between Trustees, and that notice of an upcoming electronic vote be posted on the Board website prior to the vote to provide notice to the public and the opportunity for comment.”</i>	--
12.	New Business:	
	a. Field Trips:	
	i) Stella Maris Catholic Elementary School - Bark Lake Leadership & Conference Centre, Haliburton (C. Geml)	33 - 35
	b. Report: Financial Statements for the Fiscal Year Ended August 31, 2008 (M. Iatonna)	36 - 55
	c. Report: Trustee Group Accident Insurance 2009 (M. Iatonna)	56 - 57
	d. Report: Computerized Maintenance Management System - Request for Proposal Process (M. Iatonna)	58 - 59
13.	Committee Reports:	
	a. Verbal Report: Audit Committee Meeting of January 7, 2009 (M. Iatonna)	--
	b. Report: Special Education Advisory Committee (SEAC) Meeting Minutes of October 23, 2008 (C. Geml)	60 - 63
	c. Verbal Report: Ad Hoc Elementary French Immersion Study Committee - Status Report (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, 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

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer



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

REGULAR BOARD MEETING
Tuesday, December 16, 2008 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees:

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

Regrets:

C. Resendes, Student Trustee

Administration:

J. Berthiaume (Resource)	E. Byrne
C. Geml	P. King
M. Iatonna	C. Norris
P. Picard	S. O'Hagan-Wong
L. Staudt	
J. Bumbacco	

Recorder:

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:05 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer and reading of intentions.
3. Recording of Attendance - Student Trustee Resendes sent regrets due to illness.
4. Approval of Agenda - Chair Alexander noted that hand-outs pertaining to agenda items 10b(iii) 2007 - 08 Budget Report Year End; 10b(v) Director's Annual Report; and 12g Tender Results for Masonry Wall Repairs at St. John the Evangelist School were at trustee places.

Amendments:

- Walk-On Item: 12a (vii) Field trip: Assumption College to Quebec City (Handout is at trustee places)
- Deferral of item 12f 2007-08 Fiscal Year-end Financial Statements to January 13, 2009 as the audited financial statements are not yet available.

- Correction to the administrative Board Report for agenda item 10b(i) Administrative Staffing (page 18 of 102) - retirement date for Alicia de Souza should read January 31, 2009
- Revised Board Report for agenda item 12h 2009 Temporary Borrowing Resolution - Annual Expenditures

Moved by Trustee Janisse and seconded by Trustee DiMenna that the December 16, 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 Macri disclosed interest in relation to agenda item 10b(i) Administrative Staffing due to his son's employment. As a matter of record, although she was not present at the November 25, 2008 Regular Board meeting, Trustee Courtney disclosed interest in relation to agenda item 10b(ii) Community Use of Schools Summary due to her employment.
7. Presentations
 - a. 2009 Chairperson's Address - Trustee Alexander delivered his inaugural remarks as 2009 Chair of the Board indicating he is honoured and privileged to serve as Chair of the Board. Trustee Alexander reflected on challenges and successes of the past year and expressed his appreciation to the entire school community for their support and dedication to our Catholic school system. A transcript of the address will be provided on the Board's webpage at www.wecdsb.on.ca.
 - b. Cardinal Carter Catholic Secondary School Safe Schools Presentation – Trustees received a presentation from Arlene Davis and Joe Charron, Vice Principals at Cardinal Carter Catholic Secondary School providing an overview of the Drug Awareness Program "Educate, Empower and Eliminate" that is implemented in their school community in partnership with the Greater Essex County District School Board, the local Health Unit and Police Services.
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, November 25, 2008
Moved by Trustee DiMenna and seconded by Trustee Soulliere that the minutes of the Committee of the Whole Board In-Camera meeting of November 25, 2008 be adopted as distributed. Carried.
 - ii) Minutes of Regular Meeting, November 25, 2008
Moved by Trustee Keane and seconded by Trustee Janisse that the minutes of the Regular Board meeting of November 25, 2008 be adopted as distributed. Carried.

iii) Minutes of the Organizational Meeting of December 9, 2008

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the Organizational Board meeting of December 9, 2008 be adopted as distributed.

Carried.

b. Items from the Re-Convened In-Camera Meeting of November 25, 2008 and the In-Camera Meeting of December 16, 2008

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on November 25, 2008 pursuant to the Education Act - Section 207, to consider specific matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on December 16, 2008 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, real property matters, labour relations matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Keane, Macri and Porcellini declared a conflict of interest during the December 16, 2008 In-Camera Session and excused themselves from the relevant discussion items. Although she was not present, as a matter of record, Trustee Courtney disclosed interest in items discussed at both the November 11 and November 25 In-Camera Sessions.

Moved by Trustee DiMenna and seconded by Trustee Janisse that the recommendations and directions of the Committee of the Whole Board at its reconvened in-camera meeting of November 25, 2008 and in-camera meeting of December 16, 2008 be approved. Carried.

Vice-Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report, dated December 16, 2008
- the appointment of **Frances Soulliere** as English as a Second Language (E.S.L.) Department Head at Catholic Central High School, effective January 29, 2009
- the appointment of **Richard Rosaasen** as Business Studies / Co-op Department Head at St. Thomas of Villanova Catholic Secondary School, effective January 29, 2009

10. Communications:

a. External (Associations, OCSTA, Ministry):

i) Ontario Catholic Schools Trustees' Association (OCSTA) - Letter to the Ministry of Education Re Input on New Provincial Guidelines for Trustee Expenses

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the correspondence from the Ontario Catholic Schools Trustees' Association regarding Input on New Provincial Guidelines for Trustee Expenses be received as information.

Carried.

ii) Letter from Kathleen Wynne, Minister of Education dated November 27, 2008 re: Grants for Student Needs (GSN) for the 2009-10 School Year
Moved by Trustee Holland and seconded by Trustee Janisse that the letter from Kathleen Wynne, Minister of Education dated November 27, 2008 re: Grants for Student Needs (GSN) for the 2009-10 School Year. Carried.

iii) Memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) re Boards' Submissions to OCSTA on Finance Matters
Moved by Trustee DiMenna and seconded by Trustee Macri that the memorandum from the Ontario Catholic Schools Trustees' Association (OCSTA) re Boards' Submissions to OCSTA on Finance Matters. Carried.

b. Internal (Reports from Administration):

i) Report: Administrative Staff Report – It was noted that the report will be corrected to indicate the retirement date of Alicia de Souza as January 31, 2009.

Moved by Trustee Holland and seconded by Trustee Soulliere that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated December 16, 2008 for information. Carried.

ii) Report: 2008 - 09 Budget Status
Moved by Trustee Macri and seconded by Trustee Porcellini that the Board receive the 2008-09 Budget Status as of December 6, 2008 as information. Carried.

iii) Report: 2007 - 08 Budget Report Fiscal Year-End (*Handout was provided*)
Moved by Trustee Porcellini and seconded by Trustee Soulliere that the Board receive the 2007-08 Budget Report Fiscal Year-End for information with a further report from Administration to be provided at the January 13, 2009 Board meeting. Carried.

iv) Report: 2007 - 08 Property Disposition and Acquisition Summary
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Property Disposition and Acquisition Summary for 2007-08 as information. Carried.

v) Report: Director's Annual Report to the Community 2008 (*Handout was provided*)

Director Berthiaume reported that the Annual Report to the Community is being provided in draft format at this time and will be distributed in its final version in January. Trustees wishing to provide feedback are asked to do so to the Director in writing by January 9.

Moved by Trustee Soulliere and seconded by Trustee Porcellini that the Board receive the Director's Annual Report to the Community 2008 as information. Carried.

vi) Report: Legal Services - September 2008
Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the report Legal Services – September 2008 as information. Carried.

vii) Report: Legal Services - October 2008

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

11. Unfinished Business:

a. Notice of Motion (*Deferred from November 11, 2008*):

ORIGINAL MOTION: Moved by Trustee Soulliere and seconded by Trustee Holland 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.

After lengthy discussion and debate, the motion was amended and adopted as follows:

AMENDED MOTION:

Moved by Trustee Soulliere and seconded by Trustee Holland that the Board establish a sub-committee of the existing Safe Schools Committee, that would include parents, 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. Carried.

b. Notice of Motion from the November 25, 2008 Regular Board Meeting:

Moved by Trustee Porcellini and seconded by Trustee Courtney that policy “T:04 Electronic Participation in Board Meetings” be reviewed to include the requirement that electronic votes be preceded by opportunity for substantive debate by and between Trustees, and that notice of an upcoming electronic vote be posted on the Board website prior to the vote to provide notice to the public and the opportunity for comment.

After discussion on the intended purpose of the motion, it was:

Moved by Trustee Holland and seconded by Trustee Janisse that the matter be deferred to the January 13, 2009 Regular Board meeting to provide Trustee Porcellini the opportunity to confer with members of administration and to provide additional clarification on the content and scope of the motion. Carried.

12. New Business:

a. Field Trips:

i) Cardinal Carter Catholic Secondary School - Quebec City

Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Cardinal Carter Catholic Secondary School field trip to Quebec City, Quebec from Wednesday, February 4 to Sunday, February 8, 2009. Carried.

