



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

REGULAR BOARD MEETING
Tuesday, February 23, 2010 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

A G E N D A

- | | | |
|----|--|--------|
| I | In-Camera Meeting – 6:00 p.m. | Page # |
| II | Regular Meeting of the Board - 7:00 p.m. | |
-
1. Call To Order
 2. Opening Prayer
 3. Recording of Attendance
 4. Approval of Agenda
 5. Questions Pertaining to Agenda
 6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act.
 7. Presentations:
 - a. Principal's Report on Student Achievement - St. John Vianney Elementary Catholic School (L. Staudt/C. Bull) - -
 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, February 9, 2010 --
 - ii) Minutes of Regular Board Meeting, February 9, 2010 1-6
 - b. Items from the In-Camera Meeting of February 23, 2010 --

10. Communications:
 - a. External (Associations, OCSTA, Ministry): None
 - b. Internal (Reports from Administration):
 - i) Report: Administrative Staff Report (P. Picard) 7-8
 - ii) Report: Employee Purchasing Cards Use 2008-2009 (M. Iatonna) 9-18
 - iii) Report: Compensation for Use of Auto - Annual Review of Mileage Rate (M. Iatonna) 19-20
 - iv) Report: Public Salary Disclosure Act, 1996 - Disclosure for 2009 (M. Iatonna) *Handout*

11. Unfinished Business: None.

12. New Business:
 - a. Field Trips:
 - i) Report: St. Therese Elementary Catholic School - Canada's Wonderland June 11, 2010 (P. Picard) 21-22
 - ii) Report: Catholic Central Secondary Catholic School - Nashville Tennessee April 29 - May 2, 2010 (C. Geml) 23-27
 - b. Report: Board Policy Review (*final approval*) Draft Amended Policy A:23 Microwave Ovens in Elementary School Classrooms (P. Picard) 28-29
 - c. Report: Board Policy Review (*final approval*) Draft Amended Policy H:04 Criminal Reference Checks and Offence Declaration for Employees (P. Picard) 30-31
 - d. Report: Board Policy Review (*approval in principle*) Draft Amended Policy A:05 Pupil Accommodation Review (M. Iatonna) 32-37
 - e. Report: Canada Day Designation 2010 (P. Picard) 38

13. Committee Reports:
 - a. Report: High School Council Meeting of January 14, 2010 (L. Staudt) 39-45

14. Notice of Motion:

15. Remarks and Announcements:
 - a. Chairperson
 - b. Director of Education
 - c. Board Chaplain

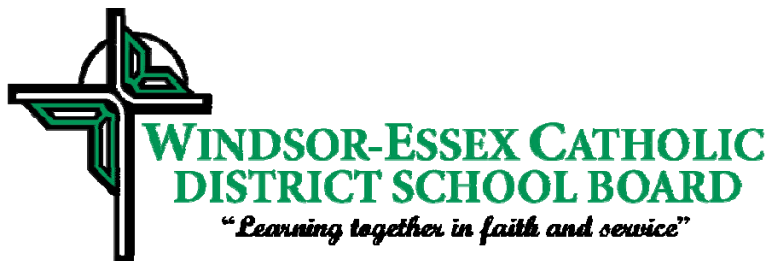
16. Remarks/Questions by Trustees

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

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.*
 - Tuesday, March 9, 2010
 - Tuesday, March 30, 2010
 - Tuesday, April 13, 2010
 - Tuesday, April 27, 2010
 - Tuesday, May 11, 2010
 - Tuesday, May 25, 2010
 - Tuesday, June 8, 2010
 - **Monday**, June 21, 2010
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, February 9, 2010 at 7:00 p.m.
Windsor Essex Catholic Education Centre
John Paul II Boardroom

MINUTES

PRESENT

Trustees: F. Alexander, Chair
J. Courtney
M. DiMenna, Vice-Chair
B. Holland
C. Janisse
N. Timperio, (Student Trustee)
J. Wolinski, (Student Trustee)
Rev. L. Brunet, Board Chaplain

C. Janisse
P. Keane
J. Macri
S. Porcellini

Regrets: Trustee Soulliere

Administration: J. Berthiaume (Resource)
C. Geml
M. Iatonna
L. Staudt
J. Braido
J. Bumbacco

E. Byrne
P. Littlejohns
P. Murray
J. Shea

Recorder: B. Marshall

1. Call To Order – Chair Alexander called the meeting to order at 7:30 p.m.
2. Opening Prayer - Fr. Brunet and Religion Consultant B. Brush and Information Communication Technology Consultant Doug Sadler opened the meeting with a prayer.
3. Recording of Attendance – Trustee Soulliere sends her regrets.
4. Approval of Agenda

Moved by Trustee Holland and seconded by Trustee DiMenna that the February 9, 2010 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. Principal's Report on Student Achievement - Holy Name Elementary Catholic School

Principal's Report on Student Achievement - Principal Joni Ouellette and Vice Principal Christine Merritt were present to provide an overview of the strategies and initiatives in place at Holy Name Catholic Elementary School to support faith development and student achievement.

b. Aboriginal Education Presentation

Superintendent Staudt, Assistant Superintendent Emelda Byrne, Literacy and Numeracy Consultant Suzanne Garneau and St. Rose Elementary school grade 6 teacher Kim Capaldi-Field presented to the board a synopsis of the full day in-service all grade 6 teachers recently attended. The in-service helped teachers to incorporate deeper understandings of the Aboriginal perspective directly into their classrooms as well as to provide resources to support student learning.

c. Communication Strategy: Twitter Presentation

Superintendent Staudt and Information Communication Technology Consultant Doug Sadler and Communication Co-ordinator Jill Braido explained and demonstrated the implementation of the Board's new communication strategy, *Twitter*. As an additional means of communicating to the parents and public, the Communication Co-ordinator will now Twitter board-wide events and accomplishments. These same messages can also be accessed through the board website.

8. Delegations:

a. Delegation Regarding Items Not on the Agenda: Noneb. Delegations Regarding Items On the Agenda: None

9. Action Items:

a. Approval of Minutes

i) Minutes of In-Camera Meeting, January 26, 2010

Moved by Trustee DiMenna and seconded by Trustee Holland that the minutes of the Committee of the Whole Board In-Camera meeting of January 26, 2010 be adopted as distributed. Carried.

ii) Minutes of Regular Board Meeting, January 26, 2010

Moved by Trustee Janisse and seconded by Trustee Holland that the minutes of the Regular Board meeting of January 26, 2010 be adopted as distributed. Carried.

b. Items from the In-Camera Meeting of February 9, 2010

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on February 9, 2010 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, and other matters permitted or required to

be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Macri and Porcellini declared a conflict of interest during the In-Camera Session and excused themselves from the relevant discussion item.

Moved by Trustee DiMenna and seconded by Trustee Holland that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of February 9, 2010 be approved. Carried.

Vice Chair DiMenna made the following announcements:

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated February 9, 2010
- receipt of the Principal and Vice Principal Roster for elementary and secondary schools

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 Macri that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated February 9, 2010 as information. Carried.

