



**WINDSOR-ESSEX CATHOLIC  
DISTRICT SCHOOL BOARD**

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

**REGULAR BOARD MEETING  
Tuesday, June 9, 2009 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Boardroom**

**AGENDA**

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

1. Call To Order
2. Opening Prayer
3. Recording of Attendance
4. Approval of Agenda
5. Questions Pertaining to Agenda
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
7. Presentations:
  - a. Outstanding School Council Chairperson Award
  - b. Catholic Student Council Leadership Award
  - c. Recognition of 2008-09 Student Trustees
  - d. Catholic Character Development Initiative - Our Journey to Holiness 2009 Student Awards
8. Delegations:
  - a. Delegation Regarding Items Not on the Agenda  
*3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.*
  - b. Delegations Regarding Items On the Agenda  
*3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.*

9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, May 26, 2009 --
    - ii) Minutes of Regular Meeting, May 26, 2009 1 - 8
  - b. Items from the In-Camera Meeting of June 9, 2009 --
  
10. Communications:
  - a. External (Associations, OCSTA, Ministry): Nil. --
  - b. Internal (Reports from Administration):
    - i) Report: Administrative Staff Report (P. Picard) 9 - 11
    - ii) Report: Preliminary 2009 – 10 Budget (M. Iatonna) *Handout*
    - iii) Report: 2008 - 09 Child Care Advisory Committee Annual Report (C. Geml) 12 - 20
    - iv) Report: Play Surface Materials – Rubber Chips And Rubberized Surfaces (P. Picard) 21 - 23
  
11. Unfinished Business: Nil.
  
12. New Business:
  - a. Field Trips:
    - i) St. Louis Catholic School - East Park, London (P. Picard) 24 - 27
    - ii) Cardinal Carter Catholic High School - Chrystal Falls, ON (L. Staudt) 28 - 31
    - iii) St. Thomas of Villanova Catholic Secondary School - Monte Verde, Costa Rica (L. Staudt) 32 - 41
    - iv) St. William Catholic School - Canada's Wonderland (P. Picard) 42 - 44
  - b. Report: New Board Policy - A: 30 Privacy (*for approval in principle*) (J. Berthiaume) 45 - 49
  - c. Report: Board Policy Amendment - SC: 08 Child Abuse (*for final approval*) (C. Geml) 50 - 66
  - d. Report: Employee Assistance Program (EAP) Services Request for Proposal (P. Picard) 67 - 78
  - e. Report: Good Places to Learn (GPL) - Stage 3 Status Report (M. Iatonna) 79 - 81
  - f. Report: Good Places to Learn (GPL) - Stage 4 Project List (M. Iatonna) 82 - 84
  - g. Report: Tender - Boiler Replacement and Heating Ventilating Air Conditioning (HVAC) Upgrades for St. Angela Catholic Elementary School (M. Iatonna) 85 - 86
  - h. Report: 2008 – 09 Capital Renewal Program - Revised Project List (M. Iatonna) *Handout*
  
13. Committee Reports:
  - a. Report: High School Council Meeting Notes of April 16, 2009 (L. Staudt) 87 - 93
  - b. Report: Ad Hoc East Windsor Accommodation Review Committee (L. Staudt) *Handout*
  - c. Report: Ad Hoc West Windsor Accommodation Review Committee (L. Staudt) *Handout*
  
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
  - a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*) - -
  - b. Deferred Report (*Deferred from April 28, 2009*): Play Surface Material Standard – Rubber (P. Picard) - -
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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.)*
  - **Monday**, June 22, 2009
  - Tuesday, September 1, 2009
  - Tuesday, September 15, 2009
  - **Monday**, September 28, 2009 (Windsor East Accommodation Review Report)
  - Tuesday, September 29, 2009 (Windsor West Accommodation Review Report)
  - Tuesday, October 13, 2009
  - Tuesday, October 27, 2009
  - Tuesday, November 10, 2009
  - Tuesday, November 27, 2009
  - Tuesday, December 1, 2009 (**Organizational Meeting at 7:30 p.m.**)
  - Tuesday, December 8, 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, May 26, 2009 at 7:00 p.m.  
Windsor Essex Catholic Education Centre  
John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

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

**Administration:**

|                          |                 |
|--------------------------|-----------------|
| J. Berthiaume (Resource) | J. Bumbacco     |
| C. Geml                  | E. Byrne        |
| M. Iatonna               | P. Littlejohns  |
| P. Picard                | P. Murray       |
| L. Staudt                | C. Norris       |
| T. Barichello            | S. O'Hagan-Wong |

**Recorder:**

D. Steffens

1. Call To Order - Chair Alexander called the meeting to order at 7:00 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Courtney participated electronically.
4. Approval of Agenda  
**Moved by Trustee Holland and seconded by Trustee Keane that the May 26, 2009 Regular Board meeting agenda be approved as distributed. Carried.**
5. Questions Pertaining to Agenda - None.
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act. - None.

## 7. Presentations:

## a. Focus on Youth Program - Ministry Funded Summer Initiative

Trustees received a presentation on the recently announced Focus on Youth program that the Ministry of Education is funding in the amount of \$250,000. The objective of the Focus on Youth program, a partnership between the Ontario Ministry of Education, school boards and local community agencies, is to enhance high quality summer program opportunities for children and youth in Windsor-Essex by offering free use of school space for organized community-based programs and by providing employment opportunities and leadership activities for our secondary school students. The Board, in conjunction with a Graduate Student, of the Faculty of Education, University of Windsor, will conduct an evaluation of the Focus on Youth Summer 2009 Program, which is intended to measure the effectiveness of the leadership training, the on-site monitoring, and the impact of the student counsellors on the program's effectiveness. The program will run for six weeks, beginning July 6 through to August 14.

## 8. Delegations:

a. Delegation Regarding Items Not on the Agenda - None.b. Delegations Regarding Items On the Agenda - None.

## 9. Action Items:

## a. Approval of Minutes

## i) Minutes of In-Camera Meeting, May 12, 2009

**Moved by Trustee DiMenna and seconded by Trustee Holland that the minutes of the Committee of the Whole Board In-Camera meeting of May 12, 2009 be adopted as distributed. Carried.**

## ii) Minutes of Regular Meeting, May 12, 2009

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the Regular Board meeting of May 12, 2009 be adopted as distributed. Carried.**

## b. Items from the re-convened In-Camera Meeting of May 12, 2009 and the In-Camera Meeting of May 26, 2009

Vice Chair DiMenna reported the Windsor-Essex Catholic District School Board re-convened a closed Committee of the Whole Board meeting on May 12, 2009 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, real property 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, Macri and Porcellini declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion items. As a matter of record, Trustee Keane disclosed interest in items discussed at the May 12, 2009 In-Camera Session and further indicated he was not in attendance due to his vacation schedule.

In addition, the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on May 26, 2009 pursuant to the Education Act - Section 207, to consider specific personnel, pupil, litigation matters and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Keane, Macri and Porcellini declared a conflict of interest during the May 26, 2009 In-Camera Session and excused themselves from the relevant discussion items.

**Moved by Trustee DiMenna and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its re-convened in-camera meeting of May 12, 2009 and its in-camera meeting of May 26, 2009 be approved. Carried.**

Vice Chair DiMenna made the following announcements from the In-Camera meeting of May 26, 2009:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated May 26, 2009
- the appointment of **Marisa Lipari** as Secondary Vice Principal at Cardinal Carter Catholic Secondary School, effective September 2009
- the appointment of **Tony Gebrail** as Elementary Vice Principal, Queen of Peace Catholic Elementary School, effective June 15, 2009
- the termination of employee #15921
- the extension of the existing Principal and Vice Principal Personal Services Contract Terms and Conditions, other than changes mandated by the Provincial Discussion Table Framework
- the renewal of a Letter of Agreement between the Board and Maryvale Adolescent and Family Services

10. Communications:

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

b. Internal (Reports from Administration):

- i) Report: Administrative Staff Report  
**Moved by Trustee Janisse and seconded by Trustee DiMenna that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated May 26, 2009 as information. Carried.**
- ii) Report: Legal Services - March 2009  
**Moved by Trustee Soulliere and seconded by Trustee Janisse that the Board receive the report *Legal Services – March 2009* as information. Carried.**
- iii) Verbal Report: Ministry of Education School Board Operational Review - Status Report - Superintendent Iatonna reported the Ministry of Education is conducting operational reviews of all school boards in Ontario with the focus on administration/governance, human resources, facilities services and business/finance. The operational review for this Board has proceeded through the first two stages with the final reported expected within two months.

## 11. Unfinished Business:

- a. Verbal Report: Status of Deferred Report from April 28, 2009 Play Surface Material Standard – Rubber - Superintendent Picard provided a brief status report on this deferred item, indicating administration is continuing to gather information and review legislative requirements. The report should be ready for consideration at the June 9, 2009 Regular Board Meeting.

## 12. New Business:

## a. Field Trips:

- i) Cardinal Carter Catholic Secondary School – Europe  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve Cardinal Carter Catholic Secondary School Field Trip to Europe: France and Italy from March 10 – 21, 2010. Carried.**
- ii) Assumption College Catholic High School - Monte Verde, Costa Rica  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve Assumption College Catholic High School Field Trip to Monte Verde, Costa Rica from Saturday, June 12 to Saturday, June 19, 2010. Carried.**
- iii) St. Gabriel Catholic School - Canada's Wonderland  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the St. Gabriel Catholic Elementary School field trip to Canada's Wonderland in Toronto, Ontario on June 17, 2009. Carried.**
- iv) Our Lady of Lourdes Catholic School - Canada's Wonderland  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Our Lady of Lourdes Elementary school – Trip to Toronto and Canada's Wonderland, June 4<sup>th</sup> and 5<sup>th</sup>, 2009 to participate in activities to enhance personal experiences and leadership qualities. Carried.**
- v) Our Lady of Lourdes Catholic School - Tecumseh Pool  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Our Lady of Lourdes – Trip to Tecumseh Pool, Tuesday, June 16<sup>th</sup>, 2009 to participate in activities to promote healthy active living. Carried.**
- vi) Our Lady of Lourdes Catholic School - Lacasse Park  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Our Lady of Lourdes – Trip to Lacasse Park/Pool, Tuesday, June 23<sup>rd</sup>, 2009 to participate in activities to promote healthy active living. Carried.**
- vii) Our Lady of Lourdes Catholic School - Sandcastle Recreation Centre  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the Our Lady of Lourdes – Trip to Sandcastle Recreation Centre Friday, June 19<sup>th</sup>, 2009 to participate in activities to promote healthy active living. Carried.**

viii) St. Pius X Catholic School - Bluewater Fun Park, Sarnia  
**Moved by Trustee Holland and seconded by Trustee DiMenna that the Board approve the St. Pius X Elementary school's field trip to Bluewater Fun Park in Sarnia, Ontario on June 17<sup>th</sup>, 2009. Carried.**

- b. Report: Board Policy Amendment - SC: 08 Child Abuse Reporting (*for approval in principle*)

Trustees received draft amendments to existing Board Policy SC: 08 Child Abuse Reporting which was reviewed by the Policy Working Subcommittee, of Cathy Geml, Superintendent of Education and Colleen Norris, Manager of Human Resources and Policy Development, who worked with staff and in consultation with the Windsor-Essex Children's Aid Society (WECAS) in reviewing existing Board Policy SC: 08 Child Abuse Reporting. The draft policy will be presented for final Board approval at the June 9, 2009 Regular Board meeting.

**Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve in principle Draft Amended Policy SC: 08 Child Abuse Reporting. Carried.**

- c. Report: Roofing Tender for W. J. Langlois Catholic Elementary School

Superintendent Iatonna reported that the Board had previously approved proceeding with the roof replacement at W.J. Langlois Elementary School as part of the Good Places to Learn Stage 3 Program.

**Moved by Trustee Macri and seconded by Trustee Porcellini that the Board approve the award of tender and the issuance of a purchase order contract for the Roof Replacement for W. J. Langlois Elementary School to Horizon Roofing Ltd. at the submitted bid amount of \$506,100.00 as a charge to the Good Places to Learn - Stage 3 Program Account No. 051-76-759822-6-000. Carried.**

- d. Report: 2009 Temporary Borrowing Resolution – Annual Expenditures - Amended

Superintendent Iatonna reported that a Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year's expenditures. The 2009 resolution was approved by the Board on December 16, 2008. However, changing economic conditions has necessitated an amendment to the resolution with respect to interest provisions.

**Moved by Trustee Porcellini and seconded by Trustee Macri that the Board approve the 2009 Temporary Borrowing Resolution – Annual Expenditures – Amended (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

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 plus 100 basis points.

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 comprising 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.

13. Committee Reports:

- a. Report: French Immersion Advisory Committee Meeting of April 8, 2009

Trustee Porcellini, Chair of the French Immersion Advisory Committee indicated a further report will be coming to the Board with respect to specific recommendations discussed at the April 8 Committee meeting. Copies of the minutes pertaining to the newly formed French Immersion Subject Council (Department Head Meetings) will be provided to trustees who are interested in receiving them.

**Moved by Trustee Porcellini and seconded by Trustee Janisse that the Board receive the Minutes of the April 8, 2009 French Immersion Advisory Committee meeting as information. Carried.**

14. Notice of Motion: None.

## 15. Remarks and Announcements:

- a. Chairperson Alexander encouraged fellow trustees to attend the Employee Retirement Banquet on Friday, June 12 and congratulated Superintendent Iatonna on his successful completion of the professional development requirements for Supervisory Officer.
- b. Director of Education Berthiaume provided comment on recent activities supporting the Board's strategic priorities: student achievement and faith development. Director Berthiaume extended congratulations to St. Anne Catholic High School secondary teacher Mr. Nehmetallah who is the winner in the Secondary Division of the National Technology Innovation Awards for his project, Come Together - A Converging of Technologies.
- c. Board Chaplain Fr. Brunet congratulated the Windsor Spitfires Hockey Team on bringing a championship to our city and county, and provided reflection on the Feast of St. Philip day.

## 16. Remarks/Questions by Trustees

- Trustee DiMenna congratulated the student and staff organizers on the success of Catholic Central High School's bursary fundraising gala.
- Trustee Porcellini also congratulated the student and staff organizers on the success of Catholic Central High School's bursary fundraising gala.
- Trustee Courtney congratulated the staff and students of St. Thomas of Villanova Catholic Secondary School upon their successful fundraising walk-a-thon to support cancer research.
- Student Trustee Lau reported that he and Student Trustee Resendes will be attending the OSTA-AECO Annual General Meeting this week in Toronto.

## 17. Pending Items:

- a. Draft Board Policy H:07 Selection Process - Principals and Vice Principals (*deferred March 10, 2009*)
- b. Deferred Report (*Deferred from April 28, 2009*): Play Surface Material Standard – Rubber

## 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 with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.)*

- Tuesday, June 9, 2009
- **Monday**, June 22, 2009
- Tuesday, September 1, 2009
- Tuesday, September 15, 2009
- **Monday**, September 28, 2009 (Windsor East Accommodation Review Report)
- Tuesday, September 29, 2009 (Windsor West Accommodation Review Report)
- Tuesday, October 13, 2009
- Tuesday, October 27, 2009

- Tuesday, November 10, 2009
- Tuesday, November 27, 2009
- Tuesday, December 1, 2009 (Organizational Meeting at 7:30 p.m.)
- Tuesday, December 8, 2009

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of May 26, 2009 adjourned at 7:49 p.m.

*Not approved.*

***Fred Alexander***  
*Board Chairperson*

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

**THE CORPORATION OF THE CITY OF WINDSOR  
CORPORATE SERVICES - Council Services**



**MISSION STATEMENT:**

*“The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships”*

|   |                                       |
|---|---------------------------------------|
| <b>LiveLink REPORT #: 14170</b>                       | <b>Report Date: June 1, 2009</b>      |
| <b>Author’s Name: Chuck Scarpelli</b>                 | <b>Date to Council: June 15, 2009</b> |
| <b>Author’s Phone: 519 255-6222 ext. 6287</b>         | <b>Classification #:</b>              |
| <b>Author’s E-mail: cscarpelli@city.windsor.on.ca</b> |                                       |

**TO: Mayor and Members of City Council**

**SUBJECT: Ward Boundary Review Final Report Submitted by Consultant**

**1. RECOMMENDATION: City Wide: X Ward(s): \_\_\_\_\_**

That the report from the ward boundary review consultant dated June 2009 **BE RECEIVED** for information and further;

That Council **CONSIDER** the following four recommendations as set out in the consultant's final report described as Appendix "A" to this report:

Consultant Recommendations

1. That Council **APPROVE** for the 2010 municipal election and thereafter, the composition of Council to be ten (10) members, plus the Mayor, with two-member ward representation and the establishment of the 5-ward boundary configuration as outlined in the consultant's report, Appendix "A", **or**
2. That Council **APPROVE** for the 2010 municipal election and thereafter, the composition of Council to be ten (10) members, plus the Mayor, with one-member ward representation and the establishment of the 10-ward boundary configuration as outlined in the consultant's report, Appendix "A"; **or**
3. That Council **APPROVE** for the 2010 municipal election and thereafter, the composition of Council to be eight (8) members, plus the mayor with one-member ward representation with the establishment of the 8-ward boundary configuration as outlined in the consultant's report, Appendix "A".

and further,

That Council **ADOPT** a policy that provides for a review of the City of Windsor ward boundaries on a pre-determined cycle according to an agreed upon process together with the criteria and guiding principles to be considered when reviewing the ward boundaries.

## EXECUTIVE SUMMARY:

N/A

### 2. BACKGROUND:

On December 8, 2008, Council approved CR497/2008 with a recommendation for a full comprehensive ward boundary review to be undertaken with the assistance of a consultant. CR497/2008,

*That the City Clerk **BE DIRECTED** that a full comprehensive Ward Boundary Review **BE UNDERTAKEN** which could result either in the creation of new ward boundaries or the dissolution of the existing ward boundaries for the 2010 election, and a possible change in the representation of council members. Such a review would be undertaken with the assistance of a Consultant and the project would have an allocated budget of \$50,000.00 to be funded from the unallocated 2009 balance as a pre-commitment to the 2009 Budget. In this option, the City Clerk would be directed to engage a Consultant pursuant to the provisions of the Purchasing By-law, and, the Chief Administrative Officer and General Manager would be directed to execute a contract for such consulting services satisfactory in technical content to the City Clerk, in financial content to the City Treasurer and in legal form to the City Solicitor.*

Since that time, CAO report #1084 authorized Council Services Department to engage the services of Dr. Robert Williams, Professor Emeritus, Department of Political Science, University of Waterloo to provide the consulting services required to direct the ward boundary review.

On February 2, 2009 Dr. Williams communicated to City Council a preliminary report that outlined his objectives to completing the task of a ward boundary review and to present a proposed timetable.

On February 17 and 18, and again on March 11 and 12, the consultant conducted interviews with key stakeholders and stakeholder groups with the intention to use the collected information in an options paper for communication to Council.

On April 6, 2009 Dr. Williams communicated to City Council his "Options Paper" that presented his findings up to that point and to further describe his next steps. His options included four scenarios, a four-ward and a five-ward model where two councillors represent each ward, and an eight-ward and ten-ward model where one councillor represents each ward.

In order to gain public input and as part of the ward boundary review process, the consultant conducted three public meetings where he presented his options and received input from the public as follows:

1<sup>st</sup> Meeting held Wednesday, April 15 2009 (7:00pm to 9:00pm): Forest Glade Community Center, 3215 Forest Glade Drive.

2<sup>nd</sup> Meeting held Thursday, April 16, 2009 (4:00pm to 6:00pm): Windsor Water World, 400 Wyandotte Street East.

3<sup>rd</sup> Meeting held Thursday, April 16, 2009 (7:00pm to 9:00pm.): South Windsor Recreation Complex, 2555 Pulford Avenue.

**3. DISCUSSION:**

As part of the ward boundary review process, following his options paper, Dr. Williams is now submitting a “Final Report” **attached** as **Appendix “A”** representing his research as well as his findings and conclusions to the information collected through stakeholder meetings and the three public meetings and to give his final recommendations to City Council.

If Council selects one of the ward models tonight and adopts this as the future ward boundary configuration, a bylaw must be passed as soon as possible to allow statutory requirements to be fulfilled with respect to the electoral system changes. Time restrictions require some stakeholders to make the necessary changes within a legislated time frame. As an example, the area school boards may need to change their trustee distributions to coincide with the change in the ward boundary configuration.

Once the bylaw has passed, the Municipal Act provides for an appeal process which may be brought to the Ontario Municipal Board for a hearing in which the board would either uphold, repeal, or amend the bylaw.

In any event, for the ward boundary changes to be effective for the 2010 election, the bylaw must be passed no later than December 31, 2009.

**4. FINANCIAL MATTERS:**

N/A

**5. CONSULTATIONS:**

N/A

**6. CONCLUSION:**

The attached consultant’s report is designed to provide Council with options that if approved by Council, will change the present ward boundary configuration for the 2010 municipal election.

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**Valerie Critchley**  
**City Clerk**

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**Helga Reidel**  
**General Manager – Corporate Services**

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**Chuck Scarpelli**  
**Manager, Records and Elections**

cs

**APPENDICES: APPENDIX “A”**

**DEPARTMENTS/OTHERS CONSULTED:**  
**Name:**  
**Phone #: 519                      ext.**

| <b>NOTIFICATION :</b>   |   |  |  | Addre |
|---|---|--|--|-------|
| Name  |   |  |  |       |
| Dr. Robert Williams   | 114 Shaughnessy Place, Waterloo, Ontario, N2T 1C8 | rwilliam@artsservices.uwaterloo.ca   |  |       |
| Penny Allen, Superintendent of Business Greater Essex District School Board                                 | 451 Park St. W. Windsor, ON N9A 6K1               |  |  |       |
| Mario Iatonna, Superintendent of Business Windsor Catholic District School Board                            | 1325 California Windsor, ON N9B 3Y6               |  |  |       |
| Fr. Robert Couture, Chairperson Conseil Scolaire de District des Écoles Catholiques du Sud-Ouest            | 7515 Forest Glade Drive Windsor, ON N8T 3P5       |  |  |       |
| Carolyn Miljan, Superintendent of Business Conseil Scolaire de District des Écoles Catholiques du Sud-Ouest | 7515 Forest Glade Drive Windsor, ON N8T 3P5       |  |  |       |
| Jean-Luc Bernard, Director Conseil Scolaire de District du Centre-Sud-Ouest                                 | 116 Cornelius Pkwy. Toronto, On M6L 2K5           |  |  |       |
| Annette Beaudoin Municipal Property Assessment Corporation  | 500 Ouellette Windsor, ON N9A 1B3                 |  |  |       |
| Ann Liang, CRMR Municipal Property Assessment Corporation   | 500 Ouellette Windsor, ON N9A 1B3                 |  |  |       |
| Syd Howes, Manager of Elections   |   | HOWESSY@mpac.ca  |  |       |
| Jake Rondot Walkerville Business Improvement Area   |   | jaker@hkcanada.com   |  |       |
| Kirk Mason Windsor Police Services  |   | <a href="mailto:kmason@police.windsor.on.ca">kmason@police.windsor.on.ca</a> |  |       |

**“APPENDIX A”**

**2009 Ward Boundary Review**

**City of Windsor**



**Final Report**

**June 2009**

**Prepared by**

**Dr. Robert J. Williams  
Waterloo, Ontario**



**Recommendations**

1. That Council approve for the 2010 municipal election and thereafter, the composition of Council to be ten (10) members, plus the Mayor, with two-member ward representation and the establishment of the five-ward boundary configuration as outlined in this report;  
**or**
2. That Council approve for the 2010 municipal election and thereafter, the composition of Council to be ten (10) members, plus the Mayor, with one-member ward representation and the establishment of the ten-ward boundary configuration as outlined in this report;  
**or**
3. That Council approve for the 2010 municipal election and thereafter, the composition of Council to be eight (8) members, plus the Mayor, with one-member ward representation and the establishment of the eight-ward boundary configuration as outlined in this report.
4. That Council adopt a policy that provides for a review of ward boundaries on a pre-determined cycle according to an agreed upon process together with the criteria and guiding principles to be considered when reviewing ward boundaries.

## **Introduction**

This report is intended to provide Windsor City Council with choices for an electoral system for the 2010 municipal election and beyond. The report assumes that several matters addressed in the April 2009 *Options Paper* will be familiar to readers, although comments and questions during the public consultation phase of the Ward Boundary Review have made it necessary to re-visit a number of points made in that Report to make as clear as possible the foundations that underpin the alternatives set out here.

Since January, I have been assembling background information on Windsor and its political structure, conducting interviews with elected officials, City staff and other stakeholders and designing a number of alternatives for electing City Councillors. My work has been structured around the five factors included in the Clerk's Report 13855 (December 8, 2008) that laid out the parameters for the Review.

The *Options Paper* offered an evaluation of the status quo and proposed four alternatives. The present Report will narrow Council's choice to three Options.

Council needs first to answer two primary questions: how large should Windsor's City Council be? Should Councillors be elected in two-member wards? The answers to those questions point towards the appropriate option for Windsor's 2010 municipal election arrangements. Once the "big picture" is clear, attention to the location of the specific boundaries can be addressed.

I would like to acknowledge valuable contribution made to this review by those who attended the public meetings and submitted suggestions to me for consideration in this Report. I know that they will not necessarily all agree with the conclusions I have reached but I trust that everyone accepts that the process that we have followed has been fair and open.

For practical assistance so far in this Review, I would like to acknowledge and thank several members of Windsor's municipal staff, in particular Valerie Critchley, Steve Vlachodimos, Marian Drouillard and Susan Fitzsimmons. Chuck Scarpelli's contributions made this task a pleasure.

*Robert J. Williams*

Consultant

2009 City of Windsor Ward Boundary Review

## **Background**

The modern City of Windsor has been assembled from a number of component parts over the last seventy or more years. A major amalgamation in 1935 saw the City absorb East Windsor (formerly Ford City), Walkerville and Sandwich. In 1965 an annexation saw the Towns of Riverside and Ojibway absorbed into the City as well as portions of the Townships of Sandwich East, Sandwich South and Sandwich West. As late as 2003, a significant part of the Town of Tecumseh was annexed to the City. Even today, some of these areas retain a sense of a discrete identity within the larger community.

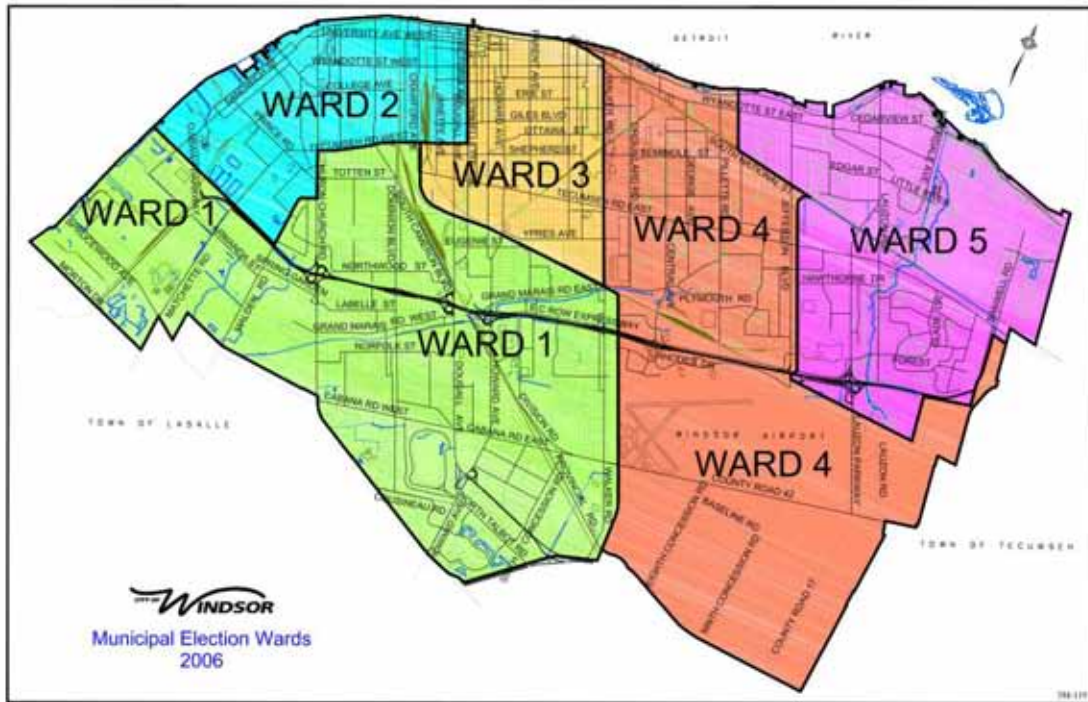
Over the last century, City Council has also undergone remarkable changes. According to information provided to Council by the City Clerk in December 2008, Council membership ranged from a high of 18 (from 1892 to 1910) to a low of 6 (between 1928 and 1935).<sup>1</sup> The Council has also been elected in a variety of ways: by general vote (1928–35 and 1971–78), in two-member wards (1978 to the present), in three-member wards (1910–28) and, in a mixed system (used between 1965 and 1971), in which some councillors were elected by general vote and others in wards. This sketch suggests that Windsor's municipal electoral system has been readily adapted to meet new conditions and changing beliefs about what arrangements best serve the needs of the community.

From 1978 to the present, the City has worked with a five-ward configuration in which each ward elects two councillors (see map next page). The mayor is elected in a general vote across the whole City. It should also be noted that when lands around the airport were annexed from the Town of Tecumseh in 2003, that entire area was added to the existing Ward Four with no changes to the composition of council or to other ward boundaries.

## **Municipal Ward Boundaries City of Windsor 2006**

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<sup>1</sup> *Clerk's Report 13855* (December 8, 2008), page 2.



Council established the present Ward Boundary Review (WBR) in December 2008 to review the continued validity of this arrangement. Most importantly, while there has been residential growth in Windsor since 1978, it has not been uniform across the city and this has resulted in population disparities among the five wards, each of which elects an equal number of representatives to Council. Moreover, population projections out to 2026 anticipate an additional increase of nearly twenty percent in the City’s total population. The 1978 boundaries were drawn before large-scale development occurred, for example, in the East Riverside, Roseland or South Cameron planning districts. Windsor’s wards may have had comparable populations in 1978, but they no longer do so.