- ii) Cardinal Carter Catholic Secondary School - New York City
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Cardinal Carter Catholic Secondary School field trip to New York City, New York from Wednesday, April 29 – Sunday, May 3, 2009. Carried.
 - iii) St. Thomas of Villanova and St. Anne Catholic High Schools - Europe
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the St. Thomas of Villanova Secondary School and St. Anne Catholic High School field trip to France, Italy and Spain from Friday, March 13 to Sunday, March 29, 2009. Carried.
 - iv) St. John de Brebeuf Catholic Elementary School - 2009 Spring Muskoka Woods Leadership Experience
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the St. John de Brebeuf Catholic Elementary School 2009 Spring Muskoka Woods Leadership Experience field trip from June 1 to 3, 2009. Carried.
 - v) Holy Names Catholic High School - New York City
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Holy Names Catholic High School field trip to New York City, New York from Monday, April 27, 2009 – Thursday, April 30, 2009. Carried.
 - vi) St. Joseph's Catholic High School - Quebec City
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the St. Joseph's Catholic High School field trip to Quebec City, Quebec from Sunday, February 22 to Wednesday, February 25, 2009. Carried.
 - vii) WALK-ON: Assumption College Catholic High School - Quebec City (*Handout*)
Moved by Trustee Porcellini and seconded by Trustee Keane that the Board approve the Assumption College Catholic High School field trip to Quebec City, Quebec from Wednesday, January 28 to Saturday, January 31, 2009. Carried.
- b. Report: Board Policy Review B: 06 Facility Maintenance (for final approval)
Moved by Trustee Holland and seconded by Trustee Janisse that the Board provide final approval to Draft Policy B: 06 Facility Maintenance as approved in principle;
- and, that the Board revoke Board Policy B: 02 Mould – Portable Classrooms. Carried.**
- c. Report: Board Policy Review H: 09 Assault on Employee (for final approval) - The associated administrative procedure, as presented, will be amended to include reference to Board Policy SC:18 *Bullying Prevention and Intervention*.
- Moved by Trustee DiMenna and seconded by Trustee Soulliere that the Board provide final approval to Draft Policy H: 09 Assault on Employee as approved in principle;**
- and, that the Board receive as information Procedure Pr H: 09 Assault on Employee. Carried.**

- d. Report: Board Policy Review H: 10 Employee Injuries/Illness (for final approval)
Moved by Trustee Janisse and seconded by Trustee Soulliere that the Board provide final approval to Draft Policy H: 10 Employee Injuries/Illness as approved in principle. Carried.
- e. Report: Board Policy Review ST: 24 Special Education Equipment (for final approval)
Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board provide final approval to Draft Policy ST: 24 Special Education Equipment;
and, that the Board receive as information Procedure Pr. ST: 24 Special Education Equipment. Carried.
- f. Report: 2007-08 Fiscal Year-end Financial Statements - This item was deferred to the Regular Board Meeting of January 13, 2009.
- g. Report: Tender Results - Masonry Wall Repairs & Modifications – St. John the Evangelist Catholic Elementary School (*Handout was provided*)
Moved by Trustee Macri and seconded by Trustee Keane that the Board approve the successful bid from Zan-Dall Construction in the amount of \$241,177.65 (includes taxes) for masonry wall repairs and modifications at St. John the Evangelist Catholic Elementary School, and that a Purchase Order Contract be issued. Carried.
- h. Report: 2009 Temporary Borrowing Resolution – Annual Expenditures (*Revised report provided*)

Trustees received a report indicating that a Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditure. The short-term loan is required to bridge finance the Board's capital expenditures that will ultimately be debentured and finance operations when expenses exceed revenues, a situation that occurs at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities.

Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the 2009 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$77,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2009. Carried.

2009 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 16th day of December 2008.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the "Board") considers it necessary to borrow the amount of up to \$77,000,000 to meet, until current revenues are collected, the current expenditures of the Board for 2009.

AND WHEREAS the total amount borrowed pursuant to this Resolution together with the total of any similar borrowing is not to exceed the uncollected balance of estimated revenues of the Board.

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$77,000,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Secretary-Treasurer for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act.

2. The Secretary-Treasurer of the Board is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all monies compromising the current revenues of the Board hereafter received.
 3. The Secretary-Treasurer of the Board is hereby authorized and directed to deliver to the bank from time-to-time upon request a statement showing the total amount of unpaid previous borrowings of the Board for current expenditures together with debt charges, if any, and also the uncollected balance of the estimated revenues for the current year or, where the estimates have not been adopted, the estimated revenues of the previous year less any current revenues already collected.
- i. Report: 2009 Temporary Borrowing Resolution – Permanent Improvements

Trustees received a report indicating that a separate resolution is required to segregate the capital portion of the loans in the amount of \$49,000,000 for bridge financing until a debenture is issued.

Moved by Trustee Porcellini and seconded by Trustee DiMenna that the Board approve the 2009 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$49,000,000 to bridge finance the permanent improvements as detailed in Schedule A of the Resolution. Carried.

2009 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 16th day of December 2008.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) is permitted to borrow money pursuant to the provisions of Section 247 of the Education Act (the “Act”) for the raising of funds to finance certain permanent improvements as more particularly described in this Resolution.

AND WHEREAS:

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

THEREFORE, BE IT RESOLVED THAT:

- 1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$49,000,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
 - 2. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.
- j. Report: Provision of a “Before and After” Child Care Program at St. Alexander Catholic Elementary School, Windsor
Moved by Trustee Porcellini and seconded by Trustee Macri that the Board approve the provision of a “Before and After” School Child Care Program at St. Alexander Catholic Elementary School effective January 2009. Carried.
13. Committee Reports:
- a. Verbal Report: Audit Committee Meeting of December 15, 2008 – Superintendent Iatonna advised that the Audit Committee meeting did not take place as the 2007-08 audited financial statements were not ready for review. The meeting will be rescheduled early in January.
 - b. Report: High School Council Meeting Notes of October 16, 2008
Moved by Trustee Keane and seconded by Trustee Porcellini that the Board receive the report for the October 16, 2008 High School Council meeting as information. Carried.
 - c. Report: Elementary School Council Meeting of November 4, 2008
Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board receive the report for the November 4, 2008, Elementary School Council – Umbrella Group meeting as information. Carried.
 - d. Verbal Report: Accommodation Review Status Report – Superintendent Staudt, administrative resource to the Ad Hoc Accommodation Review Committees (ARC), reported that initial meetings were held with both ARC’s in order to discuss the Committee mandates and to review the process is expected to be completed by October 2009.

14. Notice of Motion - None.
15. Remarks and Announcements:
 - a. Chairperson Fred Alexander wished everyone a blessed and peaceful Christmas.
 - b. Director of Education Joseph Berthiaume congratulated Chair Alexander and Vice Chair DiMenna on their new positions and wished everyone a blessed and safe Christmas.
 - c. Board Chaplain Fr. Brunet indicated that he would be unavailable to celebrate Mass with the staff at the Catholic Education Centre and that Fr. Cartier will preside at the Eucharist, and wished everyone a Merry Christmas and restful holiday.
16. Remarks/Questions by Trustees
 - Trustee Janisse wished everyone a Merry Christmas.
 - Trustee Holland thanked Trustees Macri and Courtney for their dedication and leadership as Chair and Vice Chair over the past few years.
 - Trustee Soulliere wished everyone a Merry Christmas.
 - Trustee Keane wished everyone a Merry Christmas, expressed his appreciation to all students, teachers and staff for their efforts in providing for the less fortunate in our communities, and commented on his attendance at the November 28 System-Wide Together in Faith Day.
 - Trustee DiMenna wished everyone a Merry Christmas and thanked Trustees Macri and Courtney for their continued support.
 - Trustee Porcellini thanked the organizing staff at Catholic Central High School for hosting the recent Christmas Dinner for students involved in the English as a Second Language program, congratulated members of the Catholic Central High School Choir, Concert Band and Jazz Ensemble on their performance at the school's annual Christmas Concert, thanked members of the St. Anne French Immersion School Advisory Council for hosting a Christmas meal for almost 500 students, thanked members of Immaculate Conception Choir for their recent performance at the University of Windsor faculty luncheon, and congratulated Chair Alexander and Vice Chair DiMenna on their new roles.
 - Trustee Macri thanked his fellow trustees for their support for the last few years and thanked Trustee Courtney for her years of service as Vice Chair and wished everyone a Merry Christmas.
 - Trustee Courtney inquired into the status of an administrative report on the compliance with the reporting components of the Board's Fund Raising policy, congratulated Trustees DiMenna and Alexander on their new position, thanked Trustee Macri for his support in her position as Vice Chair over the past few years and wished everyone a Merry Christmas.
 - Student Trustee Lau commented on the last Student Senate meeting and wished everyone a Merry Christmas.
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, 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 December 16, 2008 adjourned at 9:10 p.m.

Not approved.

Fred Alexander
Board Chairperson

Joseph Berthiaume
Director of Education & Secretary-Treasurer

Ministry of Education

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation

Édifce Mowat
Queens Park
Toronto ON M7A 1L2



December 22, 2008

Dear Board Chair,

On November 4, 2008, Minister Wynne wrote to you to announce the creation of a Governance Review Committee. The Committee will make recommendations to the Minister on the following:

- ways to modernize and clarify in the *Education Act* the duties, powers and accountabilities of school boards, chairs, individual trustees, and directors of education, while reinforcing the relationship between elected officials as a group and the director of education as sole employee accountable to the board;
- effective practices in governance applicable to the education sector, including codes of conduct for trustees, enforceable at the provincial or board level, and audit committees with external members;
- appropriate long-term capacity building program for trustees; and
- appropriate content and format for provincial interest regulations designed to ensure that a board achieves student outcomes specified in the regulation

As Co-chairs, we are honoured to lead this timely review and look forward to your advice. The Committee has agreed that the most effective way to engage with the sector is through regional consultations with directors of education, trustees, board chairs, and parent and school council representatives. We also invite boards to make a written submission to the Committee prior to February 28, 2009 provided that the report has been adopted by a board resolution.

We invite you to join trustees from your neighbouring boards to meet with the Governance Review Committee on Friday, February 20, 2008 from 1:00 p.m. – 3:00 p.m. The meeting, which will be a round-table discussion format, will take place at the Best Western Stoneridge Inn and Conference Centre, 6675 Burtwistle Lane, London, ON, N6L 1H5. To ensure that we have an engaged discussion, we must limit the size of group and therefore ask that you send no more than two trustees from your board to this consultation. Please note that board chairs and past chairs will have an opportunity to meet with the Committee during trustee associations meetings during January and February, so you may wish to send a trustee other than the chair or past chair to participate in the regional consultation. Please confirm the participation of your trustees by contacting Vivie Bujouves, Administrative Assistant, at vivie.bujouves@ontario.ca by Monday, February 2, 2008.

Attached you will find a consultation paper that we have developed to provide background information on the specific issues within the scope of the committee's mandate, as well as discussion questions to guide our conversations. The consultation

paper will also be posted on the Ministry's public website so that those of you who do not attend regional meetings can make your views known through a written submission that addresses the four areas.

On behalf of the Governance Review Committee, we look forward to meeting with you and engaging in meaningful dialogue on strengthening school board governance in Ontario.

Best Regards,

Madeleine Chevalier
Co-Chair

Rick Johnson
Co-Chair

**ONTARIO SCHOOL BOARD GOVERNANCE
FOR THE 21ST CENTURY**

CONSULTATION PAPER

December 2008

Governance Review Committee

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1. INTRODUCTION

Locally elected school boards play a vital role in Ontario's publicly funded education system. The decisions made by boards across the province can have a significant and direct impact on teaching, learning and student achievement in our schools. Historically, local school boards have been responsible for determining the educational facilities, services and other resources that would be made available to the community's schools and students, as well as for raising the money through local taxes to pay for these resources. Since 1998, when school boards' authority to levy taxes was removed, boards have received their funding from the province through funding formulas.