- ii) Report: Elementary Music Program Update

Board music educators Petar Cuckovic and Cori McGuire presented to the trustees the Music Enrichment: *Transition Band Project* and *A New Perspective*. The goal of the Transition Band Project is to encourage elementary students to continue taking music classes at the secondary level. *A New Perspective's* focus is to introduce music to our special needs students and those who are at risk.

Moved by Trustee Holland and seconded by Trustee DiMenna that the Board receive the Update of the Delivery of the Elementary Music Program as information. Carried.

- iii) Report: Legal Services - December 2009

Moved by Trustee DiMenna and seconded by Trustee Holland that the Board receive the report Legal Services - December 2009 as information. Carried

- iv) Report: 2010-11 Budget Schedule

Moved by Trustee Holland and seconded by Trustee Janisse that the Board receive the report on the 2010-11 Budget Schedule as information. Carried

11. Unfinished Business: None.

12. New Business:

a. Field Trips:

- i) Report: 2010 Spring Muskoka Woods Leadership Experience Field Trip

Moved by Trustee DiMenna and seconded by Trustee Courtney that the Board approve the 2010 Spring Muskoka Woods Leadership Experience Field Trip as information.

Carried

- b. Report: Board Policy Review (
- final approval*
-) ST: 05 Student Discipline Intervention and SC: 18 Bullying Prevention

Due to the significant changes to the legislation and consequently Board policies, Trustee Porcellini suggested to administration that presentations to parents outlining Policies ST:05 Student Discipline Intervention and SC:18 Bullying Prevention may be beneficial.

Moved by Trustee Porcellini and seconded by Trustee Macri that the Board provide final approval to the Draft Amended Board Policies ST: 05 Student Discipline Intervention and SC: 18 Bullying Prevention; and That the Board receive amended administrative procedures Pr ST:05 Student Discipline Procedures and Pr SC:18 Strategies for Bullying Prevention and Intervention as information. Carried.

- c. Report: Board Policy Review (
- approval in principle*
-) Amended Policy A:23 Microwave Ovens in Elementary School Classrooms

Moved by Trustee Porcellini and seconded by Trustee Courtney that the Board approve, in principle, Draft Amended Board Policy A:23 Microwave Ovens in Elementary School Classrooms. Carried

- d. Report: Board Policy Review (
- approval in principle*
-) Amended Policy H:04 Criminal Reference Checks and Offence Declaration for Employees

Moved by Trustee Janisse and seconded by Trustee Holland that the Board approve, in principle, Draft Amended Board Policy H:04 Criminal Reference Checks and Offence Declaration for Employees. Carried

13. Committee Reports:

- a. Verbal Report: Essex Civic Centre Building Management Committee

Superintendent Iatonna informed trustees a meeting was held February 4, 2010 to discuss the Essex Civic Centre calendar year budget.

14. Notice of Motion: None

15. Remarks and Announcements:
- a. Chairperson Alexander commented on his visit to the Newcomer Reception Centre which provides many support services to families new to Canada.
 - b. Director of Education Berthiaume provided comment on recent activities supporting the Board's strategic priorities namely;
 - Faith Development*: celebrating Ash Wednesday, February 17, 2010;
 - Student Achievement*: the board's introduction to Teachers Learning Critical Pathway through Schools Helping Schools, Academic Leadership, Pathway to Potential, Occasional Teachers Training, Young Worker Awareness Program, Journey to Holiness, Red Cross Training, Schools in the Middle and JK - Grade 1 Assessment and Intervention Project;
 - Community Engagement and Partnerships*: attending Umbrella Group meeting at Brennan, visited St. Michael's Rhodes Campus, L.A. Demarais and St. Maria Goretti and will bring greetings at the University of Windsor Social Justice Forum;
 - Celebrating Achievements*: congratulations to Linda Staudt who was recently appointed by the Assistant Deputy Minister to serve on the Ontario Education Research Panel and congratulations to Brian Rivait and Jim Minello on the Catholic Principals Council of Ontario, Principals of the Year Award, recognizing outstanding school and community leadership.
 - c. Board Chaplain Fr. Brunet encouraged all to take part during this forty day period of Lent.
16. Remarks/Questions by Trustees
- Trustee Holland commented on the artwork displayed in the Board reception area. She inquired whether schools still organize ski trips and if so encouraged the rental of helmets for all students. Also, it has been brought to her attention that many grade 8 students when completing their secondary school course selections are choosing applied over academic and suggested this be made aware of at the High School Council Meeting.
 - Trustee DiMenna asked for continued prayers for the two Leamington children who recently lost their parents.
 - Trustee Porcellini thanked Chair Alexander for his visit St. Anne French Immersion.
 - Trustee Courtney thanked the number of teaching staff and employee groups in attendance at tonight's meeting.
 - Student Trustee Wolinski informed trustees of the Senate meeting at Catholic Central and she will also be attending the University of Windsor's Social Justice forum.
 - Student Trustee Timperio contributed to the publication of the Ontario Student Trustees' Association, titled "Inspiring Citizenship: Ontario's Careers/Civics Curriculum".
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: The Board reconvened to In-Camera Committee of the Whole meeting following adjournment.

19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*
- Tuesday, February 23, 2010
 - Tuesday, March 9, 2010
 - Tuesday, March 30, 2010
 - Tuesday, April 13, 2010
 - Tuesday, April 27, 2010
 - Tuesday, May 11, 2010
 - Tuesday, May 25, 2010
 - Tuesday, June 8, 2010
 - **Monday**, June 21, 2010
20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment – There being no further business, the Regular Board meeting of February 9, 2010 adjourned at 9:25 p.m.

Not approved

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

Meeting Date:
February 23, 2010

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
C. Norris, Manager of Human Resources & Policy Development

SUBJECT: ADMINISTRATIVE STAFF REPORT

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated February 23, 2010 for information.

SYNOPSIS:

BACKGROUND COMMENTS:

FINANCIAL IMPACT:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated February 23, 2010

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 17, 2010

February 23, 2010

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

Employee Name**Position****Date****HIRING:****RESIGNATION:****RETIREMENT:**Chalut, Michael
Dell, PennySecondary Teacher
Secretary to Mgr of Infor.
ResourcesHoly Names
Catholic Education CenterJune 30, 2010
June 1, 2010



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

Meeting Date: February 23, 2010

BOARD REPORT

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

RECOMMENDATION:

That the Board receive the Employee Purchasing Card Use 2008-09 report as information.

SYNOPSIS:

In accordance with Board Procedure PR A: 27 Purchasing Cards, this report summarizes Board purchasing cards (P-Cards) use for the 2008-09 budget year.

BACKGROUND COMMENTS:

Authorization of Users:

Purchasing cards are issued to users who have been approved by Executive Council. In 2008-09, the Board had fifty-one corporate Purchasing Cards issued to administrative and maintenance employees. Board Trustees and Student Trustees are not issued purchasing and/or credit cards. When required, a purchase card issued to administration is used to confirm travel/accommodation arrangements related to Board Trustee or Student Trustee attendance at out of district meetings or conferences.

Audit Procedures:

The Board's external auditors perform random reviews of the expense statements and receipts as part of the annual audit. Supervisors review expenditures of staff that have been issued a purchasing card on a monthly basis.