At the time of the 2006 municipal election, MPAC (the Municipal Property Assessment Corporation) - the agency responsible for providing the list of municipal electors - reported (in column 2) the following population figures for Windsor’s wards<sup>2</sup>:

|            |         |      |
|------------|---------|------|
| Ward One   | 55,171  | 27%  |
| Ward Two   | 32,984  | 16%  |
| Ward Three | 35,850  | 17%  |
| Ward Four  | 34,608  | 17%  |
| Ward Five  | 46,730  | 23%  |
| Total      | 205,343 | 100% |

<sup>2</sup> Source: *Clerk’s Report 13855* (December 8, 2008), page 3.

If there are five wards in Windsor, each should be home to approximately 20% of the population. While Canadian electoral norms accept some degree of variation from strict parity, the disparity evident here should give some pause for reflection. Furthermore, when recent and projected residential growth is concentrated in the wards now above the “standard” size, the suitability of the present boundaries over the next decade must also be evaluated.

## **Framing the 2009 Ward Boundary Review**

In agreeing to establish the 2009 Ward Boundary Review, Windsor City Council directed that a number of factors be observed in this process. These can be understood in the following way:<sup>3</sup>

### a) Effective Representation

In the words of the City Clerk, the WBR “must not over-emphasize the principle of ‘representation by population’ but rather ensure ‘effective representation’ when arriving at a recommendation to Council.”<sup>4</sup>

In contemporary Windsor, elected representatives are subject to widely varying demands on their time. The existing wards are large and complex; some are experiencing growth while others are in decline. Elected officials participate in a myriad of organizations with residents, businesses and organized interests as well as participating in municipal agencies, boards and commissions. Some of this activity is a matter of personal choice and availability; other aspects are influenced by the municipality’s organizational and decision-making structure (for example, the number and composition of Council committees).

Discussions earlier in 2009 with elected officials and City staff suggest that a council of ten members (eleven including the mayor) is presently able to perform these tasks on behalf of residents and the municipal corporation. However, if the number of councillors is reduced or the complexity and volume of responsibilities assigned to the municipality increases (or both happens), the capacity of Council to ensure “effective representation” may be compromised.

### b) Communities of Interest

The Supreme Court’s reasoning in the *Carter* case suggests that factors like “geography, community history, community interests and minority representation may need to be taken into account . . . in the pursuit of more effective representation.” The Clerk’s Report to Council on December 8, 2008 highlights the incorporation of historic communities into Windsor and their importance in shaping communities of interest within the City today.

These former municipalities constitute a primary community of interest to be respected in shaping new ward boundaries, but some attention must also be paid to smaller neighbourhoods

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<sup>3</sup> A more extensive interpretation of these points is found in the *Options Paper* (pages 5 - 7).

<sup>4</sup> It must be noted that this principle is not a comment on how the incumbents perform their roles as representatives, but is an evaluation of the system itself.

and their distinguishing socio-economic characteristics, to planning districts and to other expressions of community life that may be pertinent to the process of representation at the municipal level.

The challenge is to determine – on a case-by-case basis – what the concept of “community of interest” means in Windsor and the appropriate balance between these inherently localized interests and the overall pattern of representation in the municipality. At the same time, it is also important to bear in mind that the establishment of particular boundaries may actually create a community of interest, especially when boundaries have been in place for some time.<sup>5</sup>

c) Population and Growth Issues

One of the expectations of this Review is that ward boundaries will not only address the present disparities but will also be suitable for a ten-year period and perhaps longer. Windsor is a community that is growing relatively slowly and may even experience population loss in the short to medium term. As a consequence, some variation in the present population of wards can be acceptable to accommodate population changes, in particular since those changes will occur in readily identifiable parts of the City.

d) Physical boundaries

Part of the value of a ward system to electors is that the ward they reside in will include meaningful communities of interest but also that the ward will exhibit what might be called “coherence.” This will be achieved by seeking boundaries that are both significant and straightforward and easy to remember. The challenge will be to use such boundaries consistently and in harmony with the other factors that are set out for consideration in this Review.

e) Other Municipal Models

The Clerk’s December Report prescribes that the Windsor WBR is to be mindful of the experiences of other large Ontario municipalities in respect to

- the size of Windsor’s City Council; and
- the continued appropriateness of the two-member ward model.

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<sup>5</sup> See the discussion of this point in Réjean Pelletier, “Community of Interest and Electoral Quota,” *Electoral Insight* (October 2002), p. 23.

## **Putting the Framework into Operation:**

### **Evaluating the Status Quo**

In the *Options Paper*, the guiding principles were used initially to evaluate the status quo.

#### Factor a: effective representation

Given the population imbalance in the present wards, there is bound to be a discrepancy in the demands made on City Councillors by residents. Councillors are increasingly being challenged to provide effective representation in such a situation.

The present Wards Two and Three are the smallest in terms of population but also in terms of geographic area. However, three of the wards (the present Wards One, Four and Five) are sizeable geographic areas and two of them (Wards One and Five) are well above what will be called the optimal population size. In terms of effective representation, then, most wards have not “traded off” population and size but have combined them. That is, the present configuration features small areas with low populations and large areas with substantial populations rather than wards where density and area are traded off, an arrangement sustained in the Carter decision.

#### Factor b: communities of interest

The status quo can be judged as basically meeting the expectation associated with this factor since the large number of historic communities incorporated into Windsor over the last seventy years are largely preserved within the existing wards. The only major exception to this observation relates to the downtown (the CBD – the Central Business District); it is divided into the present Wards Two and Three along Ouellette Avenue. There is some difference of opinion over whether this is a desirable arrangement, but the reality is that it does not actually conform to the “community of interest” principle.

#### Factor c: population and growth issues

To understand the extent to which ward boundaries “deviate from absolute voter parity”, it is helpful to evaluate them by adopting a simple descriptive scale to assess this degree of variation from the optimal size. The mid-point is determined by dividing the population of the municipality by the number of ward representatives to be elected. A figure greater than 25% above or below that optimal figure is inconsistent with long-established representational parameters in Canadian electoral law, especially in urban areas.



|                    |                                |
|--------------------|--------------------------------|
| outside the range  | greater than 25% above optimal |
| well above optimal | 16 – 25% above optimal         |
| above optimal      | 6 – 15% above optimal          |
| optimal            | 5% above or below mid-point    |
| below optimal      | 6 – 15% below optimal          |
| well below optimal | 16 – 25% below optimal         |
| outside the range  | greater than 25% above optimal |

Using the MPAC figures for 2009, an “optimal” ward in Windsor would be considered one with a population of 40,607 (the total population of 203,036 divided into five wards). The third column in the following table shows the relationship between each present ward and that optimal value. The descriptors provided above are applied in the fourth column.

|            |        |      |                    |
|------------|--------|------|--------------------|
| Ward One   | 55,701 | 1.37 | outside the range  |
| Ward Two   | 31,401 | .77  | well below optimal |
| Ward Three | 34,773 | .86  | below optimal      |
| Ward Four  | 34,081 | .84  | well below optimal |
| Ward Five  | 47,080 | 1.16 | well above optimal |

The status quo includes four wards within the acceptable range and one outside the range. None of the wards lies near the optimal size; the present Ward Two is close to the bottom of the acceptable range. To conclude that the status quo is a viable configuration is not appropriate because all of the wards fall towards one extreme or the other of a somewhat generous range of variation from the optimal size. In this sense, the status quo no longer delivers “effective representation” as that concept is understood here.

There are only a few areas within Windsor’s municipal boundary where large-scale residential development can still occur, mostly in the southern and eastern parts of the City. The developments planned over the short to medium term tend to be found primarily in the present Wards One and Five, the wards already well above the optimal population level. The two smallest wards (Two and Three) are at the same time vulnerable to some population loss. In the longer term, the present Ward Four is slated to see a sizeable increase in population in the Sandwich South area (south of County Road 42) so could be viable for some time into the future.

If the goal of this review is to determine a ward configuration to last ten or more years, it is unlikely that the status quo will be able to provide equitable representation to the residents of Windsor over that time.

#### Factor d: physical boundaries and coherence

The boundaries used in the present ward system are a mixed collection of logical and substantial barriers and increasingly less visible and meaningful historical artifacts. Among the latter are large parts of the eastern and western boundaries of Ward Four. Among the former is the rail corridor along the southern boundary of Ward Three. However, other significant barriers (most glaringly the E.C. Row Expressway) have no bearing on ward boundaries. It is also curious that each of the five wards has frontage on the Detroit River.

The three relatively compact wards (Two, Three and Five) could be judged coherent, partially because of their size relative to the other two wards but also because the wards have

been in place for nearly thirty years and those working within the political process tend by now to take these community groupings as being “natural.”<sup>6</sup>

On closer inspection, however, it is clear that the communities grouped together in Ward Five – for example - may be in geographic proximity but share very little else in terms of demographics, neighbourhood design or amenities. Wards One and Four are also far from being coherent entities. The former encompasses industrial lands at its west end, long established residential neighbourhoods along its northern fringe and a variety of more affluent South Windsor communities. In Ward Four there is a juxtaposition of traditional East Windsor neighbourhoods with some remnants of Windsor’s industrial heritage and a vast undeveloped area annexed from Tecumseh – plus a narrow residential finger running from the Expressway almost up to Tecumseh Road that is completely isolated from the rest of the Ward.

It is unlikely that any ward in a large urban municipality can be composed of a set of communities that are altogether well matched. However, it appears that because so many changes have materialized in the City since the present wards were created (not the least important of which is the completion of the Expressway), a reassessment of the actual boundaries used for Windsor’s wards is overdue.

#### Factor e: other municipal models

Windsor City Council was increased to ten members from eight in 1978. There was a widespread initiative in Ontario in the late 1990s to reduce the number of elected officials; this was driven by a desire to reduce the costs of government as well as by a belief that decision-making would be more efficient when made by a smaller council. No change occurred in Windsor at that time.

Nevertheless, there are many who continue to espouse the view that municipal councils can be reduced in size without serious negative implications. There are also those who argue that “fewer politicians” is appropriate in difficult economic times as a way for the municipality to save money. In truth, the reduction would be more a symbolic gesture than a substantial cost-cutting measure; the savings involved are an infinitesimal fraction of the City’s budget and many communities where councils were reduced in size have found it necessary to provide additional compensation and support to the remaining elected officials to handle the growing complexity

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<sup>6</sup> It should be noted that the Windsor Police Services recently reorganized the deployment of its patrols around the present ward boundaries and has found that its “calls to service” workload has been more successfully managed on that basis. But see also note 5.

and volume of responsibilities assigned to the councillors. No case has been made during the consultations that reducing the size of Windsor's city council will enhance representation.

The choice between two-member and one-member wards reflects certain expectations and understandings about how representation will be achieved. Defenders of two-member wards normally frame their assessment in terms of sharing workload between the two Councillors: residents have more than one person to contact, one Councillor can cover for the other when one is unavailable and the ward has two voices to be heard on matters of importance to the ward. Critics of the system suggest that it often leads to duplication of effort (citizens contact both Councillors about an issue and each one engages staff in pursuing the matter) or that political realities (that is, re-election) turn ward colleagues into rivals.

Most defenders of the single-member system frame their assessment in terms of accountability: at election time, electors have one person to focus on for praise or blame. There is no buck-passing or "free riding." On the other hand, there is a greater possibility of acclamations with only a single seat to fill.

The single-member system is the norm in Canadian federal and provincial politics and in most large Canadian cities. The advantages of two-member wards are not compelling, although familiarity and tradition appear to have some appeal in Windsor.

**Overall Assessment: Status Quo**

|   | Meets<br>Criterion | Comment   |
|---|--------------------|---|
| Factor a: effective representation          | no                 | councillors face significantly different demands as representatives; area and population density mismatched |
| Factor b: communities of interest           | yes                | but CBD divided   |
| Factor c: population and growth issues      | no                 | present wards badly imbalanced; population shifts within the city will exacerbate imbalance                 |
| Factor d: physical boundaries and coherence | no                 | some boundaries problematic; coherence questionable in most wards   |
| size of Council                             | maintained         |   |
| two-member wards                            | yes                |   |

It is my assessment that, after 31 years, the status quo does not fulfill the expectations associated with the guiding principles for this WBR, let alone in 2014 or 2018. A decision to reduce the size of council would be ill advised; the benefits of retaining two-member wards are limited.

## Alternatives

The preceding review of the status quo suggests that there are serious flaws in its capacity to bring effective representation to Windsor over the next decade. On the basis of consultations with elected officials, stakeholders and staff, the *Options Paper* set out four alternatives to the status quo (options for four, five, eight and ten wards) that were structured around the two dimensions identified under the fifth factor, namely the size of council and the desirability of continuing the two-member ward model.

Those alternatives were evaluated in the *Options Paper* and were then probed and appraised by a variety of Windsor residents who participated in the three public meetings or who provided feedback to the Consultant. In the discussion that follows, the alternative presented in the *Options Paper* has been modified – and, one hopes, improved – by that scrutiny.

For this Final Report, only three alternatives will be provided. A Four Ward Option will not be included because of the reasons noted in the evaluation of that alternative in the *Options Paper* (page 19). The Four Ward configuration is premised on maintaining Windsor's two-member ward electoral arrangement while reducing the number of Councillors by two. The net effect is to leave eight Councillors to do the work presently done by ten with each of them representing roughly twenty-five percent more people than in the present Five Ward Option.

An attractive Councillor-to-population ratio may be determined by dividing the population by eight, but the reality is that in a two-member ward both Councillors are accountable to the entire ward. A Councillor-to-population ratio for Windsor that more accurately reflects the representational role of Councillors requires dividing the population by four.

From the perspective of what has been termed “effective representation”, a Four Ward configuration – no matter how successfully it fulfills the other criteria – basically combines the worst of both worlds: there are fewer resources around the Council table and appreciably more constituents for each and every Councillor to respond to.

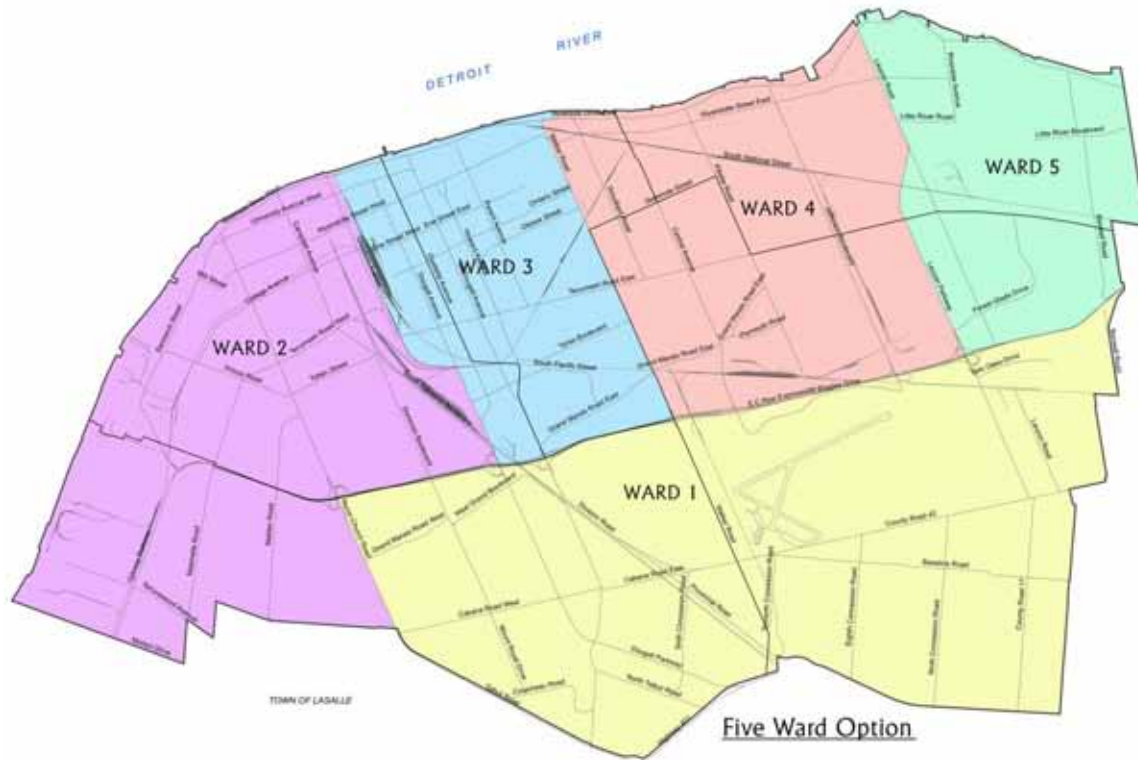
**A Note:** For the purposes of designing these alternatives, MPAC provided the Consultant with population figures for Windsor determined in January 2009. The numbers vary from those used by the Clerk in her December report which were drawn from 2006 election data. Furthermore, there were some who observed that the population figure quoted in that December 2008 report is higher than the one used for the WBR and drew the conclusion that Windsor's population is shrinking. While that may be the case, the differences between the two population figures are

actually accounted for by the parameters underpinning the extraction of the information. Very simply put, the December 2008 figures included those whose name appears on the electoral roll for every property they own or for which they are a designated school supporter. The January 2009 figures used in the WBR exclude all multiple entries.

The point is that there will always be discrepancies when numbers are compiled at different dates or by different agencies or for different purposes. For the sake of consistency, this report has used one source and accepts that others may believe that other numbers are more valid.

## A Five-Ward Option

Since the present ward system consists of five wards and the existing configuration fails to meet the guiding principles set out for wards in Windsor, a new five-ward model is the logical first “alternative.”



### Factor a: effective representation

The proposed arrangement evens out the possible demands on Councillors since the population discrepancy is less severe than in the present configuration. The two largest wards in terms of population are also the smallest in geographic area, but there are still mismatches in area and population density in the other wards.

### Factor b: communities of interest

Historic communities of interest (including the CBD) are respected in this Option.

### Factor c: population and growth issues



Using the 2009 MPAC population figures and the concept of optimal ward size developed earlier, this Option is built around optimal wards with a population of 40607.

|            |         |      |               |
|------------|---------|------|---------------|
| Ward One   | 41,991  | 1.03 | optimal       |
| Ward Two   | 35,645  | 0.88 | below optimal |
| Ward Three | 45,591  | 1.12 | above optimal |
| Ward Four  | 43,490  | 1.07 | above optimal |
| Ward Five  | 36,319  | .89  | below optimal |
| Total      | 203,036 |      |               |

All wards are within the appropriate range of variation. New residential development in the short to medium term will not disrupt this arrangement. When the Sandwich South residential development occurs (albeit not for some years from now), the continued suitability of the proposed Ward One will be tested.

Factor d: physical boundaries and coherence

The Five-Ward Option differs from the present system in making use of the E.C. Row Expressway from Huron Church Road to the Town of Tecumseh border, as well as the large railway yards on the west side of the downtown, Walker Road and Lauzon Road/Lauzon Parkway. Each of these serves as a significant demarcation between and among neighbourhoods.

Because this Option divides the City into rather large chunks, the resulting wards themselves are not especially coherent entities.

Factor e: other municipal models

This Option re-affirms Windsor's thirty year-old arrangements: Councillors are elected in two-member wards and the number of Councillors remains at ten.

**Overall Assessment: Five-Ward Option**

|   | Meets<br>Criterion | Comment   |
|---|--------------------|---|
| Factor a: effective representation          | no                 | better balance in demands on councillors as representatives; area and population density mismatched |
| Factor b: communities of interest           | yes                |   |
| Factor c: population and growth issues      | yes                |   |
| Factor d: physical boundaries and coherence | yes                |   |
| size of Council                             | maintained         |   |
| two-member wards                            | yes                |   |

Comments

This Option constitutes a minimal change to Windsor's ward system. The boundaries are adjusted to better balance the present population but the net effect leaves the core of the existing wards in tact. It makes use of the major physical boundary more or less across the centre of the City (the E.C. Row Expressway). It would see no change in the way Councillors are elected (two per ward) and leaves the size of Council untouched.

## A Ten-Ward Option

This Option is based on the method of representation more commonly used in Ontario's larger municipalities: the single-member ward. It leaves the size of Council at ten members.



### Factor a: effective representation

In this Option, each individual Councillor is responsible for representing all residents in the Ward. Some population imbalance still exists, and will continue to do so for some time into the future; however, the range of variation is probably manageable.

There is a reasonably successful trade-off in area and population density since the Wards with the largest populations tend to be more compact and the two wards encompassing extensive areas are presently the smallest in terms of population.

### Factor b: communities of interest

Most traditional community groupings are retained and the CBD is included in a single ward. One existing BIA (Pilette Village) is split in half, while two others are disconnected from the Downtown BIA.

### Factor c: population and growth issues

Using the 2009 MPAC population figures and the concept of optimal ward size developed earlier, this Option is built around optimal wards with a population of 20,304.

|            |         |      |                    |
|------------|---------|------|--------------------|
| Ward One   | 19,204  | 0.95 | optimal            |
| Ward Two   | 20,979  | 1.03 | optimal            |
| Ward Three | 20,736  | 1.02 | optimal            |
| Ward Four  | 24,459  | 1.20 | well above optimal |
| Ward Five  | 21,599  | 1.06 | above optimal      |
| Ward Six   | 18,403  | 0.91 | below optimal      |
| Ward Seven | 18,710  | 0.92 | below optimal      |
| Ward Eight | 21,097  | 1.04 | optimal            |
| Ward Nine  | 17,427  | 0.86 | below optimal      |
| Ward Ten   | 20,422  | 1.01 | optimal            |
| Total      | 203,036 |      |                    |

Nine of the wards are within ten percent of the optimal. Areas of potential residential growth are on the lower side of the optimal figure.

One ward varies significantly from the optimal size; the proposed Ward Four is the product of the need to devise wards for a series of relatively densely populated neighbourhoods across the northern part of the City. The proposed Wards Three, Four and Five are each centred in older residential neighbourhoods that lie between the Detroit River and the CPR mainline. There are few suitable east-west traffic arteries north of Tecumseh Road (see below) to use as ward boundaries; as a result three wards have been aligned north-south in an area that is home to nearly 67,000 people. When all five guiding principles are brought into the design process, this result can be tolerated.

#### Factor d: physical boundaries and coherence

This Option maintains many of the present ward boundaries along the southern edge of the proposed Wards Two, Three and Four, as well as the Walker Road boundary between the present Wards Three and Four. It uses the E.C. Row Expressway from Dougall Avenue to the City's eastern boundary and Tecumseh Road from Pillette Road to the City's eastern boundary. Each of these is a defensible selection in the context of this factor.

Some choices are less overtly compelling (Grand Marais Road West or Wyandotte Street east between Lauzon Road and Little River) but were selected to fulfill the purposes that underpin the factors to be applied in the review. The absence of suitable natural east-west boundaries to the east of the CBD influenced the ward configuration in the central part of the City.

Because the wards in this Option are smaller than those in the other Options, they are reasonably coherent in terms of demographics, neighbourhood design or amenities.

Factor e: other municipal models

The Ten-Ward option is premised on abandoning Windsor's two-member ward electoral arrangement in favour of single-member wards. The number of Councillors remains at ten. This alternative would likely change the way Councillors seek electoral support but would not have a great impact on the resources available for Council to perform its responsibilities. It would actually improve the capacity of Councillors to deliver "effective representation" since each one would have fewer residents to serve.

**Overall Assessment: Ten-Ward Option**

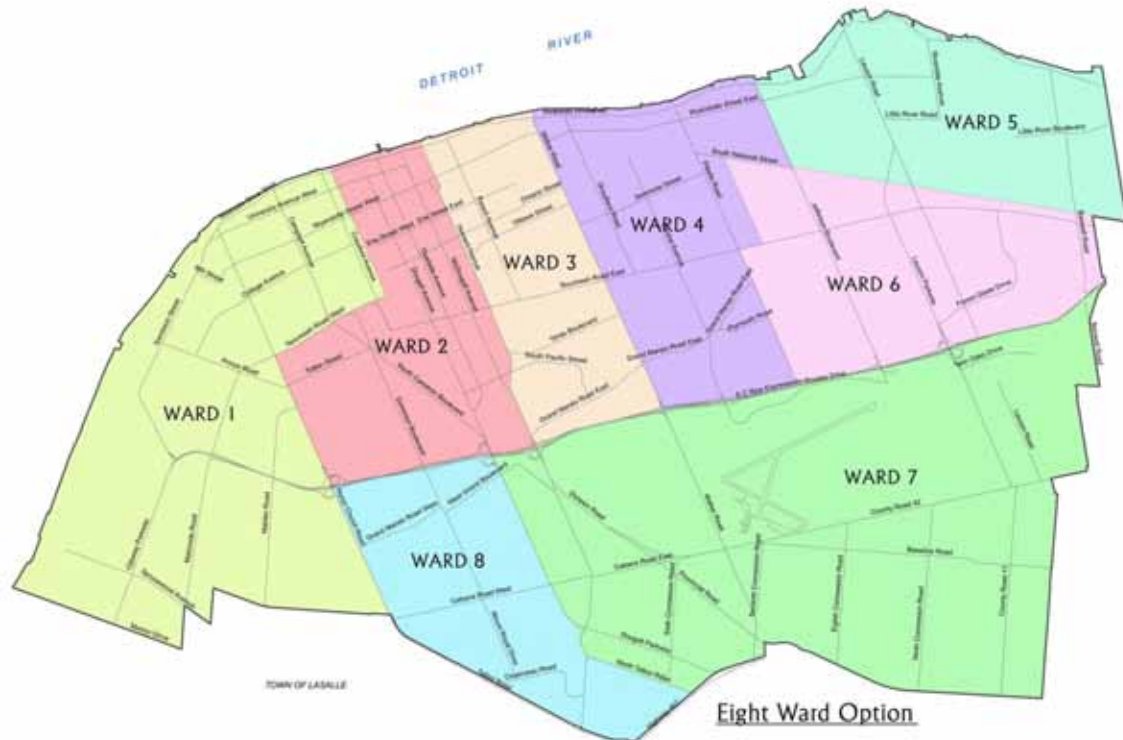
|   | Meets Criterion | Comment  |
|---|-----------------|--|
| Factor a: effective representation          | yes             |  |
| Factor b: communities of interest           | yes             | but one existing BIA is split, two others affected |
| Factor c: population and growth issues      | yes             |  |
| Factor d: physical boundaries and coherence | mixed           |  |
| size of Council                             | maintained      |  |
| two-member wards                            | no              |  |

Comments

The Ten-Ward Option will trigger a change in the way Councillors seek election and act as representatives of their ward. To facilitate this, the proposed wards offer a reasonably successful trade-off in area and population density. The design of smaller entities has been complicated by the configuration of roadways and residential patterns, especially in the area east of the CBD, but the capacity of this arrangement to accommodate growth is good.

## An Eight-Ward Option

This alternative can be viewed as the most extreme change since it abandons the long standing two-member ward arrangement and reduces the size of council by two members.



### Factor a: effective representation

In this Option, each individual Councillor is responsible for representing all residents in the Ward. Some population imbalance still exists, and will continue to do so for some time into the future; however, the range of variation is problematic.

There is a reasonably successful trade off in area and population density since the Wards with the largest populations tend to be slightly more compact and the wards encompassing extensive areas are presently the smallest in terms of population.

### Factor b: communities of interest

Most traditional community groupings are retained and the CBD is included in a single ward. Two existing BIAs (Wyandotte Towne Centre and Via Italia) are disconnected from the Downtown BIA.

### Factor c: population and growth issues

Using the 2009 MPAC population figures and the concept of optimal ward size developed earlier, this Option is built around optimal wards with a population of 25,380.

|            |         |      |                    |
|------------|---------|------|--------------------|
| Ward One   | 25,704  | 1.01 | optimal            |
| Ward Two   | 26,498  | 1.04 | optimal            |
| Ward Three | 28,381  | 1.12 | above optimal      |
| Ward Four  | 29,034  | 1.14 | above optimal      |
| Ward Five  | 27,107  | 1.07 | above optimal      |
| Ward Six   | 24,321  | 0.96 | optimal            |
| Ward Seven | 19,288  | 0.76 | well below optimal |
| Ward Eight | 22,703  | 0.89 | below optimal      |
| Total      | 203,036 |      |                    |

Five of the wards are within ten percent of the optimal. Wards where potential residential growth is anticipated are on the lower side of the optimal figure.

Two wards vary significantly above the optimal size; the proposed Wards Two and Three are the product of the need to devise wards for the relatively densely populated neighbourhoods across the northern part of the City between the Detroit River and the E.C. Row Expressway. The major potential east-west boundaries (Tecumseh Road and the CPR mainline) are not compatible with achieving optimal population targets; as a result, three wards have been aligned north-south in an area that is home to nearly 83,000 people. When all five guiding principles are brought into the design process, this result can be tolerated.

#### Factor d: physical boundaries and coherence

This Option maintains a few of the present ward boundaries such as the Walker Road boundary between the present Wards Three and Four and part of the Tecumseh Road East boundary between the present Wards Two and Three. It uses the E.C. Row Expressway from Huron Church Road to the City's eastern boundary. Each of these is a defensible selection in the context of this factor.

Some choices are less overtly compelling (Jefferson Boulevard above Tecumseh Road and Lauzon Road above the CN mainline) but were selected to fulfill the purposes that underpin the factors to be applied in the review.

#### Factor e: other municipal models

The Eight-Ward option is premised on abandoning Windsor's two-member ward electoral arrangement in favour of single-member wards. The number of Councillors drops to eight. This alternative would likely change the way Councillors seek electoral support and could

have an impact on the resources available for Council to perform its responsibilities. It should improve the capacity of Councillors to deliver “effective representation” since each one would have fewer residents to serve than at the present time.



**Overall Assessment: Eight-Ward Option**

|   | Meets<br>Criterion | Comment           |
|---|--------------------|-------------------|
| Factor a: effective representation          | mixed              |                   |
| Factor b: communities of interest           | yes                | two BIAs affected |
| Factor c: population and growth issues      | yes                |                   |
| Factor d: physical boundaries and coherence | yes                |                   |
| size of Council                             | reduced            |                   |
| two-member wards                            | no                 |                   |

Comments

The Eight-Ward option is premised on abandoning Windsor's two-member ward electoral arrangement in favour of single-member wards. It will trigger a change in the way Councillors seek election and act as representatives of their ward. The number of Councillors, however, is reduced to eight, which will likely also mean some additional responsibilities for Councillors. To facilitate this, the proposed wards offer a trade-off in area and population density, although one ward is presently very lightly populated at the present time compared to other wards. The design of the wards has been complicated by the configuration of roadways and residential patterns, especially in the area east of the CBD.