Locally elected school boards remain responsible for allocating the resources they receive in support of provincial priorities – enhancing student achievement, closing the achievement gap among students who have not traditionally enjoyed equal benefits of education, and enhancing public confidence in public education. The province-wide focus on student achievement over the past several years, along with the changes to board funding, have profoundly affected the governance relationship between the province and school boards.

As our school system and our society evolve and become increasingly complex, there is a growing and widespread concern that we need to ensure that governance by school boards effectively responds to both provincial priorities and local contexts. Part of the evolving context includes an increased importance placed on equitable outcomes in education for all students, community engagement, accountability and transparency.

The concern regarding governance has been expressed in numerous reports. * In *Energizing Ontario Education*, the government formally recognized this need and, in October 2008, the Minister of Education, the Honourable Kathleen Wynne, called for the creation of a Governance Review Committee.

On November 4th, 2008 the Minister announced the establishment of a governance review committee comprised of trusted and experienced leaders in the education community to consult with their peers on this important initiative. As part of that consultation process, you are invited to provide input into the governance model of the 21st century.

“School board leadership (trustees, directors and supervisory officers) also needs ongoing development to improve the ability of board leaders to act together within the district to implement the core priorities and provide the supporting conditions required. In this respect, further efforts are needed to improve school board governance and the relationship between trustees and directors. Ten years after substantial changes to school board governance, it is time to clarify and modernize the role of trustees to ensure that they have the supports they need to make sound decisions essential to student success.”

Energizing Ontario Education, 2008

* The Royal Commission on Learning (1995); Ontario School Board Reduction Task Force (1996); The Road Ahead II: A Report on the Role of School Boards and Trustees (1997); Report of the Education Equality Task Force (2002); Report on the Feasibility of the Proposed Multi-Year Budget Management Plan and Possible Alternatives for the Toronto District School Board (2006); Report on the Feasibility of the Proposed Multi-Year Budget Management Plan and Possible Alternatives for the Ottawa Carleton District School Board (2007).

2. BACKGROUND AND SCOPE

Steps Taken

This governance review is the next step in a series of initiatives undertaken by the government to enhance board effectiveness. In 2006, the Ministry released the paper, "Respect for Ontario School Trustees," where it affirmed "the standing of trustees as key decision makers," acknowledged trustees' valuable contribution to our education system and paved the way for increased trustee honoraria later that year. In the summer of 2007, the Ministry embarked upon a multi-year initiative to perform Operational Reviews of the 72 District School Boards (DSB) within the province to assess the efficiency and effectiveness of DSB operations, identify best practices, develop recommendations for improvement and provide the Ministry with important input on the on-going development of policy and funding mechanisms.

On October 31, 2008, the Minister announced her intention to develop guidelines on trustee expenditures and sought the advice of key education stakeholders. The Ministry is also working with the sector on a number of leadership initiatives aimed at strengthening the capacity of education leaders.

Unaddressed Issues

The Education Act and its regulations make up the legislative framework which, among other things, sets out the components of school board governance. Many of these provisions, however, are badly outdated. For example, while the public expects school boards and schools to be accountable for student achievement, the *Act* empowers boards to do such things as purchase milk for students, establish cadet corps, and erect fences. Nowhere does it identify educational outcomes as the core business of school boards. Other governance issues have been raised, often by trustees and by directors of education:

- Lack of clarity regarding their roles and responsibilities
- The importance of clarifying the relationship between trustees and the Director of Education
- Concerns that some board members may be insufficiently prepared to assume the duties of office
- The need for training in effective governance.

Terms of Reference of the Governance Review

The government maintains its commitment to the constitutional framework governing education in Ontario. In this context, the governance review will address:

1. Modernizing the *Education Act* to update and clarify the duties, powers and accountabilities of school boards, chairs, individual board members and directors of education, and reinforce the relationship between elected officials as a group and the director of education as the sole employee reporting to the board;
2. Identifying and recommending effective governance practices, including codes of conduct for board members enforceable at the provincial or board level, and audit committees with external members;
3. Proposing appropriate long-term professional development programs for board members to support them in their roles;
4. Recommending a format and content for eventual provincial interest regulations to strengthen the accountability of school boards with respect to student achievement.

3. DISCUSSION: PARTICIPANT GUIDES

The participant guides below and on the following pages provide key background information and highlight issues to explore.

Discussion Guide 1

Modernizing the *Education Act*

Discussion Guide 2

Identifying Effective Governance Practices

Discussion Guide 3

Supporting School Board Leaders

Discussion Guide 4

Strengthening School Board Accountability

Discussion Guide 1:

Modernizing the *Education Act*

Key considerations:

- Legislation is outdated in regard to the duties and powers of school boards and does not address expectations for educational outcomes.
- There is a lack of clarity with regard to the roles of school boards, chairs, individual board members, and directors of education.
- While the legislation identifies and gives powers to a school board as one entity, some individual board members deal directly with supervisory officers and/or other staff members.
- A number of other provinces and boards have recently modernized the governance of their elementary/secondary sector. British Columbia, for example, requires boards to submit an achievement contract annually to the Minister of Education. In Québec, school boards must adopt and make public a strategic plan that includes ways of assessing the achievement of objectives.
- The Director of Education has a significant impact on a board's performance. However, conflicts may arise for a Director from differences between the policy objectives of the board and directives from the Ministry.
- Some have suggested that Directors of Education should have a dual accountability—to the board and to the Minister, as was the case in the past in Ontario.

Discussion guide 1:

- 1) For what should school boards be accountable?
- 2) What are the appropriate roles and responsibilities of:
 - a) the board?
 - b) the Chair?
 - c) individual trustees?
 - d) the Director of Education?
- 3) Should Directors of Education have a dual reporting relationship - to the board and to the Minister as was the case not long ago in Ontario? If so, how should any conflicts between the mandates from the Minister and a school board be resolved?

Discussion Guide 2:

Identifying Effective Governance Practices

Key considerations:

- Effective governance is essential for school boards as public bodies responsible to their communities and to government.
- A number of boards have made significant changes in their governance models and practices in recent years, but there remains a need for sector-wide discussion about what constitutes effective governance and relevant indicators of effectiveness.
- Transparency, accountability and public confidence are enhanced by some boards through clear public communication (such as posting board meeting minutes on their websites in a timely fashion, communicating procedures and opportunities for public presentations, and communicating effectively with the broader community).
- Many jurisdictions have focussed on the need for an enforceable Code of Ethics and/or Code of Conduct for school board members. Boards in Québec, for example, are required under legislation to establish a Code of Ethics and to designate persons who will enforce the code. Legislation also requires boards to publish their code of ethics policy in their annual report, state the number of cases dealt with, the breaches of the policy and the penalties imposed. Nova Scotia has recently passed legislation that will require boards to adopt a standardized, enforceable code of ethics as well as procedural by-laws for the conduct of meetings. In August 2008, the Halifax Regional School Board released a discussion paper entitled “Good Governance” in order to gather public input and inform the next elected board about public expectations in this regard. Legislation in Newfoundland & Labrador, Saskatchewan, and Alberta includes provisions for the removal of individual board members for specified conduct or breaches of duty.
- A number of education experts propose that in order to be effective and function well, school boards must focus on student achievement and have few distractions from that primary focus.

Discussion guide 2:

- 1) What is effective governance by elected school boards?
- 2) What would enhance the ability of boards to address local needs within the context of provincially mandated priorities?
- 3) What governance practices have you seen that work well?
- 4) What practices and policies support effective governance?
- 5) Should there be a provincial code of conduct/ethics for school board members or should such a code be developed locally? How should codes of conduct/ethics be enforced?
- 6) Should boards be required to establish and implement specific policies and procedures to enhance good governance? What would these be?

Discussion Guide 3:

Supporting School Board Leaders

Key considerations:

- In *Energizing Ontario Education*, the government committed to ensuring that board members have the supports they need to make sound decisions to further student achievement, reduce gaps in achievement, and increase confidence in publicly funded education.
- Although trustee organizations and some individual school boards provide professional development for trustees, participation is generally voluntary. Some board members or chairs report that they feel ill-equipped to act effectively and are unclear about their roles and responsibilities.
- While supports are available to help board members develop their capacities there is no consistent, long-term graduated approach to board capacity-building.
- A number of U.S. states have mandatory training programs for school trustees (e.g. Kentucky, South Carolina, and New York). Other public sectors have modernized board capacity building; The Ontario Hospitals Association, for example, has established a Governance Centre of Excellence and offers certificate courses to board members appropriate to their level of experience.

Discussion guide 3:

- 1) What type of training might be offered to school board members?
- 2) Should training be mandatory?
- 3) What type of ongoing support can be offered to enable board members and Chairs to continue to build the capacity of elected boards? How could this support be delivered?
- 4) What supports should be offered to Directors of Education to assist them in providing effective leadership for governance functions?

Discussion Guide 4:

Strengthening School Board Accountability

Key considerations:

- The current legislative framework is not specific about school boards' mandate in relation to the government's three key priorities: improving student outcomes, closing gaps in achievement, and increasing confidence in our publicly funded education system.
- While the government has goals concerning student achievement, the "standards" to which boards should be held accountable have not been discussed. Legislation (Section 11.1 of the *Act*) provides the government with the ability to set standards by regulation, and the Minister with authority to intervene if there is evidence those standards are not being achieved. As yet, no regulations have been made regarding what those standards would be, what circumstances would trigger government intervention or in what stages.

Discussion guide 4:

- 1) To what standards should boards be held accountable in the areas of literacy and numeracy, and graduation rates?
- 2) What other student outcomes and implementation measures should be specified in regulation in order to ensure quality of education?
- 3) How should school boards demonstrate accountability for student outcomes?
- 4) Should the Minister intervene if a board is systematically underperforming and failing to meet a provincial standard? At what points and in what manner should intervention occur? What stages should be involved and what supports should be made available to a board in such a situation?
- 5) Are there mitigating factors that should be considered in contexts where standards are not met?

4. CONCLUSION: RESPONDING TO THIS PAPER

We value your contributions to this important consultation. If you wish to provide your comments and views on the four topics under review by the committee, please write to the following:

Mr. Rick Johnson and Ms. Madeleine Chevalier
Co-Chairs
Governance Review Committee
Ministry of Education
c/o Labour Relations and Governance Branch
Mowat Block, 15th Floor
900 Bay Street
Toronto ON M7A 1L2

Email: Rick.Johnson@ontario.ca
Madeleine.Chevalier@ontario.ca

This paper will also be available in January 2009 on the Ministry of Education website at www.edu.gov.on.ca/eng and responses may be submitted online.