Expenditures:

The purchasing cards issued to administrative staff are primarily used for Board business meetings and professional development expenditures, including expenditures incurred by staff in attendance at these meetings. Seventy percent of the expenditures are purchases of goods and services by Facilities Services. Expenditures associated with the Board purchasing cards include:

- Information Technology supplies
- Approved travel expenditures for authorized Board business
- Books, supplies required by the Board
- Facility maintenance/utility supplies

There are 6 purchasing cards which have credit limits of \$10,000 and a single purchase limit of \$5,000.

There are 18 purchasing cards which have credit limits of \$5,000 and a single purchase limit of \$1,000.

There are 27 purchasing cards which have credit limits of \$4,000 and a single purchase limit of \$500.

Comments respecting the expenditures listed in "Appendix A" are noted as follows:

1. The usage by the Superintendents of Education and Human Resources and the Assistant Superintendents of Education totals \$54,811.23. This is largely attributable to purchases that are reimbursed from the Ministry of Education pertaining to specific programs. This applies in varying degrees to other purchasing card purchases as well.
2. The usage by maintenance/utility employees varies given the difference in job requirements, particularly for completing urgent repairs in a timely manner.

FINANCIAL IMPACT:

For the 2008-09 fiscal period, a total of \$148,584.91 was expended through the Board's twenty-four administrative cards and \$336,788.32 through the Board's twenty-seven Facilities Services employee cards, for a grand total of \$485,373.23.

TIMELINES:

This report covers the period from September 1, 2008 through August 31, 2009.

APPENDICES:

- Appendix A - Purchasing Card Summary of Expenditures
- Appendix B – PR A:27 Administrative Purchasing Cards Procedure

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 8, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 8, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 8, 2010

Windsor-Essex Catholic District School Board
PURCHASING CARD SUMMARY
September 2008 - August 2009

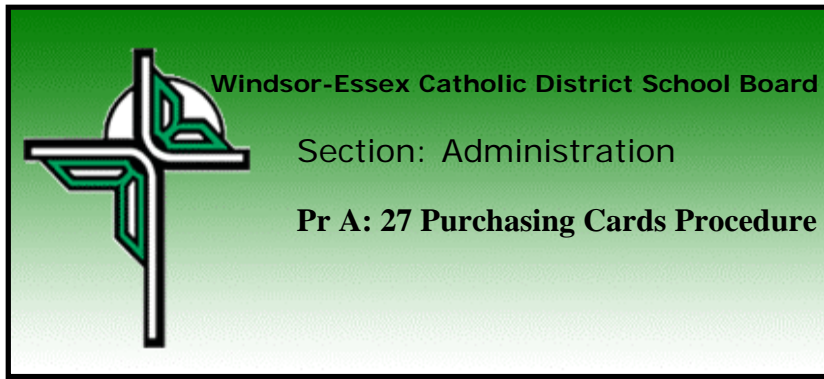
Appendix A

Title of Cardholder	Amount
SENIOR ADMINISTRATION	
Director of Education	\$ 8,519.68
Superintendent of Human Resources	\$ 5,021.22
Superintendent of Education	\$ 2,187.55
Superintendent of Education	\$ 23,227.94
Superintendent of Business	\$ -
ADMINISTRATION	
Assistant Superintendent of Human Resources	\$ 5,183.49
Assistant Superintendent of Education	\$ 9,577.82
Assistant Superintendent of Education	\$ 9,465.17
Supervisor of Languages	\$ 655.44
Academic Supervisor	\$ 11,769.85
Manager of Human Resources	\$ 3,031.84
Communications Officer	\$ 567.45
Risk Assessment Manager	\$ 1,016.06
Executive Assistant to the Board	\$ 8,779.58
CONSULTANTS	
Elementary Curriculum	\$ 4,786.27
Elementary Curriculum	\$ 1,501.05
Elementary Curriculum	\$ 2,224.67
Secondary Curriculum	\$ 4,841.36
Communications/Languages	\$ 10,158.97
OYAP	\$ 5,810.53
IT DEPARTMENT	
Chief Information Officer	\$ 8,080.83
Chief Information Officer	\$ 148.04
IT Consultant	\$ 5,979.78
Computer Services Technicians	\$ 16,050.32
FACILITIES SERVICES	
Manager of Maintenance	\$ 5,912.22
Operations Supervisor	\$ 1,309.28
Operations Supervisor	\$ 7,819.18
Maintenance Employee	\$ 21,818.12
Maintenance Employee	\$ 10,909.43
Maintenance Employee	\$ 14,969.11
Maintenance Employee	\$ 22,468.45
Maintenance Employee	\$ 17,277.27
Maintenance Employee	\$ 10,765.60
Maintenance Employee	\$ 6,478.69
Maintenance Employee	\$ 34,313.75
Maintenance Employee	\$ 7,512.38
Maintenance Employee	\$ 7,608.85
Maintenance Employee	\$ 27,082.18
Maintenance Employee	\$ 12,945.87
Maintenance Employee	\$ 723.64

Windsor-Essex Catholic District School Board
PURCHASING CARD SUMMARY
September 2008 - August 2009

Appendix A

Title of Cardholder	Amount
Maintenance Employee	\$ 6,241.95
Maintenance Employee	\$ 2,418.67
Maintenance Employee	\$ 6,863.20
Maintenance Employee	\$ 13,929.56
Maintenance Employee	\$ 3,583.80
Maintenance Employee	\$ 13,966.93
Maintenance Employee	\$ 33,809.20
Maintenance Employee	\$ 7,402.32
Maintenance Employee	\$ 31,498.55
Maintenance Employee	\$ 1,444.43
<hr/>	
Total Purchasing Card charges for period September 2008 to August 2009	\$ 485,373.23



PROCEDURE:	Pr A: 27
EFFECTIVE:	
AMENDED:	
RELATED POLICIES:	A:27 A:04 Pr A:04 A:12 F:02
REPEALS:	
REVIEW DATE:	

1.0 OBJECTIVE

To provide procedures to govern the use of Board Purchasing Cards.

2.0 SCOPE

- 2.1 The use of the Purchasing Card for small dollar transactions is intended to replace purchases that would generally have been obtained by the Purchase Order or Petty Cash procedures.
- 2.2 It is unacceptable to use the Purchasing Card if the requested items have been denied through the Purchasing Requisition Process.
- 2.3 If the cardholder is uncertain regarding the acceptability of the purchase, they should discuss the issue with their manager or supervisor in advance of the purchase. If further clarification is required, the Purchasing Department should be contacted.

3.0 AUTHORIZATION

- 3.1 Purchasing Cards shall only be issued to those individuals who have been approved by Executive Council, and who have fully executed the Purchasing Card Employee Acknowledgement, which is attached as Appendix A.
- 3.2 To request consideration for approval from Executive Council, the employee’s supervisor shall submit the employee’s name and the rationale for the request detailing the employee’s need for a Purchasing Card. Approval shall be at the discretion of Executive Council.
- 3.3 The Controller of Finance shall provide to Executive Council as requested, and file with Executive Council at least twice yearly, a list of individuals who have been issued a Purchasing Card and the year to date expenses charged to their cards.