## Conclusion

There are many ways to divide the City of Windsor for the election of City Councillors that are consistent with the guiding principles set out for this Ward Boundary Review. The Options provided here are, on balance, successful at meeting the Review's guiding principles. Each one could serve the residents of Windsor in 2010 and for some years to come.

In dealing with this Report, Council has three choices for the general format for the 2010 municipal election:

- a Council of ten members, plus the Mayor, elected in five two-member wards; or
- a Council of ten members, plus the Mayor, elected in ten one-member wards; or
- a Council of eight members, plus the Mayor, elected in eight one-member wards.

This report outlines and evaluates a five-ward, ten-ward and eight-ward configuration to put each of those choices into operation.

Since at the present time Ontario legislation does not mandate a review of ward boundaries on any regular cycle, it would be desirable if Council establishes a policy that would see the City's municipal electoral arrangements examined on a regular basis. Note, however, that the operative phrase in this context is "examined on a regular basis", not "changed on a regular basis."

I also recommend that Windsor consider adopting a policy that ward boundaries be reviewed on some pre-determined calendar; the federal boundary adjustment process is linked to the Census, but the municipal electoral cycle is probably more relevant (say, after every two elections). Such a policy would also provide for an agreed upon process, as well as criteria and guiding principles to be considered when reviewing ward boundaries in the future.



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

**Meeting Date:**  
 June 9, 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, Senior Manager Facilities and Support Services

**SUBJECT:** ADMINISTRATIVE STAFF REPORT

**RECOMMENDATION:**

**That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated June 9, 2009 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated June 9, 2009

**REPORT REVIEWED BY:**

|  |                |              |
|--|----------------|--------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |

June 9, 2009

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

|                      | <b>Employee Name</b> | <b>Position</b>    | <b>Date</b>   |
|----------------------|----------------------|--------------------|---------------|
| <b>HIRING:</b>       |                      |                    |               |
| <b>RESIGNATIONS:</b> | Shelly Dunn          | Occasional Teacher | May 20, 2009  |
|                      | Robert Kiborn        | Occasional Teacher | May 20, 2009  |
|                      | Christine Luhowy     | Occasional Teacher | May 20, 2009  |
| <b>RETIREMENTS:</b>  | James Byrne          | Secondary Teacher  | June 30, 2009 |
|                      | Sheila Prieur        | Elementary Teacher | June 30, 2009 |
|                      | Gary Weir            | Secondary Teacher  | June 30, 2009 |
| <b>OTHER:</b>        |                      |                    |               |



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

## HANDOUT BOARD REPORT

**Meeting Date:**  
June 9, 2009

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Mario latonna, Superintendent of Business  
Paul Picard, Superintendent of Human Resources  
Cathy Geml, Superintendent of Education  
Linda Staudt, Superintendent of Education

**SUBJECT:** **2009-10 FINAL DRAFT BUDGET**

**RECOMMENDATION:**

**That the Board receive for information the 2009-10 Final Draft Budget background document, with the schedule of the budget by account to be provided at a later date, and refer the Budget to the June 22, 2009 Board meeting for approval.**

**SYNOPSIS:**

The Board is required under the Education Act to submit a balanced budget to the Ministry of Education prior to each fiscal year. The 2009-10 Final Draft Budget background document is being submitted with this report for the Board's consideration in this regard.

**BACKGROUND COMMENTS:**

A preliminary draft budget was provided to Board Trustees on May 19, 2009. It was distributed to stakeholders and posted to the Board website for public consultation on May 22, 2009. There have been no formal submissions made to date with respect to the Budget.

The Final Draft Budget background document is being submitted to the Board with this report for information. It is noted that the schedule showing the detailed budget by account is to be provided at a later date. The Final Budget is to be submitted to the Board for approval at its June 22, 2009 meeting.

The approved Budget is required to be filed with the Ministry of Education by June 30, 2009.

**FINANCIAL IMPACT:**

Details are provided in the appended Budget documents.

**TIMELINES:**

|               |   |
|---------------|---|
| June 9, 2009  | Board to receive 2009-10 Final Draft Budget background document |
| June 22, 2009 | Board to approve 2009-10 Budget                                 |
| June 30, 2009 | Approved Budget to be filed with the Ministry of Education      |

**APPENDICES:**

- 2009-10 Final Draft Budget background document.

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 9, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 9, 2009 |



**2009-10  
FINAL DRAFT  
BUDGET**

**Submitted by:**

**Joseph Berthiaume  
Director of Education**

**Mario Iatonna  
Superintendent of Business**

**Penny King  
Manager of Finance**

**June 9, 2009**



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## INTRODUCTION

With the presentation of this 2009-10 Final Draft Operating Budget, the Windsor-Essex Catholic District School Board (WECDSB) continues to display its commitment to its core foundations for faith and learning. The Board's system priorities have been recently updated for the next five year time horizon spanning 2009 to 2014. These priorities focus on Faith Development and Student Achievement as the two key components in the organization's strategic planning.

The Budget reflects these priorities and allocates funding accordingly as a direct investment to front-line teaching of students in the classroom. This ongoing attention to students, to teachers and to the learning environment has resulted in significant and ongoing attainment of higher student achievement. This is clearly evidenced by the superior, documented results achieved by our students through the Province's Education Quality and Accountability Office (EQAO) testing.

It is noteworthy that the considerable success in student achievement has been realized during a period of substantial declining enrolment and the organizational and financial restructuring that has been necessary as a result. This restructuring began during the second half of the 2007-08 Budget year and has proceeded in earnest through the 2008-09 Budget. Many of these challenges with which the Board was faced have been successfully met to date.

The 2009-10 Budget continues the implementation of the Board's approved Financial and Operational Plan to address the accumulated budget deficit from prior years. In accordance with the plan, the approval and implementation of the recommendations contained in the 2009-10 Budget are projected to result in the elimination of the accumulated deficit by the end of the 2009-10 Budget year. This will place the Board on sound financial footing in moving forward to take on the challenges of future years.

The resolution of collective agreements with all employee groups to cover the next four years will further enhance the stability of the Board. These agreements contain provisions that will facilitate enhancements to supervision in schools, programming, teacher preparation time, class sizes and professional development, among other provisions. These improvements are all being funded by additional grants from the Ministry of Education.

Beyond the collective agreements, the Ministry of Education has also confirmed the introduction of many new initiatives in 2009-10 to go along with previous programs that will be continued into the new school year. The funding for these initiatives and programs will supplement the traditional, largely enrolment-based grant funding, which is being impacted by declining enrolment. The Ministry is also providing supports to deal with cost pressures, while strongly encouraging all school boards to seek innovative means to more effectively and efficiently undertake its operations.

As a result of all of the above, the 2009-10 Final Draft Budget has been prepared to be in compliance with the Education Act requirement that the Board submit a balanced budget prior to the commencement of the new school year.



## 2009-10 SYSTEM PRIORITIES

### BOARD MISSION

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

### VISION & GOALS

#### FAITH DEVELOPMENT

- We seek to make Catholic faith integral to all aspects of our lives and learning.
- We provide meaningful and ongoing Catholic faith formation for all students and employees.
- We foster, through "Our Journey to Holiness", a spirit of kindness, compassion and service to the community.
- We create, in all our places of learning and labour, welcoming, inclusive and safe environments in which the dignity and worth of each individual is valued as being in the image and likeness of Christ.
- We embrace the "Ontario Catholic School Graduate Expectations" as the desired outcomes for all our students as they pursue educational excellence.

#### STUDENT ACHIEVEMENT

- We challenge all our students to become critical thinkers, effective communicators and problem-solvers through the development of literacy and numeracy skills.
- We nurture well-rounded, faith-filled and contributing citizens by developing knowledge, understanding and skills in sciences, arts, humanities, languages and technologies.
- We enrich intellectual, physical, emotional and spiritual well-being through "Healthy Active Living Education".
- We encourage effective communication among all partners in Catholic education to enhance students' achievement and spiritual growth.
- We support the professional development of all employees through training, mentoring and sharing best practices, enabling them to enrich the educational experiences of our students.



## 2009-10 FAITH DEVELOPMENT PRIORITIES

- Catholic School Council Faith Awareness
- New Teacher Faith Formation Process
- Catholic Character Development Initiative
- Catholic Studies Curriculum Implementation - Fully Alive
- Faith Formation - St. Peter's Institute
- Catholic School Community Faith Practices - continued provision of faith development opportunities for students and parents: "The One Called Jesus"
- Teacher additional qualification Religion course (Parts I, II, III) - leadership, professional development
- Retreats:
  - Staff - retreat opportunities Board-wide
  - Students - retreat opportunities grade 8 and high school
- System-wide Grade 11 Faith Day
- Together in Faith Day (for staff)
- Faith development opportunities for school councils and parents
- Professional development opportunities for Faith Ambassadors
- When Faith Meets Pedagogy Conference
- Liaison with Diocese, Local Deaneries and Parishes



## 2009-10 STUDENT ACHIEVEMENT PRIORITIES

- Ministry Academic initiatives:
  - Literacy and Numeracy Secretariat (Gr. K to 6)
  - Student Success (Gr. 7 to 12)
  - School Effectiveness Framework (Gr. K to 12)
- Literacy and Numeracy Secretariat and Student Success Initiatives:
  - Literacy
  - Numeracy
  - Pathways
  - Catholic, community, culture and caring
- School Student Success Teams
  - Targeted intervention and supports
  - Continued implementation gap closing strategies
- Student Success Transition Planning:
  - Elementary to Secondary
  - Secondary to post-secondary (Apprenticeship, College, University, Workplace)
- Writing Initiatives - Junior Literacy/Numeracy Focus
- Continued implementation of Specialist High Skills Major at F.J. Brennan (arts/culture), Cardinal Carter (agriculture), St. Anne H. S. (environment), St. Joseph H. S. (health and wellness)
- Implementation of Specialist High Skills Majors at Cardinal Carter (construction), Assumption College (foods), St. Thomas of Villanova (information communication technology) and Holy Names (business)
- Continued implementation of Urban Priority High School Grant (Catholic Central)
- Continued support of Ministry/Board initiatives such as Ontario Focused Intervention Partnership (OFIP) and Council of Directors of Education (CODE) special project funding
- Special Education:
  - Effective Individual Education Plan (IEP) development with measurable goals
  - Continued support and expansion of Pupils Establishing Effective Relationships (P.E.E.R. Pals) Program
  - Continued support and expansion of Peer Assisted Learning Strategies (P.A.L.S.)
  - Continued focus on Differentiated Instruction and Special Education Programming
- Expansion of International Baccalaureate Program (Assumption College School)



- Opportunity Diploma Program - re-engagement of early leavers
- Continued implementation of differentiated instruction strategies for classroom teachers
- Additional supports to improve student achievement for English Language Learners (Newcomer Receptions Center, School Settlement Workers)
- Additional supports to improve student achievement for English Language Learners
- Continued implementation of IEP Review Action Plan
- Continued implementation of Ministry of Education Policy Program Memorandum (PPM) 140 - Incorporating Methods of Applied Behaviour Analysis (ABS) into Programs for Students With Autism Spectrum Disorders (ASD)
- Ontario Psychological Association Project to reduce wait times for assessments and to reduce the need for full assessments
- Analysis of Education Quality Assessment Office (EQAO) assessments to support the development of Board/School Improvement Plans
- Provide access to EQAO information for principals and school staff to facilitate improvement to student learning, monitoring of student progress and identification of patterns over time
- Provision of supports for teachers of combined grades
- Expand the use of the Comprehension, Attitude, Strategies, Interest (CASI) assessment tool
- Continuation of teacher professional development opportunities during the school year and the Summer Institute
- System Professional Development Days
- Family of Schools Professional Development
- Computers in Education - continued expansion of Ministry of Education eLearning initiatives
- Continuation of implementation of Managing Information for Student Achievement (MISA):
  - Online Course Selection
  - Data Warehouse
  - Business Intelligence Tool





## 2009-10 MINISTRY OF EDUCATION GRANTS FOR STUDENT NEEDS (GSN)

The Ministry of Education provides the bulk of funding for school board operations under what are known as the Grants for Student Needs (GSN). The Ministry is providing additional monies for boards in 2009-10 to reflect the outcome of the Provincial Discussion Table (PDT) agreements, which established the framework for the recently completed local collective bargaining. Beyond the PDT agreements, there are also other changes being made to the GSN.

The Ministry has indicated that the overall increase in GSN across the province is 3.1%. When stated on a per pupil basis, the GSN has risen by \$414 to a level in 2009-10 of \$10,450. This amounts to a 4.0% increase in per pupil funding across the Province. The additional funding is providing for increased staffing and is addressing specific cost pressures being experienced by school boards. There are also some adjustments being made to cost structures to encourage boards to examine alternative means of providing operational supports to their school systems.

The highlights of the 2009-10 GSN are provided as follows:

### **PROVINCIAL DISCUSSION TABLE AGREEMENTS (PDT)**

(Funding figures are Ministry projections for WECDSD applicable to the 2009-10 Budget year.)

#### **Elementary Supervision - \$408,942**

- \$22.61 per elementary pupil, which is to fund the equivalent of at least two hours per day of student supervision at each elementary school. This funding enhancement began in 2008-09.

#### **Secondary Programming - \$289,479**

- 0.38 additional teachers per 1,000 secondary pupils to support a locally developed strategy to expand secondary programming over 5 years. This funding enhancement began in 2008-09.

#### **Professional Learning - \$111,264**

- \$7.24 per elementary pupil to increase support for enhanced professional learning opportunities for elementary teachers.

#### **Preparation Time and Specialty Teachers - \$597,655**

- To support increasing levels of preparation time for elementary teachers to 210 minutes per week.
- 0.42 additional teachers per 1,000 elementary pupils to increase the number of specialist teachers funded through the specialist teacher/preparation time component of the Pupil Foundation Grant of the GSN.

#### **Grade 4 to 8 Class Size Reduction - \$137,621**

- 0.18 additional teachers per 1,000 grade 4 to 8 pupils to reduce class sizes.



### **School Operations - \$401,437**

- To support the maintenance of school buildings and grounds and to assist in meeting the new requirements for monitoring school drinking water.

### **Professionals and Para-Professionals - \$330,566**

- 0.33 additional staff per 1,000 elementary pupils to increase supports.

### **Office Support Staff - \$163,213**

- 0.25 FTE additional office support workers for elementary schools with 1,000 or more pupils, with incremental funding downward for smaller schools down to 0.00 FTE for elementary schools with 250 pupils.

### **Continuing Education and International Languages Instructors - \$26,324**

- 3.5% increase to funding benchmarks for improvements in working conditions for education support workers delivering these programs.

## **ENHANCEMENTS IN GSN**

(Funding figures are Ministry estimates for the entire Province for the 2009-10 Budget year.)

### **Community Use of Schools**

- \$0.5M additional funding to help address cost pressures resulting from inflation.
- Operations component of the Community Use of Schools Grant is being moved out of the GSN to facilitate monitoring of the activities of the Outreach Coordinators recruited by school boards.

### **School Operations**

- \$14.1M additional funding, beyond the PDT agreement funding, to assist boards in managing increases in energy (natural gas, electricity) and insurance costs.

### **Student Transportation**

- \$10.7M additional funding to cover a 2% cost benchmark update, which is net of any surplus in transportation realized in 2008-09 as noted in the Constraint Measures section.
- Addition of a Fuel Escalation/De-Escalation Clause to the transportation funding formula.

### **Audit Capacity**

- \$2M additional funding to help establish audit committees and internal audit functions.

### **Special Education**

- \$49M additional funding to support the highest need students and to provide for special education equipment.

### **School Renewal**

- Reinstatement of the 20% reduction made to the school renewal allocation in 2008-09.

### **Parent Engagement Funding**

- This funding, which has been previously allocated outside of the GSN, is now being funded in the GSN under the School Board Administration and Governance Grant.



### **New Teacher Induction Program**

- The funding formula is being adjusted to increase the per-board base funding amount and to improve funding stability.

### **CONSTRAINT MEASURES IN 2009-10**

(Funding figures are Ministry estimates for the entire Province for the 2009-10 Budget year.)

#### **Textbooks**

- \$25M reduced funding, which is not intended to be reinstated in future years.

#### **Classroom Computers**

- \$25M reduced funding, which will remain through 2010-11 only.

#### **Staff Development**

- \$44.5M reduced funding, with \$21.5M to be reinstated in 2010-11.

#### **Declining Enrolment Adjustment**

- \$5.8M reduced funding to provide a stronger incentive for school boards to adjust their costs in response to enrolment decline.

#### **Student Transportation**

- 2% cost benchmark update is net of any surplus in transportation realized in 2008-09 as noted in the Enhancements in GSN section.
- 1% reduced funding in each of three consecutive years, except for school boards that have received a "high" rating on routing and technology efficiency pursuant to a Ministry effectiveness and efficiency review. For WECDSB, the 1% reduced funding will begin to be applied in 2009-10, since the Ministry review is not scheduled until January 2010.

### **FUTURE CONSTRAINT MEASURES**

(Funding figures are Ministry estimates for the entire Province for the noted budget year.)

#### **Student Transportation**

- 50% support only for any funding decrease resulting from enrolment decline starting in 2010-11. It is noted that there has been no decrease in transportation funding to date as a result of declining enrolment over the past 6 years.

#### **School Operations and Renewal Top-Up Funding**

- Presently for schools not at full capacity, top-up funding is provided in an amount equal to the funding that would be generated by an additional 20% of capacity, to a maximum of 100% capacity. This funding will be reduced to 18% in 2010-11 and 15% in 2011-12.
- Top-up funding will not be provided to new schools for the first 5 years of operation, beginning in 2010-11

#### **Board Administration**

- \$8.7M reduced funding beginning in 2010-11.





## 2009-10 MINISTRY OF EDUCATION FUNDING IN ADDITION TO GRANTS FOR STUDENT NEEDS

Each year the Ministry of Education provides funding outside the Grants for Student Needs (GSN) to sustain its supports to priority initiatives. The funding for these key programs is provided through "Education Programs – Other" (EPO) transfer payments. These EPO funds are essentially restricted in that each specific program allocation contains explicit requirements on use of monies and reporting.

The approximate historical EPO allocations for the Windsor-Essex Catholic District School Board (WECDSB) are as follows:

|          |                         |
|----------|-------------------------|
| 2008-09: | \$2,400,000 (projected) |
| 2007-08: | \$2,345,916             |
| 2006-07: | \$2,482,873             |
| 2005-06: | \$2,502,875             |
| 2004-05: | \$2,457,983             |

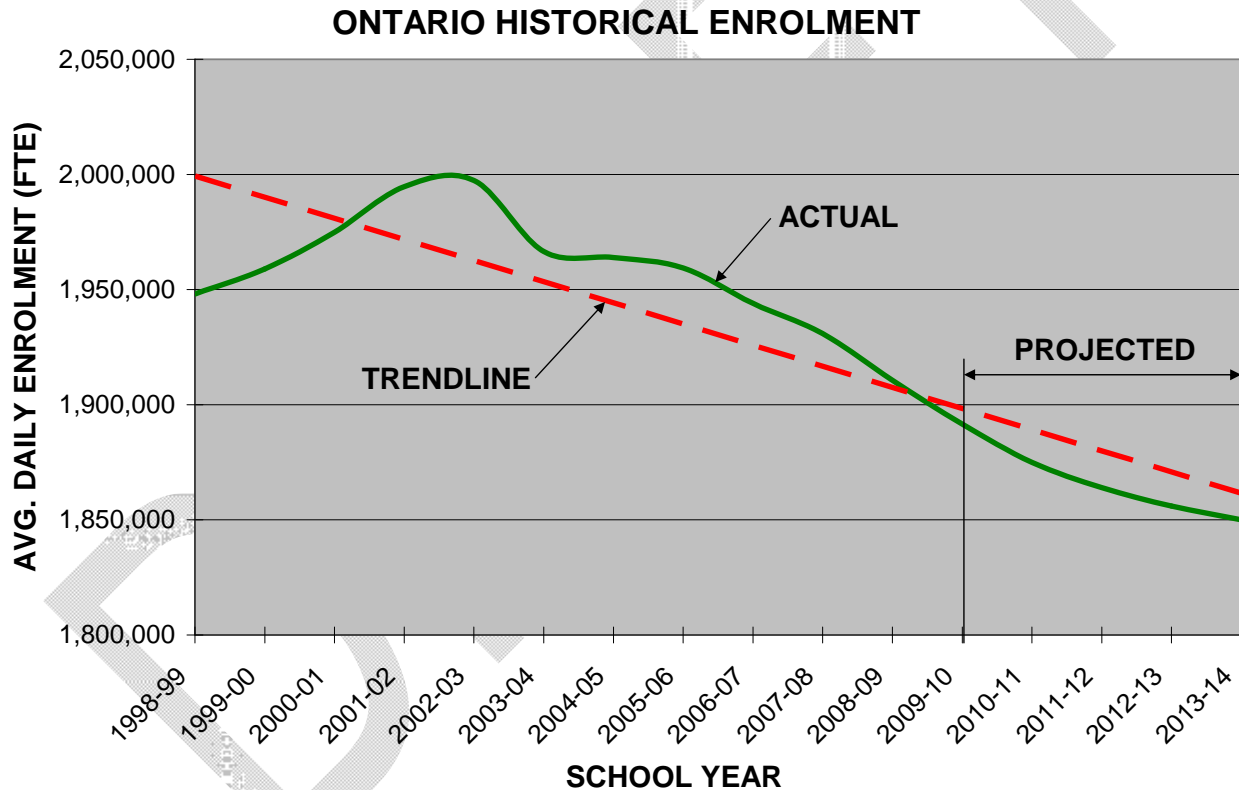
For 2009-10, WECDSB is budgeting \$2,400,000 of EPO transfer payments. At the time of budget development, \$1,462,266 of this amount has been announced by the Ministry of Education and allocated to the Board for specific programs. The balance of the allocations for the remaining EPO funding has not yet been announced, but is estimated to be approximately \$937,735 for the Board.



## ENROLMENT PROJECTIONS

### ONTARIO ENROLMENT TRENDS

In examining the school enrolment levels for the entire Province of Ontario, there has been a marked decrease in numbers since the enrolment peak in 2002-03. The initial decline immediately after the peak can be attributed to the double cohort situation with the elimination of the former grade 13 from the system. However, from 2005-06 to the present, the reduction in student population has been steadily downward due to changing demographics, immigration patterns and migration of families out of Ontario due primarily to economic factors. The actual historical enrolment along with future projected enrolment is shown in the following graph.



Since the 2002-03 peak, enrolment in Ontario has declined by 86,894 pupils or 4.3% through 2008-09. The Ministry of Education, in a recent presentation to the Ontario Catholic Schools Trustees Association (OCSTA), is projecting that over the next 5 years, enrolment will decrease by a further 64,000 or 3.4%. According to the Ministry's Declining Enrolment Working Group, this trend is expected to continue well into the next decade.

However, tempering this trend is the Ministry projection with respect to JK/SK enrolment. In its presentation to OCSTA, the Ministry indicated that JK/SK enrolment has been declining since

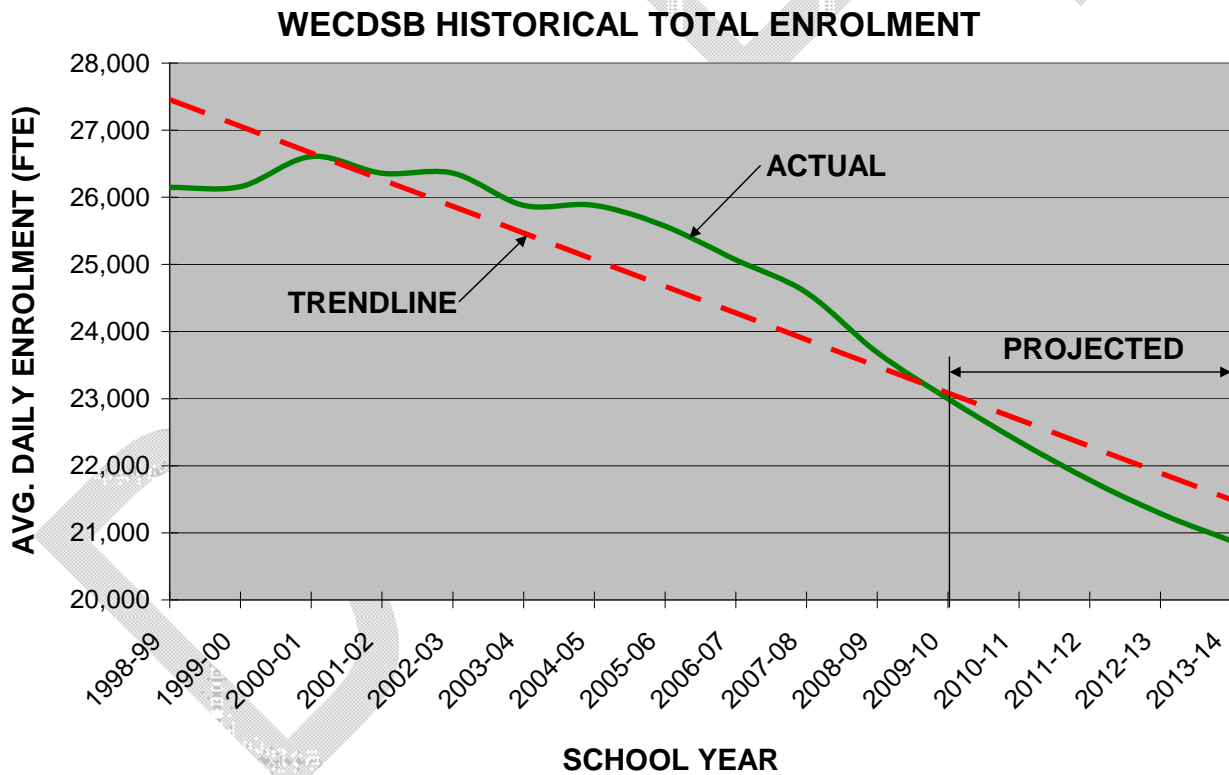


1999-00. However, after bottoming out in 2007-08, this enrolment has grown in 2008-09 and is anticipated to increase further over the next 5 years. This is projected to lead to a levelling off of the trendline for total overall enrolment for the Province sometime after 2013-14.

It is also noteworthy that the reality of declining enrolment is widespread across the Province. Only school boards in the Greater Toronto Area, outside of the City of Toronto itself, are expected to experience any enrolment increases in the foreseeable future. In 2008-09, there are 55 out of a total of 72 boards (76%) in Ontario that have seen decreases in student numbers. In 2009-10, the projected number of boards in this situation is expected to remain the same.

**WECDSB ENROLMENT TRENDS**

WECDSB enrolment has largely mirrored that for the Province as a whole. From a high point in 2002-03, there has been an ongoing decline, which has become more pronounced in the past 2 years. The actual historical enrolment along with future projected enrolment is shown in the following graph.



The same factors attributable to the Province-wide trend are also reflected in the WECDSB situation, with changing demographics, immigration patterns and migration of families out of Ontario. While demographics, and to a lesser extent immigration, can be predicted to a reasonable degree of confidence, migration does not lend itself to accurate projection. The slow local economy of recent years has prompted some Windsor-Essex families to move to take advantage of job opportunities in the more robust economy in Western Canada. However, with

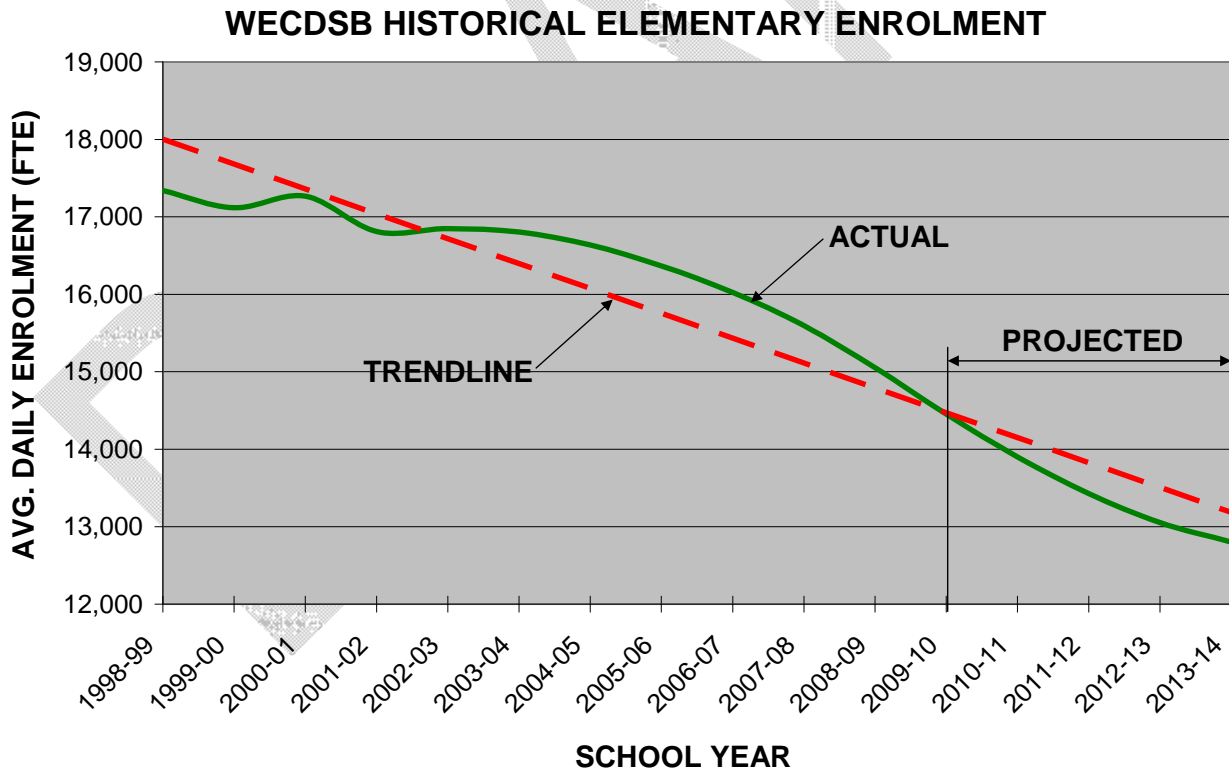


the general worldwide economic downturn now affecting the entire country, this migration may lessen considerably.