**Please provide your response no later than
*February 28th, 2009***



Ontario Catholic School
Trustees' Association

P.O. Box 2064, Suite 1804
20 Eglinton Avenue West
Toronto, Ontario M4R 1K8
T. 416.932.9460 F. 416.932.9459
ocsta@ocsta.on.ca www.ocsta.on.ca

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

January 7, 2009

MEMORANDUM

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

FROM: Carol Devine, Director, Legislative and Political Affairs

**SUBJECT: Impact on Trustee Candidates –
Initial Proposed Accessible Information and Communications Standard**

As you are aware, a number of new accessibility standards are currently being developed by provincial committees. These standards will impact the operations of both private businesses and public organizations, including school boards.

On November 17, the Ontario government released the proposed Accessible Information and Communications Standard for a 60-day public review period. The proposed standard outlines how businesses and organizations may be required to provide accessible public information in various formats such as online, print, verbal and digital.

Section 7.0 of the proposed standard addresses Accessible Municipal and Provincial Elections.

Section 7.2, if implemented, would require that municipal candidates in municipal elections provide their election and candidate material in an accessible manner, **upon request** from a person with a disability.

Section 5 and Schedule 1 of the proposed standard outline in detail what would be required of trustee candidates. These sections are attached to this memo.

In brief, candidates for election as a trustee would have to be prepared to provide the following, **if requested**.

1. Printed election material
 - a) in an accessible electronic format
 - b) in Braille
 - c) in accessible audio format
 - d) in large print
 - e) in an electronic format with supports for comprehension.

Any web pages, web sites, spoken or audio recordings, video recordings or electronic text files used by trustee candidates as campaign materials would also have to be available in an accessible format, if requested.

These requirements would obviously present serious logistic and financial implications for anyone seeking the office of trustee. The Standards Development Committee is seeking input on the ability of individual candidates to meet these requirements.

Although OCSTA supports efforts to improve accessibility of persons with disabilities with respect to civic participation, we have some concerns about these possible requirements, including the following:

- 1) The cost to candidates to provide these services is unknown and could be substantial. Trustee candidates with limited financial means would be unfairly disadvantaged.
- 2) All trustee candidates may not have equal access to services that could provide Braille translation, technological expertise, etc.
- 3) It could be very inefficient to have hundreds of municipal candidates all seeking these same services during the election period. We question whether there should be some centralized services available, perhaps regionally, at no charge to the candidate.

On behalf of our member boards, OCSTA will be preparing and making a submission to the government on these issues. Should your board wish to comment directly on these issues to the Accessibility Directorate of the Ministry of Community and Social Services, you may do so online using the following link:

<http://www.mcsc.gov.on.ca/mcsc/english/pillars/accessibilityOntario/accession/business/information>

If you require an alternate format or method to provide your feedback please contact:

Accessibility Directorate of Ontario
Outreach and Compliance Branch
Ministry of Community and Social Services
777 Bay Street, Suite 601
Toronto ON M7A 2J4
Telephone: 1-888-482-4317
Fax: 416-326-9725

E-mail: public.review@oliverwyman.com

The deadline for submissions is **February 6, 2009**.

In addition, public consultation sessions will be conducted across the province. If you are interested in attending, please contact Hope Fridal at: 1-888-482-4317 or public.review@oliverwyman.com



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

Meeting Date:
 January 13, 2009

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 January 13, 2009 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated January 13, 2009

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	January 5, 2009
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 7, 2009
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 7, 2009

January 13, 2009

Windsor-Essex Catholic District School Board Administrative Staff Report

HIRING:	Employee Name	Position	Date
	Lindsay Bernik	Occasional Teacher	January 5, 2009
	Karla Bonilla-Castro	Elementary Teacher	January 5, 2009
	Leanne Bourdeau	Occasional Teacher	January 5, 2009
	Christina Celestino	Occasional Teacher	January 5, 2009
	Natalie Daragon	Occasional Teacher	January 5, 2009
	Patricia Deneau	Occasional Teacher	January 5, 2009
	Marlena Deluca	Occasional Teacher	January 5, 2009
	Maria DiPasquale	Occasional Teacher	January 5, 2009
	Mary Elliott	Occasional Teacher	January 5, 2009
	Amy Fuerth	Occasional Teacher	January 5, 2009
	Angela Gambatesa	Occasional Teacher	January 5, 2009
	Bradley Gervais	Occasional Teacher	January 5, 2009
	Jessica Grando	Occasional Teacher	January 5, 2009
	Katie Harrington	Occasional Teacher	January 5, 2009
	Kathryn Holding	Occasional Teacher	January 5, 2009
	Christine Kollar	Occasional Teacher	January 5, 2009
	Alicia LaLonde	Occasional Teacher	January 5, 2009
	Cherie Marion	Occasional Teacher	January 5, 2009
	Maria Marra	Occasional Teacher	January 5, 2009
	Serafina Marra	Occasional Teacher	January 5, 2009
	Sean McFadden	Occasional Teacher	January 5, 2009
	Mathew Menzies	Occasional Teacher	January 5, 2009
	Shawn Merschback	Occasional Teacher	January 5, 2009
	Tracey Nehmetallah	Occasional Teacher	January 5, 2009
	Lucas Romeo	Occasional Teacher	January 5, 2009
	Marko Senjanin	Occasional Teacher	January 5, 2009
	Alexis Seu	Occasional Teacher	January 5, 2009
	Dennis Sladic	Occasional Teacher	January 5, 2009
	Shenna Tolmie	Occasional Teacher	January 5, 2009
	John Zuchett	Occasional Teacher	January 5, 2009

January 13, 2009

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

RESIGNATION:

RETIREMENT:

OTHER:



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

Meeting Date:
 January 13, 2009

BOARD REPORT

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

RECOMMENDATION:

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

SYNOPSIS:

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

BACKGROUND COMMENTS:

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

FINANCIAL IMPACT:

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

*Real Estate and Property Matters	\$580.00
*Labour (incl. Grievances, Contract Administration and Arbitration)	\$1,925.00
*Litigation (inc. OLRB Hearings, Spec Ed., Human Rights and Safe School Issues)	\$750.00
*Contract Negotiations	\$52,150.00
*Other Misc. (On-going Legal Advice and Consultation)	\$845.00

TOTAL **\$ 56,250.00**

The above fees do not include disbursements and GST.

TIMELINES: N/A

APPENDICES: None

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: January 5, 2009

Approval Date: January 7, 2009

Approval Date: January 7, 2009



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

Meeting Date:
 January 13, 2009

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: **FUNDRAISING PRINCIPAL REPORTING COMPLIANCE**

RECOMMENDATION:

That the Board receive the report on Fundraising Principal Reporting Compliance as information.

SYNOPSIS:

Board Policy SC:02 Fundraising contains provisions for reporting on school fundraising activities by Principals to their school communities. This Board report provides a summary of compliance by Principals to these requirements for the previous school year of 2007-08.

BACKGROUND COMMENTS:

Board Policy SC:02 Fundraising provides for compliance reporting as follows:

Policy Clause 11. An annual financial summary of all fundraising activities conducted during the previous school year shall be presented to the school community and submitted to the Superintendent of Education by the Principal and the School Council no later than October 31. The following reports are required to be used:

- ***Form B - School Council Fundraising Activities: Annual Summary Record***
- ***The "Detailed Category Summary" from the School Banking Program***

As of the date of this report, there have been 50 out of 50 annual financial summaries of school fundraising activities provided by Principals through the Superintendent of Business to their respective Superintendents of Education. The quantity and method of presentation to the school communities will be provided to the Board by verbal report at the Board meeting when this matter is considered.

Procedure Clause 3.4 (School Funds Account) On October 31st, the bank reconciliation and the "Detailed Category Summary - All Transactions to Date" shall be signed by the Principal and the School Council Chair and submitted to the Superintendent of Business with a copy to the School Council.

As of the date of this report, there have been 50 out of 50 bank reconciliations and school fundraising summaries provided by Principals to the Superintendent of Business. The method of presentation to the school council will be provided to the Board by verbal report at the Board meeting when this matter is considered.

Procedure Clause 3.6 (School Council Funds Account) At the end of the school year, the bank reconciliation of the School Council Account and the detailed general ledger of all transactions for the year shall be submitted to the School Council, the Principal and the Superintendent of Business.

As of the date of this report, there have been 41 out of 50 bank reconciliations and 42 out of 50 ledgers provided by School Council Chairs to their Principals and to the Superintendent of Business.

In order to improve communication of financial matters between the Board, the Principals and the School Councils, the Board is implementing a process whereby school bank account activity reports will be emailed to the respective Councils' email accounts on a quarterly basis. The Councils will then be able to view electronically the summaries of how school funds are being raised and spent.

FINANCIAL IMPLICATIONS:

Provided in the Background Comments section.

TIMELINES:

The fundraising compliance reporting deadline for the 2007-08 school year was October 31, 2008. All compliance reporting from schools was received by the Superintendent of Business in time in order to complete the Board's financial statements and for the work of the Board's external auditors to be finalized. 8 out of 50 School Councils however did not meet the reporting timeline to the Superintendent of Business regarding provision of ledgers, and 9 out of 50 did not meet the timeline for providing bank reconciliations to the Business Department for completion of the Board's financial statements. In these instances an estimate was used for financial statement reporting.

APPENDICES: N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 5, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 7, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 7, 2009



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

Meeting Date: January 13, 2009
--

BOARD REPORT

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Joseph Berthiaume, Director of Education
 Cathy Geml, Superintendent of Education
SUBJECT: **STELLA MARIS CATHOLIC ELEMENTARY SCHOOL**
 -Field Trip to Bark Lake Leadership & Conference Ctr.
 Haliburton, Ontario

RECOMMENDATION:

That the Board approve the Stella Maris Catholic Elementary School field trip to *Bark Lake Leadership and Conference Centre* in Haliburton, Ontario from May 20 to May 22, 2009.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 26 grade 8 students to attend Bark Lake Leadership and Conference Centre to experience an outdoor leadership experience, to promote Christian leadership and to develop students as well-balanced individuals. This field trip request is in compliance with the Field Trip policy.

BACKGROUND COMMENTS: The three-day excursion will provide students with ecological, physical education, curriculum and theme-based activities, depending on the weather.

FINANCIAL IMPACT: Approximately \$425.00 per student.