Procedure A: 27 Purchasing Cards

- 3.4 Supervisors shall execute the acknowledgement agreeing to review purchases to ensure the terms therein, as well as the provisions of the Board's Purchasing Card Policy and Procedure, are followed.
- 3.5 Management shall set authorization controls that include:
- a) restriction that there be no purchases of alcohol charged to the Purchasing Card.
 - b) restriction that there be no cash advances charged to the Purchasing Card.
 - c) monthly credit limits for individual cardholders.
 - d) dollar limit per transaction for individual cardholders to a maximum of \$3,000 (sales taxes excluded).
 - e) Types of merchants that will be authorized.
- 3.6 Cardholders shall not split transactions in order to comply with the dollar limits. Supervisors shall review purchases to determine whether items are being purchased separately to avoid these limits. Should the supervisor determine, at his or her discretion, that this procedure is being breached, he or she may take disciplinary action, including cancellation of the Purchasing Card.
- 3.7 The Board will receive an annual report on Purchase Cards. The report will contain the title of the person issued the purchase card and a summary of all expenses charged to their card.

4.0 AUDIT

- 4.1 Purchasing Cards are subject to audit at any time.
- 4.2 The bank produces monthly Purchase "Exception Reports" on individual cardholders by merchant category. The Central Card Coordinator will review these "Exception Reports" on a monthly basis. Regular spot audits will be performed to ensure successful implementation of the Program.
- 4.3 Exception Reports are designated to illustrate deviations from established Board standards, Policy and Procedure dealing with the use of Purchase Cards.

5.0 PURCHASE PROCEDURES AT VENDOR

- 5.1 The steps of a typical pick-up order include the following:
- a) the cardholder selects merchandise and presents it with the card to the cashier.
 - b) The cashier totals the sale and obtains authorization from the credit company.

Procedure A: 27 Purchasing Cards

- c) The cardholder signs and receives a detailed cash register receipt that is to be retained in his/her records (vendor's GST number must appear on the cash register receipt).
- 5.2 The steps of a typical telephone/mail/fax order include the following:
- a) the cardholder selects merchandise or service and then calls/mails/faxes the supplier with the order.
 - b) the cardholder instructs the supplier to change the merchandise/service to their Purchasing Card and supplies the card number.
 - c) the cardholder must instruct the supplier to follow these rules:
 - i. forward a receipt and/or packing slip to cardholder for confirmation
 - ii. ensure that the GST number is on the receipt or packing slip

6.0 BUDGET PROCEDURES

- 6.1 The WECDSB Purchasing Cards are linked to budget accounts. Each card has been assigned a default school/board department budget code that is used to process payment for purchases made on the card. Re-allocation of expenditures is not encouraged but, at the discretion of the Controller, re-allocation will be accommodated by the Finance Department.

7.0 RECONCILIATION, PAYMENT AND RECORD

- 7.1 Each cardholder will receive a Monthly Statement identifying each transaction made against the card during the previous month. The statement will be mailed to the cardholder at their office/school address. This cardholder statement is not to be paid but is for reconciliation purposes only. The total purchases will appear on the Master statement that is received by the Finance Department for direct payment.
- 7.2 The following steps are required for each cardholder for the reconciliation of all Purchasing Card purchases:
- a) The cardholder matches all transaction receipts and supporting documentation stored in the Purchasing Card monthly file folder with the transactions listed on his/her statement. This shall include an itemized receipt, credit card receipt, and if relating to a meal expense, an explanation as to whose expenses are being covered and the reason the expense was incurred. The documents are to be attached to the monthly statement and forwarded to the accounting department.
 - b) Should the transaction involve the purchase of air or train fare, the cardholder shall attach a copy of the boarding pass or ticket stub to the statement.
 - c) The cardholder acknowledges the verification of all monthly transactions listed by signing the monthly statement at the bottom.

Procedure A: 27 Purchasing Cards

- Any discrepancies must be identified and appropriate action taken to resolve the problem
- d) Retain all receipts that do not appear on the current statement in the Purchasing Card monthly File Folder, to be submitted later with the statement on which they are listed.
- 7.3 The purchase cardholder must submit monthly statements to his or her supervisor for approval within 7 days of receipt of the statement.
- 7.4 Those functional areas that choose not to submit the required monthly reporting on time, will have **all cards** in their area designated as unusable for a one-month period by the Superintendent of Business. The Superintendent of Business will **not** attempt to track down the information, as the time frame to supply all information is considered reasonable. If a potential difficulty is looming, it is the responsibility of the Principal/Supervisor to contact the Central Card Coordinator. This option is intended to stress to all staff utilizing the card of the importance of timely reporting, thereby ensuring a proper audit trail.
- 7.5 Purchasing will assume that all transactions recorded by the bank are legitimate and the Cardholder/Principal will process payment to the bank without approval. Responsibility rests with the cardholder to ensure that all transactions are accurate and legitimate.

8.0 TERMINATED EMPLOYEES

- 8.1 The following are steps taken when an employee leaves the School Board:
- a) Local management is responsible for collecting and destroying the card
 - b) Local management notifies the Central Card Coordinator
 - c) The Central Card Coordinator advises the bank to cancel the card

9.0 DISPUTE PROCESS

- 9.1 The following steps should be taken for all transactions in dispute:
- a) Cardholder contacts supplier directly
 - b) Supplier reviews information and either demonstrates the charge is legitimate, credits the account or continues dispute
 - c) If the dispute continues, contact the Central Card Coordinator with details
 - d) The Central Card Coordinator will work with CIBC to resolve the issue

Procedure A: 27 Purchasing Cards

10.0 LOST AND STOLEN CARDS

- 10.1 The cardholder must notify the bank immediately of any lost or stolen card. The lost or stolen card will be cancelled and a replacement card will be issued. Until the card is reported lost or stolen, charges made on the card will be the responsibility of the school/department to which it has been issued. Cardholders should exercise care in keeping the Purchasing Card and its account number secure from theft or misuse.

11.0 OWNERSHIP OF CARDS

- 11.1 All Purchasing Cards issued by the Windsor-Essex Catholic District School Board remain the property of the bank and as such, may be cancelled/revoked at any time.

APPENDIX A

Purchasing Card Employee Acknowledgement

This document outlines the responsibilities I have as a holder of the CIBC Purchasing Card for procurement. My signature indicates that I have read and understand these responsibilities and, agree to the policies and procedures established for the program.