Since the 2002-03 peak, WECDSB enrolment has declined by 2,676 pupils or 10.1% through 2008-09, which is greater than the Province-wide decline of 4.3% over the same time period. Given the local demographics and economic situation, it is being projected that WECDSB enrolment will continue to decline at a somewhat similar rate, as at present, over the next 5 years. Notwithstanding this projection, WECDSB total enrolment is estimated to level off some time after 2013-14, similar to the Provincial forecast. For the purposes of the 2009-10 budget, a decline of 685 pupils (2.9%) is being projected for overall WECDSB enrolment, bringing total enrolment down to 23,000 pupils.

**WECDSB ELEMENTARY ENROLMENT**

The enrolment trend for the WECDSB elementary panel is consistent with the overall trend. Continued decline is anticipated over the next five years with a levelling off projected for some time after 2013-14. For the purposes of the 2009-10 budget, a decline of 600 pupils (4.0%) is being projected in the elementary panel, bringing total elementary enrolment down to 14,453 pupils. The actual historical enrolment along with future projected enrolment is shown in the following graph.

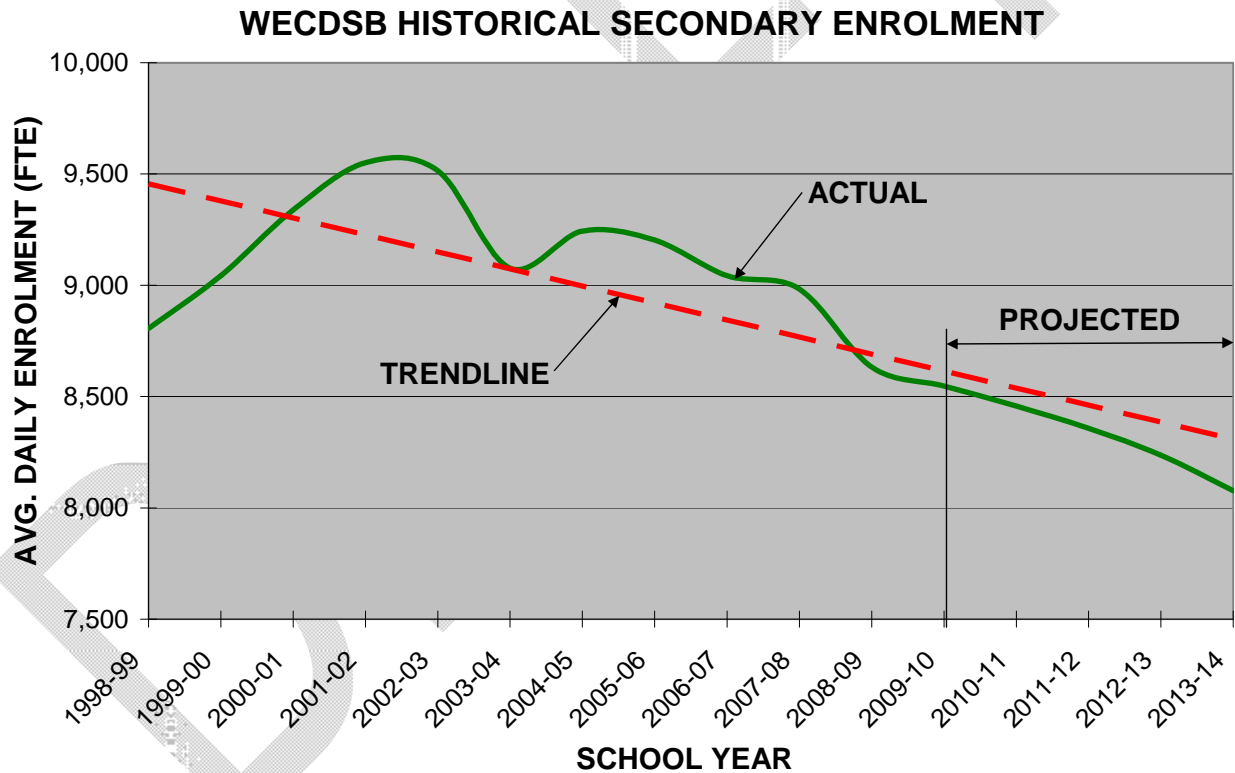




**WECDSB SECONDARY ENROLMENT**

The enrolment trend for the WECDSB secondary panel, although in decline, has not decreased at a generally consistent rate in recent years as has the elementary panel. Projecting secondary enrolment into the future is somewhat more difficult given the uncertainty of future registrations resulting from immigration. However, the decline that has been experienced over the years in the elementary panel is expected to now translate into the secondary grades as pupils progress through the school system.

On this basis, the projection over the next five years for secondary enrolment is that a smaller rate of decline than in the elementary situation will continue to occur, with an increasing rate of decline estimated to begin in approximately the 2013-14 school year. For the purposes of the 2009-10 budget, a decline of 85 pupils (1.0%) is being projected in the secondary panel, bringing total secondary enrolment down to 8,547 pupils. The actual historical enrolment along with future projected enrolment is shown in the following graph.



Any discussion of enrolment trends must come with a caveat that predictions in the current volatile economic situation are somewhat tenuous. At a minimum, an annual review of projections is essential to ensure that appropriate adjustments are made to reflect prevailing trends globally and in the local community.



## FINANCIAL AND OPERATIONAL PLAN

### BACKGROUND

On January 15, 2008, the Board approved the Financial and Operational Plan to address the \$4,771,245 accumulated deficit from the 2006-07 Budget year and the then projected \$2,000,000 in-year deficit for 2007-08. The plan included specific budget reductions in 2007-08 to begin to bring down the in-year deficit. It also contemplated reduced budgets in 2008-09 and 2009-10 in the amounts of approximately \$2,385,620 each year to eliminate the 2006-07 accumulated deficit over 2 years.

### PLAN STATUS

The plan status to date is as follows:

#### FINANCIAL AND OPERATIONAL PLAN STATUS

| YEAR    | ACCUMULATED<br>DEFICIT AT<br>BEGINNING OF<br>BUDGET YEAR<br>(\$) | BUDGET<br>REDUCTIONS/<br>SURPLUS<br>DURING<br>SCHOOL YEAR<br>(\$) | ACCUMULATED<br>DEFICIT AT<br>YEAR-END<br>(\$) |
|---------|--|---|---|
| 2006-07 | 0  | 0   | 4,771,245                                     |
| 2007-08 | 4,771,245  | 461,452   | 4,309,793                                     |
| 2008-09 | 4,309,793  | 2,385,620   | 1,924,173                                     |
| 2009-10 | 1,924,173  | 1,924,173   | 0   |
| 2010-11 | 0  | 0   | 0   |

Note: Shaded cells contain actual amounts from approved budgets or from year-end financial statements. The remaining amounts are projections only.

It is noted that the \$2,000,000 in-year deficit for 2007-08, which was originally projected on January 15, 2008, was fully address within that same year. In addition and in that same year, a surplus of \$461,452 was achieved at year-end.

It is further noted that the budget for 2008-09, which was originally approved on June 23, 2008, approved budget reductions in the amount of approximately \$2,385,620 to address one-half of the 2006-07 accumulated deficit of \$4,771,245. With the surplus realized in 2007-08, the plan has





been amended to reflect a lower required budget reduction of \$1,924,173 in 2009-10. It is projected that the accumulated deficit will be eliminated by the end of the 2009-10 Budget year.

### **FURTHER BUDGET CONSIDERATIONS**

In addition to the above, the approved 2008-09 Budget included reductions to address two other items as follows:

#### **Long Term Debt Financing**

At the time of the budget being originally approved in June 2008, the Board was still in discussions with the Ministry to resolve its long term debt financing situation. An original amount of \$400,000 was included in the approved budget as the Board's estimated direct cost out of Board operations to fund a portion of the debt.

Subsequently, the Ministry rendered a decision on the debt financing, in which the Ministry agreed to fund most of the financing costs. The direct impact on the Board pursuant to the decision amounted to funding debt payments of \$600,000 per year for 25 years out of its operating budget through School Renewal. However, this amount only begins to apply once debentures are issued for the debt. To date, this has not taken place, but is projected by the Ministry for either June or October 2009.

As a result, the 2009-10 Budget includes a reduction of \$600,000 out of School Renewal to fund this payment obligation.

#### **School Renewal Reduction**

Previous reference was made to the projected \$2,000,000 in-year deficit for 2007-08 and that this entire amount had been fully addressed within that same year. One of the actions taken by WECDSB at the time to achieve savings was to reduce the 2007-08 School Renewal budget by an amount of \$1,185,000. However, Ministry regulations require School Renewal allocations to only be used for that purpose or for a limited number of other facility and property expenditures.

A commitment was made by WECDSB to the Ministry to address this issue in time, so that an amount of \$1,185,000 would be reinstated at some point to School Renewal in a future budget year through other budget savings. Furthermore, although not strictly required by the Ministry, the \$600,000 annual debt payment being taken out of School Renewal may warrant consideration in the same manner for reinstatement.

In discussions with the Ministry, it was determined that WECDSB should first focus its efforts on eliminating its accumulated deficit. The matter of School Renewal would be brought forward once the deficit issue is ultimately resolved. This priority sequencing would apply to any surplus realized at year-end for the 2008-09 Budget. Specifically, any surplus would first be used to offset the balance remaining in the accumulated deficit. Thereafter, any additional surplus would be utilized to reinstate the School Renewal budget.



## 2009-10 BUDGET CHALLENGES

There are a number of significant challenges facing WECDSB with respect to the 2009-10 budget development. Each of these is highlighted as follows:

### **DECLINING ENROLMENT**

- The situation of declining enrolment facing the vast majority of school boards in the Province, including WECDSB, now and into the future, has been well-documented and has been detailed previously in this budget document.
- The impact resulting from continually decreasing pupil numbers over time is being felt in most areas of the organization, resulting in the need for a changed approach to the delivery of education to our students, particularly in the non-academic areas of WECDSB.

### **CHANGING GRANT REVENUES**

- Ministry of Education grants continue to be based, for the most part, on enrolment numbers. With the decline in enrolment, WECDSB has received significantly less in grant revenues over the past several years than would otherwise be the case. The projection for 2009-10 is that grant revenues will again be lower to reflect the anticipated reduced enrolment.
- In recent years notwithstanding enrolment declines, the Ministry has maintained some grant revenues at prior levels and has added many special one time grants to assist school boards in improving supports in the classroom. This has allowed time for boards to make appropriate adjustments in transitioning to smaller numbers of pupils.
- The Ministry has provided direct temporary support by means of a Declining Enrolment Grant. However, in previous years the grant has been applied in such a manner that it phases out over 3 years. In 2009-10, the grant formula is being amended to provide boards with less funding on a go forward basis, given that boards have already been given time to adjust to the reality of declining enrolment.
- Given the Provincial economic and budget situation, there may be an effect on grants provided to school boards in 2009-10 and future years.

### **BUSINESS OPERATION REVIEWS**

- There has been a greater emphasis by the Ministry on undertaking reviews of school board operations in order to introduce improvements to how the business of education is conducted.





- These reviews are revealing best practices and are leading to the introduction of innovations in the sector. These innovations include new approaches, such as centralized Province-wide purchasing and sharing of services between boards.
- WECDSB was the subject of a Business Operations Review in May 2009, which focused on administration and governance, human resources, facilities services and business functions. The final report from the Ministry review team is expected in summer 2009. Recommendations arising from the review may cause WECDSB to re-examine existing processes and implement changes to its operations accordingly.
- The Windsor-Essex Student Transportation Services consortium, of which WECDSB is a partner, is scheduled for an Effectiveness and Efficiency Review by the Ministry in January 2010. The Ministry has already reduced transportation grants for 2009-10 to the local consortium partners by 1%, pending the outcome of the review.

### **INCREASING COSTS**

- While inflation and interest rates have remained at a relatively low level, costs continue to escalate for many goods and services. Construction and facility maintenance are examples of two areas that have seen regular increases over the past several years well above the rate of inflation. While the Ministry has provided some financial consideration in this regard, these increases must be funded largely from the existing revenue base.
- Notwithstanding ongoing enrolment decline, WECDSB's major asset inventory has remained at historical levels. The ever-increasing fixed costs for building utilities and maintenance are still being incurred for the entire inventory, even as enrolment and associated grants have declined.

### **ORGANIZATIONAL REALIGNMENT**

- WECDSB has made significant adjustments to its organization in the recent past in terms of staffing numbers and deployment of staff. As enrolment continues to decline, the organization must continue to make adjustments to its organizational structure, so that reduced resources are utilized effectively and efficiently in support of student achievement objectives.

### **DEBT SERVICE COSTS**

- The Board has resolved its long term debt financing with the Ministry, with the Ministry having agreed to fund most of the financing costs. The direct impact on the 2009-10 Budget amounts to \$600,000 from the School Renewal allocation to fund WECDSB's direct obligation for the outstanding debt.
- In addition, the Board's Proceeds of Disposition Reserve is to be drawn down over time before the bulk of the Ministry funding support is to begin applying to the debt funding.
- For the future, the Board will be required to continue to use \$600,000 from its annual School Renewal allocation for the next 25 years. Once the Board's Proceeds of



Disposition Reserve is drawn down, the Board will be required to fund a further share from its annual Board Administration allocation.

### **LONG TERM ACCOMMODATION PLANNING**

- Through its 2008 Capital Plan submission to the Ministry, the Board has put forward proposed Accommodation Reviews to address the realities of declining enrolment. There are 2 such reviews presently underway, which may result in adjustments to WECDSB's capital asset inventory. Future reviews may be contemplated as changing enrolment patterns may require.
- Updates to the Capital Plan as required by the Ministry will be based on assessments of enrolment increases and decreases and the geographical areas in which these changes are being experienced. With enrolment in general decline, opportunities may be presented for the consolidation of the Board's asset inventory in order to ensure program delivery is maintained at a high level to promote ongoing improvement in student achievement.

DRAFT



## SUMMARY

The 2009-10 Final Draft Budget, as is being presented, incorporates the direction for the school year announced by the Ministry of Education and key objectives of the Board for 2009-10 moving into the future as follows:

- The Board mission and strategic priorities are reflected in the Budget, with focus on faith development and student achievement.
- Classroom programs continue to be fully funded and continue to improve and expand in order to fulfill the mandate for student success.
- Additional funding arising out of the Provincial Framework Agreements with employee groups has been included in the Budget.
- Announced funding enhancements to support new Ministry initiatives have been inserted in the Budget.
- Funding constraint measures as mandated by the Ministry have been introduced into specific areas as directed.
- Future funding constraints as communicated by the Ministry have been considered in the 2009-10 Budget development.
- Budget challenges respecting declining enrolment, changing grant revenues, business operation reviews, increasing costs, organizational realignment, debt service costs and long term accommodation planning have been recognized in the Budget.
- The Budget addresses the elimination of the prior years' accumulated deficit by the end of the 2009-10 fiscal year.
- Provisions have been included to adequately fund the Board's commitment for soon to be permanently financed long term debt.
- It is acknowledged that, once the accumulated deficit is eliminated, future surpluses are to be applied to support future debt financing in the first instance, followed by the reinstatement of School Renewal funding.

In conclusion, the 2009-10 Budget has been prepared to be in compliance with the Education Act requirement that the Board submit a balanced budget prior to the commencement of the new school year.



# **SCHEDULE A**

**2009-10**

# **FINAL DRAFT BUDGET BY ACCOUNT**

**(TO BE SUBMITTED UNDER SEPARATE COVER AT A LATER DATE)**



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

|                                      |
|--------------------------------------|
| <b>Meeting Date:</b><br>June 9, 2009 |
|--------------------------------------|

## BOARD REPORT

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

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **2008 - 09 CHILD CARE ADVISORY COMMITTEE ANNUAL REPORT**

**RECOMMENDATION:**

**That the Board receive the 2008-09 Child Care Advisory Committee Annual Report as information.**

**SYNOPSIS:**

This report is being presented to the Board on behalf of the members of the Child Care Advisory Committee detailing the activities of the Child Care Committee during the 2008-2009 school year. This report provides a brief summary of the 2008-2009 committee activities.

**BACKGROUND:**

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

- Lisa Soulliere -Trustee
- Shannon Porcellini -Trustee
- Sharon O’Hagan-Wong - Assistant Superintendent
- Ardra Kepran - Principal
- Rita Pallisco – Principal
- Alex Meyer - Parent
- Lisa and Don Ouellette - Parents
- Wendi Heyd - Parent
- Tammy Mullins - Parent
- Ian Gauld - Representative, Facility Services.

The Child Care Advisory Committee reconvened during the 2008-2009 school year to discuss issues surrounding the provision of childcare in the school board’s facilities formulating recommendations to the Child Care policy and procedures, which govern these sites. In September the Committee chose to expand and circulated an invitation to parents to participate. Two parents expressed interest in participating on this committee: Ms. Tammy Mullins and Ms. Wendi Heyd and have joined the committee as Parent Representatives.

The Child Care Committee met on the following dates:

- November 03, 2008
- January 22, 2009
- March 24, 2009
- May 04, 2009
- June 1, 2009

Child Care Selection Sub-Committee met on the following dates:

- February 10, 2009
- February 12, 2009
- February 20, 2009
- May 20, 2009

Throughout the course of the year, the Child Care Advisory Committee has made recommendations to the Board regarding the provision of Child Care Programs in four school sites and participated in the selection process of these providers. These recommendations were made as a result of two RFPs.

Revisions to selection process for Child Care providers has also been made. This process now includes a mandatory interview of prospective providers including the school Principal, a representative of the School Council and a representative of the Child Care Committee, as well as a process that will include the circulation of one annual RFP for Child Care.

The Child Care Committee recommended an RFP process be initiated to secure a provider for a “Before and After” School Child Care Program for four school communities, St. Alexander, St. Louis, St. John the Evangelist and St. Rose. A provider has been selected for the St. Alexander site and the selection of providers for the remaining three sites is in process at this time. A recommendation will be brought forward under a separate report.

**FINANCIAL IMPACT:** Not applicable

**TIMELINES:** The Child Care Advisory Committee will reconvene in September 2009.

**APPENDICES:**

- Minutes – CCAC Minutes – November 2008
- Minutes – CCAC Minutes – January 2009
- Minutes – CCAC Minutes – March 2009
- Minutes – CCAC Minutes – May 2009

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |



## Windsor-Essex Catholic District School Board

Child Care Advisory Committee

Monday, November 3, 2008

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan Wong, Ms. Lisa Soulliere, Ms. Ardra Kepran, Mr. Alex Meyer, Ms. Wendy Heyd and Mr. & Mrs. Don & Lisa Ouellette

Regrets: Ms. Shannon Porcellini

The Meeting opened with a prayer.

Reviewed minutes from the June 4, 2008 meeting.

We welcomed a new member to the committee, Ms. Wendy Heyd.

Everyone received a listing of all the child care centers within the Windsor Essex County Catholic School Board.

St. Angela's

There has been a request by the parents of St. Angela's to have half day care available. A Place To Grow has put into place a half day child care program to meet the needs of the parents at St. Angela's. A Place To Grow has made some major renovations at Immaculate Conception and have relocated their program from St. Edmonds to Immaculate Conception.

There was a letter sent to the W.E.C.S.B. in June in regards to the playground equipment that Sundowners had installed. An agreement has been reached between Sundowners and the new provider, to transfer the ownership of the equipment to the new provider. The new provider now owns and is responsible for the playground equipment.

Best Friends Update

Mario and Sharon made a visit to Best Friends and had an information sharing session.

The fee schedule has been revised to include a generic fee schedule. The fee schedule has been recirculated and sent out as of last week. Summer is billed separately.

St. Alexander's

The principal has sent out letters to see if there was any interest for a child care program in St. Alexander's. The feedback suggests there are about 40 families interested. There will be a dedicated room for the child care program. Now the process has begun and the school board will circulate a request for an RFP.

#### Ready Set Go

Is a non profit program that was originally out of Immaculate Conception. Since moving out of Immaculate they are looking for another spot. The Catholic School Board is helping this program out with there search for a new classroom.

The YMCA has contacted Sharon O' Hagan Wong, and showing interest with regard to any openings in the catholic school board.

#### New Business

The rubric is going to be looked at again.

Next Meeting: January Tuesday 20/09





## Windsor-Essex Catholic District School Board

Child Care Advisory Committee

Thursday January 22, 2009

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan Wong, Ms. Lisa Soulliere, Ms. Ardra Kepran, Mr. Alex Meyer, Ms. Wendy Heyd, Ms. Tammy Mullins and Mr. & Mrs. Don & Lisa Ouellette

Regrets: Ms. Shannon Porcellini

The meeting opened with a prayer.

Reviewed minutes from the November 3, 2008 meeting.

We welcomed a new member to the committee, Ms. Tammy Mullins.

St. Alexander's is requesting child care, before and after care only. The space meets all criteria for child care. An RFP ad will be placed in the January 24, 2009 Saturday paper. There will be a site tour Feb 22. The RFP will close Feb 9 at 2pm, and then selection begins. Selection will start Tuesday Feb 10/09. Volunteers are needed.

Packages have been sent out to existing providers and the YMCA which had requested a package for St. Alexander's.

St. John Evangelist sent out a child care survey to see if there was any interest. The survey was circulated with prices. The results they received back were that 21 families are interested in before school care and 23 families are interested in after school care. The site has space it can dedicate for child care.

A notice will be sent out to principals that if they are interested in child care for their school, surveys can be sent out to the families in their schools if they wish the last week of March.

St. Louis has come back again with interest for child care in their school. The survey is going to be circulated.

New Business

Summer Cleaning

Facility services has requested that there be no child care programs operating the last week of August in the schools so that the custodians can get the schools ready for the

first day of school. Sharon will talk with facility services and see if a site by site negotiation between the providers and facility services can be worked out. More to follow.

#### Playground Equipment

It has been brought up that playground surfaces need to be refurbished. Child care providers should be informed that the playground equipment may not be safe for the children to play on, until further notice.

Next meeting Tuesday March 24/09 7pm.



## Windsor-Essex Catholic District School Board

### **Child Care Advisory Committee**

**Tuesday March 24, 2009**

**Sister Marie Durocher Conference Room, Catholic Education Centre**

Present: Ms. Sharon O'Hagan Wong, Ms. Lisa Soulliere, Ms. Tammy Mullins, Ms. Shannon Porcellini, Ms. Wendy Heyd, Ms. Rita Pallisco, Mr&Mrs. Don and Lisa Ouellette.

Guest: Christine Beresford City of Windsor

Regrets: Alex Meyer

The meeting opened with a prayer.

Reviewed minutes from the Jan 22, 2009 meeting.

Christine Beresford gave a presentation that covered a number of strategies for collecting valuable information for the province of Ontario, school systems and the city of Windsor.

EDI – information that is collected every three years by the senior kindergarten teachers. Reports done by schools and then by the community. Using the information collected, children are then mapped by their scores so programs can be put into place to help them in their community and school's they attend. Teachers use this information at the classroom level.

The EDI is meant to look at the children and population level. EDI information is being linked with EQA data.

We need to develop a strategy – system of support where schools and child care providers work together with the information collected.

The ultimate goal for the data strategy is to share the information

### **Update**

St. Alexander's – selection for childcare providers. Six providers responded to the request for proposal. A site tour took place Feb 2&5. The selection committee met – Feb 10, 2009 & March 3, 2009. Interviews took place Feb 20, 2009 with the principal and the school council chair.

St. John and St. Louis are continuing on with the process for child care in their schools.

St. Rose's compliment to JK & SK. There is a sense of need in the community for child care. A survey is being circulated to find out how great the interest is in the community.

We are anticipating a response from St. Rose's survey in time for the next board meeting. Then a RFP ad can be put together for all three schools at the same time. Looking into the rubric being reviewed.

There has been a request to link a provider's web site to the board web site.

**Next meeting: Monday May 4, 2009 @ 7pm.**



## Windsor-Essex Catholic District School Board

Child Care Advisory Committee

Monday May 4, 2009

Sister Marie Durocher Conference Room, Catholic Education Centre

Present: Ms. Sharon O'Hagan Wong, Ms. Rita Pallisco, Ms. Ardra Kepran, Mr. Alex Meyer, Mr & Mrs. Don and Lisa Ouellette.

Regrets: Late – Shannon Porcellini and Lisa Soulliere.

The meeting opened with a prayer.

Reviewed minutes from the March 24, 2009 meeting.

Update on RFP

Request for proposal for childcare went in the Windsor Star for St. Rose, St. John and St. Louis. St. Anthony will have to wait till next year to start the child care process. Sharon had a site tour of the schools requesting child care and there is dedicated space already at the three schools. There will be a site visit next Monday, May 11 and 12 for all interested parties to go over the child care packages. RFP's are due in by next Friday May 15<sup>th</sup>. Volunteers are requested for the review process. The selection process is to start May 19 or 20<sup>th</sup>.

Poverty reduction Strategy Update Get pilot: hoping to develop community hubs to address reduction strategies and family strengthening in a number of neighbourhoods.

Policy: review – no changes to be made at this time.

There was discussion about having a communication protocol on the board web site for those that want to know how to get in contact with someone if they are having problems with their child care provider within the Catholic school system. A communication guide line should be put in the childcare's news letter every month.

Procedures

- 4.6 Review voluntary practice- principal should know what their role is. i.e. invite to parent advisory meeting principals are the liaisons between the child care provider and the board.
- 4.13 Discussion regarding Annual Report submission date for Child Care Programs.

4.16 Sharon will pursue the opportunity to give a presentation to bring childcare providers into the consortium transportation costs

Put together a petition to have someone sit on the transportation – transit Windsor board – wecdsb board member.

5.2 Sharon is going to inquire about this. Should it remain will ask finance about this.

Update

Last two weeks of summer facility services to clean. A school by school negotiating will likely be the solution for the childcare and facility services in the schools.

Next meeting: June 1, 2009



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

**Meeting Date:**  
 June 9, 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 Human Resources

**SUBJECT: PLAY SURFACE MATERIALS – RUBBER CHIPS AND RUBBERIZED SURFACES**

**RECOMMENDATION:**

**That the Board receive the report Rubber Chips and Environmental analysis of Rubberized play surfaces as information.**

**SYNOPSIS:** The objective of this report is to provide information regarding rubber chips sold at Canadian tire and environmental information regarding rubberized play surfaces.

**BACKGROUND COMMENTS:** At its meeting of April 28, 2009, the Board received a report recommending the use of rubber play surface material as a standard in all new play structure installations. Trustees requested information on the use of rubber chips that are sold at Canadian Tire and whether rubberized surfaces were environmentally friendly as well as the possibility that they emit toxins from heat which could negatively impact on the health of the children. An analysis of each is attached.

**FINANCIAL IMPACT:** There is no financial impact.

**TIMELINES:** Not applicable.

**APPENDICES:**

- Appendix 1 - Response to Board Report for the Proposed Rubber Play Surfaces

**REPORT REVIEWED BY:**

|  |                |              |
|--|----------------|--------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL      | Review Date:   | May 25, 2009 |
| <input checked="" type="checkbox"/> SUPERINTENDENT         | Approval Date: | May 26, 2009 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: | May 26, 2009 |

**APPENDIX 1****Response to Board Report for the Proposed Rubber Play Surfaces  
(Supplemental)****Rubberized Wood Chips Sold at Canadian Tire**

This product is sold for mulch; therefore during manufacturing it may not have the criteria and care when used as a playground protective surface.

**Rubberized Chips-Re-Cycled Car Tires (Play surface Commercial Grade)**

## Advantages

- made from 100% recycled tires
- performs well as fall protection
- generally has a life span of 10 years
- resists freezing
- specified as 99.9% steel free
- does not produce toxic leachate (Rubber Manufacturers Association, USA)
- does not attract cats dogs, rodents or insects
- will not decay
- not susceptible to reduced performance due to rainy weather
- not considered as flammable based on tests in accordance to the Federal Hazardous Substance Act. (USA)
- in a test case, after subjecting pieces of rubber chips to hydrochloric acid (stomach acid); visual examinations indicate that the fibrous reinforcing strands had dissolved. The rubber was not affected in any way. Short term issues after swallowing, may result in an upset stomach. It is expected that the rubber would eventually be evacuated from the body. (Rubber Manufacturers Association, USA)

## Disadvantages

- being loose fill, the rubber chips migrate from the areas of repetitive impact and the containment area (bottom of ladders, bottom of slides, climber, over retaining wall onto the playground, etc.)
- some manufacturers recommend rubber mats to be placed over these high displacement areas (these mats may move and may disappear altogether)
- an above ground system requires a containment system
- the rubber chips will also migrate out of the containment area
- an "in-ground" system" requires a drainage system
- the rubber chips do not dry out very well. Although the rubber does not absorb water, after a rain, the top surface will dry out; however the lower portions remain wet and damp. Our Inspector has indicated that he has experienced these observations when digging into the surface after a rain. Upon exposing the lower elevation, he noted that the smell was very bad.
- some manufactures add additional chemicals in their manufacturing process to deal with potential mould and fungus
- similar maintenance issues associated with loose-fill applications



### **Are Rubberized Surfaces Environmentally Friendly?**

- there does not appear to be any known adverse effect to the environment when used as a playground surface
- does not produce toxic leachate (Rubber Manufacturers Association, USA)
- does not attract cats dogs, rodents or insects
- will not decay
- rubberized surfaces are bound with a poly-urethane based resin. This will bind the material into homogeneous unitary surface.
- the top layer is generally composed of a colorized higher density EPDM rubber (ethylene propylene diene M-class rubber)
- the balances of the lower section are composed of lower density tires

### **Do they emit toxins when heated?**

- the manufacturers of the rubber surfaces and the Rubber Manufacturers Association (USA) claim that the use of re-claimed tires is clean and non-toxic at the end of the process.
- generally the unique “rubber” odour tends to be more odoriferous when heated by the sun
- during the gathering of information there was no indication that there are toxins emitted when heated by the sun.
- a study (Environment and Human Health Inc. USA), indicates that most testing to-date has been incomplete for human health effects.