TIMELINES: May 20 - 22, 2009

APPENDICES:

- Request for Approval of Field Trip - Form A
- Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	December 15, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	December 11, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	December 15, 2008

Non-Union **AD Steffens**

December 11, 2008 2:17:51 PM

Title: **Field Trip/Excursion Approval Form : Windsor-Essex CDSB**

Page 1 of 1



Windsor-Essex Catholic District School Board Field Trip Approval Form

December 11, 2008 1:58:15 PM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Simone Lira**

To: **D Steffens**

Joe Iacono
 Mark DeThomasis

Teacher: Mark DeThomasis School: Stella Maris

Destination Name: Bark lake Leadership Camp Name of Carrier: Badder

Mode of Transportation: Bus Travel Company Involved: Badder Bus lines

Departure Date: May 20, 2009 Return Date: May 22, 2009

Time of Departure from School: 5:30am Approximate Time of Return to School: 9:30pm

Number of Male Students: 10 Number of Female Students: 16

Total Cost Per Student: 425.00 Personal Cost Per Student: 425.00

Grade of Students: 8 Number of Supervisors: Male: 3 Female: 1

Purpose of Trip/Excursion: promote leadership and teamwork

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

Healthy active living, Team building, and christian leadership

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

Suggestions from Bark lake

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

Bark Lake suggested ideas and journals

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

Date Submitted: Dec 4, 2008 Teacher: Mark DeThomasis

Approval Date: Dec 4, 2008 Principal: Joe Iacono

Approval Date: Dec 10, 2008 Superintendent: Cathy Geml

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.

Stella Maris

®

BARK LAKE

May 20th – 22nd, 2009

Monday

Grade 8

12:00 Arrival/Rooms
 12:30 Bring your own Lunch
 1:00 Site Tour / Full Value Contract / Energizers
 3:00 Archery & Orienteering
 5:30 Dinner
 7:00 Barkopoly

Tuesday

8:00 Breakfast
 9:00 Bark Lake Challenge
 11:00 Reflection Time and Store
 12:00 Lunch
 1:00 Eco Hike
 3:00 High Ropes
 5:30 Dinner
 7:00 Campfire at Second Beach

Wednesday

8:00 Breakfast
 9:00 Canoeing*
 11:00 Debrief
 12:00 Lunch
 1:00 Departure

**Must complete swim test prior to arriving...otherwise Voyager Canoeing would be the alternative.*



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

Meeting Date:
 January 13, 2009

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: **FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED
 AUGUST 31, 2008**

RECOMMENDATION:

**That the Board receive the Financial Statements for the fiscal year ended
 August 31, 2008 as information.**

SYNOPSIS:

The external auditors' work is now complete and the Auditors' Report has been issued. The Financial Statements for the fiscal year ending August 31, 2008 and the Auditors' Report are attached.

BACKGROUND COMMENTS:

The Board's year-end financial statements were required to be filed with the Ministry of Education by November 14, 2008, a date one month earlier than previous years. Given an unanticipated staffing situation in the Business Department, this timeline was not able to be met. The Ministry has been previously advised and is aware of the challenges facing all boards with respect to the accelerated timeline, and this Board in particular with respect to staffing changes.

Under Ministry protocol, boards are given until December 31, 2008 to file these statements, after which time 50% of regular Ministry payments to the Board for operations are to be withheld until the statements are submitted. The Board did submit draft financial statements, consistent with those attached to this report, to the Ministry on December 29, 2008 in order to facilitate the Ministry's completion of its budget planning with the Province.

The work by the Board's external auditor, Graham, Settingington, McIntosh, Driedger & Hicks, for the audit of the 2007-08 financial statements has revealed no material concerns with the statements as prepared by Board administration.

FINANCIAL IMPLICATIONS:

Comments are to be provided in detail in a separate Budget Report for the fiscal year ended August 31, 2008.

TIMELINES:

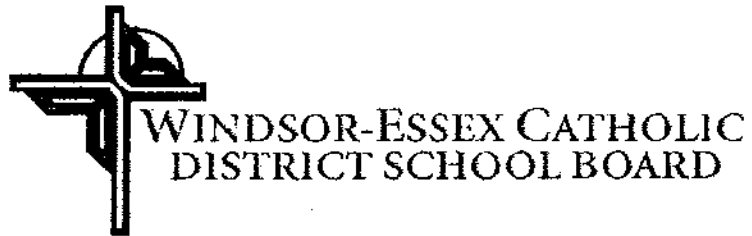
These are noted in the Background Comments section.

APPENDICES:

Financial Statements - August 31, 2008 and Auditors Report.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 5, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 8, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 8, 2009



WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD

Financial Statements
August 31, 2008

**GRAHAM, SETTERINGTON, McINTOSH,
DRIEDGER & HICKS LLP**
CHARTERED ACCOUNTANTS



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AUDITORS' REPORT

**To the Board of Trustees of Windsor-Essex Catholic
District School Board**

We have audited the consolidated statement of financial position of the Windsor-Essex Catholic District School Board as at August 31, 2008 and the consolidated statements of financial activities and changes in financial position for the year then ended. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Windsor-Essex Catholic District School Board as at August 31, 2008 and the results of its operations and the changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles.

Respectfully yours,

GRAHAM, SETTERINGTON, McINTOSH,
DRIEDGER & HICKS

*Graham, Settersington Mcintosh
Driedger & Hicks*

Chartered Accountants

Leamington, Ontario
December 17, 2008

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Statement of Financial Position****For the years ended August 31**

FINANCIAL ASSETS	2008	2007
Cash and cash equivalents (note 2)	\$ 1,982,970	\$ 2,178,561
Accounts receivable	12,752,147	12,327,966
TOTAL FINANCIAL ASSETS	\$ 14,735,117	\$ 14,506,527
FINANCIAL LIABILITIES		
Temporary borrowing (note 3)	\$ 59,373,489	\$ 55,674,615
Accounts payable and accrued liabilities	7,959,168	6,909,767
Net debenture debt, capital loans and leases (note 6)	139,187,221	143,788,759
Deferred revenue - reserves (note 4)	10,103,635	8,704,860
Deferred revenue - other	699,920	596,005
Employee benefits payable (note 5)	71,113,667	64,843,004
TOTAL FINANCIAL LIABILITIES	288,437,100	280,517,010
NET FINANCIAL LIABILITIES	(273,701,983)	(266,010,483)
NON-FINANCIAL ASSETS		
Prepaid expenses	1,247,914	1,121,173
NET LIABILITIES	(272,454,069)	(264,889,310)
FINANCIAL POSITION		
Operating fund	(4,309,795)	(4,771,246)
Capital fund	(55,771,352)	(50,757,717)
Reserve fund	-	566,616
School Activities fund	1,953,995	2,149,586
TOTAL FUND BALANCE	(58,127,152)	(52,812,761)
Amounts to be recovered (note 7)	(214,326,917)	(212,076,549)
NET FINANCIAL POSITION	\$ (272,454,069)	\$ (264,889,310)

Signed on Behalf of the Board

Chief Executive Officer_____
Chair of Board

The accompanying notes are an integral part of these financial statements.

Graham, Setterington, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Statement of Financial Activities**

For the years ended August 31

	(unaudited) 2007-08 Budget	2007-08 Actual	2006-07 Actual
REVENUES			
Local taxation	\$ 59,107,270	\$ 57,652,921	\$ 57,321,843
Provincial grants - student focused funding	162,618,831	164,966,021	158,398,650
Provincial grants - other	525,000	2,831,615	3,927,297
Federal grants and fees	-	-	2,811
Other fees and revenues	2,417,715	1,969,792	689,858
Investment income	-	101,788	74,971
School fundraising	8,100,000	7,583,014	7,384,606
TOTAL REVENUE	232,768,816	235,105,151	227,800,036
EXPENDITURES (note 9)			
Instruction	176,991,695	182,359,203	180,728,944
Administration	7,154,019	7,302,635	8,695,374
Transportation	8,099,000	7,935,255	7,743,434
School operations and maintenance	20,951,700	21,932,476	22,073,223
Pupil accommodation	13,471,177	13,875,729	44,093,640
Other	1,612,745	1,612,745	1,612,745
School funded activities	8,075,000	7,778,605	7,454,345
TOTAL EXPENDITURES	236,355,336	242,796,648	272,401,705
NET EXPENDITURES	(3,586,520)	(7,691,497)	(44,601,669)
Increase (decrease) in prepaid expenses	83,955	126,741	83,955
CHANGES IN NET LIABILITIES	(3,502,565)	(7,564,756)	(44,517,714)
FINANCING TRANSACTIONS			
Long term financing issues	-	-	8,094,232
Debt repayments and sinking fund contributions	(4,545,013)	(4,601,539)	(4,347,397)
Increase in unfunded liabilities	6,025,044	6,851,907	9,556,655
CHANGE IN AMOUNTS TO BE RECOVERED	1,480,031	2,250,368	13,303,490
CHANGE IN FUND BALANCES	(2,022,534)	(5,314,388)	(31,214,224)
Opening fund balances	(50,191,101)	(52,812,764)	(21,598,540)
Closing fund balances	\$ (52,213,635)	\$ (58,127,152)	\$ (52,812,764)

The accompanying notes are an integral part of these financial statements.

Graham, Setterington, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Statement of Changes in Financial Position
For the years ended August 31

	2007-08	2006-07
OPERATIONS		
Net expenditure	\$ (7,691,497)	\$ (44,601,669)
Sources and (Uses)		
Decrease (increase) in accounts receivable	(424,181)	(2,402)
In crease (decrease) in accounts payable and accrued liabilities	1,049,399	2,079,109
In crease (decrease) in deferred revenues - reserves	1,398,775	600,864
In crease (decrease) in deferred revenues - other	103,914	119,900
Increase employee benefits payable	6,270,664	8,781,613
NET DECREASE IN CASH FROM OPERATIONS	707,074	(33,022,585)
FINANCING		
Long term liabilities issued	-	8,094,232
Debt repaid and sinking fund contributions	(4,601,539)	(4,347,397)
NET INCREASE (DECREASE) IN CASH FROM FINANCING	(4,601,539)	3,746,835
CHANGE IN CASH AND CASH EQUIVALENTS	(3,894,465)	(29,275,750)
Opening cash and cash equivalents	(53,496,054)	(24,220,304)
Closing cash and cash equivalents	\$ (57,390,519)	(53,496,054)
Cash and cash equivalents comprise:		
Cash and short-term investments	\$ 1,982,970	\$ 2,178,561
Less: Bank temporary borrowing	59,373,489	55,674,615
	\$ (57,390,519)	\$ (53,496,054)

The accompanying notes are an integral part of these financial statements.