1. The credit card is intended to facilitate the purchase and payment of materials and services required to conduct business. I cannot use the card for personal purchases.
2. Unauthorized use of the card can be considered misappropriation of funds. This could result in:
 - i) Immediate and irrevocable forfeiture of the card and/or
 - ii) Disciplinary action that may result in termination of employment
3. I understand that the card must be surrendered upon suspension or termination of employment, whether for retirement, voluntary, separation, resignation or dismissal. I may also be requested to surrender the card for reasons not related to my own personal situation, such as re-organization. I understand that use of the card, after privileges are withdrawn, is prohibited.
4. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify CIBC and the Card Coordinator immediately. I understand failure to promptly notify CIBC of the theft, loss or misplacement of the Card could make me responsible for the fraudulent use of the card.
5. The Purchasing Card is issued in my name. I will not allow any other person to use my card.
6. I understand that since the Board is responsible for payment, I may periodically be required to comply with internal control procedures designed to protect the organizations assets. This may include being asked to produce the credit card records for audit purposes.
7. I understand that I will receive a monthly statement that will report all activity during the last cycle. I will resolve any discrepancies by either contracting the supplier of the Card Coordinator as appropriate. I understand that I will be required to obtain a copy of the cash register receipt or packing slip and reconcile them with the monthly statement.
8. I understand that all charges will be billed directly to and paid directly by the Board. I understand that CIBC cannot accept payment from me directly.
9. I agree to charge only those purchases consistent with the type of materials and services authorized by management.

I _____ hereby acknowledge the receipt of the Board's VISA Purchasing Card. I have verified the information contained thereon and attest to its accuracy.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

I _____ hereby acknowledge that _____ has been approved as holder of the CIBC Purchasing Card, and as supervising officer I shall make best efforts to review purchases to ensure compliance with conditions, policies and procedures.

Supervisor's Name (please print): _____

Supervisor's Signature: _____ Date: _____



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

Meeting Date:
 February 23, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: COMPENSATION FOR USE OF AUTO - ANNUAL REVIEW OF MILEAGE RATE

RECOMMENDATION:

That the Board receive the report on Compensation for Use of Auto - Annual Review of Mileage Rate as information.

SYNOPSIS:

The Board undertakes a review of the mileage rate for automobile use on a periodic basis. Pursuant to the most recent review, it is being recommended that no change in the rate be considered. As changes to vehicle operating costs occur in the future, further reviews would look to address any increases or decreases to the rate as may be appropriate.

BACKGROUND COMMENTS:

The Board's current mileage rate is \$0.46 per kilometre, which has remained unchanged for the past three years. In the way of comparison, The Ministry of Education provides a rate of \$0.40 per kilometre for Southern and Eastern Ontario and \$0.41 per kilometre for Northern Ontario. Revenue Canada specifies allowance rates below for which reimbursement to employees is non-taxable. These specified rates for the past few years are as follows:

Years	Rate Per Kilometre (First 5,000 Kms.)	Rate Per Kilometre (Above 5,000 Kms.)
2008, 2009 & 2010	\$0.52	\$0.46
2006 & 2007	\$0.50	\$0.44
2005	\$0.45	\$0.39
2003 & 2004	\$0.42	\$0.36

Another comparison can be found through the Canadian Automobile Association's (CAA's) annual Driving Costs report. For a typical car (Cobalt LT), the annual driving costs per recent CAA reports are as follows:

Month/Year	Average Canadian Gas Price Per Litre	Rate Per Kilometre (18,000 Kms. Per Yr.)	Rate Per Kilometre (24,000 Kms. Per Yr.)
Jan. 2009	\$0.82	\$0.469	\$0.384
Jun. 2008	\$1.40	\$0.524	\$0.411
Dec. 2007	\$1.10	\$0.497	\$0.414
Apr. 2007	\$0.925	\$0.518	\$0.428

It is noted that the current gas price in the Windsor area is at approximately \$0.88 per litre, which is towards the lower end of the range of prices noted in the above table since April 2007.

On the basis of all of the information provided, it appears that the Board's \$0.46 per kilometre mileage rate remains appropriate.

FINANCIAL IMPLICATIONS:

Provided in the Background Comments section.

TIMELINES:

Not applicable.

APPENDICES:

None.

REPORT REVIEWED BY:

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

- Review Date: February 16, 2010
- Approval Date: February 11, 2010
- Approval Date: February 16, 2010



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

HANDOUT BOARD REPORT

Meeting Date:
February 23, 2010

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

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

SUBJECT: PUBLIC SECTOR SALARY DISCLOSURE ACT, 1996
DISCLOSURE FOR 2009

RECOMMENDATION:

That the Board receive the Public Sector Salary Disclosure Act, 1996 – Disclosure for 2009 report as information.

SYNOPSIS: The Ontario Public Sector Salary Disclosure Act, 1996 requires employers receiving public funding from the Government of Ontario to disclose annually the names, position titles, salaries and taxable benefits of their employees who are paid \$100,000 or more in a year. Under the Act, this information must be submitted to the Ministry of Education by the fifth business day of March each year, which for this year is March 5th, and made publicly available without charge by March 31, 2010.

BACKGROUND COMMENTS: The attached Record of Employees' 2009 Salaries and Benefits provides this information for the Windsor-Essex Catholic District School Board.

FINANCIAL IMPACT: N/A

TIMELINES: The Ministry of Education has requested the Board's submission by February 19, 2010 so that the Ministry can review and have all records completed by March 5, 2010. The Board's submission has been made to the Ministry to comply with that timeline. The Board's salary disclosure is to be made publicly available by March 31, 2010.

APPENDICES: Record of Employees' 2009 Salaries and Benefits

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 16, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 16, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 22, 2010