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

**Meeting Date:**  
 June 9, 2009

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Paul Picard, Superintendent of Education

**SUBJECT:** **FIELD TRIP: ST. LOUIS CATHOLIC ELEMENTARY SCHOOL  
 – EAST PARK IN LONDON, ONTARIO**

**RECOMMENDATION:**

**That the Board approve the St. Louis Catholic Elementary school’s field trip to East Park in London, Ontario on June 17<sup>th</sup>, 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 40 grade 7 students to attend East Park in London, Ontario to educate students on the importance of sun and water safety. This is an end of the year field trip request and is in compliance with the Field Trip policy.

**BACKGROUND COMMENTS:** The excursion will provide students with a day of fun activities, including the use of water slides, a batting cage, mini-golf, etc. There is a large picnic area for students who bring their lunches or purchase lunches at the cafeteria. The Grade 7 students will travel to East Park on Wednesday, June 17, 2009.

The following are some restrictions for East Park, which pertain to this trip.

1. Bathing suits are required – no cut offs or denim
2. Water shoes are allowed on slide but no crocs
3. No lifejackets allowed on the slides
4. No food or drink allowing in the water area
5. No double riding on the slides

**FINANCIAL IMPACT:** \$30.00 per student

**TIMELINES:** Wednesday, June 17, 2009

**APPENDICES:**

- Request for Approval Field Trip – SC:04 Form A
- Information Sheet on Activities at East Park

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | May 25, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | May 20, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | May 26, 2009 |

20/05/2009 D Steffens

May 21, 2009 1:12:52 PM

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

Page 1 of 1



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

May 21, 2009 1:11:58 PM

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: **D Quenneville**  
Michael Pannunzio  
J Murracas

To: **D Steffens**

Teacher: Mr. Skidmore and Mr. Murracas

School: St. Louis

Destination Name: East Park

Name of Carrier: Bailey's Bus Company

Mode of Transportation: Bus

Travel Company Involved:

Departure Date: Jun 17, 2009



Return Date: Jun 17, 2009



Time of Departure from School: 8:00

Approximate Time of Return to School: 5:00

Number of Male Students: 18

Number of Female Students: 22

Total Cost Per Student: 30.00

Personal Cost Per Student: 30.00

Grade of Students: 7

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion:

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

The students will be participating in a number of activities that directly relate to our physical education program. Activities include rock climbing, driving range, batting cage and mini golf.

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

Prior to our trip the students will participate in discussions dealing with the importance of healthy active living, as well as safety guides dealing with any outdoor excursion.

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

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

Date Submitted: May 21, 2009



Teacher: Mr. Murracas/Mr. Skidm...

Approval Date: May 21, 2009



Principal: Mike Pannunzio

Approval Date: May 21, 2009



Superintendent: Paul Picard

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.



East Park  
1275 Hamilton Road  
London, ON N6W 1B1  
Tel: (519) 451-2950  
Fax: (519) 451-3047

**East Park / Intensity School Group Contract**

**Date of Event:** Wednesday, June 17, 2009 **Arrival Time:** 9:30 AM  
**School:** St Louis **Departure Time:** 3:30 PM  
**Address:** 176 Talbot St East **Phone:** (519) 326-8638  
 Learnington, Ont **Fax:** (519) 326-4003  
 N8H1M2 **Email:**  
**Teacher's Name:** John Murracas **Grades:** 7

**1) Seasonal School Packages: (GST Incl.)**

Approx. #'s

|                            |         |    |
|----------------------------|---------|----|
| A) 1 Game of Mini-Golf     | \$4.60  | 0  |
| B) All Day Waterslide ONLY | \$9.99  | 0  |
| C) Pick Three              | \$11.99 | 0  |
| C) Pick Four (New)         | \$14.99 | 41 |

NEW PROCESS THIS YEAR FOR PICK 3 AND PICK 4  
 Teachers no longer have to fill out sign-up sheet in advance, see attached pages for more information

**Pick 3 Activities**

|             |                                    |               |  |
|-------------|------------------------------------|---------------|--|
| Mini Golf   | Waterslide(counts as 2 activities) |               |  |
| Go Karts    | Hide'N Seek                        | Driving Range |  |
| Bumper Cars | Batting Cage                       | Rock Climbing |  |

**Note Opening Times:**

|                       |          |
|-----------------------|----------|
| Mini Golf (2 Courses) | 9:00 AM  |
| Go Karts              | 10:00 AM |
| Waterslide            | 10:00 AM |
| Intensity             | 9:00 AM  |

(Times may vary depending on the size of groups or group request)

- \* Go-Karts - must be 10 yrs. old and 4' 6" tall, in order to drive a kart on their own. Adults (16 yrs. and older) may drive younger children.
- \* Waterslides NOTE - waterslide now counts as 2 activities for packages - Intensity Tower - min. 30" tall; Wally Tower - Twister slides and Tube Slide min. 45" tall; Speed Slides min. 48" tall. Under NO CIRCUMSTANCES can a child go down on a parents' lap.
- \* Bumper Cars - must be a minimum of 40" tall.

**2) Indoor Packages: Wall Climbing Programs (GST Incl.)**

| Pkg Cost | Approx. #'s | Total |
|----------|-------------|-------|
|          | 0           |       |

**Booked By:** Heald **Booked Date:** 05/15/2009

**The above information reflects our request:**

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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

**Meeting Date:**  
 June 9, 2009

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT: CARDINAL CARTER CATHOLIC SECONDARY SCHOOL  
 - Field Trip to Crystal Falls, ON**

**RECOMMENDATION:**

**That the Board approve Cardinal Carter’s Catholic Secondary School  
 Field Trip to Crystal Falls, ON from Monday, June 15 – Sunday, June 21,  
 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 8 students in Grade 12 Construction Technology Class.

**BACKGROUND COMMENTS:** This field trip is in relation to the students’ Grade 12 Academic curriculum; namely, construction technology. Sunday will attend Mass on June 21 2009 at 10am Mass at Our Lady of Sorrows Church.

**FINANCIAL IMPACT:** No cost per student

**TIMELINES: Monday, June 15 – Sunday, June 21, 2009.**

**APPENDICES:**

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

**REPORT REVIEWED BY:**

|  |                |              |
|--|----------------|--------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL      | Review Date:   | May 25, 2009 |
| <input checked="" type="checkbox"/> SUPERINTENDENT         | Approval Date: | May 25, 2009 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: | May 26, 2009 |



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

May 25, 2009 9:53:19 AM

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

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: **D Steffens**

**Leo Clark**  
**T Wigfield**

Teacher: T Wigfield

School: Cardinal Carter Secondary

Destination Name: Crystal Falls, ON

Name of Carrier:

Mode of Transportation: cargo van

Travel Company Involved:

Departure Date: Jun 15, 2009



Return Date: Jun 21, 2009



Time of Departure from School: 6:00 am

Approximate Time of Return to School: 8:00 pm

Number of Male Students: 8

Number of Female Students: 0

Total Cost Per Student: 0

Personal Cost Per Student: 0

Grade of Students: 12

Number of Supervisors: Male: 1 Female: 0

Purpose of Trip/Excursion: 4 credit construction building project

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

Students will apply the skills and knowledge they have acquired during the semester in this summative task. See attached letter.

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

safety practices, framing techniques, usage of tools, applying all aspects of the construction trade including plumbing, electrical, framing, concrete etc

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

technical report on their achievements

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

Mass: 10:00 am at Our Lady of Sorrows in Sturgeon Falls on June 21

Date Submitted: May 15, 2009



Teacher: T Wigfield

Approval Date: May 15, 2009



Principal: L Clark

Approval Date: May 22, 2009



Superintendent: Linda Staudt

Approval Date:



Trustee (per SO):

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

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

**Construction Technology**  
**TCJ4E**  
**Crystal Falls Field Trip**

**Daily Activities**

7:00 am – 9:00 am ..... Breakfast

9:00 am - 12:00 pm ..... Construction Project

**Sunday June 21 2009    10am Mass at Our Lady of Sorrows 45 John Street  
Sturgeon Falls Ontario**

12:00 pm- 1:00 pm ..... Lunch

1:00 pm – 3:30 pm .....Construction Project.

3:30 pm- 5:30 pm .....Relaxation time / Personal Time

5:30 pm – 6: 30 pm..... Dinner

6:30 pm – 7:00 pm.....Daily Reflection Paper.

7: 00 pm – 11:00 pm ..... Personal Time ( Hiking , Fishing , Bonfire, etc )

11:00 pm ..... Lights Out



Construction Technology  
Grade 12 / 5<sup>th</sup> year  
Workplace Preparation  
Field Trip Request

As the instructor of the four credit construction course at Cardinal Carter Secondary , I have been approached by the owner of land in Crystal Falls Ontario ( Mr. David Billion ) located on the Sturgeon River in Northern Ontario . The trip is approximately a 7hr from Cardinal Carter and is requested to leave on the 15<sup>th</sup> of June and returning on the 22<sup>nd</sup> of June.

This is a perfect opportunity for 8 selected students from my class to begin the process of the full construction of a 2000sqft square timber Cottage. This Culminating project will allow the students to apply advanced residential and more complex construction techniques that were learnt throughout the semester .Students will develop generic employment skills and independent learning skills. Students will examine the materials process , labour , tools and equipment used in the construction ; technical drawings ; auxiliary systems and excavating . They will also apply industry standards and building codes ; consider health and safety issues and experience a life long learning experience .

Through the process of excavating and the clearing of the land , the students will take the proper trees used for the construction and mill them into square timber and usable lumber for the construction of the square timber cottage . The students will learn the proper and safe use of the portable saw mill on site. By the end of the trip the students will have demonstrated safe shop and construction site practices for the use of hand and power tools, materials and equipment used in a construction work environment .

I truly believe this experience will be a memorable experience full of a wide variety of applicable knowledge and information related to the construction trade for each individual student that participates. The skills learned will meet required employer expectations in the construction industry for those interested in pursuing a career in construction.

Students will keep a portfolio of their experience with pictures and reflection papers of daily activities that may be used in any employable opportunity in the construction industry.

Thank you in advance for considering this learning opportunity for the 4 credit construction students of Cardinal Carter Secondary School.

Ted Wigfield  
Construction Technology  
Cardinal Carter Secondary



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

**Meeting Date:**  
 June 9, 2009

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **ST. THOMAS OF VILLANOVA SECONDARY SCHOOL  
 - Field Trip to Cloud Forest, Monteverde, Costa Rica**

**RECOMMENDATION:**

**That the Board approve the St. Thomas of Villanova Catholic Secondary School field trip to Cloud Forest, Monteverde, Costa Rica from Monday, May 24, 2010 to Monday, May 31, 2010.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 30 Grade 12 students to travel to Monte Verde, Costa Rica for the purpose of curriculum enrichment, and academic courses. Students will attend Mass on Sunday Morning in Monteverde at Santa Elena Church.

**BACKGROUND COMMENTS:** This field trip request is in compliance with the Field Trip policy.

**FINANCIAL IMPACT:** Approximately \$1,600.00 per student.

**TIMELINES:** Friday **Monday, May 24, 2010 to Monday, May 31, 2010**

**APPENDICES:**

- Request for Approval of Field Trip - Form A
- Itinerary, Fund Raising Activities and Learning Enrichment Activity Summary

**REPORT REVIEWED BY:**

|  |                |              |
|--|----------------|--------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL      | Review Date:   | May 25, 2009 |
| <input checked="" type="checkbox"/> SUPERINTENDENT         | Approval Date: | May 25, 2009 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: | May 26, 2009 |

C DiPonio

Thursday, May 21, 2009 2:37:01 PM

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

Page 1



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

SC:04 Form A 2008 v.1

Subject: Field Trip/Excursion Approval Form

From: C DiPonio

To: D Steffens  
Linda Staudt

Linda Staudt  
JoAnne Shea  
G Cuckovic

Teacher: G Cuckovic, P McGuire

School: St Thomas of Villanova

Destination Name: Cloud Forest Monteverde

Name of Carrier: american airlines

Mode of Transportation: plane/bus

Travel Company Involved: american airlines/turial

Departure Date: Mon, May 24, 2010

Return Date: Mon, May 31, 2010

Time of Departure from School: 3:00 am

Approximate Time of Return to School: 9:00 pm

Number of Male Students: 15

Number of Female Students: 15

Total Cost Per Student: 1600

Personal Cost Per Student: 1600

Grade of Students: 12

Number of Supervisors: Male: 3 Female: 2

Purpose of Trip/Excursion: science destinations program

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

as per curriculum connections in application package

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

student fundraising

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

continued work on research paper, on the affects of wind wrt moth and beatle populations

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

mass, sunday morning in monteverde

Date Submitted: Tue, Apr 21, 2009

Teacher: G Cuckovic

Approval Date: Tue, May 19, 2009

Principal: JoAnne Shea

Approval Date: Thu, May 21, 2009

Superintendent: Linda Staudt

Approval Date:

Trustee (per SO):

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

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

## Itinerary

The following information is a brief schedule of the planned events for May 2010 trip to Costa Rica.

|                  |  |
|------------------|--|
| Monday May 24    | -arrive at hotel in San Jose<br>City bus tour of San Jose  |
| Tuesday May 25   | -visit Volcano Paos<br>-travel to Monte Verde in afternoon   |
| Wednesday May 26 | -hike biological reserve trail in the morning<br>-visit El Tegra Reserve in the afternoon (second growth rainforest)<br>-set up experiments<br>-run field study at night |
| Thursday May 27  | -visit Costa Rican school for charity school supplies<br>- hike to the continental divide on the station<br>-field studies at night                                      |
| Friday May 28    | -horseback riding and hot spring tour/ Bat Tour (Dr. Richard Laval)<br>-field studies at night   |
| Saturday May 29  | -sky walk in the morning<br>-sky track in the afternoon<br>-wrap up studies and begin write up   |
| Sunday May 30    | -Sunday Mass in Santa Elena<br>-day of travel to Liberia<br>-visit the Jaco beach and arrive at hotel in evening   |
| Monday May 31    | -travel home   |

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

## Fund Raising Events

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

### -Coffee Sales

(students receives 4 dollars from every bag sold, sales are done two to three times during the year)

### -Letter writing campaigns

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

### -Three benefit dinners

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

### -Environmental Clean up-working with ERCA

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

### -Meat Draw

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

# OVERALL AND SPECIFIC CURRICULUM EXPECTATIONS

## RELATIONSHIP TO COSTA RICA DESTINATION PROGRAM:

### SNC 2D- BIOLOGY

#### Overall Expectations

By the end of this course, students will:

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

*(Entomology study, Monteverde Cloudforest Preserve)*

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

*(Entomology study)*

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

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

#### Specific Expectations

##### *Understanding Basic Concepts*

By the end of this course, students will:

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

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

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

**(Entomology study, El tegra Reserve)**

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

**(El tegra Reserve, Cloud Forest School)**

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

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

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

**(Entomology study)**

## **SBI 3U**

### **Overall Expectations**

#### **By the end of this course, students will:**

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

***(Entomology study)***



## **Specific Expectations**

### ***Understanding Basic Concepts***

#### **By the end of this course, students will:**

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

#### ***(Entomology study)***

## **SBI 4U**

### **Overall Expectations**

#### **By the end of this course, students will:**

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

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

### **Specific Expectations**

#### ***Understanding Basic Concepts***

#### **By the end of this course, students will:**

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

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

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

***(Entomology study, Monteverde Cloudforest Preserve)***

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

***(Entomology study, El tegra Reserve)***

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

***(Entomology study, Monteverde Cloudforest Preserve)***

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

## Overall Expectations

By the end of this course, students will:

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

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

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

*(Rincon de la Vieja National Park)*

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

*(Rincon de la Vieja National Park)*

## Specific Expectations

### *Understanding Basic Concepts*

By the end of this course, students will:

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

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



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

**Meeting Date:**  
 June 9, 2009

**BOARD REPORT**

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Paul Picard, Superintendent of Education

**SUBJECT:** **FIELD TRIP: ST. WILLIAM CATHOLIC ELEMENTARY SCHOOL  
 – CANADA’S WONDERLAND**

**RECOMMENDATION:**

**That the Board approve the St. William Catholic Elementary school’s field trip to Canada’s Wonderland on June 23, 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for \_\_\_ grade \_\_\_ students to attend a day trip to Canada’s Wonderland. This is an end of the year field trip request and is in compliance with the Field Trip policy.

**BACKGROUND COMMENTS:** The excursion is a culminating activity in Physical Education and allows students to celebrate the achievement of completing another academic school year.

**FINANCIAL IMPACT:** \$\_\_\_\_ per student

**TIMELINES:** Tuesday, June 23, 2009

**APPENDICES:**

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

**REPORT REVIEWED BY:**

|  |                |              |
|--|----------------|--------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL      | Review Date:   | June 8, 2009 |
| <input checked="" type="checkbox"/> SUPERINTENDENT         | Approval Date: | June 2, 2009 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |

Printed by:

June 2, 2009 10:33:14 AM

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

Page 1 of 1



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

June 2, 2009 10:22:48 AM

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

▼ Subject: Field Trip/Excursion Approval Form

From: **D Quenneville**

To: **D Steffens**

**Brian Rivait**  
**Sue Easby**

Teacher: Grade 8 Teachers and E. A.

School: St. William

Destination Name: Canada's Wonderland

Name of Carrier: Badder Bus Service

Mode of Transportation: Bus

Travel Company Involved: Ellison Tours

Departure Date: Jun 23, 2009



Return Date: Jun 23, 2009



Time of Departure from School: 6:00 am

Approximate Time of Return to School: 11:00 pm

Number of Male Students: 31

Number of Female Students: 36

Total Cost Per Student: \$102.89

Personal Cost Per Student: \$102.89

Grade of Students: 8

Number of Supervisors: Male: 2 Female: 5

Purpose of Trip/Excursion: End of the Year trip

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

Year end graduation trip as part of the Leadership Lounge Program that the students are involved in.

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

Assign students to groups, set rules for the park and discuss rides that are off limits. Students must be in groups of 4 at all times and we will set up meeting times.

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

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

Date Submitted: May 6, 2009



Teacher: Mrs. Fraser, Ms. Beaud...

Approval Date: Jun 2, 2009



Principal: Mr. Rivait

Approval Date: Jun 2, 2009



Superintendent: Paul Picard

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.



311 Main Street, P.O. Box 1990  
Exeter, Ontario, Canada N0M 1S7  
Tel: (519) 235-2000 Fax: (519) 235-2061

www.etravel.com

255 West 1<sup>st</sup> Street, Suite #116  
North Vancouver, BC, Canada V7M 3G8  
Tel: (604) 983-2470 Fax: (604) 983-2471

## ST. WILLIAM SCHOOL GRADE 8 TRIP TO CANADA'S WONDERLAND JUNE 23, 2009

### Preliminary Itinerary – February 3, 2009

#### Day 1 – Tuesday June 23

- 5:50am - 2 – 47 passenger coaches to arrive at St. William School for loading of passengers
- 6:00am - board the coach and depart Emeryville, ON for **Canada's Wonderland in Vaughan, ON** (drive time approx 4 hours)
  - a stop will be made enroute for stretching and bathroom break at the discretion of the coach drivers and group leaders
- Please note: Once you arrive at Canada's Wonderland your coach drivers will be "off duty" for a minimum of 8 hours to comply with strict MTO regulations.*
- 10:00am - arrival at **Canada's Wonderland** (Park hours: 10:00am – 10:00pm)- home of Canada's first suspended roller coaster – check out North America's largest variety of roller coasters. Over 60 rides including Behemoth, Tomb Raider: The Ride and your favourites like Top Gun, The Fly, Cliffhanger, SkyRider and Drop Zone
  - purchase lunch & dinner on your own
- 6:45pm - meet as a group at a predetermined location and walk to your coaches
- 7:00pm - board your coaches and depart for **Emeryville, ON**
  - a stop will be made enroute for stretching and bathroom break at the discretion of the coach drivers and group leaders
- 11:00pm - estimated time of arrival at St. William School
  - WELCOME HOME!

**B - Breakfast / L - Lunch / D - Dinner - denote meals included in tour cost**

**\*Itinerary is tentative and subject to final confirmation\***



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

## WALK-ON BOARD REPORT

**Meeting Date:**  
June 9, 2009

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Cathy Geml, Superintendent of Education  
**SUBJECT:** **ST. THERESA CATHOLIC ELEMENTARY SCHOOL**  
**-Field Trip to Pelee Island**

**RECOMMENDATION:**

**That the Board approve the St. Theresa Catholic Elementary School field trip to *Pelee Island* on June 11, 2009.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 45 grades 6 and 7 students to travel to Pelee Island, where they will do a bike ride and tour around the island. This field trip request is in compliance with the Field Trip policy.

**BACKGROUND COMMENTS:** Students are doing Internet research and mapping of the island as pre-trip course requirements, and will debrief and do journal writing upon return. The trip has relevance to ecology, geography and social studies, as well as physical education.

**FINANCIAL IMPACT:** Approximately \$12.00 per student.

**TIMELINES:** June 11, 2009

**APPENDICES:**

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

**REPORT REVIEWED BY:**

|  |                |              |
|--|----------------|--------------|
| <input checked="" type="checkbox"/> EXECUTIVE COUNCIL      | Review Date:   | June 8, 2009 |
| <input checked="" type="checkbox"/> SUPERINTENDENT         | Approval Date: | June 3, 2009 |
| <input checked="" type="checkbox"/> DIRECTOR OF EDUCATION: | Approval Date: | June 3, 2009 |



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

Monday, June 01, 2009 12:44:54 PM

SC:04 Form A 2008 v.1



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

From: Cathy Geml  
Greg Jolicoeur

Teacher: Vic Dinardo, Larry Morneau

School: St. Theresa

Destination Name: Pelee Island

Name of Carrier: None

Mode of Transportation: Parents driving

Travel Company Involved:

Departure Date: Thu, Jun 11, 2009

Return Date: Thu, Jun 11, 2009

Time of Departure from School: 7:00 AM

Approximate Time of Return to School: 3:00 PM

Number of Male Students: 16

Number of Female Students: 29

Total Cost Per Student: 12.00

Personal Cost Per Student: 12.00

Grade of Students: 6 & 7

Number of Supervisors: Male: 2 Female:

Purpose of Trip/Excursion: Bike excursion/Island tour.

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

Ecology, Geography/Social studies, Phys. ed.

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

Mapping, Internet research.

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

Debriefing activities - journal writing.

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

Date Submitted: Mon, Jun 01, 2009

Teacher: Vic Dinardo

Approval Date: Mon, Jun 01, 2009

Principal: Greg Jolicoeur

Approval Date: *Tues, June 2, 2009*

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.



## **St. Theresa Grade 6 & 7 Pelee Island Field Trip**

**Date: June 11<sup>th</sup>, 2009**

### **Schedule of activities:**

**6:30 Parents and students arrive at school. Leave and travel to Kingsville dock.**

**7:00 Load on to the Ferry**

**8:00 Boat leaves for Pelee Island**

**9:30 Boat arrives at the island**

**10:00 Bike to Fish Point Nature Reserve for study with naturalist**

**11:30 Bike to the Winery Pavilion for lunch**

**12:00 Eat lunch**

**12:30 Leave and bike to Lighthouse Point Nature Reserve for study with naturalist**

**Bike back to the boat for 2:00 boarding**

**3:30 Boat arrives at Kingsville dock**

**4:00 Arrive back at school**



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

**Meeting Date:**  
June 9, 2009

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
Linda Staudt, Superintendent of Education  
Colleen Norris, Manager of Human Resources and Policy Development

**SUBJECT:** **NEW BOARD POLICY:  
DRAFT BOARD POLICY A: 30 PRIVACY**

**RECOMMENDATION:**

**That the Board approve in principle Draft Board Policy A: 30 Privacy.**

**SYNOPSIS:** Senior administration recommends the approval in principle of this new Draft Policy to ensure that when the Board is collecting, using, retaining and disclosing personal information in the course of meeting its duties and responsibilities that it does so in a manner that protects privacy and complies with the provisions of the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, and all other related legislation.

**BACKGROUND COMMENTS:**

**Proposed Changes to Existing Policy/Procedure:** The proposal is for the development of a new general policy and does not require amendment to existing Board Policy or Procedure.

**Source and Rationale for the Proposals:** The objective of the policy proposal is to establish clear guiding principles that will govern daily practice. Members of Board administration worked with The Privacy and Information Management Taskforce, which was a joint MISA/OASBO initiative, established to address school boards' needs to accommodate a growing demand for access to information and heightened expectations around security of that information and protection of personal information. The Taskforce has produced a toolkit that has been provided to each school board containing tools to assist boards in addressing privacy and security of personal information. The toolkit

includes self assessment tools, guidelines, and templates to assist in reviewing and developing policies and procedures.

Senior Administration has established a Privacy Team with representatives from each administrative department to implement the toolkit. The Privacy Team will work with principals and school staff in the implementation process. Draft Policy A: 30 Privacy was developed by the Privacy Team with the assistance of a template produced by the Taskforce. It is intended as a “first step” in the implementation process.

**Results of Public Consultation Process:** The Draft Policy was forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The Draft was also forwarded to union and association representatives, trustees, student trustees, and was posted to the Board’s website on May 5, 2009, inviting public input. No suggestions for amendments were received.

**Impact On Other Policies and Procedures:** There are currently three related Board policies ST: 20 Collection of Personal Information, SC: 13 Release of Student Information and SC: 17 Video Security Surveillance. The Privacy Team will be reviewing these policies as well, as part of the toolkit implementation, and drafts will be presented to the Board in the 2009/2010 school year.

**Timetable For Implementing Policy and Procedure:** The Draft Amended Policy shall be implemented upon final approval.

**Benefits of the Policy Proposals:** The Benefits of implementing an overriding privacy policy include:

- The provision of guidelines to ensure compliance with privacy legislation
- The embedding of information management and privacy into daily practice
- Meeting or exceeding the expectations of parents, students, and staff with respect to information security and the protection of personal information

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

**Impact on Stakeholders and Plan For Communicating the Policies:** Upon final approval, the Policy will be posted to the Board’s web site. The Privacy Team will present the Policy at a principal’s meeting in the fall of 2009.

**FINANCIAL IMPACT:** N/A

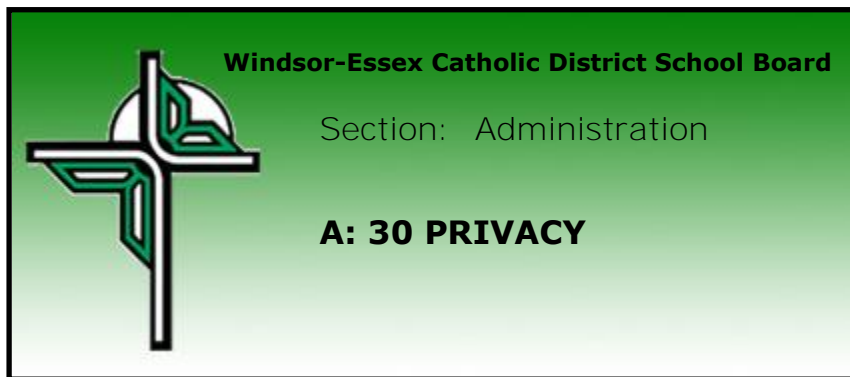
**TIMELINES:** Immediate implementation

**APPENDICES:**

- Draft Policy A: 30 Privacy

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |



|                          |                           |
|--------------------------|---------------------------|
| <b>POLICY:</b>           | A: 30                     |
| <b>EFFECTIVE:</b>        |                           |
| <b>AMENDED:</b>          |                           |
| <b>RELATED POLICIES:</b> | SC:13,<br>ST:20,<br>SC:17 |
| <b>REPEALS:</b>          |                           |
| <b>REVIEW DATE:</b>      | 2011-2012                 |

**1.0 Objective**

**DRAFT**

1.1 In collecting, using, retaining and disclosing personal information in the course of meeting its statutory duties and responsibilities, the Windsor-Essex Catholic District School Board is committed to the protection of privacy and shall comply with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, Personal Health Information Protection Act, and any other related legislation.

**2.0 Definitions**

- 2.1 “Personal Information” - means recorded information about an identifiable individual, including,
- a) Information relating to race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
  - b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
  - c) Any identifying number, symbol or other particular assigned to the individual,
  - d) The address, telephone number, fingerprints or blood type of the individual,
  - e) The personal opinions or views of the individual except if they relate to another individual,
  - f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
  - g) The views or opinions of another individual about the individual, and
  - h) The individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual. (*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*)

**3.0 Guiding Principles**

3.1 Accountability and Responsibility  
 Under MFIPPA, the Board is responsible for personal information under its control and may designate in writing an individual (s) within the Board who is

accountable for compliance with privacy legislation.

Under PHIPA, health information custodians are responsible for personal health information in their custody and control and may designate an individual within their school board/authority as an agent to assist with compliance to privacy legislation.

3.2 Specified Purposes

The Board shall identify the purpose(s) for which personal information is collected, and individuals shall be notified of the purposes and any other information required by law at or before the time personal information is collected.

3.3 Consent

Personal information is collected for the provision of educational services to students. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

3.4 Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

3.5 Limiting Use, Retention, and Disclosure

The Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. The Board shall retain personal information in accordance with the Board's retention schedule.

3.6 Accuracy

The Board shall ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

3.7 Safeguards

The Board shall ensure that personal information is secured and protected from unauthorized access, use, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

3.8 Openness and Transparency

The Board shall make available to the public specific information about its policies and practices relating to the management of personal information.

3.9 Access and Correction

Upon request, the Board shall allow an individual to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any mandatory or discretionary exceptions. An individual has the right to challenge the accuracy and completeness of the information and to request that it be amended as appropriate or to have a letter/statement of disagreement retained on file. Any individual to whom the disclosure of the personal information has been granted in the year preceding a correction has the right to be notified of the

correction/statement. An individual is advised of any third party service provider requests for his/her personal information in accordance with privacy legislation.

### 3.10 Compliance

An individual shall have the ability to address or challenge compliance with these principles in accordance with Board procedure.

## 4.0 **Specific Directives**

4.1 The Director of Education is authorized to develop administrative procedures necessary for the implementation of this policy.