Graham, Settingington, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Schedule of Operating Fund
For the years ended August 31

	(unaudited) 2007-08 Budget	2007-08 Actual	2006-07 Actual
REVENUES			
Local taxation	\$ 59,107,270	\$ 57,652,920	\$ 57,321,843
Provincial legislative grants	162,618,831	164,966,021	158,398,650
Provincial grants - other	525,000	2,831,615	3,927,297
Federal grants and fees	-	-	2,811
Other fees and revenues	2,417,715	1,969,792	689,858
Investment income	-	101,788	74,971
TOTAL REVENUE	224,668,816	227,522,136	220,415,430
EXPENDITURES			
Instruction	176,691,695	181,610,366	180,018,579
Administration	7,154,019	7,302,635	8,695,374
Transportation	8,099,000	7,935,255	7,743,434
School operations and maintenance	20,951,700	21,903,134	22,002,559
Pupil accommodation	8,919,304	8,288,001	9,096,646
TOTAL EXPENDITURES	221,815,718	227,039,391	227,556,592
NET REVENUE	2,853,098	482,745	(7,141,162)
Increase (decrease) in prepaid expenses	83,955	126,741	83,955
INCREASE (DECREASE) IN NON-FINANCIAL ASSETS	83,955	126,741	83,955
Debt principal repayments and sinking fund contributions	(4,545,013)	(4,601,539)	(4,347,397)
Increase in unfunded liabilities	6,025,044	6,851,907	9,556,655
CHANGE IN AMOUNTS TO BE RECOVERED	1,480,031	2,250,368	5,209,258
NET TRANSFERS (TO) FROM OTHER FUNDS			
Transfers (to) from capital fund	(4,417,084)	(2,398,403)	(3,929,032)
Transfer (to) from reserve fund	-	-	1,005,735
NET TRANSFERS TO OTHER FUNDS	(4,417,084)	(2,398,403)	(2,923,297)
CHANGE IN OPERATING FUND BALANCE	-	461,451	(4,771,246)
Opening balance - operating fund	-	(4,771,246)	-
Closing balance - operating fund	\$ -	\$ (4,309,795)	\$ (4,771,246)

The accompanying notes are an integral part of these financial statements.

Graham, Setterington, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Schedule of Capital Fund**

For the years ended August 31

	(unaudited) 2007-08 Budget	2007-08 Actual	2006-07 Actual
REVENUES			
Other Revenues	\$ -	\$ -	\$ -
CAPITAL EXPENDITURES			
Instruction	300,000	748,839	710,365
School operations and maintenance	-	29,342	70,664
Pupil accommodation	4,551,873	5,587,728	34,996,994
Other	1,612,745	1,612,745	1,612,745
TOTAL EXPENDITURES	6,464,618	7,978,654	37,390,768
NET EXPENDITURES	(6,464,618)	(7,978,654)	(37,390,768)
LONG TERM FINANCING	-	-	8,094,232
NET TRANSFERS FROM (TO) OTHER FUNDS			
Transfers from operating fund	4,417,084	2,398,403	3,929,032
Transfers from reserve fund	566,616	566,616	2,251,797
NET TRANSFERS FROM OTHER FUNDS	4,983,700	2,965,019	6,180,829
CHANGE IN CAPITAL FUND BALANCE	(1,480,918)	(5,013,635)	(23,115,707)
Opening balance - capital fund	(50,757,717)	(50,757,717)	(27,642,010)
Closing balance - capital fund	\$ (52,238,635)	\$ (55,771,352)	\$ (50,757,717)

The accompanying notes are an integral part of these financial statements.

Graham, Settington, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Schedule of Reserve Funds**

For the years ended August 31

	(unaudited) 2007-08 Budget	2007-08 Actual	2006-07 Actual
REVENUES			
Investment income	\$ -	\$ -	\$ -
NET REVENUE	-	-	-
NET TRANSFERS (TO) FROM OTHER FUNDS			
Transfers (to) from operations	-	-	(1,005,735)
Transfers to capital	(566,616)	(566,616)	(2,251,797)
NET TRANSFERS TO OTHER FUNDS	(566,616)	(566,616)	(3,257,532)
CHANGE IN RESERVE FUND BALANCE	(566,616)	(566,616)	(3,257,532)
Opening balance - reserve fund	566,616	566,616	3,824,148
Closing balance - reserve fund	\$ -	\$ -	566,616
The reserve fund is comprised of:			
Pupil accomodation debt reserve		-	566,616
		\$ -	\$ 566,616

The accompanying notes are an integral part of these financial statements.

Graham, Settingerton, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Schedule of School Activities Fund****For the years ended August 31**

	(unaudited) 2007-08 Budget	2007-08 Actual	2006-07 Actual
REVENUES			
Elementary School fundraising & other revenue	\$ 4,100,000	\$ 4,007,166	\$ 4,046,311
Secondary School fundraising & other revenue	4,000,000	3,575,848	3,338,295
NET REVENUE	8,100,000	7,583,014	7,384,606
EXPENDITURES			
School funded activities	8,075,000	7,778,605	7,454,345
NET REVENUE (EXPENDITURES)	25,000	(195,591)	(69,739)
CHANGE IN SCHOOL ACTIVITIES FUND BALANCE	25,000	(195,591)	(69,739)
Opening balance - School Activities Fund	-	2,149,586	2,219,325
Closing balance - School Activities Fund	\$ 25,000	\$ 1,953,995	\$ 2,149,586

The accompanying notes are an integral part of these financial statements.

Graham, Settington, McIntosh, Driedger & Hicks LLP - Chartered Accountants

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements**August 31, 2008

1. SIGNIFICANT ACCOUNTING POLICIES**(a) Reporting Entity**

The consolidated financial statements are prepared by management in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of The Canadian Institute of Chartered Accountants and reflect the assets, liabilities, revenues, expenditures and fund balances of the reporting entity. The reporting entity is comprised of all organizations accountable for the administration of their financed affairs and resources to the Board and which are controlled by the Board. School generated funds, which include the assets, liabilities, revenues, expenditures and fund balances of various entities which exist at the school level and which are controlled by the Board are reflected in the consolidated financial statement.

(b) Trust Funds

Trust funds and their related operations administered by the Board are not included in the financial statements as they are not controlled by the Board.

(c) Basis of Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenditures are the cost of goods and services acquired in the period whether or not payment has been made or invoices received.

(d) Cash and Cash Equivalents

Cash and cash equivalents comprise of cash on hand, demand deposits and short-term investments. Short-term investments are highly liquid, subject to insignificant risk of changes in value and have a short maturity term of less than 90 days.

(e) Investments

Investments consist of marketable securities which are liquid short-term investments with maturities of between three months and one year at the date of acquisition, and are carried on the Statement of Financial Position at the lower of cost or market value.

(f) Capital Assets

The historical cost and accumulated depreciation of capital assets are not reported. Capital assets are reported as expenditures on the Statement of Financial Activities in the year of acquisition.

(g) Deferred Revenue

Certain amounts are received pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs or in the delivery of specific services and transactions. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or services performed.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2008

(h) Retirement and other employee future benefits

The Board provides defined retirement and other future benefits to specified employee groups. These benefits include pension, life insurance and health care benefits, retirement gratuity, worker's compensation and long-term disability benefits. The Board has adopted the following policies with respect to accounting for these employee benefits:

- (i) The costs of self insured retirement and other employee future benefit plans are actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, insurance and health care cost trends, disability recovery rates, long-term inflation rates and discount rates.

For self insured retirement and other employee future benefits that vest or accumulated over the periods of service provided by employees, such as retirement gratuities and life insurance and health care benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

For those self insured benefit obligations that arise from specific events that occur from time to time, such as obligations for worker's compensation, long-term disability and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are recognized immediately in the period they arise.

- (ii) The costs of multi-employer defined pension plan benefits, such as the Ontario Municipal Employees Retirement System pensions, are the employer's contributions due to the plan in the period;

- (iii) The costs of insured benefits are the employer's portion of insurance premiums owed for coverage of employees during the period.

(i) Reserves and Reserve Funds

Certain amounts, as approved by the Board trustees, are set aside in reserves and reserve funds for future operating and capital purposes. Transfers to and/or from reserves and reserve funds are an adjustment to the respective fund when approved.

(j) Government Transfers

Government transfers, which include legislative grants, are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

(k) Investment Income

Investment income earned on surplus operating funds, capital funds, reserves and reserve funds are reported as revenue in the period earned.

Investment income earned on externally restricted funds such as pupil accommodation, education development charges and special education is added to the fund balance and forms part of the respective deferred revenue balances.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements**

August 31, 2008

(l) Budget Figures

Budget figures have been provided for comparison purposes and have been derived from the budget approved by the Trustees. The budget approved by the Trustees is developed in accordance with the provincially mandated funding model for school boards and is used to manage program spending within the guidelines of the funding model. Given differences between the funding model and Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board, the budget figures presented have not been adjusted to conform with this basis of accounting as it is used to prepare the financial statements. The budget figures are unaudited.

(m) Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the year. Actual results could differ from these estimates.

(n) Future Change in Accounting Policy

Effective for the fiscal year commencing September 1, 2008, the Board will be required to record capital assets in its financial statements. In anticipation of the reporting change, the Board has disclosed in Note 13 to the financial statements its capital assets.

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include the following:

	<u>2008</u>		<u>2007</u>
School Activities fund	\$ 1,953,995	\$	2,149,586
Petty Cash	28,975		28,975
	<u>\$ 1,982,970</u>	<u>\$</u>	<u>2,178,561</u>

3. TEMPORARY BORROWING

Temporary borrowing consists of the following:

	<u>2008</u>		<u>2007</u>
1 year line of credit bearing interest at prime minus 0.65%	\$ 45,000,000	\$	45,000,000
Bank overdraft bearing interest at CIBC prime minus 0.6%	9,688,646		8,799,713
90-day bank acceptance bearing interest at 4.33%	4,684,843		1,874,902
	<u>\$ 59,373,489</u>	<u>\$</u>	<u>55,674,615</u>

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements**

August 31, 2008

4. DEFERRED REVENUE

The use of certain reserve funds are restricted by the provincial government regulations. It is a requirement of the public sector accounting principles of the Canadian Institute of Chartered Accountants that these reserve funds be reported as deferred revenue.