RECORD OF EMPLOYEES' 2009 SALARIES AND BENEFITS

Please refer to the guide *Preparing Your Report for the Year 2009, Public Sector Salary Disclosure* before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
Insert additional rows at the end as needed							
2009	School Boards	Windsor-Essex Catholic District School Board	ANDARI-WIGELUK	TERESA	Secondary Teacher	118,486.13	361.01
2009	School Boards	Windsor-Essex Catholic District School Board	ARFIERO	COLLEEN	Elementary Principal	109,511.37	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	BACHETTI	GIUSEPPE	Elementary Principal	107,390.57	906.08
2009	School Boards	Windsor-Essex Catholic District School Board	BAGGIO	DORIS	Elementary Principal	110,996.34	539.19
2009	School Boards	Windsor-Essex Catholic District School Board	BAGGIO	LUIGI	Secondary Vice Principal	100,120.07	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	BARICHELLO	MARIE	Elementary Principal	115,912.81	539.19
2009	School Boards	Windsor-Essex Catholic District School Board	BEAUREGARD	JEAN-PIERRE	Elementary Principal	111,128.94	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	BELLAIRE	KEVIN	Elementary Principal	110,775.71	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	BELLAIRE	STEVEN	Elementary Principal	109,544.97	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	BERTHIAUME	JOSEPH	Director of Education	187,965.06	-
2009	School Boards	Windsor-Essex Catholic District School Board	BOUDREAU	LISA	Elementary Principal	109,562.97	906.08
2009	School Boards	Windsor-Essex Catholic District School Board	BULL	CARL	Elementary Principal	105,257.69	899.22
2009	School Boards	Windsor-Essex Catholic District School Board	BUMBACCO	JAMIE	Assistant Superintendent of Education	138,183.30	-
2009	School Boards	Windsor-Essex Catholic District School Board	BYRNE	EMELDA	Assistant Superintendent of Education	136,255.05	-
2009	School Boards	Windsor-Essex Catholic District School Board	CHAMBERS	JEFFREY	Elementary Vice Principal	100,609.28	544.41
2009	School Boards	Windsor-Essex Catholic District School Board	CHARRON	JOSEPH	Secondary Vice Principal	102,652.12	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	COCCETTO-PICCO	VELMA	Elementary Principal	110,987.94	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	COLLEY-VEGH	SHERRILYNN	Secondary Principal	115,806.85	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	CONTE	LUIGI	Secondary Vice Principal	105,873.91	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	DARAGON	ELISE	Elementary Principal	107,777.29	540.78
2009	School Boards	Windsor-Essex Catholic District School Board	DAVIS	ARLENE	Secondary Vice Principal	104,933.36	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	DEZIEL	DENISE	Secondary Principal	118,031.99	556.61
2009	School Boards	Windsor-Essex Catholic District School Board	DRAGO	KAREN	Elementary Principal	111,168.55	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	FARRAND	MELISSA	Elementary Principal	111,835.90	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	FURLONG	KATHLEEN	Secondary Principal	106,795.27	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	GEBRAIL	ANTHONY	Elementary Vice Principal	102,128.53	713.55
2009	School Boards	Windsor-Essex Catholic District School Board	GEML	MARY	Superintendent of Education	162,913.76	-
2009	School Boards	Windsor-Essex Catholic District School Board	GIGNAC	KENNETH	Controller of Finance	128,107.74	745.54
2009	School Boards	Windsor-Essex Catholic District School Board	HAMLIN	KEVIN	Secondary Principal	109,782.52	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	HEDDERSON	PATRICIA	Secondary Vice Principal	102,652.11	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	HICKSON	PATRICK	Secondary Vice Principal	102,652.12	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	HRYTSYK	PETER	Elementary Principal	109,433.37	568.44
2009	School Boards	Windsor-Essex Catholic District School Board	IACONO	GIUSEPPE	Elementary Principal	111,083.24	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	IATONNA	MARIO	Superintendent of Business	151,425.45	-
2009	School Boards	Windsor-Essex Catholic District School Board	IBRAHIM	JOSEPH	Secondary Principal	105,807.30	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	INNOCENTE	RONALD	Secondary Vice Principal	103,482.12	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	JOLICOEUR	GREGORY	Elementary Principal	109,619.37	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	KENNEDY	DARLENE	Secondary Principal	118,123.79	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	KEPRAN	ARDRA	Elementary Principal	110,469.11	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	KING	PENNY	Manager of Finance	108,356.78	1,245.89
2009	School Boards	Windsor-Essex Catholic District School Board	LABUTE	DAVID	Secondary Vice Principal	101,035.36	546.96
2009	School Boards	Windsor-Essex Catholic District School Board	LAPORTE	DANIEL	Elementary Principal	109,147.71	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	LARSEN	KIM	Secondary Vice Principal	102,652.11	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	LITTLEJOHNS	PAULETTE	Senior Manager of Facilities & Support Services	126,417.14	781.78

RECORD OF EMPLOYEES' 2009 SALARIES AND BENEFITS

Please refer to the guide *Preparing Your Report for the Year 2009, Public Sector Salary Disclosure* before filling out this form

Cal Year	Sector	Employer	Surname	Given Name	Position	Salary Paid	Taxable Benefits
Insert additional rows at the end as needed							
2009	School Boards	Windsor-Essex Catholic District School Board	LOFASO	EMILIA	Secondary Vice Principal	102,902.12	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	LOZINSKY	DAVID	Elementary Principal	110,933.34	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	MCDUGALL	ROSEMARY	Secondary Vice Principal	102,652.12	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	MELITO	ANNA MARY	Elementary Principal	109,462.77	557.79
2009	School Boards	Windsor-Essex Catholic District School Board	MINELLO	JAMES	Secondary Principal	118,138.79	539.19
2009	School Boards	Windsor-Essex Catholic District School Board	MOULAND	PATRICIA	Secondary Vice Principal	102,652.12	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	MOUSALY	ROSE	Elementary Principal	120,391.06	550.23
2009	School Boards	Windsor-Essex Catholic District School Board	MURRAY	PATRICK	Elementary Principal	127,022.74	539.19
2009	School Boards	Windsor-Essex Catholic District School Board	NELSON	CATHERINE	Elementary Principal	108,296.14	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	O'HAGAN-WONG	SHARON	Assistant Superintendent of Education	213,102.12	-
2009	School Boards	Windsor-Essex Catholic District School Board	OUELLETTE	JONI	Elementary Principal	111,041.24	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	PALLISCO	RITA	Elementary Principal	115,223.14	541.38
2009	School Boards	Windsor-Essex Catholic District School Board	PANNUNZIO	MICHAEL	Elementary Principal	115,456.77	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	PICARD	PAUL	Superintendent of Education	153,053.14	24.47
2009	School Boards	Windsor-Essex Catholic District School Board	PRSA	PAMELA	Elementary Principal	109,150.94	906.08
2009	School Boards	Windsor-Essex Catholic District School Board	RANIWSKY	RITA	Elementary Principal	107,530.97	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	REYNOLDS	MARY	Elementary Vice Principal	101,753.36	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	RILEY	KELLY	Elementary Principal	103,060.58	882.00
2009	School Boards	Windsor-Essex Catholic District School Board	RIVAIT	BRIAN	Elementary Principal	111,896.34	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	ROBERTS	BRENDAN	Secondary Vice Principal	102,652.12	883.10
2009	School Boards	Windsor-Essex Catholic District School Board	RUSSO	BRIDGET	Elementary Principal	103,329.64	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	SARKIS	NANCY	Elementary Principal	109,433.37	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	SHELL	JOAN	Elementary Principal	109,570.77	539.19
2009	School Boards	Windsor-Essex Catholic District School Board	SCHULERT	SEAN	Elementary Principal	110,987.94	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	SEGUIN	CAROL	Elementary Principal	109,710.57	539.19
2009	School Boards	Windsor-Essex Catholic District School Board	SEGUIN	MICHEAL	Secondary Principal	144,052.20	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	SHEA	BARBARA(JOANNE)	Assistant Superintendent of Education	120,586.57	489.02
2009	School Boards	Windsor-Essex Catholic District School Board	ST. PIERRE	MARY	Elementary Principal	109,543.77	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	STAUDT	LINDA	Superintendent of Education	151,425.45	-
2009	School Boards	Windsor-Essex Catholic District School Board	ULICNY	JOHN	Secondary Principal	105,807.30	515.71
2009	School Boards	Windsor-Essex Catholic District School Board	VAILLANCOURT	WILLIAM	Elementary Principal	101,815.42	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	VILLALTA	MARILYN	Elementary Principal	115,031.14	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	VIVIER	ZINA	Elementary Principal	109,555.77	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	WILK	CAROL	Elementary Principal	110,136.40	535.53
2009	School Boards	Windsor-Essex Catholic District School Board	WILSON	ESTER	Elementary Principal	109,433.37	535.53

This record has been approved by:

Joseph Berthiaume		Director of Education	
Name		Position Title	
	519-253-2481		19-Feb-10
Phone Number		Date	

Prepared under the Public Sector Salary Disclosure Act, 1996



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

Meeting Date:
February 23, 2010

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. THERESA CATHOLIC ELEMENTARY - CANADA'S WONDERLAND**

RECOMMENDATION:

That the Board approve the St. Theresa Catholic Elementary School's field trip to Canada's Wonderland on June 11, 2010.