## 5.0 **Responsibility for Implementation**

5.1 The Director of Education shall be responsible for the implementation of this policy.

## 6.0 **Review and Evaluation**

6.1 The policy shall be reviewed during the 2011-2012 policy review cycle.

## 7.0 **References and Acknowledgements**

### Legislation:

Municipal Freedom of Information and Protection of Privacy Act

Personal Health Information Protection Act

Education Act and regulations

### Standards and Guidelines:

The Ontario School Boards and Authorities Privacy Standard

The Ontario Student Record (OSR) Guidelines

### Related Board Policy:

SC: 13 Release of Student Information

ST: 20 Collection of Personal Information

SC: 17 Video Surveillance

### Acknowledgements:

The Board acknowledges the contribution of the members of the Privacy and Information Management Taskforce in the development of this policy document.



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

**Meeting Date:**  
 June 9, 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  
 Colleen Norris, Manager of Human Resources and Policy Development

**SUBJECT: BOARD POLICY AMENDMENT:  
 DRAFT POLICY SC: 08 CHILD ABUSE REPORTING**

**RECOMMENDATION:**

**That the Board provide final approval to Draft Policy SC: 08 Child Abuse Reporting;**

**and, that the Board receive as information Procedure Pr SC: 08 Procedure for Reporting Suspected Child Abuse/Maltreatment.**

**SYNOPSIS:** Final approval is requested of Draft Policy SC: 08 Child Abuse Reporting, as previously approved in principle on May 26, 2009. Procedure Pr SC: 08 has been prepared by administration to fulfill the specific directives of the policy, and is submitted as information to the Board.

**BACKGROUND COMMENTS:** The draft policy revises existing Board Policy SC: 08 Child Abuse Reporting. The full text of the Draft Policy was presented to the Board and approved in principle on May 26, 2009. The Draft Policy was circulated for stakeholder input and the Draft remains posted to the Board’s public web site under “Current Draft Policies”. There have been no proposed amendments to the Draft Policy as approved in principle, and the Draft Policy is recommended for final approval.

The Policy Working Subcommittee worked with the Windsor-Essex Children’s Aid Society and through a consultation process in developing Procedure Pr SC: 08 Procedure for Reporting Suspected Child Abuse/Maltreatment. Valuable input was received from principals and some suggestions were incorporated into the Procedure. Upon final approval of the policy, the procedure will replace the existing Protocol for Reporting Suspected Child Abuse/Maltreatment.

**FINANCIAL IMPACT:** N/A

**TIMELINES:** Immediate implementation

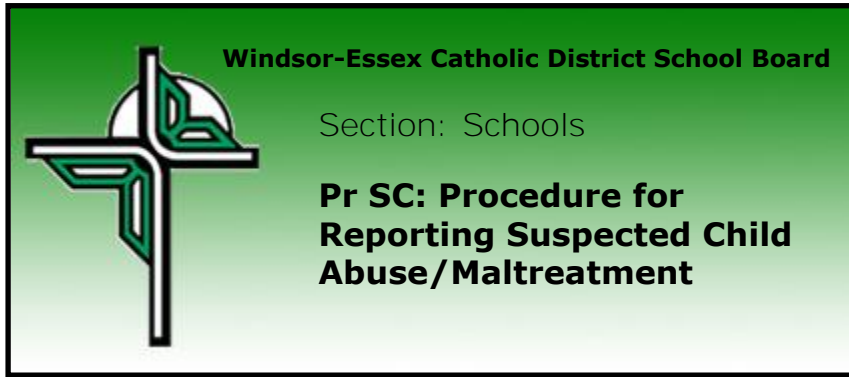
**APPENDICES:**

- Procedure Pr SC: 08 Procedure for Reporting Suspected Child Abuse/Maltreatment

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input type="checkbox"/>            | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input type="checkbox"/>            | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |





|                   |           |
|-------------------|-----------|
| PROCEDURE:        | Pr SC: 08 |
| EFFECTIVE:        |           |
| AMENDED:          |           |
| RELATED POLICIES: | SC:08     |
| REPEALS:          |           |
| REVIEW DATE:      | 2011-2012 |

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**APPENDIX II..... Indicators of Abuse/Maltreatment**

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## 1.0 INTRODUCTION

- 1.1 Child abuse/maltreatment, including, physical abuse/neglect, sexual abuse, emotional developmental and mental neglect, is a problem of major proportion in Canada. Through research it is known that abuse is cyclical and repetitive. Early identification and intervention are essential in breaking the cycle of abuse and accessing resources to assist both the abusing caregiver and the victimized child.
- 1.2 The following procedures outline the commitment and plan of action, which will be followed in providing children who are at risk the protection they have been guaranteed by law.

## 2.0 DEFINITIONS

### 2.1 Believe vs. Suspect

The general duty upon the public has been amended from “a person who believes on reasonable grounds that a child is or may be in need of protection” to “a person who has reasonable grounds to suspect” that a child is in need of protection. The definition of believe is “to accept as true”. Whereas, suspect is defined as “to think probable or likely, but not necessarily to occur”. In other words it is **not necessary to have definitive proof** to make a report, only a reasonable suspicion or concern.

### 2.2 Child

Under the Child and Family Services Act, a ‘Child’ means a person under the age of sixteen years or a ward of the society up to 18 years of age. The duty to report to Children’s Aid under the Child and Family Services Act applies only to a “child” as defined within the legislation. In cases where there may be potential harm, abuse, or neglect involving a student 16 years or older, it may be appropriate to contact the local police services for assistance.

### 2.3 Caregiver

For the purposes of this procedure, the term “caregiver” means a “person having charge of the child” and applies to:

- The primary caregiver: mother, father, caregiver exercising access or an adult with a custody order for the child in question
- An assigned caregiver: day care worker, babysitter, a family member providing temporary substitute care, a partner of the caregiver (with no legal relationship to the child), etc.
- An assumed caregiver: the teacher, the children’s recreational group leader, the school bus driver, etc.

### 3.0 CIRCUMSTANCES IN WHICH THE DUTY TO REPORT ARISES

3.1 Despite the provisions of any other ‘Act’, if any person, including a person who performs professional or official duties with respect to children, has reasonable grounds to **suspect** one of the following situations summarized below, he/she shall forthwith report the **suspicion** and the information on which it is based to a children’s aid society (the full text of the legislation as of the effective date of this procedure defining “child in need of protection” is attached as Appendix I for reference purposes) :

#### A. Physical Force and/or Maltreatment

“Physical Force and/or Maltreatment” includes those situations where a caregiver, or family member, or community caregiver having charge of the child has committed an act of physical aggression against the child and the child has been harmed. Whenever a child has received a visible or internal injury or mark no matter how superficial, the situation fits within the realm of a reportable case. The obligation to report also extends to those situations where the child has not been harmed but given the nature and extent of the altercation the potential risk of harm is evident.

#### B. Abusive Sexual Activity

“Abusive sexual activity” includes but is not limited to, any sexual contact between a child and a caregiver, or family member or community caregiver having charge of the child regardless if the sexual contact is accomplished by force, coercion, duress, deception, or the child understands the sexual nature of the activity.

#### C. Neglect/Lack of Supervision

“Neglect/Lack of Supervision” includes those situations where the caregiver deliberately or through a lack of knowledge and/or lack of judgment and/or a lack of motivation fails to provide the child with adequate food, shelter, clothing, and safety/supervision. As a result, the child experiences injury or harm or is at risk of being harmed. This includes missed feedings, poor nutrition, poor hygiene, inappropriate supervision, lack of necessary medical attention around the child’s physical health and failure to secure treatment for the child’s emotional health or a developmental condition.

#### D. Emotional Harm

“Emotional harm” occurs in the situation where the child has been emotionally harmed as demonstrated by serious anxiety, depression, withdrawal, self-destructive behaviour or aggressive behaviour, or delayed development caused by the actions, failure to act or pattern of neglect on the part of the child’s parent or the person having charge of the child. This also includes risk that emotional harm will occur based on the behaviour of the caregiver. Adult conflict is also included in this section because of the emotional impact on the child. This includes

children who witness domestic violence and/or are injured in the course of the altercation.

E. Abandonment/Separation

“Abandonment/Separation” includes orphaned and deserted children, children who have experienced many unexpected breaks with caregivers who are unfamiliar to the child, and caregiver/child conflict where the potential for separation is possible.

F. Caregiver Capacity/Inability to Adequately Care for the Child

“Caregiver Capacity / Inability to adequately care for the child” includes situations involving caregivers with a history of abusing and neglecting, an inability to protect their child, substance abuse and/or mental health issues, behavioural problems, and/or a lack of parenting skills. These problems have an impact on the parent’s ability to adequately care for the child.

- 3.2 Appendix II “ Indicators of Abuse/Maltreatment” is attached to the procedure to assist in the identification of child abuse.

#### 4.0 REPORTING ABUSE/MALTREATMENT

4.1 Who Reports:

Any employee or volunteer of the Board, who has reasonable grounds to suspect abuse/maltreatment of a child by a caregiver, is obliged to report this to the Children’s Aid Society (Section 72 (1) Child and Family Services Act).

- 4.2 Although every member of the public has a duty to report, if a person who performs professional or official duties with respect to children (including principals, teachers, health care professionals, social workers, operators or employees of a day nursery, youth and recreation workers, religious officials, service providers and employees of services providers) obtains information in the course of performing his or her professional or official duties that leads him or her to suspect that a child is or may be in need of protection, he or she could be convicted of an offence for failing to report and may be liable to a fine of \$1,000.

- 4.3 The duty to report applies despite the fact that the information reported might be confidential or privileged, and no action for making the report shall be instituted against a person who acts in accordance with the Child and Family Services Act unless the person acts maliciously or without reasonable grounds for suspicion.

- 4.4 If a person is uncertain as to whether he or she has reasonable grounds to suspect abuse/maltreatment, he or she is encouraged to consult with the Children’s Aid Society before reporting.

- 4.5 A person who has a duty to report a suspicion that a child may be in need of protection shall make the report directly to the WECAS. The obligation to report

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Procedure Pr SC: 08 Procedure for Reporting Suspected Child Abuse/Maltreatment

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cannot be delegated to the principal or vice-principal, although he/she needs to be informed.

- 4.6 The person making the report to the WECAS will complete a reporting form (attached as Appendix III), and provide the form to the principal.
- 4.7 The report to WECAS needs to be made as soon as possible after the information has been received or observed.
- 4.8 The individual reporting may ask the WECAS worker that his or her name not be released to the parent/guardian or any other involved party. The individual making the report must understand, however, that should the matter involve a court proceeding he or she may be summonsed as a witness.
- 4.9 As established by legislation, no action for making a report shall be instituted against a person who has acted in accordance with the reporting provisions of the legislation, unless the person acts maliciously or without reasonable grounds for the suspicion.
- 4.10 Additional concerns must be reported to WECAS even if there have been previous reports with respect to the same child.
- 4.11 How to Report Allegations:
- Call the *Intake Department of the Windsor-Essex Children's Aid Society* at 252-1171 (24 hour service) and inform the principal or vice-principal.
  - School personnel should not contact the parent/guardian without prior consultation with the WECAS. The decision to notify the parent is the responsibility of the WECAS. Should the parent contact the school requesting information on the investigation or asking to meet with school personnel, he or she should be referred to the WECAS.
  - Staff will complete the Reporting Form (APPENDIX III) in preparation for their contact with WECAS and the completed form is then given to the principal of the school.
  - The CAS worker will want the facts or observations which created the perceived obligation to file a report.
  - The CAS intake worker will want identifying information about the child as well as indicators of behavioural or emotional change (please refer to the Reporting Form)

## 5.0 WINDSOR-ESSEX CHILDREN'S AID SOCIETY INVESTIGATION PROCEDURES

- 5.1 Upon receipt of the referral, the Windsor-Essex Children's Aid Society will determine if the information reported warrants a child protection investigation.

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Procedure Pr SC: 08 Procedure for Reporting Suspected Child Abuse/Maltreatment

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- 5.2 The plan and response time for the investigation are developed by the child protection worker in consultation with his/her supervisor.
- 5.3 A decision as to whether the child should be interviewed on school premises will be determined by the child protection worker in consultation with his/her supervisor. The seriousness of the allegation, the safety of the child, the integrity of the investigation, and relevant child welfare file history are factors considered when making this decision. Interviewing in a neutral setting usually elicits a more accurate and truthful response from the child.
- 5.4 The child protection worker and his/her supervisor have the responsibility of determining at what point in the investigation the parents should be notified of the allegation. It is important to note that a decision to notify a parent about a referral to the Children's Aid Society could seriously jeopardize the safety of the alleged victim, his/her siblings and compromise the integrity of the investigation.
- 5.5 The child protection worker assigned to the case will contact the school Principal or designate to provide notification of the decision to interview the children on school property.
- 5.6 Upon arrival at the school, the child protection worker will report to the principal or designate, present appropriate child welfare identification, and discuss the plan for the investigation. At this point, the child protection worker and police, if applicable, are in charge and responsible for the investigative plan.
- 5.7 Whenever possible, school authorities will designate a room for interviewing the relevant parties with respect to the investigation.
- 5.8 The child protection worker will carry out detailed interviews with any person who may have significant information or observations about the child in question, and any witnesses to the alleged child protection concerns.
- 5.9 Any sibling of an alleged victim must be interviewed as another potential victim. This may involve interviewing siblings at other schools. Principals or their designate will be contacted by the child protection worker.
- 5.10 A person whom the child victim trusts shall, where necessary or requested by the child, be assigned to support the child through the investigative process. This person shall not conduct an interview unless requested by the investigating child protection worker.
- 5.11 A decision to utilize the police in the investigation is the responsibility of the child protection worker in consultation with his/her supervisor. If a decision has been made to utilize the police throughout the investigation, the school will be advised of this decision when the school is contacted.
- 5.12 At the conclusion of the investigation, the ongoing child protection worker in consultation with his/her supervisor will review all relevant information and determine whether the reported child protection allegation is substantiated.

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Procedure Pr SC: 08 Procedure for Reporting Suspected Child Abuse/Maltreatment

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- 5.13 It is the responsibility of the child protection worker to notify the referral source of the results of the investigation provided appropriate releases of information have been executed by the parents of the child (ren). It is the responsibility of the child protection worker to make every effort to have releases signed by the parents.

## 6.0 SHARING OF INFORMATION WITH WECAS

- 6.1 The WECAS may initiate contact with a school, or with the Board office, when investigating a report of abuse originating from sources outside of the school.
- 6.2 When initiating contact, the WECAS worker must inform the principal or Board representative that he/she is investigating an allegation that a child is in need of protection and is seeking information to assist in the investigation.
- 6.3 When receiving a call requesting information about a student, the principal or Board representative should take every precaution to ensure that the caller is a worker with the Children's Aid Society. The Principal or Board representative should inform the caller that he/she will call them back immediately. At this time, the principal or Board representative will contact the office of the WECAS and confirm the identity of the caller. Having confirmed the identity of the caseworker, staff should cooperate fully in the investigation.

## 7.0 CHILD ABUSE/MALTREATMENT AND ALLEGED EMPLOYEE INVOLVEMENT

- 7.1 In a situation of alleged child abuse/maltreatment by an employee, the Board recognizes its responsibility to provide protection to the child and to recognize the rights of the individual being accused.
- 7.2 The administration shall co-operate with all agencies and services as the law requires.
- 7.3 In a situation of alleged child abuse/maltreatment by an employee other than a principal, the Person who suspects abuse/maltreatment shall contact the Windsor-Essex Children's Aid Society (252-1171) and also report their concerns to the Principal of the school immediately.
- 7.4 If a situation of alleged child abuse/maltreatment by a principal, the person who suspects abuse/maltreatment shall contact the Windsor-Essex Children's Aid Society (22-1171) and also report their concerns to the superintendent for the school.
- 7.5 All requests for information from other than the Investigative Team (child protection worker, his/her supervisor and possibly the police) shall be referred to the Director of Education.
- 7.6 In situations of alleged child abuse/maltreatment by an employee where a formal investigation is necessary, the Investigative Team shall be responsible, and the school board officials shall work in conjunction with them.
- 7.7 The Investigative Team shall:

- i. Contact the Director of Education or designate prior to any contact with a board employee at their work-site.
- ii. Depending on the nature of the allegation(s), interview the alleged victim, the alleged offender, child witnesses, and/or staff members.

7.8 Under no circumstances should the implicated employee be contacted in any manner regarding an allegation or report until specific instructions are received from the police or Children's Aid, regardless of the provisions of the Teaching Profession Act and its regulations. This is to avoid compromising the integrity of the investigation and to ensure that the rights of the alleged victim and the accused person are protected.

7.9 The Board:

- a. subject to section 7.8 of this procedure, may conduct its own investigation to support disciplinary action. This should be gathered in conjunction with the Investigative Team as far as practical.
- b. shall ensure that the employee has the opportunity to have legal advice and/or representation by federation, union, association or other.
- c. shall take immediate action to ensure that the employee has no unsupervised access to the child until otherwise indicated by the Investigative Team.
- d. shall exercise its rights to reassign the employee at any stage of the situation with the assurance that the reassignment is not to be construed as an admission of or accusation of guilt.



## Appendix I

**SECTION 37(2) CHILD AND FAMILY SERVICES ACT****CHILD IN NEED OF PROTECTION**

- (2) A child is in need of protection where,
- (a) the child has suffered physical harm, inflicted by the person having charge of the child or caused by or resulting from that person's,
    - (i) failure to adequately care for, provide for, supervise or protect the child, or
    - (ii) pattern of neglect in caring for, providing for, supervising or protecting the child;
  - (b) there is a risk that the child is likely to suffer physical harm inflicted by the person having charge of the child or caused by or resulting from that person's,
    - (i) failure to adequately care for, provide for, supervise or protect the child, or
    - (ii) pattern of neglect in caring for, providing for, supervising or protecting the child;
  - (c) the child has been sexually molested or sexually exploited, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause (c) is repealed by the Statutes of Ontario, 2008, chapter 21, section 2 and the following substituted:

- (c) the child has been sexually molested or sexually exploited, including by child pornography, by the person having charge of the child or by another person where the person having charge of the child knows or should know of the possibility of sexual molestation or sexual exploitation and fails to protect the child;

See: 2008, c. 21, ss. 2, 6.

- (d) there is a risk that the child is likely to be sexually molested or sexually exploited as described in clause (c);

## Appendix I (s.37 (2) CLRA)

(e) the child requires medical treatment to cure, prevent or alleviate physical harm or suffering and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, the treatment;

(f) the child has suffered emotional harm, demonstrated by serious,

- (i) anxiety,
- (ii) depression,
- (iii) withdrawal,
- (iv) self-destructive or aggressive behaviour, or
- (v) delayed development,

and there are reasonable grounds to believe that the emotional harm suffered by the child results from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child;

(f.1) the child has suffered emotional harm of the kind described in subclause (f) (i), (ii), (iii), (iv) or (v) and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to remedy or alleviate the harm;

(g) there is a risk that the child is likely to suffer emotional harm of the kind described in subclause (f) (i), (ii), (iii), (iv) or (v) resulting from the actions, failure to act or pattern of neglect on the part of the child's parent or the person having charge of the child;

(g.1) there is a risk that the child is likely to suffer emotional harm of the kind described in subclause (f) (i), (ii), (iii), (iv) or (v) and that the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, services or treatment to prevent the harm;

(h) the child suffers from a mental, emotional or developmental condition that, if not remedied, could seriously impair the child's development and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, treatment to remedy or alleviate the condition;

(i) the child has been abandoned, the child's parent has died or is unavailable to exercise his or her custodial rights over the child and has not made adequate provision for the child's care and custody, or the child is in a residential placement and the parent refuses or is unable or unwilling to resume the child's care and custody;

## Appendix I (s.37 (2) CLRA)

(j) the child is less than twelve years old and has killed or seriously injured another person or caused serious damage to another person's property, services or treatment are necessary to prevent a recurrence and the child's parent or the person having charge of the child does not provide, or refuses or is unavailable or unable to consent to, those services or treatment;

(k) the child is less than twelve years old and has on more than one occasion injured another person or caused loss or damage to another person's property, with the encouragement of the person having charge of the child or because of that person's failure or inability to supervise the child adequately; or

(l) the child's parent is unable to care for the child and the child is brought before the court with the parent's consent and, where the child is twelve years of age or older, with the child's consent, to be dealt with under this Part.  
R.S.O. 1990, c. C.11, s. 37 (2); 1999, c. 2, s. 9.

**SC:08****APPENDIX II****INDICATORS OF ABUSE/MALTREATMENT**

The identification of child abuse is not a simple task. The following indicators may be common to most children at one time or another. Abuse may be suspected if a child exhibits these physical and behavioural indicators, frequently, over an extended period of time or there is a significant increase in the indicators over a short period of time.

[Charts from *A Childhood for Every Child*, Ontario Teachers' Federation, 1984]

**PHYSICAL ABUSE****Physical Indicators**

Unexplained bruises or welts, especially those:

- on face, buttocks, thighs
- in stages of simultaneous healing
- in the shape of an instrument such as a belt, hairbrush, etc.
- **appearing after a child's absence** – weekend, vacation

Unexplained burns:

- cigarette burns (hands, feet, back, buttocks)
- immersion burns (sock-like or glove-like in shape)
- patterned burns like: curling iron, iron
- rope burns (arms, legs, torso)
- unexplained fractures
- extreme tearfulness/tearlessness

**Behavioural Indicators**

- reports of injury by parent
- extreme wariness of parent(s)
- extreme wariness of adults
- wariness of physical contact
- resistance to being touched
- extreme watchfulness
- apprehensiveness when other children cry
- fear of going home
- unexplained prolonged absence
- unlikely or inconsistent explanations for bruises
- extreme aggressiveness/extreme withdrawal
- extreme fearfulness/fearlessness

## EMOTIONAL ABUSE

### Indicators (all behavioural):

- reports of physical and verbal conflicts between adults in the home
- developmental lags, physical, mental or emotional
- habit disorders: rocking, biting, self-mutilation
- antisocial and destructive behaviours
- sleep disorders, inhibition of play
- extreme passivity/extreme aggressiveness
- hysteria; obsession, phobias; hypochondria
- indications of depression, attempted suicide

## NEGLECT

### Physical Indicators

- consistent hunger, underweight, dehydration
- poor hygiene: dirtiness, lice, skin disorders associated with improper hygiene
- inappropriate dress: exposure symptoms i.e. sunburn, frostbite
- inadequate supervision

### Behavioural Indicators

- stealing food, begging
- stealing in general
- verbal evidence that there is no one at home: arriving early, staying late at school
- falling asleep in class
- delinquency, truancy, drug or alcohol use

## SEXUAL MOLESTATION

### Physical Indicators

- difficulty walking or sitting
- torn, stained or bloody underwear
- reported pain or itching in genital area
- bruises or bleeding in genital or anal areas
- venereal diseases, especially in pre-teens
- pregnancy

### Behavioural Indicators

- fear of parent or guardian
- wariness of physical contact
- fear of the night, the dark
- sophisticated or bizarre sexual behaviour or knowledge
- seductive behaviour for approval
- unwillingness to change for gym or participate in active sports or games
- reports sexual contact with parents or guardian

Incidents that are considered child sexual abuse include any of the following as well as non-touching offenses where a child is coerced to participate in any activity of a sexual nature.

|                     |   |
|---------------------|---|
| <i>Incest</i>       | sexual activities between blood relatives                           |
| <i>Fondling</i>     | non-violent touching of the genitals or breast of the victim        |
| <i>Exposure</i>     | exposing the genitals of the offender                               |
| <i>Masturbation</i> | the victim being lured, bribed or forced to masturbate the offender |
| <i>Oral</i>         | genital contact   |

Pr SC:08

### APPENDIX III

**Report Re: Allegations of Child Abuse/Maltreatment**  
 (to be completed and given to the Principal)

**Windsor-Essex Children's Aid Society (519) 252-1171**

|  |  |   |  |
|--|--|---|--|
| <b>Date &amp; Time of Allegation</b>             |  | <b>Date &amp; Time Report Completed</b> |  |
| <b>Name of Child</b>                             |  | <b>Date of Birth</b> (MM/DD/YYYY)       |  |
| <b>Parent(s)/Guardian(s)</b>                     |  |   |  |
| <b>Address of Child</b>                          |  | <b>Phone</b>                            |  |
| <b>Address of Parent/Guardian (if different)</b> |  |   |  |
| <b>Siblings (names &amp; ages)</b>               |  |   |  |
| <b>School</b>                                    |  | <b>Grade</b>                            |  |
| <b>Principal</b>                                 |  | <b>Teacher</b>                          |  |

**ALLEGATION**

|  |
|--|
| <b>What did you witness/observe/hear (including injuries)?</b>                 |
| <b>What was the child's explanation?</b>                                       |
| <b>How did the child appear (physical appearance, child's mood/behaviour)?</b> |
| <b>Windsor-Essex CAS worker contacted</b>                                      |
| <b>Date/Time of Call</b>   |

**REPORTED BY:**

|                            |                 |
|----------------------------|-----------------|
| <b>Name (Please Print)</b> | <b>Position</b> |
| <b>Signature</b>           |                 |



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

|                                      |
|--------------------------------------|
| <b>Meeting Date:</b><br>June 9, 2009 |
|--------------------------------------|

## BOARD REPORT

**Public**            **In-Camera**        
**PRESENTED FOR:**    Information            Approval        
**PRESENTED BY:**      Senior Administration  
**SUBMITTED BY:**      Joseph Berthiaume, Director of Education  
                                  Paul Picard, Superintendent of Human Resources  
                                  Mario Iatonna, Superintendent of Business  
**SUBJECT:**              **REQUEST FOR PROPOSAL RESULTS - EMPLOYEE ASSISTANCE PROGRAM (E.A.P.) SERVICES PROVIDER**

**RECOMMENDATION:**

**That the Board contract Shepell.fgi for the provision of services related to the Board's Employee Assistance Program (EAP) at a base cost of \$64,400 plus GST per year as a charge to Account No. 59-307001-6-000, effective September 30, 2009 for an initial period of three years with an option to extend the contract if mutually agreeable.**

**SYNOPSIS:**

At its meeting held June 13, 2006, the Board approved the extension of the contract with Shepell.fgi (formerly known as Warren Shepell) for an additional three years (to expire September 30, 2009) at which time the Employee Assistance Program (EAP) services were to be tendered.

**BACKGROUND COMMENTS:**

The Board called for a Request for Proposal (RFP) in The Windsor Star April 18, 2009 and received three proposals from Canadian Mental Health Association, Harmony & Health Wellness Centre and Shepell.fgi. All three met the deadlines. The proposals were reviewed by the Board Chair, the Superintendent of Business, the Superintendent of Human Resources and the Senior Manager, Facilities and Support Services.

Harmony & Health Wellness Centre very limited experience and could not offer the types of services we presently receive. The Canadian Mental Health Association and Shepell.fgi services were relatively similar; however, the total costs for these services were higher at Canadian Mental Health Association.



**Canadian Mental Health Association:**

\$106,500 for years 1 and 2

+ Inflation rate for year 3

Additional costs for exceeding the 700 hours – billed at \$4.00 per month per employee

Costing includes 4 workshops per year

**Shepell.fgi:**

\$64,400 per year for 3 years

Additional costs for exceeding the 700 hours – billed at \$92.00 per hour

(Should we not utilize the targeted 700 hours, they will compensate the Board for a maximum of 100 hours at \$92.00 per hour with a minimum usage of 600 hours)

Costing includes 8 workshops per year

It should be noted that Shepell.fgi’s proposal is a decrease of \$5,600 per year from its current contract with us.

Shepell.fgi has provided excellent EAP services to our employees in the areas of counselling, provision of resource materials, services to the Wellness Committee and presenting workshops.

**FINANCIAL IMPACT:** Base cost of \$64,400 per year for three years, additional costs as noted above.

**TIMELINES:** Contract to be effective September 30, 2009 for an initial period of three years with an option to extend the contract if mutually agreeable.

**APPENDICES:**

- Request for Proposal Document

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL

SUPERINTENDENT

DIRECTOR OF EDUCATION:

Review Date: May 25, 2009

Approval Date: May 25, 2009

Approval Date: May 26, 2009



**Request for Proposal**

**EMPLOYEE WELLNESS SERVICES**

**Fred Alexander**  
Chairperson of the Board

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

**April 18, 2009**

**REQUEST FOR PROPOSAL**  
**PROVISION OF EMPLOYEE WELLNESS**  
**AGREEMENT SHEET**

*To be completed and included with the submission.*

Name of Firm \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

-----  
I/we hereby agree to each of the terms and conditions outlined in the Request for Proposal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



**The Windsor-Essex Catholic District School Board**

**REQUEST FOR PROPOSAL – EMPLOYEE WELLNESS SERVICES**

**A. REQUEST FOR PROPOSAL**

The Windsor-Essex Catholic District School Board invites proposals from qualified organizations. The successful organization will be expected to provide counselling services and other programs to Board employees.

Copies of the Request for Proposal – Employee Wellness Services document may be obtained either by writing to Paulette Littlejohns, Manager of Human Resources, Windsor-Essex Catholic District School Board, 1325 California Avenue, Windsor, Ontario N9B 3Y6, or by telephone request to 519-253-2481, Ext. 1278.

**Proposal will be received until 2:00 p.m., local time,  
May 7, 2009**

**Mario Iatonna, Superintendent of Business  
Windsor-Essex Catholic District School Board  
1325 California Avenue  
Windsor, Ontario  
N9B 3Y6**

**Fred Alexander  
Chairperson of the Board**

**Joseph Berthiaume  
Director of Education**

## B. BOARD PROFILE

The Windsor-Essex Catholic District School Board is a corporation established under the Education Act of the Province of Ontario.

The Board is comprised of nine trustees who work with a budget of \$224,000,000 to provide Roman Catholic English educational services to its students. The Board employs approximately 2,500 staff members and maintains a head office at 1325 California Avenue in Windsor within the Board's jurisdiction.

The Board serves the Catholic Community of Essex County. As outlined in our Mission Statement, it strives *"as a partnership of school, family and parish, to provide our students with a quality Catholic Education rooted in Gospel teachings, enabling all to grow to their potential"*. Our Catholic Schools are a place where faith and knowledge meet and nourish 25,330 young people at 41 elementary schools and 9 secondary schools. Catholic Education views human life as an integration of body, mind and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest.