Deferred revenue set-aside for specific purposes by legislation, regulation or agreement as at August 31, 2008 is comprised of:

	2008	2007
Special Education	\$ 862,331	\$ -
Proceeds of Disposition	9,241,304	8,704,860
	<u>\$ 10,103,635</u>	<u>\$ 8,704,860</u>

6. RETIREMENT AND OTHER EMPLOYEE FUTURE BENEFITS

Retirement and Other Employee Future Benefit Liabilities				
	2008			2007
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Accrued Employee Future Benefit Obligations	\$ 78,097,701	\$ 2,051,644	\$ 80,149,345	\$ 85,794,375
Unamortized Actuarial (Gains) Losses	9,157,983	(122,305)	9,035,678	20,951,372
Employee Future Benefits Liability	\$ 68,939,718	\$ 2,173,949	\$ 71,113,667	\$ 64,843,004

Retirement and Other Employee Future Benefit Expenses				
	2008			2007
	Retirement Benefits	Other Employee Future Benefits	Total Employee Future Benefits	Total Employee Future Benefits
Current Year Benefit Cost	\$ 3,461,419	\$ 270,500	\$ 3,731,919	\$ 4,291,200
Interest on Accrued Benefit Obligation	4,056,123	49,851	4,105,974	4,660,538
Recognized Actuarial (Gains) Losses	2,042,229	6,250	2,048,479	3,161,318
Employee Future Benefit Expenses	\$ 9,559,771	\$ 326,601	\$ 9,886,372	\$ 12,113,056

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2008**

Retirement Benefits**(i) Ontario Teacher's Pension Plan**

Teachers and related employee groups are eligible to be members of Ontario Teacher's Pension Plan. Employer contributions for these employees are provided directly by the Province of Ontario. The pension costs and obligations related to this plan are a direct responsibility of the Province. Accordingly, no costs or liabilities related to this plan are included in the Board's financial statements.

(ii) Ontario Municipal Employees Retirement System

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan. The plan provides defined pension benefits to employees based on their length of service and rates of pay. Effective January 1, 2006 employee contribution rates continued at levels of up to 9.6% of earnings. The Board contributions equal the employee contributions to the plan. During the year ended August 31, 2008, the Board contributed \$ 1,998,094 (2007 - \$ 1,952,693) to the plan. As this is a multi-employer pension plan, these contributions are the Board's pension benefit expenses. No pension liability for this type of plan is included in the Board's financial statements.

(iii) Retirement Gratuities

The Board provides retirement gratuities to certain groups of employees hired prior to specified dates. The amount of the gratuities paid to eligible employees at retirement is based on their salary, accumulated sick days, and years of service at retirement. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

(iv) Retirement Life Insurance and Health Care Benefits

The Board continues to provide life insurance, dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The Board provides these benefits through an unfunded defined benefit plan. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

Other Employee Future Benefits**(i) Workplace Safety and Insurance Board Obligations**

The Board is a Schedule 2 employer under the Workplace Safety and Insurance Act and, as such, assumes responsibility for the payment of all claims to its injured workers under the Act. The Board does not fund these obligations in advance of payments made under the Act. The benefit costs and liabilities related to this plan are included in the Board's financial statements.

(ii) Long-term Disability Life Insurance and Health Care Benefits

The Board provides life insurance, dental and health care benefits to employees on long-term disability leave. The Board is responsible for the partial payment of life insurance premiums and the partial costs of health care benefits under this plan. The Board provides these benefits through an unfunded defined benefit plan. The costs of salary compensation paid to employees on long-term disability leave are fully insured and not included in this plan.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2008**

The accrued benefit obligations for employee future benefit plans as at August 31, 2008 are based on an actuarial valuations for accounting purposes as at August 31, 2008. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are the Board's best estimates of expected rates which implicitly include an inflation rate adjustment.

	2008	2007
	%	%
Wage and salary escalation	3.5 - 3.75	3.5 - 3.75
Insurance and health care cost escalation	5.0 - 11.5	5.0 - 11.5
Discount on accrued benefit obligations	4.75	4.75

6. NET LONG-TERM LIABILITIES

Net long-term debt reported on the Statement of Financial Position comprises of the following:

	2008	2007
1 By-law # 55	\$ 389,000	\$ 492,000
2 By-law # 64	3,632,000	4,368,000
3 By-law # 67	5,075,000	5,832,000
4 By-law # 02-01	28,478,346	29,241,621
5 By-law # 03-04 Sinking Fund Debenture	24,012,700	24,012,700
6 By-law # 03-05	28,124,593	28,825,855
7 By-law # 06-01	43,101,395	44,074,458
8 By-law #06-03	7,822,854	8,005,804
Less: Sinking Fund Assets Balance as at August 31	(1,448,667)	(1,063,679)
	\$ 139,187,221	\$ 143,788,759

Principal and interest payments relating to net long-term liabilities of \$139,187,221 outstanding as at August 31, 2008 are due as follows:

	Principal and Sinking Fund Contributions	Interest	Total
2008/09	4,839,372	7,872,677	12,712,049
2009/10	5,159,847	7,545,461	12,705,308
2010/11	5,502,897	7,192,962	12,695,859
2011/12	5,711,004	6,801,010	12,512,014
2012/13	4,977,676	6,482,247	11,459,923
Thereafter	112,996,425	50,640,471	163,636,896
	\$ 139,187,221	\$ 86,534,828	\$ 225,722,049

REVISED

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**Notes to the Consolidated Financial Statements****August 31, 2008****7. AMOUNTS TO BE RECOVERED IN FUTURE YEARS**

The amounts to be recovered in future years reported on the Statement of Financial Position are comprised of:

	<u>2008</u>		<u>2007</u>
Capital outlay to be recovered in future years			
Net long term debt (note 6)	\$ 139,187,221	\$	143,788,759
Amounts to be financed in future years			
Retirement and other employee future benefits liability (note 5)	71,113,669		64,843,004
Vacation accrual	1,222,938		618,936
Interest accrual	2,803,090		2,825,850
	<u>\$ 214,326,917</u>	<u>\$</u>	<u>212,078,549</u>

8. DEBT CHARGES AND CAPITAL LOANS AND LEASES INTEREST

The expenditure for debt charges, capital loans and capital leases interest includes principal, sinking fund contributions and interest payments as follows:

	<u>2008</u>		<u>2007</u>
Principal payments on long term liabilities including contributions to sinking funds	\$ 4,545,014	\$	4,217,458
Interest payments on long term liabilities	8,182,886	\$	8,107,114
	<u>\$ 12,727,900</u>	<u>\$</u>	<u>12,324,572</u>

9. EXPENDITURES BY OBJECT

The following is a summary of the current and capital expenditures reported on the Statement of Financial Activities by object:

	(unaudited) <u>2008</u> Budget		<u>2008</u> Actual		<u>2007</u> Actual
Current expenditures:					
Salary and wages	\$ 156,879,491	\$	160,652,435	\$	156,649,433
Employee benefits	30,698,063		31,201,367		32,807,251
Staff development	419,000		376,653		625,162
Supplies and services	14,552,785		14,464,464		16,964,383
Replacement furniture & equipment	130,000		1,084,030		904,545
Interest	8,890,424		8,288,001		9,096,646
Rental expenditures	384,000		640,482		656,815
Fees and contract services	9,268,075		10,014,749		9,696,751
Other	593,880		317,209		155,606
School fund activities	8,075,000		7,778,605		7,415,866
Capital expenditure	<u>6,464,618</u>		<u>7,978,653</u>		<u>37,314,558</u>
	<u>\$ 236,355,336</u>	<u>\$</u>	<u>242,796,648</u>	<u>\$</u>	<u>272,287,016</u>

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

Notes to the Consolidated Financial Statements

August 31, 2008

10. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE (OSBIE)

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks.

11. FINANCIAL INSTRUMENTS

(a) Interest Rate Risk

Interest rate risk represents the risk to the Board's operations that arises from fluctuations in interest rates and the degree of volatility of these rates. The Board is exposed to interest rate risk as the interest on the bank short term borrowings is at variable rates.

(b) Fair Value

Fair values approximate amounts at which financial assets and liabilities would be exchanged between willing parties, based on current markets for instruments of the same risk and materiality. The fair value of financial assets and liabilities approximate their carrying values.

12. CONTINGENT LIABILITIES

In the normal course of operations, the Board became involved in various claims and legal proceedings. While the final outcome with respect to claims and legal proceedings pending at August 31, 2008 cannot be predicted with certainty, it is the opinion of the Board that their resolution will not have a material adverse effect on the Board's financial position or results of operations.

13. TANGIBLE CAPITAL ASSETS

In September 2006, the Public Sector Accounting Standards Board (PSAB) of the Canadian Institute of Chartered Accountants (CICA) issued revised standard PS 3150, *Tangible Capital Assets*. PS 3150 establishes the accounting and reporting standards for tangible capital assets in government financial statements.

In accordance with PS 3150, the Board is required to report tangible capital assets in their financial statements for the fiscal years commencing on or after January 1, 2009. As required by the Ministry of Education, the Board will fully implement the new standards beginning with the school year of September 1, 2008 to August 31, 2009.

For the 2007-08 fiscal year, PSAB's Public Sector Guideline 7 requires the disclosure of tangible capital asset information in the notes to the financial statements to the extent that reliable information is available. The Board currently does not have detailed information related to furniture, equipment, computer hardware, computer software and vehicles to disclose. Information related to land and buildings summarized below has been obtained from the Ministry of Education for purposes of Provincial Consolidation. As these amounts were used for purposes of the provincial consolidation, the amounts reported are as of March 31, 2008 which is the Province of Ontario's fiscal year-end.

Tangible capital assets are recorded at historical cost. The cost of a tangible capital asset includes acquisition costs such as installation costs, design and engineering fees, legal fees, survey costs, site preparation costs, freight costs, transportation insurance costs, and duties. The cost of a constructed asset would normally include direct construction or development costs (such as material and labour) and overhead costs directly attributable to the construction or development activity.