SYNOPSIS: In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 44 grade 6, 7, and 8 students to attend Canada's Wonderland as part of the Leadership Lounge Program. 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: \$95.00 per student

TIMELINES: Friday, June 11, 2010

APPENDICES:

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

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: February 8, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: February 8, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: February 8, 2010



Windsor-Essex Catholic District School Board Field Trip Approval Form

January 25, 2010 11:25:28 AM

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form

From: [Redacted]

To: [Redacted]

Teacher: Angela Ferrara-Beneteau School: St. Theresa Catholic School

Destination Name: Paramount Canada's Wonderland Name of Carrier: Badder Bus Service

Mode of Transportation: Coach Travel Company Involved: N/A

Departure Date: Jun 11, 2010 Return Date: Jun 11, 2010

Time of Departure from School: 6 AM Approximate Time of Return to School: 11:00 PM

Number of Male Students: 11 Number of Female Students: 33

Total Cost Per Student: \$95.00 Personal Cost Per Student: \$95.00

Grade of Students: Grade 6,7,8 Number of Supervisors: Male: 1 Female: 4

Purpose of Trip/Excursion: To be professionally adjudicated by a panel of professional musicians.

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

Students have been involved in the St. Theresa All Star Band throughout the whole school year. We have been working on a number of pieces and would like to be professionally adjudicated.

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

Students are to come prepared with their instrument, music, money for food at the concession stands and a change of clothes in the case of bad weather or use of water rides in the park.

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

Students will perform the pieces at a school assembly at the end of the school year.

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

Date Submitted: Jan 22, 2010 Teacher: Mrs. A. Ferrara-Beneteau

Approval Date: Jan 25, 2010 Principal: Mr. Greg Jolicoeur

Approval Date: Jan 25, 2010 Superintendent:

Approval Date: Trustee (per SO): Mrs. J. Courtney

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

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



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

Meeting Date:
 February 23, 2010

BOARD REPORT

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

PRESENTED BY: Senior Administration

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

SUBJECT: **CATHOLIC CENTRAL SECONDARY SCHOOL –TRIP TO NASHVILLE TENNESSEE – MUSICAL OPPORTUNITIES THAT EXIST IN NASHVILLE**

RECOMMENDATION:

That the Board approve the Catholic Central Secondary School trip to Nashville Tennessee April 29-May 2, 2010

SYNOPSIS: This trip is in relation to the student’s program/courses. The students will experience activities and other live music performance venues.

BACKGROUND COMMENTS: This field trip request is in compliance with the Field Trip Policy (SC:04). All procedures with regard to the policy have been followed. The students will experience notable artists and musical opportunities that exist within the city of Nashville. Fundraising projects to assist will offset of the costs.

FINANCIAL IMPACT: N/A

TIMELINES: April 29, 2010 – May 2, 2010

APPENDICES:

- Request for Approval Field Trip – SC:04 Form A
- Request letter from Catholic Central seeking Board Approval
- Itinerary

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 12, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 11, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2010

CATHOLIC CENTRAL HIGH SCHOOL

441 Tecumseh Rd. E., Windsor, ON N8X 2R7 Tel. (519) 256-3171 Fax (519) 256-6691



Windsor-Essex Catholic District School Board

"Learning Together In Faith and Service"

*Mr. Pat Hickson
Vice-Principal*

*Ms. Darlene Kennedy
Principal*

*Mr. Ron Innocente
Vice-Principal*



Date: February 3, 2010

**To: Emelda Byrne, Assistant Superintendent
Windsor Essex Catholic District School Board**

From: Grant Bergeron

Re: Board approval of music trip to Nashville, Tennessee

Dear Ms Byrne,

Please find enclosed the appropriate materials to support my **"Request for Approval of Field Trip"** form. (SC:04 Form A). It has been approved at the school level by Darlene Kennedy. Plans are being made for the music students of Catholic Central High School to travel to Nashville, Tennessee from April 29 through May 2, 2010. For your information, I have included a draft copy of our itinerary outlining travel, meals, and accommodation arrangements as well as our plans to attend a Catholic mass on Saturday evening. I trust that you will find everything in order for presentation to the board for approval. Please contact me if there are any questions or concerns.

Sincerely,

Grant Bergeron
Arts Department Head,
Catholic Central HS

Cc Darlene Kennedy, principal

2/4/2010 3:Terri Maitre

Friday, February 05, 2010 10:59:01 AM

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

Page 1 of 1



Windsor-Essex Catholic District School Board Field Trip Approval Form

Friday, February 05, 2010 10:46:09 AM

SC:04 Form A 2008 v.1

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: **Terri Maitre**

Emelda Byrne
Darlene Kennedy
Grant Bergeron

Teacher:	Grant Bergeron	School:	Catholic Central High School
Destination Name:	Nashville, Tennessee	Name of Carrier:	Badder Bus Lines
Mode of Transportation:	Highway coach	Travel Company Involved:	Ellison Travel & Tours
Departure Date:	Thu, Apr 29, 2010 <input type="text"/>	Return Date:	Sun, May 02, 2010 <input type="text"/>
Time of Departure from School:	6:00am	Approximate Time of Return to School:	8:00pm
Number of Male Students:	25	Number of Female Students:	25
Total Cost Per Student:	\$600	Personal Cost Per Student:	\$600
Grade of Students:	9 - 12	Number of Supervisors: Male:	2
		Female:	3

Purpose of Trip/Excursion: Musical / cultural enrichment for high school music students

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

Nashville, Tennessee has a rich and vibrant musical culture. The students will experience activities such as the Grade Ole Opry and other live music performance venues.

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

Background information on the area, notable artists, and musical opportunities that exist within the city of Nashville. Fundraising projects to assist with offsetting some of the costs.

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

Reflection on what the students learned and experienced.

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

The entire group will attend a full Roman Catholic mass on Sunday, May 2, 2010 as per the itinerary.

Date Submitted:	Tue, Jan 12, 2010	<input type="checkbox"/>	Teacher:	Grant Bergeron
Approval Date:	Wed, Feb 03, 2010	<input type="checkbox"/>	Principal:	Darlene Kennedy
Approval Date:	Thu, Feb 04, 2010	<input type="checkbox"/>	Superintendent:	E. Byrne
Approval Date:		<input type="checkbox"/>	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.

member of



311 Main Street, P.O. Box 1990
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TICO #2392471

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North Vancouver, BC, Canada V7M 3G8
Tel: (604) 983-2470 Fax: (604) 983-2471
BPCPA Registration #37951

CATHOLIC CENTRAL SECONDARY SCHOOL MUSIC APPRECIATION TOUR TO NASHVILLE, TN April 30 – May 2 2010

Preliminary Itinerary – October 15, 2009

Note: It is the responsibility of all participants to be in possession of the correct documentation to travel out of the country. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. Canadian citizens 15 years of age or under will require proof of citizenship, such as an original birth certificate, or a Canadian citizenship card. Canadian citizens 18 years of age or under who are travelling with a school or other organized group, under adult supervision with parental/guardian consent may also present proof of citizenship alone. Canadian Citizens 19 and over require a valid passport (the Canadian Government recommends that passports are valid at least 6 months beyond your return date). Notarized letters of consent for minors to travel are also strongly recommended and may be required. Non-Canadians must check entry and transit requirements. Please notify the group leader at time of booking if you will be traveling with a passport from another country so we can check requirements and advise you accordingly.