It is important that applicants understand clearly that our mission and philosophy are essential to our being and that we will continue to place front and center our understanding of ourselves as Catholics. There is an expectation that proponents will appreciate and respect this tradition and ongoing commitment.

It is important that all who work with us understand our core values, our reason for being and our commitment to excellence in the Catholic tradition.

For further information, you are invited to visit the Board's website, [www.wecdsb.on.ca](http://www.wecdsb.on.ca) for an overview of the Board's operations and significant issues addressed this past year.

### **C. DESCRIPTION OF BOARD'S EMPLOYEE WELLNESS PROGRAM**

The Board maintains an Employee Wellness Program Committee comprised of a representative from each employee group (union and non-union) plus an alternate from each of the groups. The mission of the Employee Wellness Committee of the Windsor-Essex Catholic District school Board is to enhance the wellness of all employees and their families.

As members of a Catholic community, the Employee Wellness Committee is committed to promoting healthy lifestyles practices among all our employees. We believe that this focus exemplifies the sense of caring which our Christ-centered education system professes for all its employees and their families.

The representatives act as liaison between their respective groups and the Committee as well act as a communication link between the Board and the Employee Wellness Service Provider.

### **D. "COUNSELLING SERVICES" means**

- i) are scheduled in person, professional interview which may include crisis interventions, professional assessment, referrals to other agencies/services, short-term intervention and counselling to eligible individuals and their family members in the various fields of practice/specialization.
- ii) Educational and informational sessions to groups of employees to publicize a program and consultation with the Employee Wellness Program Committee to develop procedures, goals and objectives as required.

### **E. GENERAL CONDITIONS OF PROPOSAL CALL**

#### **1. Scope**

The Board intends to engage a qualified organization for the provision of counselling services and other programs.

## **2. Requirements**

- 2.1 The successful bidder will provide the services of professional staff who have experience in the field of counselling to eligible individuals for up to six sessions per issue.
- 2.2 The Board expects that the Employee Wellness provider may perform the counselling services (correspondence, professional consultation, collateral meetings, travel time, etc.) to a maximum of 700 hours per year for the quoted premiums.
- 2.3 The Board expects the Employee Wellness provider will provide Space for counselling at their office with service for interview appointments during days, evenings and weekends; that counselling services must be readily available and accessible to eligible individuals with a response time within twenty-four (24) hours of initial contact; a twenty-four (24) hour crisis line accessibility for eligible individuals.
- 2.4 The successful bidder will provide the Employee Wellness Program Committee and the Board with statistics, quarterly and annually, reports regarding the utilization of services in a manner that will maintain employee confidentiality.
- 2.5 The successful bidder will work closely with the Employee Wellness Program Committee to provide resource assistance to members, recommendations or EWP education Programs, assist in publicity and evaluation of the Program.

## **3. Qualifications**

- 3.1 The Board intends to engage the most responsive and responsible bidder. Prior to the award of engagement, any bidder may be required to demonstrate that they have the necessary experience and ability to perform the required service in a satisfactory and timely manner.
- 3.2 Bidders must be primarily engaged in the business of providing wellness/counselling services and programs with qualified staff and resources.

#### **4. Engagement (s)**

- 4.1 For the purpose of this process, an Evaluation Committee (consisting of the Chair of the Board/Designate, the Director of Education/Designate, Superintendent of Human Resources, and the Superintendent of Business) will evaluate proposals based on the following criteria:
- 4.1.1. Similar experience with educational institutions.
  - 4.1.2. Depth of support services within the organization.
  - 4.1.3. Cost to the Board.
  - 4.1.4. Flow chart outlining procedure employees utilize to receive assistance.
- 4.2 After an initial screening process, selected bidders may be expected to make a formal presentation to the Evaluation Committee to further clarify or verify aspects of their proposal in order to develop a comprehensive assessment of the services being offered. The Committee will schedule the time, location and length of such presentations. Bidders are encouraged to submit a thorough proposal.
- 4.3 The Board's decision will be final.
- 4.4 **Acceptance Period**  
Proposals shall be considered binding for ninety (90) days from date of closing. The proposal will form an integral part of any subsequent engagement.

#### **5. Submission Proposal**

- 5.1 Sealed proposals, shall be clearly marked "Request for Proposal – Employee Wellness Services" and shall be submitted to the attention Mario Iatonna, Superintendent of Business by 2:00 p.m., local time, May 7, 2009 to the Windsor-Essex Catholic District School Board, 1325 California Avenue, Windsor, Ontario N9B 3Y6.



5.2 The submission of a proposal for the provision of this service will be considered a representation that the bidder has carefully investigated all conditions which may affect the delivery of the services outlined in this RFP, and that the bidder is fully informed as to the conditions which may be encountered and the quality and volume of work to be performed.

5.3 Inquiries

Inquiries regarding the RFP procedure should be directed to Paulette Littlejohns, Manager of Human Resources, Windsor-Essex Catholic District School Board, 519-253-2481, Ext. 1278.

**6. Proposal Content**

Bidders are to submit proposals using the following format:

6.1 Name, address, telephone number, fax number, e-mail address.

6.2 Name of RFP contact person, telephone number, fax number, e-mail address

6.3 Narrative concerning the firm's history:

6.3.1 Date of inception.

6.3.2 Details about your organization's industry accreditation.

6.3.3 Experience with educational institutions

6.3.4 Other relevant experience with the areas identified herein.

6.4 Narrative concerning the firm's resources:

6.4.1 Number of clerical and support staff and location.

6.4.2 Resource/Referral access capabilities including a list of covered conditions and the corresponding level of experience and qualifications of these practitioners providing services.

6.4.3 Other relevant information.

6.4.4 Technology pertinent to the provision of the scope of service outlined in this RFP i.e., computer network and electronic mail.

6.5 A list of current or recent [within the last five (5) years] references for service similar to that specified herein. References must include the company or organization name, telephone number and address and the name and title of the contact.

6.5.1 Include the dates of contracts or services performed.

6.5.2 Include a brief description of the specific services performed and the conditions under which they were rendered.

- 6.6 A list of core EAP Services
- 6.7 Narrative describing the proposed method for determining fees. Provide a fee schedule for each level of professional staff being proposed to provide service under this contract. Describe the basic services which would be included under the proposed fee schedule, as well as a list of services for which additional fees would be charged. Pricing to be based on 700 hours of useage with overuseage formula, if required.
- 6.8 Renewal formula to be included based on a three (3) year contract clearly stipulating useage levels.
- 6.9 Any other information, including alternative delivery models, which the bidder may wish to propose. Any alternatives to include all corresponding RFP requirements to allow for accurate comparison to the basic RFP plan design.
- 6.10 Method(s) provider uses to promote service amongst employee groups.
- 6.11 Methods used to elicit user feedback on the services provided.

## **7. General**

- 7.1 Submissions are for the provision of general employee wellness services for an initial period of three (3) years with an option to extend the contract if mutually agreeable. Such initial period shall commence on September 1, 2009. The Board may terminate the contract in whole or in part whenever it determines that such termination is in the best interests of the Board.
- 7.2 Terms of Engagement – Any engagement resulting from this solicitation shall not be assigned by the bidder without the express permission of the Board.
- 7.3 No member of the Board and no officer or staff member of the Board is, will be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in the performance of any work resulting from this solicitation or in the supplies, work or business in connection with any such contract or in any portion thereof, or in any monies to be derived there from.
- 7.4 The Board reserves the right to reject any or all proposals and to waive informalities and irregularities in proposals.

## 7.5 Municipal Freedom of Information and Protection of Privacy Act

All proposals and any accompanying documentation submitted by bidder(s) prior to the closing date specified in this document shall become the property of the Board and will not be returned. Proposals shall be subject to the Municipal Freedom of Information and Protection of Privacy Act. Bidder(s) must identify any information contained in their Proposal that is submitted in confidence.



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

|                                      |
|--------------------------------------|
| <b>Meeting Date:</b><br>June 9, 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  
 Paul Picard, Superintendent of Human Resources

**SUBJECT:** **GOOD PLACES TO LEARN (GPL) - STAGE 3 STATUS REPORT**

**RECOMMENDATION:**

**That the Board receive the Good Places to Learn - Stage 3 Status Report and approve the revised project list.**

**SYNOPSIS:**

On June 23, 2008, the Board approved the Good Places to Learn (GPL) Stage 3 project list. This report provides a status update on the progress in completing the previously approved projects and provides recommended revisions to the original project list.

**BACKGROUND COMMENTS:**

A sum of \$5,249,917 had been previously allocated by the Ministry of Education to WECD SB for GPL3. The status of the originally approved projects is provided in the attached table.

The table also indicates recommended changes to the project list previously approved by the Board. Specifically, both Phases 1 and 2 of the Cardinal Carter roof replacement have been added to the list. These had been approved as a charge to GPL3 in a separate report that was previously submitted to the Board in 2008.

Furthermore, the St. Angela HVAC project has been expanded in scope. Originally, the work was to entail only the central boiler system and piping. However, during the engineering design, it was determined that the entire system required replacement. Additional funding is being recommended for this project accordingly.

In order to accommodate the changes noted above, certain projects have been moved to GPL4, while others have been moved to future Capital Renewal programs. These are indicated on the attached table.

**FINANCIAL IMPACT:**

The recommended changes to the GPL3 approved project list remain within the \$5,249,917 allocation from the Ministry. The GPL3 projects are expected to be completed within this allocation.

**TIMELINES:**

It is anticipated that the GPL3 funds will be fully expended by the end of the 2009 calendar year.

**APPENDICES:**

Good Places to Learn - Stage 3 Project Status Report

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
GOOD PLACES TO LEARN - STAGE 3  
PROJECT STATUS REPORT**

| School                    | Project Description                      | Account Code        | Original Board Approved Budget June 23, 2008 | Recommended Revised Budget May 31, 2009 | Projected Expenditures to Project Completion | Comments  |
|---------------------------|--|---------------------|--|---|--|---|
| <b>Roofing</b>            |  |                     |  |   |  |   |
| Sacred Heart              | New roof                                 | xxx-xx-xxxxxx-x-xxx | \$236,093                                    | \$236,093                               | \$236,093                                    | Completed   |
| St. Angela                | Shingled areas                           | xxx-xx-xxxxxx-x-xxx | 280,370                                      | 280,370                                 | 280,370                                      | Completed   |
| St. Rose                  | Areas A1,A2,A3,B1,B3,B4,C,D              | xxx-xx-xxxxxx-x-xxx | 63,579                                       | 63,579                                  | 63,579                                       | Completed   |
| St. John the Baptist      | Areas A,C,E,F                            | xxx-xx-xxxxxx-x-xxx | 188,984                                      | 188,984                                 | 188,984                                      | Completed   |
| St. Gabriel               | Roof repair                              | 050-76-759843-6-000 | 410,000                                      | 0                                       | 0  | Moved to GPL4   |
| W.J. Langlois             | New roof - All areas                     | 051-76-759822-6-000 | 550,000                                      | 507,000                                 | 507,000                                      | Tender awarded  |
| St. Edmond                | New roof - Areas B1,C1,D4,canopies       | xxx-xx-xxxxxx-x-xxx | 260,000                                      | 0                                       | 0  | Moved to future Capital Renewal                                   |
| St. Jules                 | New roof - Areas B,C,D                   | 052-76-759864-6-000 | 125,000                                      | 0                                       | 0  | Moved to future Capital Renewal pending completion of ARC process |
| St. William               | New roof - Areas A,C,E,F                 | 053-76-759864-6-000 | 175,000                                      | 0                                       | 0  | Moved to GPL4   |
| Catholic Education Centre | New roof - Former Basilian Residence     | xxx-xx-xxxxxx-x-xxx | 200,000                                      | 0                                       | 0  | Moved to future Capital Renewal                                   |
| Cardinal Carter           | Phase 1 - Areas A1,A2,C,D,E              | xxx-xx-xxxxxx-x-xxx | 0  | 588,021                                 | 588,021                                      | Previously approved by Board and completed                        |
| Cardinal Carter           | Phase 2 - Areas A3,B,F,G,H,I,J,K,L       | xxx-xx-xxxxxx-x-xxx | 0  | 635,894                                 | 635,894                                      | Previously approved by Board and completed                        |
| <b>Sub Total</b>          |  |                     | <b>\$2,489,026</b>                           | <b>\$2,499,941</b>                      | <b>\$2,499,941</b>                           |   |
| <b>HVAC</b>               |  |                     |  |   |  |   |
| St. Angela                | Radiators, boilers, piping               | 054-76-759864-6-000 | \$500,000                                    | \$1,300,000                             | \$1,300,000                                  | Tenders received  |
| St. Gregory               | New boilers north end                    | 055-76-759864-6-000 | 200,000                                      | 200,000                                 | 200,000                                      | In design phase   |
| St. John the Baptist      | New boilers                              | 056-76-759864-6-000 | 145,200                                      | 0                                       | 0  | Moved to future Capital Renewal                                   |
| Assumption                | New boilers                              | 057-76-759864-6-000 | 500,000                                      | 0                                       | 0  | Moved to future Capital Renewal                                   |
| Catholic Central          | Phase 1 - Replace heating/cooling system | 058-76-759864-6-000 | 1,000,000                                    | 801,000                                 | 801,000                                      | In design phase   |
| <b>Sub Total</b>          |  |                     | <b>\$2,345,200</b>                           | <b>\$2,301,000</b>                      | <b>\$2,301,000</b>                           |   |
| <b>Controls</b>           |  |                     |  |   |  |   |
| Various Locations         | Andover controls                         | 059-76-759864-6-000 | 0  | \$152,925                               | \$152,925                                    | In progress   |
| Various Locations         | Delta controls                           | 060-76-759864-6-000 | 0  | 274,056                                 | 274,056                                      | In progress   |
| <b>Sub Total</b>          |  |                     | <b>\$415,691</b>                             | <b>\$426,981</b>                        | <b>\$426,981</b>                             |   |
| Contingency               |  |                     | \$0  | \$21,995                                | \$21,995                                     |   |
| <b>Sub Total</b>          |  |                     | <b>\$0</b>                                   | <b>\$21,995</b>                         | <b>\$21,995</b>                              |   |
| <b>TOTAL</b>              |  |                     | <b>\$5,249,917</b>                           | <b>\$5,249,917</b>                      | <b>\$5,249,917</b>                           |   |



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

**Meeting Date:**  
 June 9, 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 Human Resources

**SUBJECT:** **GOOD PLACES TO LEARN (GPL) - STAGE 4 PROJECT LIST**

**RECOMMENDATION:**

**That the Board approve the Good Places to Learn - Stage 4 Project List in the amount of \$2,140,427, representing the full allocation from the Ministry of Education for Stage 4.**

**SYNOPSIS:**

On January 14, 2009, the Ministry of Education advised that a fourth stage would be added to the Good Places to Learn (GPL) program to continue to assist school boards with addressing high and urgent school renewal needs. This report provides a recommended list of projects for inclusion in GPL4.

**BACKGROUND COMMENTS:**

A sum of \$2,140,427 has been allocated by the Ministry to WECDSB for GPL4. A recommended list of projects to fully expend this allocation is provided in the attached.

It is noted that WECDSB has fully expended the previous allocations from the Ministry for GPL1 and GPL2. The projects under the GPL3 allocation are still in progress and a separate status report is to be provided to the Board in this regard.

**FINANCIAL IMPACT:**

The sum of \$2,140,427 for GPL4 will permit the WECDSB to undertake needed, major repairs in schools that have been previously identified, but have not proceeded to date due to lack of funding.

**TIMELINES:**

The Ministry has advised that the GPL4 allocation must be fully spent by the end of the 2009-10 school year.

**APPENDICES:**

- Good Places to Learn - Stage 4 Recommended Projects.

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |



**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
GOOD PLACES TO LEARN - STAGE 4  
RECOMMENDED PROJECTS**

| School           | Project Description                             | Account Code        | Recommended Budget |
|------------------|---|---------------------|--------------------|
|                  |   |                     |                    |
| <b>Roofing</b>   |   |                     |                    |
| St. Pius         | Shingled Areas                                  | xxx-xx-xxxxxx-x-xxx | \$50,000           |
| St. Peter        | Shingled Areas                                  | xxx-xx-xxxxxx-x-xxx | 50,000             |
| St Gabriel       | Areas A1,A2,A3,B1,B3,B4,C,D                     | xxx-xx-xxxxxx-x-xxx | 425,000            |
| St. Williams     | Areas A,C,E,F                                   | xxx-xx-xxxxxx-x-xxx | 175,000            |
| <b>Sub Total</b> |   |                     | <b>\$700,000</b>   |
|                  |   |                     |                    |
| <b>HVAC</b>      |   |                     |                    |
| St. Rose         | Classroom & Gym                                 | xxx-xx-xxxxxx-x-xxx | 340,427            |
| Catholic Central | heating distribution & terminal units (Phase 2) | xxx-xx-xxxxxx-x-xxx | 1,100,000          |
| <b>Sub Total</b> |   |                     | <b>\$1,440,427</b> |
|                  |   |                     |                    |
| <b>TOTAL</b>     |   |                     | <b>\$2,140,427</b> |



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

**Meeting Date:**  
 June 9, 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  
 Paul Picard, Superintendent of Human Resources

**SUBJECT:** **BOILER REPLACEMENT AND HVAC UPGRADE TENDER FOR ST. ANGELA ELEMENTARY SCHOOL**

**RECOMMENDATION:**

**That the Board approve the award of tender and the issuance of a purchase order contract for the Boiler Replacement and HVAC upgrade for St. Angela Elementary School to Haller Mechanical Contractors Inc. at the submitted bid amount of \$1,162,830.00 plus GST as a charge to the Good Places to Learn - Stage 3 Program Account No. 054-76-759853-6-000.**

**SYNOPSIS:**

The Board had previously approved proceeding with the boiler replacement and HVAC upgrades at St. Angela Elementary School as part of the Good Places to Learn Stage 3 Program. This report summarizes the results of the tender process.

**BACKGROUND COMMENTS:**

The tender was advertised in the Windsor Star on May 9, 2009. A tender opening was held at the Catholic Education Centre on May 25, 2009 with Board staff Cathy Geml, Pat Murray and Marc Pare in attendance, along with James Smith of Jasel Engineering, the Board's consultant on this project and 6 representatives from various bidders.

A total of 6 bids were received. Of these bids, 1 from Vince Ferro Construction and 1 from Southern Mechanical were disqualified, since the tender submissions were not filled out completely as required in the tender documents. The remaining 4 bids were reviewed and were found to be in order. These bids are summarized as follows:

| No. | Tenderer  | Bid Amount<br>(Not Including GST) |
|-----|---|-----------------------------------|
| 1   | Haller Mechanical Contractors Inc.<br>1537 McDougall St.<br>Windsor, ON N8X 3M9             | \$1,162,830.00                    |
| 2   | Lekter Industrial Services Inc.<br>500 Markham Rd., R.R. #1<br>Belle River, Ontario N0R 1A0 | \$1,250,000.00                    |
| 3   | Vollmer Inc.<br>3822 Sandwich Street<br>Windsor, ON N9C 1C1                                 | \$1,280,000.00                    |
| 4   | Alliance General Contracting<br>2785 Kew Dr. Unit #1<br>Windsor, Ontario N8T 3B7            | \$1,311,591.00                    |

The low bidder meeting specifications is Haller Mechanical Contractors Inc. with a bid amount of \$1,162,830.00 plus GST.

**FINANCIAL IMPACT:** A sum of \$500,000 had originally been allocated by the Board in the Good Places to Learn – Stage 3 (GPL3) program for this project. This budget estimate had been projected based on a planned phasing of the project. However, the detailed engineering review that took place after initial Board approval has determined that it would be prudent to proceed with the entire project at this time. Based on these findings, a tender was called for this more extensive system replacement.

Funding for the expanded work program is to be covered from amounts previously approved by the Board for other projects in the GPL3 program. These projects would be moved to be funded out of GPL4 or deferred to future budgets. Further reports are to be submitted to the Board regarding these reallocation of funds in the GPL programs. On this basis, funding for the St. Angela Boiler Replacement and HVAC is recommended as follows:

|  |                    |
|--|--------------------|
| St. Angela Boiler Replacement and HVAC – GPL3 Approved | \$ 500,000         |
| St. Gabriel Roof Replacement – Move to GPL4            | 410,000            |
| St. Williams Roof Replacement – Move to GPL4           | 175,000            |
| St. Jules Roof Replacement – Defer pending ARC process | <u>125,000</u>     |
| Total Available for St. Angela Project                 | <u>\$1,210,000</u> |

Therefore, sufficient funds are available to undertake this work.

**TIMELINES:** The completion date for the work has been projected as September 30, 2009.

**APPENDICES:** Not applicable.

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |



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

## HANDOUT BOARD REPORT

**Meeting Date:**  
June 9, 2009

**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 Human Resources

**SUBJECT:** **2008-09 CAPITAL RENEWAL PROGRAM – REVISED PROJECT LIST**

**RECOMMENDATION:**

**That the Board receive the status report on the 2008-09 Capital Renewal Program and approve the revised project list.**

**SYNOPSIS:**

This report provides a revised listing of 2008-09 Capital Renewal projects for the Board's approval. It also gives a summary of the status of the 2008-09 Capital Renewal program as of May 31, 2009.

**BACKGROUND COMMENTS:**

The 2008-09 Capital Renewal Program Status as of May 31, 2009 is attached as information. It reflects both the original budget approved by the Board and also the adjustments to projects that have been proposed to address the 20% reduction to the allocation as imposed by the Ministry of Education for the current budget year.

**FINANCIAL IMPLICATIONS:**

The Ministry originally provided an allocation to the Board for the 2008-09 Capital Renewal Program in the amount of \$3,100,86. This has since been reduced by the Ministry by 20%, which yields a revised allocation of \$2,480,690.

Out of this allocation and in accordance with Ministry approval, an amount of \$600,000 was originally earmarked for the Board's direct share of payments for outstanding capital debt. This is shown as a transfer to New Pupil Place Grant (NPPG) reserve at the end of the attached table. The issuance of debentures by the Ministry for this debt has yet to take place, but has now been targeted for either June or October of 2009. As a result, the

budgeted amount has been reduced to \$150,000 to reflect the payments that would be required in the last quarter of the 2008-09 budget year if the debentures are issued in June.

With the adjustments to projects and the adjustment to the transfer to NPPG reserve, an amount of \$450,556 remains unallocated to specific projects. This has been shown under the Contingency line near the end of the attached table. A further report is to be provided to the Board in due course on the allocation of these funds.

**TIMELINES:**

Timing for the completion of projects is provided in the attached table.

**APPENDICES:**

- 2008-09 Capital Renewal Program - Revised Project List and Status Report, as of June 2, 2009

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 3, 2009 |
| <input checked="" type="checkbox"/> | DIRECTOR OF EDUCATION: | Approval Date: | June 3, 2009 |

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD**  
**2008-09 CAPITAL RENEWAL STATUS REPORT**  
**AS OF MAY 31, 2009**

| Renewal - School        | Description  | Account Code            | Original Board Approved Budget June 23, 2008 | Revised Budget to Reflect 20% Ministry Reduction on Nov. 1, 2008 and Subsequent Changes | Projected Expenditures to Year-End | Comments  |
|-------------------------|--|-------------------------|--|---|------------------------------------|---|
| <b>Roofing</b>          |  |                         |  |   |                                    |   |
| St. Bernard (Windsor)   | Part Roof Replacement  | 001-72-759838-6-000     | 0  | 54,000  | 54,000                             | Added project due to discovery of advanced roof deterioration.                            |
| St. Bernard (Windsor)   | Balance of Roof Replacement  | 001-72-759838-6-000     | 0  | 65,000  | 65,000                             | Added project due to discovery of advanced roof deterioration.                            |
| <b>Sub Total</b>        |  |                         | <b>0</b>                                     | <b>119,000</b>  | <b>119,000</b>                     |   |
| <b>Windows</b>          |  |                         |  |   |                                    |   |
| St. Jules               | replace windows on east side of school   | xxx-xx-xxxxxx-x-xxx     | 70,000                                       | 0   | 0                                  | Project moved to future Capital Renewal due to Ministry reduction and other urgent needs. |
| Assumption              | windows in gym   | xxx-xx-xxxxxx-x-xxx     | 75,000                                       | 0   | 0                                  | Project moved to future Capital Renewal due to Ministry reduction and other urgent needs. |
| <b>Sub Total</b>        |  |                         | <b>145,000</b>                               | <b>0</b>  | <b>0</b>                           |   |
| <b>H VAC</b>            |  |                         |  |   |                                    |   |
| Cardinal Carter         | retubing boilers   | 002-42-430003-4-000-802 | 15,000                                       | 65,000  | 65,000                             | Increase to scope due to condition of tubes.  |
| Cardinal Carter         | steam clean heat pumps whole school  | 003-42-430003-4-000-802 | 50,000                                       | 12,000  | 12,000                             | Bid was lower than projected. Completed.  |
| St. Thomas of Villanova | steam clean heat pumps whole school  | 004-42-430003-4-000-809 | 50,000                                       | 10,000  | 10,000                             | Bid was lower than projected. Completed.  |
| <b>Sub Total</b>        |  |                         | <b>115,000</b>                               | <b>87,000</b>   | <b>87,000</b>                      |   |
| <b>Controls</b>         |  |                         |  |   |                                    |   |
| Assumption              | upgrade controls   | 041-72-759800-6-000     | 0  | 70,000  | 70,000                             | In progress.  |
| St. Pius                | updated thermostats Andover & Delta controls                                   | 042-72-759859-6-000     | 40,000                                       | 40,000  | 40,000                             | In progress.  |
| <b>Sub Total</b>        |  |                         | <b>40,000</b>                                | <b>110,000</b>  | <b>110,000</b>                     |   |
| <b>Painting</b>         |  |                         |  |   |                                    |   |
| <b>Sub Total</b>        |  |                         | <b>0</b>                                     | <b>0</b>  | <b>0</b>                           |   |
| <b>Flooring</b>         |  |                         |  |   |                                    |   |
| St. Peter               | replace flooring in front entrance and hallway                                 | 005-72-759858-6-000     | 20,000                                       | 20,000  | 20,000                             | Completed.  |
| Cardinal Carter         | replace carpet in library(done 07-08), music room, auditorium (no) - cafeteria | 006-72-759802-6-000     | 30,000                                       | 30,000  | 30,000                             | To be completed in summer 2009.   |

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2008-09 CAPITAL RENEWAL STATUS REPORT  
AS OF MAY 31, 2009**

| Renewal - School           | Description   | Account Code            | Original Board Approved Budget June 23, 2008 | Revised Budget to Reflect 20% Ministry Reduction on Nov. 1, 2008 and Subsequent Changes | Projected Expenditures to Year-End | Comments  |
|----------------------------|---|-------------------------|--|---|------------------------------------|---|
| <b>Sub Total</b>           |   |                         | 50,000                                       | 50,000  | 50,000                             |   |
| <b>Other Repairs</b>       |   |                         |  |   |                                    |   |
| St. Rose                   | replace tiles classrooms 4,5,6,7,8,9,10,11 & retrofit lights                    | 007-72-759860-6-000     | 30,000                                       | 30,000  | 30,000                             | In progress. To be completed in summer 2009.      |
| Sacred Heart               | new ceilings in P/VP office, rooms 17,19,20,21,22,23,24,25,26 & retrofit lights | xxx-xx-xxxxxx-x-xxx     | 45,000                                       | 45,000  | 45,000                             | In progress.                                      |
| St. William                | dropped ceiling in all classrooms primary hall & retrofit lights                | 009-72-759864-6-000     | 45,000                                       | 45,000  | 45,000                             | In progress. To be completed in summer 2009.      |
| W. J. Langlois             | external doors in gym and staffroom   | 010-42-430006-1-000-822 | 10,000                                       | 10,000  | 10,000                             | In progress.                                      |
| St. John the Baptist       | move and house BFI refuse container   | 011-72-759848-6-000     | 35,000                                       | 35,000  | 35,000                             | In progress.                                      |
| Our Lady of Lourdes        | replace exterior doors(east - two sets west (one set)                           | 012-42-430006-1-000-827 | 10,000                                       | 10,000  | 10,000                             | In progress.                                      |
| St. James                  | new front doors/frames  | xxx-xx-xxxxxx-x-xxx     | 10,000                                       | 0   | 0                                  | Moved to other operating account. Completed.      |
| Brennan                    | removal of tennis courts  | 014-42-430006-4-000-801 | 10,000                                       | 10,000  | 10,000                             | To be completed in summer 2009.                   |
| Holy Names H.S.            | replace doors   | 015-72-759804-6-000     | 100,000                                      | 100,000   | 100,000                            | In progress.                                      |
| St. Thomas of Villanova    | acid cabinets   | 016-72-759809-6-000     | 0  | 15,000  | 15,000                             | Added project per health and safety. In progress. |
| Cardinal Carter H.S.       | acid cabinets   | 017-72-759802-6-000     | 0  | 10,000  | 10,000                             | Added project per health and safety. In progress. |
| Holy Names H.S.            | acid cabinets   | 018-72-759804-6-000     | 0  | 10,000  | 10,000                             | Added project per health and safety. In progress. |
| Brennan H.S.               | acid cabinets   | 019-72-759801-6-000     | 0  | 10,000  | 10,000                             | Added project per health and safety. In progress. |
| Catholic Central H.S.      | acid cabinets   | 020-72-759803-6-000     | 0  | 10,000  | 10,000                             | Added project per health and safety. In progress. |
| <b>Sub Total</b>           |   |                         | 295,000                                      | 340,000   | 340,000                            |   |
| <b>Mechanical/Electric</b> |   |                         |  |   |                                    |   |
| <b>Sub Total</b>           |   |                         | 0  | 0   | 0                                  |   |
| <b>Washroom/Plumbing</b>   |   |                         |  |   |                                    |   |