When the Board did not have historical cost accounting records available for its tangible capital assets, it estimated the historical cost and accumulated amortization of the assets. The estimate was calculated by the Ministry of Education using a tool called the Book Value Calculator.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
Notes to the Consolidated Financial Statements
 August 31, 2008

13. TANGIBLE CAPITAL ASSETS (continued)

This information provided by the Ministry of Education will be subject to review and amendment by the Board audit during the year that PS 3150 is fully implemented for purposes of the school board's financial statements.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets using the following amortization rates:

Land Improvements with finite lives	15 years
Buildings	40 years
Portable Structures	20 years
Other Buildings	20 years

UNAUDITED

	COST				ACCUMULATED AMORTIZATION				NET BOOK VALUE	
	Balance at March 31, 2007	Additions and transfers	Disposals	Balance at March 31, 2008	Balance at March 31, 2007	Amortization	Disposals write offs & adjustment	Balance at March 31, 2008	Net Book Value March 31, 2008	Net Book Value March 31, 2007
Land	\$ 10,876,541	\$ (36,223)	\$ -	10,840,318	\$ -	\$ -	\$ -	\$ -	\$ 10,840,318	\$ 10,876,541
Land Improvements	279,494	1,100,492	-	1,379,986	27,949	55,384	-	83,333	1,296,653	251,545
Buildings	225,228,103	44,269,518	-	269,497,621	46,086,773	6,431,336	-	51,517,109	217,980,512	180,142,330
Portable Structures	5,134,799	86,000	(332,400)	4,888,399	3,276,413	254,304	(332,400)	3,198,317	1,690,082	1,858,388
Other Buildings	-	-	-	-	-	-	-	-	-	-
Construction in Progress	33,812,619	(33,812,619)	-	-	-	-	-	-	-	33,812,619
TOTAL	\$ 275,331,556	\$ 11,607,168	\$(332,400)	\$ 286,606,324	\$48,390,135	\$ 6,741,024	\$(332,400)	\$54,798,759	\$ 231,807,565	\$226,941,421



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

Meeting Date:
 January 13, 2009

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: **TRUSTEE GROUP ACCIDENT INSURANCE**

RECOMMENDATION:

That the Board approve payment in the amount of \$570.24, including PST, to Industrial Alliance Pacific Insurance and Financial Services Inc. for the Trustee Group Accident Insurance, including Student Trustees, for the year 2009.

SYNOPSIS: The Board provides accident insurance for all Trustees, including Student Trustees, and it is now time to renew the coverage for 2009.

BACKGROUND COMMENTS: The Trustee Group Accident Insurance Policy from Industrial Alliance Pacific Insurance and Financial Services Inc. is due for renewal on January 1, 2009. The policy provides coverage for an injury sustained while performing the duties of a Trustee away from the Trustee's residence or place of regular employment and while traveling on business for the Board. The coverage is as follows:

Breakdown of Insurance Coverage

Type of Coverage	Elected Trustees	Student Trustees
Accidental Death and Dismemberment	\$100,000 maximum	\$50,000 maximum
Accident Reimbursement (medical)	\$10,000	\$2,500
Total Disability	\$50 to \$500 weekly	None
Partial Disability	\$25 to \$250 weekly	None
Hospital Cash	\$100 per day	\$75 per day
Funeral Expense	\$2,500	\$2,500

FINANCIAL IMPLICATIONS: The premium of \$570.24, including PST, for 2009 remains unchanged from both 2007 and 2008.

TIMELINES: The renewal is due on January 1, 2009 and provides coverage for one year up to December 31, 2009.

APPENDICES: N/A

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: January 5, 2009
Approval Date: January 7, 2009
Approval Date: January 7, 2009



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

Meeting Date:
 January 13, 2009

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: **COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM -
 REQUEST FOR PROPOSAL**

RECOMMENDATION:

That the Board approve proceeding with a Computerized Maintenance Management System Request for Proposal.

SYNOPSIS:

The Board currently lacks a comprehensive computerized management system for the tracking of inventory components, maintenance activities and work order history for its buildings and major equipment. It is recommended to issue a request for proposal (RFP) in order to seek a third-party, web-based system for this purpose.

BACKGROUND COMMENTS:

At present, both Facilities Services and Information Technology utilize the Helpdesk system from Computer Associates as modified for the Board's purposes. It is essentially a service request processing and tracking system. For the most part, it meets the requirements of Information Technology in this respect, but does not have the breadth of features that Facilities Services requires for managing its operations.

It is proposed to seek out a new system that would meet the requirements of Facilities Services. Depending on the features of a new system, Information Technology may also avail itself of some of the components. In addition, given the move by the Ministry of Education to require Boards to track and record tangible capital assets as part of its financial responsibilities, a new system would serve to facilitate this effort.

The system being sought is to be modular, so that the Board is able to initially acquire only those features that it requires, with the potential for adding modules as time goes on. The entire list of features to be included in the RFP is as follows:

- A comprehensive asset/equipment inventory database
- Scheduling and tracking of preventative maintenance work
- Scheduling and tracking of on demand and emergency work
- Planning and scheduling of available labour, materials and equipment
- Tracking of spare parts inventory
- Provision of canned and custom reports
- Purchase requisition and purchase order tracking
- Personnel and training records management
- Swipe card and key control and lock management
- Fleet management
- Work order billing
- Asset life cycle planning
- Tracking of utilities
- Project management

The specific modules to be acquired will depend on the capabilities and costs of the systems proposed by the vendors.

FINANCIAL IMPLICATIONS:

Facilities Services currently budgets \$500 per month in support of the existing Helpdesk system. Based on a preliminary review of the marketplace, a new system, depending on the modules to be acquired, is projected to run in the range of \$500 to \$700 per month. This is to be funded over time by a combination of the operating budget (from where the existing Helpdesk is funded), the capital renewal budget (as a charge to major work), and to major capital construction projects.

TIMELINES:

It is recommended to issue the RFP immediately upon approval to proceed by the Board. Depending on the number of submissions and the scheduling of system demonstrations, it is anticipated that a recommendation would be provided to the Board sometime in Spring 2009.

APPENDICES:

N/A

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 5, 2009
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 7, 2009
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 7, 2009



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

Meeting Date:
 January 13, 2009

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)
 Meeting of October 23, 2008**

RECOMMENDATION:

That the Board receive the Minutes of the October 23, 2008 Special Education Advisory Committee meeting as information.

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

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

FINANCIAL IMPACT: n/a

TIMELINES: The next SEAC meeting occurred on Thursday, December 11, 2008 at the Catholic Education Centre. Minutes will be provided following approval by SEAC.

APPENDICES:

- Special Education Advisory Committee Minutes of October 23, 2008

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	December 15, 2008
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	December 12, 2008
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	December 15, 2008



Windsor-Essex Catholic District School Board

1325 California Ave., Windsor, ON N9B 3Y6

Phone: (519) 253-2481

Fax: (519) 253-0620

SPECIAL EDUCATION ADVISORY COMMITTEE MEETING

Thursday, October 23, 2008 – 6:00 P.M.

Windsor Essex Catholic Education Centre

1325 California Avenue, Windsor

John Paul II Board Room

MINUTES

Present:	Lisa Soulliere	Trustee Member (Chair)
	Bev Clarke	Learning Disabilities Association (Vice-Chair)
	Claudio DelDuca	High School Council
	Cathy Geml	Superintendent, Learning Support Services
	Cas Graham-Stuart	Autism Ontario Windsor-Essex
	Tom Aymar	Maryvale
	Sonia Sovran	Learning Disabilities Association
	Anne Marie Drukulec	Integration Action for Inclusion

1. Call to order – Lisa Soulliere, Chair
2. Opening Prayer
3. Welcome/Introductions to the CYW – 3rd year students and students from the Principal's Course
4. Recording of Attendance
Regrets from Rita Raniwsky, Mary DiMenna
5. Approval of Agenda
Motion by Cas Graham-Stuart and seconded by Bev Clarke that the Agenda be approved as printed and circulated. Carried
6. Agenda Questions from Observers – None
7. Disclosure of Pecuniary Interest – None
8. Approval of Minutes – Sept. 28, 2008
Motion by Bev Clarke and seconded by Cas Graham-Stuart that the Minutes be approved. Carried
9. Business Arising from Minutes – None
10. Information Items –
 - The Chair presented, a letter from the GECD SB to the Ministry of Education and the Ministry of Child and Youth Services. The letter was signed by various Windsor-Essex community Partners or provider groups, including the WECD SB,

the GECDSB, Respite Services, Help Link and Children's Health Care Network, Maryvale and the Windsor-Essex Children's Aid Society. The letter states that these individual groups are committed to providing services for the needs of all students in the community. It is a request for continued support for a pilot program at Maryvale, which will help with treatment and educational components of the treatment programs. The letter thanks the Ministries for granting the funding to provide additional teaching staff in order to assist children and youth with mental health and educational issues.

11. Report from Chair – Not at this time

Report from Trustees

- Trustee Soulliere reported for Trustee DiMenna on the October 14th Board Meeting.
- Trustees received Enrolment and Staffing School Organizational information for both elementary and secondary schools as of September 2008.
- The Board was given the 2008 Capital Plan, which must be submitted to the Ministry of Education, along with supporting business cases by October 31. Regular reports on the progress in implementing the Plan will be provided to the Board.
- The SEAC Meeting Minutes of June 12, 2008 were accepted as information.
- The following notice of motion from the September 23, 2008 Regular Board meeting was approved:

“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.”

(The process for policy development and provisions for stakeholder input can be found on the Policy Section of the Board website.)

- The following notice of motion was presented for discussion at the October 14 meeting:

“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.”

13. Report from Superintendent

- Cathy Geml welcomed the CYW students from St. Clair College, some of whom work in our Back on Track rooms in our schools, who were in attendance at tonight's meeting.

14. New Business - None

15. Association Reports

- Tom Aymar, representative on SEAC from Maryvale reported that he would like to be more proactive on the committee by attending the meetings at Maryvale and reporting on positive information from that organization.
- Anne Marie Drkulec from Integration Action for Inclusion handed out to the

committee two flyers; *Resources for Inclusion* – regarding a Conference in Toronto on Nov. 15, 2008 for people who care about inclusion in school and community, with guest speaker Susannah Joyce. The second flyer is from the Trillium Foundation entitled *Enhancing Family Support for Education – Partnering & Planning for Inclusion*, which outlines the vision, goals and activities for this service organization

- Anne Marie reported on a presentation and discussion sponsored by the Windsor Essex Family Network, which took place on October 9, 2008 regarding the Individual Education Plan (IEP) process. Both the WECDSB and the GECDSB were involved in advising parents on how to access the IEP process. Cathy Geml was a presenter at the event.
- Anne Marie made a pitch to the CYW students present that Integration Action for Inclusion could always use volunteers.

16. Closing Prayer
Hail Mary

17. Adjournment
The meeting adjourned at 6:35 p.m.

Date of the next meeting is Thursday, November 13, 2008 in the Blessed Marie Rose Durocher Meeting Room. (We have since had to change the date of the next meeting to Thursday, December 11, 2008, due to contract negotiations.)

/sl