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2008-09 CAPITAL RENEWAL STATUS REPORT  
AS OF MAY 31, 2009**

| Renewal - School           | Description   | Account Code            | Original Board Approved Budget June 23, 2008 | Revised Budget to Reflect 20% Ministry Reduction on Nov. 1, 2008 and Subsequent Changes | Projected Expenditures to Year-End | Comments   |
|----------------------------|---|-------------------------|--|---|------------------------------------|--|
| St. Peter                  | renovate washroom JK/SK, washrooms gym (male/female)        | xxx-xx-xxxxxx-x-xxx     | 35,000                                       | 0   | 0                                  | Project deferred to future Capital Renewal due to Ministry reduction and other urgent needs. |
| St. James                  | washroom retrofit/boys and girls                            | 021-42-430009-1-000-845 | 25,000                                       | 0   | 0                                  | Project deferred to future Capital Renewal due to Ministry reduction and other urgent needs. |
| <b>Sub Total</b>           |   |                         | <b>60,000</b>                                | <b>0</b>  | <b>0</b>                           |  |
| <b>Lighting</b>            |   |                         |  |   |                                    |  |
| <b>Sub Total</b>           |   |                         | <b>0</b>                                     | <b>0</b>  | <b>0</b>                           |  |
| <b>Addition/Renovation</b> |   |                         |  |   |                                    |  |
| St. Joseph RC              | repair mortar front & back of school                        | 022-72-759851-6-000     | 125,000                                      | 125,000   | 125,000                            | In progress.   |
| St. John the Evangelist    | Masonry Wall Repairs and Modifications                      | 023-72-759847-6-000     | 0  | 240,000   | 240,000                            | Added project due to discovery of advanced deterioration. In progress.                       |
| Catholic Central SS        | weight room renovations                                     |                         | 50,000                                       | 0   | 0                                  | Project transferred to operating budget funding. Completed.                                  |
| Assumption                 | complete greenhouse (electric/water/climate control system) |                         | 10,000                                       | 0   | 0                                  | Project transferred to special technical grant funding. Completed.                           |
| <b>Sub Total</b>           |   |                         | <b>185,000</b>                               | <b>365,000</b>  | <b>365,000</b>                     |  |
| <b>Groundskeeping</b>      |   |                         |  |   |                                    |  |
| <b>Sub Total</b>           |   |                         | <b>0</b>                                     | <b>0</b>  | <b>0</b>                           |  |
| <b>Fencing</b>             |   |                         |  |   |                                    |  |
| Queen of Peace             | fencing around school yard - phase 1                        | xxx-xx-xxxxxx-x-xxx     | 25,000                                       | 25,000  | 25,000                             | Completed.   |
| <b>Sub Total</b>           |   |                         | <b>25,000</b>                                | <b>25,000</b>   | <b>25,000</b>                      |  |
| <b>Paving</b>              |   |                         |  |   |                                    |  |
| Sacred Heart               | new layer of asphalt yards A and B                          | 024-72-759832-6-000     | 40,000                                       | 40,000  | 40,000                             | To be completed in summer 2009.  |
| St. Rose                   | repave parking lot - east side (middle section)             | 025-42-430034-1-000-860 | 20,000                                       | 20,000  | 20,000                             | To be completed in summer 2009.  |
| W. J. Langlois             | repair asphalt in courtyard                                 | 026-42-430034-1-000-822 | 10,000                                       | 10,000  | 10,000                             | To be completed in summer 2009.  |
| St. Gabriel                | resurface primary and junior areas                          | 027-42-430034-1-000-843 | 60,000                                       | 60,000  | 60,000                             | To be completed in summer 2009.  |
| Stella Maris               | asphalt the parking lot                                     | 028-72-759865-6-000     | 50,000                                       | 50,000  | 50,000                             | To be completed in summer 2009.  |



**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2008-09 CAPITAL RENEWAL STATUS REPORT  
AS OF MAY 31, 2009**

| Renewal - School                       | Description   | Account Code            | Original Board Approved Budget June 23, 2008 | Revised Budget to Reflect 20% Ministry Reduction on Nov. 1, 2008 and Subsequent Changes | Projected Expenditures to Year-End | Comments  |
|--|---|-------------------------|--|---|------------------------------------|---|
| St. Thomas of Villanova                | rubber topping of existing long-jump track                    | 039-72-758809-6-000     | 0  | 10,000  | 10,000                             | To be completed in summer 2009.                         |
| St. Thomas of Villanova                | resurface parking lot- turning area only - heavy duty asphalt | 029-42-430034-4-000-809 | 0  | 10,000  | 10,000                             | Contract awarded. Scheduled for spring.                 |
| <b>Sub Total</b>                       |   |                         | 180,000                                      | 200,000   | 200,000                            |   |
| <b>Playgrounds/ Athletic complexes</b> |   |                         |  |   |                                    |   |
| <b>Sub Total</b>                       |   |                         | 0  | 0   | 0                                  |   |
| <b>Gym repairs</b>                     |   |                         |  |   |                                    |   |
| <b>Sub Total</b>                       |   |                         | 0  | 0   | 0                                  |   |
| <b>Bleachers</b>                       |   |                         |  |   |                                    |   |
| <b>Sub Total</b>                       |   |                         | 0  | 0   | 0                                  |   |
| <b>Septic/Sewer/watermain/drains</b>   |   |                         |  |   |                                    |   |
| St. John Vianney                       | drainage for walkway south end of school                      | 030-42-430037-1-000-850 | 20,000                                       | 20,000  | 20,000                             | To be completed in summer 2009.                         |
| St. Thomas of Villanova                | heaters for sewage treatment plant for sludge digestors       | xxx-xx-xxxxxx-x-xxx     | 70,000                                       | 70,000  | 70,000                             | Completed.  |
| St. John the Baptist                   | perimeter storm drains  | 042-72-758848-6-000     | 0  | 20,000  | 20,000                             | In progress.  |
| <b>Sub Total</b>                       |   |                         | 90,000                                       | 110,000   | 110,000                            |   |
| <b>Security</b>                        |   |                         |  |   |                                    |   |
| Security Cameras                       | General Account   | 038-72-561002-6-000     | 0  | 75,000  | 75,000                             | Project reduced due to Ministry reduction. In progress. |
| <b>Sub Total</b>                       |   |                         | 100,000                                      | 75,000  | 75,000                             |   |
| <b>Fire Protection</b>                 |   |                         |  |   |                                    |   |
| Assumption                             | hold open devices   | 032-42-430041-4-000-800 | 20,000                                       | 14,134  | 14,134                             | Completed.  |
| TBD                                    | hold open devices   | 033-72-759xxx-x-000     | 0  | 10,000  | 10,000                             | To be determined.                                       |
| <b>Sub Total</b>                       |   |                         | 20,000                                       | 24,134  | 24,134                             |   |
| <b>Haz Mat Abatement</b>               |   |                         |  |   |                                    |   |
|  |   |                         | 250,000                                      | 0   | 0                                  |   |
| St. John the Baptist                   | new ceiling tiles in part of school (various locations)       | 034-72-759848-6-000     | 150,000                                      | 50,000  | 50,000                             | Under review.   |
| Catholic Education Centre              | chapel & former Basilian residence                            | 035-72-759866-6-000     | 500,000                                      | 250,000   | 250,000                            | Under review.   |
| <b>Sub Total</b>                       |   |                         | 900,000                                      | 300,000   | 300,000                            |   |
| <b>Confined Spaces Regulation</b>      |   |                         |  |   |                                    |   |
| Catholic Central HS                    |   | 036-72-759803-6-000     | 100,000                                      | 0   | 0                                  | Cancelled - new heating system planned                  |
| <b>Sub Total</b>                       |   |                         | 100,000                                      | 0   | 0                                  |   |

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2008-09 CAPITAL RENEWAL STATUS REPORT  
AS OF MAY 31, 2009**

| Renewal - School                | Description                                 | Account Code        | Original Board Approved Budget June 23, 2008 | Revised Budget to Reflect 20% Ministry Reduction on Nov. 1, 2008 and Subsequent Changes | Projected Expenditures to Year-End | Comments                                     |
|---------------------------------|---|---------------------|--|---|------------------------------------|--|
| <b>Special Ed Accessibility</b> |   |                     |  |   |                                    |  |
| St. Alexander                   | 4 sets accessible doors (hold open devices) | xxx-xx-xxxxxx-x-xxx | 24,000                                       | 0   | 0                                  | Moved to other operating account. Completed. |
| St. Mary                        | automatic front door for accessibility      | xxx-xx-xxxxxx-x-xxx | 12,000                                       | 0   | 0                                  | Moved to other operating account. Completed. |
| <b>Sub Total</b>                |   |                     | <b>36,000</b>                                | <b>0</b>  | <b>0</b>                           |  |
| <b>Moving of Portables</b>      |   |                     |  |   |                                    |  |
| St. Mary                        | 2 portables                                 | 037-72-759002-6-000 | 0  | 50,000  | 50,000                             | Summer 2009.                                 |
| L. A. Desmarais                 | 1 portable                                  | 040-72-759855-6-000 | 0  | 25,000  | 25,000                             | Summer 2009.                                 |
| <b>Sub Total</b>                |   |                     | <b>100,000</b>                               | <b>75,000</b>   | <b>75,000</b>                      |  |
| <b>Portable Purchase</b>        |   |                     |  |   |                                    |  |
| <b>Sub Total</b>                |   |                     | <b>0</b>                                     | <b>0</b>  | <b>0</b>                           |  |
| <b>Contingency</b>              |   |                     |  |   |                                    |  |
| Contingency                     | Approved but yet to be allocated            |                     | 59,862                                       | 450,556   | 450,556                            |  |
| <b>Sub Total</b>                |   |                     | <b>59,862</b>                                | <b>450,556</b>  | <b>450,556</b>                     |  |
| <b>NPPG</b>                     |   |                     |  |   |                                    |  |
| NPPG                            | Transfer to NPPG reserve                    | 42-72598-6-000      | 600,000                                      | 150,000   | 150,000                            |  |
| <b>Sub Total</b>                |   |                     | <b>600,000</b>                               | <b>150,000</b>  | <b>150,000</b>                     |  |
| <b>TOTAL</b>                    |   |                     | <b>3,100,862</b>                             | <b>2,480,690</b>  | <b>2,480,690</b>                   |  |



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

**Meeting Date:**  
June 9, 2009

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **HIGH SCHOOL COUNCIL MEETING OF APRIL 16, 2009**

**RECOMMENDATION:**

**That the Board receive the report for the April 16, 2009 High School Council meeting as information.**

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

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

**FINANCIAL IMPACT:** n/a

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

**APPENDICES:**

- High School Council Report of April 16, 2009

**REPORT REVIEWED BY:**

|                                     |                        |                |              |
|-------------------------------------|------------------------|----------------|--------------|
| <input checked="" type="checkbox"/> | EXECUTIVE COUNCIL      | Review Date:   | June 1, 2009 |
| <input checked="" type="checkbox"/> | SUPERINTENDENT         | Approval Date: | June 1, 2009 |
| <input type="checkbox"/>            | DIRECTOR OF EDUCATION: | Approval Date: | June 2, 2009 |



# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

## HIGH SCHOOL COUNCIL MEETING

April 16, 2009

~ F. J. Brennan Catholic High School ~

7:00 p.m. presentation  
7:45 p.m. start of meeting

### REPORT

#### PRESENT

##### Parent Representatives

Brennan  
Cardinal Carter  
Catholic Central  
Holy Names  
St. Anne's  
St. Anne's  
St. Thomas of Villanova  
L. A. Desmarais

Kathy Wilson, Kathy Bellis  
Marg and Larry Verbeke  
Janice Bennett  
Lori Multari  
Joe Bachmeier – Chair of HS Council  
Jeannine Shaloub  
Greg Farrah  
Jody Klein

##### SEAC Representative

Claudio Delduca

##### Trustees

Shannon Porcellini

##### Student Trustee

Nils Lau, Assumption College High School

Vice Principal  
Superintendent of Education  
Recording Secretary

John Ulicny  
Linda Staudt  
Celeste DiPonio

#### REGRETS

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

Samantha Boglitch  
Cynthia Casagrande, Pat Moyneur  
Sherri Zorzit  
Jeannine Shaloub  
Barbara Dettlinger  
Barbara Holland  
Chynna Resendes

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

John Ulicny led the group in prayer.

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

Joe Bachmeier asked everyone to introduce themselves.

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

Moved by: Greg Farrah  
Seconded by: Janice Bennett  
THAT the agenda be approved. All in favour. CARRIED.

#### 4. Approval of Minutes – March 5, 2009

*High School Council  
Minutes April 16, 2009 at F. J. Brennan Catholic High School*

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Moved by: Greg Farrah  
 Seconded by: Janice Bennett  
 THAT the minutes of the March 5, 2009 meeting be approved. All in favour. CARRIED.

**5. Presentation – F. J. Brennan Students**

The Specialist High Skills Majors students, under the direction of their teacher, Jim Mulveney gave a spectacular and moving performance of the play called, “The Miraculous Journey of Edward Toulaine.” The students will be going to the SEARS Drama Festival in Brantford to perform on April 22<sup>nd</sup>.

**6. Business Arising from the Minutes**

ACTION ITEM # 3 from the meeting of March 5<sup>th</sup> – *Motion by:* Joe Bachmeier that each member of the council proposes to their own school council prior to the next meeting of the High School Council on April 16<sup>th</sup> the following three questions.

A lengthy discussion took place. Some of the council members were not able to report back as they had not had the opportunity to discuss this with their school council members as a meeting had not taken place. The following are some of the discussion points raised under the following three questions:

- 1) What is the interest in a student led fundraiser to go to a pool?
  - All present felt it best that funds generated should be student led and student directed.
  - Important that all schools participate so as not to identify or embarrass needy schools.
- 2) What is the interest in a Regional Council lottery where we share a prize board?
  - Some school councils are afraid to change from their normal format as this is their main school fundraiser.
  - Many felt it would be a nightmare with respect to gaming laws and procedures from one municipality to another.
  - Multiple fundraisers are difficult sells with students and parents, especially in the current economic situation.
- 3) What is the interest to an outright donation to a pool?
  - Some felt there was not enough information as to how something like this would be run. Overall needs and costs must be defined and make appropriate comparisons as each school has their own unique needs.
  - It was noted when raising funds through a lottery; schools are able to make a monetary donation to another school if they wish under the gaming laws as it was done by one of the high school parent councils.
  - Money raised should go directly to help students e.g., school uniform, bus passes, etc.
  - Many are not in agreement of pooled funds, but are willing to donate funds.

Moved by: Larry Verbeke  
 Seconded by: Claudio DelDuca.

That Nils Lau and Chynna Resendes, Student trustees come back with a report from the student senate meeting with respect to the interest in a board-wide student led fundraiser to go to a pool to assist needier schools.

Moved by: Lori Multari

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*High School Council  
Minutes April 16, 2009 at F. J. Brennan Catholic High School*

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Seconded by: Kathy Wilson

That if the student senate has agreed to a board-wide High School student-led fundraiser, the students be part of a committee to design the framework and disbursement of funds to address the needs of the students.

Superintendent Linda Staudt praised both Chynna and Nils as through their leadership they have addressed the really tough issues of social justice. They have set a foundation for those students that will follow in their footsteps and they should be proud of their accomplishments.

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

- 1) **Accommodation Review Committee** – The board is engaged in two ARCS – one for the East Windsor Schools and the other for the West Windsor Schools. She explained the process and the number of public consultation meetings that have been set to hear the voices of the community and parents. She noted the third public meeting will take place at Brennan on April 27<sup>th</sup>.
- 2) **School Year Calendar** – The board has approved the school year calendar for 2009-10 and is awaiting Ministry approval. She explained that two Professional Development days have been scheduled prior to the start of the school year to address the required number of instructional days for the school year. When finalized and Ministry approval received it will be posted to the website.
- 3) **Student Senate** – She praised their work with respect to the Collective "Canned Good's Drive" (Youth Challenge) underway in conjunction with the United Way and the four boards both English and French. The food banks have been having a hard time keeping up since the last can drive at Christmas time. The food collected will go to all the area food banks in Windsor and Essex County.
- 4) **Community Advisory Committee United Way – Together We Dream** – They have identified eleven statements and want everyone in Windsor and Essex Community to use the 211 system or go on website and to give their opinion on what their three priorities are. There is so much need, but only so much money, therefore they would like to prioritize the needs based on the individual responses they receive. She noted that Sheila Wisdom appeared on AChannel news asking for community participation.

**9. Student Senate Report –Nils Lau, Assumption College High School & Chynna**

- Social awareness week is from May 4 – 8<sup>th</sup>. All schools are on board.
- Main focus right now is the canned foods drive in conjunction with the United Way. All high schools are participating and will wrap up next Wednesday, April 22<sup>nd</sup> at the Ciociaro Club. Students will receive tickets to attend this United Way Youth Challenge event to thank them for their accomplishments and efforts for the community.
- Nora Bertram-Romero of the summer Olympics and the student senate support and agreed and to do a fund raiser at end of June. Some schools had the idea of a kick ball tournament to raise money for this event. As well, toonie torches have been given to all the schools.
- Youth week with city of Windsor runs with social awareness week. There is not a lot of planning going on for the schools activities to encourage students in different themes of the day.
- All the various high schools are busy with their own fundraisers, dances, etc.

**10. SEAC Report – Claudio DelDuca, SEAC Representative**

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*High School Council  
Minutes April 16, 2009 at F. J. Brennan Catholic High School*

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He had no report. On a personal note he told the committee that due to a career change he would be stepping down as the SEAC Representative. He noted that he was recruited by Mary Sagat. Linda and all present thanked him for his role as a representative on the High School Council and wished him well.

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

He noted that three of the four media violence presentations that took place were well received.

### **12. New Business/Other Comments**

#### **Kathy Wilson- Parent Council Chair – F. J. Brennan High School**

- Students will be leaving for Muskoka on April 24
- All the sports are in full swing.
- The Holy Thursday service was very well received by staff and students – they went out to various agencies and community locations.
- The Drama students are going to the Sears Drama Festival in Brantford on April 22<sup>nd</sup>.

#### **Jody Klein- Parent Council Rep – L. A. Desmarais Elementary School**

- She spoke of the ARC process and of people having roots and the issues they may have. Superintendent Staudt responded that the board cannot do anything unless it receives ministry funding.

#### **Janice Bennett – Parent Council Chair – Catholic Central High School**

- The Sr. Boys basketball won all city WECSSAA and SWOSSAA but unfortunately was unsuccessful in the attempt to win OFSAA.
- Spring Concert date has been changed to May 20<sup>th</sup> at 7:00 p.m. in the school auditorium
- Several students participated in the 2009 Kiwanis Music Festival on behalf of Catholic Central. They won 1<sup>st</sup> place in the musical ensemble of "Birdland" and won 2<sup>nd</sup> place in our saxophone solo. We are very proud of our students that took the initiative to participate and thank them for their continued support to the music program at our school.
- They are in the final stages of preparing for our Bursary Gala and Silent Auction on May 14<sup>th</sup>. Tickets are still available if anyone is interested in attending.
- ArtsFest" - our annual showcase of talent at CCH will be held on April 30 and May 1<sup>st</sup> for the student body and again on April 30<sup>th</sup> at 7:00 p.m. in the school auditorium for the public.
- Their music ensembles will leave shortly to Chicago from May 7<sup>th</sup> to 9<sup>th</sup>

#### **Joe Bachmeier – Parent Council Rep – St. Anne's High School**

- He will have a full report for the next meeting in May.

#### **Larry Verbeke – Cardinal Carter Secondary School**

- Their school council meeting was held on April 8, 2009-05-15
- Ms. Carol Mueller of ALIVE! CANADA presented "Recognizing Depression and Suicide in your child."
- Enrolment is down approximately 10 students, however, they should remain status quo with respect to staffing.
- Their play on bullying called: "Thank you for Flushing my Head in the Toilet" is scheduled for April 21, 22 and also an evening performance on April 22.
- The Prom is scheduled for May 9 at the Portuguese Club.
- Spring sports are in full swing.

*High School Council  
Minutes April 16, 2009 at F. J. Brennan Catholic High School*

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- A host of field trips are scheduled for May – Music to Toronto and Stratford, Ottawa trip for Grade 10 Students and Water Festival for senior students.
- Annual fashion show is scheduled for May 27-29<sup>th</sup>.

**Lori Multari, Parent Council Rep – Holy Names High School**

- Girl's hockey team won bronze at the Provincials.
- Swimming, wrestling, curling have also competed at OFSAA
- The Mock Trial team, led by Mrs. Christie won this area and is competing in Toronto this week.
- Media Violence Presentation at Holy Names High School took place on Wednesday, April 15<sup>th</sup> at 7:00 p.m. in the auditorium and was very well received.
- They are celebrating Earth Week next week and have a variety of environmental initiatives going on at the school.
- Parent Teacher interviews will take place on Thursday, April 23<sup>rd</sup>.
- The music students will be travelling to New York to play at Carnegie Hall on Friday, April 24<sup>th</sup>.
- Catholic Education week is from April 27<sup>th</sup> to May 1<sup>st</sup>.
- April 28<sup>th</sup> is the scheduled "Day of Promise" for students of promise. The day is designed to re-engage students, inspire them and help to make a difference in their own education. There are guest speakers throughout the day and breakout sessions.
- April 29<sup>th</sup> is the kick-off assembly for their annual walk-a-thon.
- April 30<sup>th</sup> is Spirit Day whereby the school will celebrate all of the clubs and teams with an assembly.
- Baseball team is starting out.
- Soccer is beginning.
- Mid-term marks were in on Wednesday, April 15<sup>th</sup>.
- Track and Field Meet took place at Essex High School on Thursday, April 16<sup>th</sup>.
- Francofest will be taking place at the Ciociaro Club on Tuesday, April 21<sup>st</sup>.
- The next P.D. day will be on Friday, April 24<sup>th</sup>.

**Greg Farrah, St. Thomas of Villanova – Parent Council Chair**

- He noted at their last general meeting in January members of their school council experienced the loss of precious family members, and also health issues, but through it all, with the support of one another, it has made them stronger and closer. He will have a full report in May.

**Shannon Porcellini – Trustee**

- She noted that they lost their campus minister to St. Thomas of Villanova
- She will be attending the Ontario Catholic School Trustees Association finance seminar in Toronto.
- Interviews will be taking place for the Principal/Vice-Principal pool.
- She noted the importance of two policies – Purchasing and Disposal of Assets for parent councils to review.
- She noted that parents will also be consulted on the Child Abuse Reporting Policy that was sent out to all schools and parent councils.
- She spoke of two presentations that were made to the board this past week: 1) Labour Council for the Day of Morning on April 28<sup>th</sup> and 2) Italian Studies.
- Their parent council at CCH feel that the Assumption Cookbook is phenomenal.
- She spoke of the ward boundary review happening in the city.
- French Immersion Advisory Committee is forming a committee and asked to come up with the top 3 priority objectives.



*High School Council  
Minutes April 16, 2009 at F. J. Brennan Catholic High School*

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**John Ulichny, Vice-Principal F. J. Brennan High School**

- He thanked everyone for coming to Brennan for the meeting and for the sharing of information.
- He noted that The Catholic Principal Council will be hosted in Windsor next year – April 22 – 24<sup>th</sup>, 2010. The logo they will be using for this event is comprised of a cross with a rose to symbolize Windsor and hands.

**13. Next Meeting:**

**Remainder of the year scheduled meeting dates are:**

May 21 – St. Thomas of Villanova  
June 18 – Assumption College High School  
Beginning of next school year – Holy Names High School

**14. Closing Prayer and Adjournment**

Meeting adjourned at – 9:38 p.m.  
Moved by: Kathy Wilson  
Seconded by: Greg Farrah  
All in favour. CARRIED



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

## HANDOUT BOARD REPORT

**Meeting Date:**  
June 9, 2009

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

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

**SUBJECT:** **AD HOC EAST WINDSOR ACCOMMODATION REVIEW  
COMMITTEE - UPDATE**

**RECOMMENDATION:**

**That the Board receive the Ad Hoc East Windsor Accommodation Review  
Committee - Update as information.**

**SYNOPSIS:** An Ad Hoc East Windsor Accommodation Review Committee (ARC) was established by the Board on October 14, 2008 for the purposes of conducting an accommodation review of Our Lady of Lourdes, St. Bernard, and St. Jules elementary schools in accordance with *Board Policy A05 Pupil Accommodation Review*. This report provides a summary of the Pupil Accommodation Review process to date and outlines the next steps to be taken by the ARC, the Director of Education and the Board of Trustees.

**BACKGROUND COMMENTS:**

The Windsor-Essex Catholic District School Board's Pupil Accommodation Review Procedure involves four stages:

1. Identification
2. Review and Analysis
3. Decision by the Board
4. Implementation

**Stage One: Identification**

The Director of Education presented a preliminary report to the Board which identified a group of schools, Our Lady of Lourdes, St. Bernard and St. Jules in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

**Stage Two: Review and Analysis**

After reviewing the Preliminary Report, the Board directed the formation of an Ad Hoc East Windsor Accommodation Review Committee (ARC) for the schools of Our Lady of Lourdes, St. Bernard and St. Jules. Parents/guardians, staff and school council members of the affected schools were informed through their respective schools, of the Board's decision to form an ARC, and the decision was posted on the Board's website.

Prior to the first public meeting, the ARC customized the Board's generic School Valuation Framework for use by the ARC to assess the value of each of the schools under consideration. The ARC held four public meetings and eight working meetings.

**First Public Meeting (February 26, 2009):** The ARC described its mandate, outlined its study process and gave the public a briefing on the data and issues to be addressed. The ARC described how the School Valuation Framework has been customized and received public input.

**Second Public Meeting (April 1, 2009):** The ARC presented its draft school-specific valuation reports applying the School Valuation Framework, as customized, to the schools under consideration and received public input.

**Third Public Meeting (April 27, 2009):** The ARC received community input on the accommodation options to be considered.

**Fourth Public Meeting (May 20, 2009):** The ARC presented its draft School Valuation Report and recommendations and received community input.

On June 11, 2009, the ARC will deliver its School Valuation Report to the Director of Education.

**Stage Three: Decision by the Board**

The Director and administration will review the recommendations of the ARC and prepare a report to the Board at the September 1, 2009 Board Meeting. The report will include as appendices the ARC's School Valuation Report and recommendations, the information packages provided to the ARC, minutes of the ARC meetings and any material received by the ARC or the Board from the public.

The Board will hold a special meeting, September 28, 2009, for the public to make formal presentations to the Board concerning the Director's Report and the matters that are addressed in it and the ARC School Valuation Report.

At the regularly scheduled Board Meeting of November 10, 2009, the Board will make its decision regarding the school accommodation recommendations after consideration of the ARC Report, the Director's Report, the Director's Follow-up Report and community input.

**Stage Four: Implementation**

If the Board decision regarding the Accommodations needs of East Windsor involves consolidation, closure or program relocation the Director will ensure that an Integration Committee is established to plan for and implement the positive integration of students and staff affected into their new school environment

**FINANCIAL IMPACT:** N/A

**TIMELINES:** As identified within the background commentary.

**APPENDICES:** None.

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: --  
Approval Date: June 9, 2009  
Approval Date: June 9, 2009



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

## HANDOUT BOARD REPORT

**Meeting Date:**  
June 9, 2009

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Joseph Berthiaume, Director of Education  
 Linda Staudt, Superintendent of Education  
**SUBJECT:** **AD HOC WEST WINDSOR ACCOMMODATION REVIEW  
COMMITTEE - UPDATE**

**RECOMMENDATION:**

**That the Board receive the Ad Hoc West Windsor Accommodation Review Committee - Update as information.**

**SYNOPSIS:** An Ad Hoc West Windsor Accommodation Review Committee (ARC) was established by the Board on October 14, 2008 for the purposes of conducting an accommodation review of St. Francis, St. James and St. John elementary schools in accordance with *Board Policy A05 Pupil Accommodation Review*. This report provides a summary of the Pupil Accommodation Review process to date and outlines the next steps to be taken by the ARC, the Director of Education and the Board of Trustees.

**BACKGROUND COMMENTS:**

The Windsor-Essex Catholic District School Board's Pupil Accommodation Review Procedure involves four stages:

1. Identification
2. Review and Analysis
3. Decision by the Board
4. Implementation

**Stage One: Identification**

The Director of Education presented a preliminary report to the Board which identified a group of schools, St. Francis, St. James and St. John in which challenges may be faced in providing a suitable and equitable range of learning opportunities for students, and in respect of which there may be a need to consider the possible consolidation, closure or major program relocation in respect of one or more schools.

**Stage Two: Review and Analysis**

After reviewing the Preliminary Report, the Board directed the formation of an Ad Hoc West Windsor Accommodation Review Committee (ARC) for the schools of St. Francis, St. James and St. John. Parents/guardians, staff and school council members of the affected schools were informed through their respective schools, of the Board's decision to form an ARC, and the decision was posted on the Board's website.

Prior to the first public meeting, the ARC customized the Board's generic School Valuation Framework for use by the ARC to assess the value of each of the schools under consideration. The ARC held four public meetings and seven working meetings.

**First Public Meeting (February 23, 2009):** The ARC described its mandate, outlined its study process and gave the public a briefing on the data and issues to be addressed. The ARC described how the School Valuation Framework has been customized and received public input.

**Second Public Meeting (March 30, 2009):** The ARC presented its draft school-specific valuation reports applying the School Valuation Framework, as customized, to the schools under consideration and received public input.

**Third Public Meeting (April 20, 2009):** The ARC received community input on the accommodation options to be considered.

**Fourth Public Meeting (May 25, 2009):** The ARC presented its draft School Valuation Report and recommendations and received community input.

On June 11, 2009, the ARC will deliver its School Valuation Report to the Director of Education.

**Stage Three: Decision by the Board**

The Director and administration will review the recommendations of the ARC and prepare a report to the Board at the September 1, 2009 Board Meeting. The report will include as appendices the ARC's School Valuation Report and recommendations, the information packages provided to the ARC, minutes of the ARC meetings and any material received by the ARC or the Board from the public.

The Board will hold a special meeting, September 29, 2009, for the public to make formal presentations to the Board concerning the Director's Report and the matters that are addressed in it and the ARC School Valuation Report.

At the regularly scheduled Board Meeting of November 10, 2009, the Board will make its decision regarding the school accommodation recommendations after consideration of the ARC Report, the Director's Report, the Director's Follow-up Report and community input.

**Stage Four: Implementation**

If the Board decision regarding the Accommodations needs of West Windsor involves consolidation, closure or program relocation the Director will ensure that an Integration Committee is established to plan for and implement the positive integration of students and staff affected into their new school environment

**FINANCIAL IMPACT:** N/A

**TIMELINES:** As identified within the background commentary.

**APPENDICES:** None.

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: --  
Approval Date: June 9, 2009  
Approval Date: June 9, 2009