Day 1 – Thursday, April 29

D

- a **47 or 55 passenger coach** will arrive at the school for loading luggage and band equipment
- depart Windsor for **Cincinnati** with stops en route to purchase lunch and to stretch (5 hours drive time + border stop + meal stop, etc)
- there will be a driver switch enroute to allow for the additional hours of coaching tonight
- mid afternoon arrival at your **hotel** and check in for **1 night**
- **dinner and theatre** is included tonight – possible choices are Phantom or The Wedding Singer
- **local transfer** back to your hotel after the concert

Day 2 – Friday, April 30

B/D

- **deluxe continental breakfast** is included this morning, followed by check out
- depart for Nashville (4 ½ hour drive + stop time)
- arrive in Nashville to purchase lunch
- arrive at the **Country Music Hall of Fame** to tour this shrine to Country music – **participate in a group recording at Studio B**
- late afternoon, check into your **hotel** for **2 nights**
- **dinner** is included this evening
- **evening performance by the Catholic Central Secondary School music department** (location to be advised)

continued...

-2-

Day 3 – Saturday, May 1**B/D**

- **deluxe continental breakfast** is included this morning
- **guided city tour** this morning, including a visit to the **Ryman Auditorium** – birth place of the Grand Ole Opry
- purchase lunch and shop at the **Opry Mills** – featuring stores such as Bass Pro Shop, Sak’s Fifth Avenue, Nike, Barnes & Noble, Tommy Hilfiger, American Eagle, Champs Sports, and more
- **dinner** is included this evening
- watch a live radio performance of the **Grand Ole Opry**
- return to your hotel

Day 4 – Sunday, May 2**B**

- **deluxe continental breakfast** is included this morning, followed by check out
- **ATTEND MASS AT LOCAL ROMAN CATHOLIC CHURCH**
- depart for Cincinnati (4 ½ hour drive + break and lunch stop)
- early afternoon visit to the **National Underground Railroad Freedom Centre** to explore the effects of slavery in the past and present
- depart for home (5 hours drive time + border stop + meal stop, etc)
- a driver switch will be made enroute
- arrive at Catholic Central Secondary 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

Meeting Date:
 February 23, 2010

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
 Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW:**
 – **AMENDED POLICY A:23 MICROWAVE OVENS IN ELEMENTARY SCHOOL CLASSROOMS**

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy A:23 Microwave Ovens in Elementary School Classrooms.

SYNOPSIS: Final approval is requested of Draft Policy A: 23 Microwave Ovens in Elementary School Classrooms, as previously approved in principle by the Board of Trustees on February 9, 2010.

BACKGROUND COMMENTS: The draft policy represents a revision to existing Board Policy A:23 Microwave Ovens in Elementary School Classrooms and was reviewed as part of the Board’s policy review cycle. The full text of the draft policy was presented to the Board and approved in principle on February 9, 2010. The draft amended policy was circulated and posted for public input on October 26, 2009 and 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.

FINANCIAL IMPACT: N/A

TIMELINES: Immediate implementation upon final Board approval.

APPENDICES:

- *Draft amended Policy A:23 Microwave Ovens in Elementary School Classrooms, as previously presented and approved in principle, is currently posted to the Board's public website at www.catholicboard.ca under "Board Policies Drafts."*

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 16, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 10, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2010



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

Meeting Date:
February 23, 2010

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
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW:**
– **AMENDED POLICY H:04 CRIMINAL BACKGROUND
CHECKS AND OFFENCE DECLARATION FOR EMPLOYEES**

RECOMMENDATION:

That the Board provide final approval to Draft Amended Board Policy H:04 Criminal Background Checks and Offence Declaration for Employees.

SYNOPSIS: Final approval is requested of Draft Policy H:04 Criminal Background Checks and Offence Declaration for Employees, as previously approved in principle by the Board of Trustees on February 9, 2010.

BACKGROUND COMMENTS: The draft policy represents a revision to existing Board Policy H:04 Criminal Background Checks and Offence Declaration for Employees and was reviewed as part of the Board’s policy review cycle. The full text of the draft policy was presented to the Board and approved in principle on February 9, 2010. The draft amended policy was circulated and posted for public input on October 26, 2009 and 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.

FINANCIAL IMPACT: N/A

TIMELINES: Immediate implementation upon final Board approval.

APPENDICES:

- *Draft amended Policy H:04 Criminal Background Checks and Offence Declaration for Employees, as previously presented and approved in principle, is currently posted to the Board's public website at www.catholicboard.ca under "Board Policies Drafts."*

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 16, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 10, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2010



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

Meeting Date:
February 23, 2010

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
Colleen Norris, Manager of Human Resources & Policy Development

SUBJECT: **POLICY DEVELOPMENT AND REVIEW:**
– **AMENDED POLICY A:05 PUPIL ACCOMMODATION
REVIEW**

RECOMMENDATION:

**That the Board approve, in principle, Draft Amended Board Policy
A:05 Pupil Accommodation Review.**

SYNOPSIS: Draft Policy A:05 Pupil Accommodation Review amends existing Board Policy A:05 Pupil Accommodation Review, and is recommended for approval in principle.

BACKGROUND COMMENTS:

Proposed Changes to Existing Policy/Procedure: Amendments and new language contained within the draft has been underlined for highlighting purposes.

Source and Rationale for the Proposals: The Ministry issued Pupil Accommodation Review Guidelines on October 31, 2006 that required a new Pupil Accommodation Review Policy and a repeal of Board Policy A:05 School Closure. This policy review process was completed on June 25, 2007.

On June 26, 2009, the Ministry issued a revised Pupil Accommodation Review Guideline via Memo 2009:B7, that required Board's to review their current pupil accommodation review policy and revise them, where required, to ensure compliance with the revised guidelines. The Policy was subsequently reviewed by a Policy Working Subcommittee. Out of that review, the Subcommittee proposes the highlighted amendments noted in the attached draft policy.

Highlights of the Revisions of the Pupil Accommodation Guidelines are as follows:

- The reduction from 60 days to 30 days for the minimum period between the announcement of an ARC and the first of four public meetings. ARCs can begin to prepare for their work during this 30 day period.
- The addition of a reference to board long-term enrolment and capital planning, including the potential for partnerships.
- The introduction of a Terms of Reference designed to clarify the mandate of the ARC; the parameters and Reference Criteria that will guide the development and recommendation of accommodation options; the roles and responsibilities of ARC members; and the ARC process. (To be included as Appendix A to the procedure)
- The modification of the "valuation tool" to reflect a process that better supports the review of existing schools and the evaluation of accommodation options. The modified "School Information Profile" is intended to ensure the ARC and the public are well-informed about all schools under review based on their value to students, the school board, the community and the local economy. This process will ensure that the ARC is well-positioned to make accommodation recommendations to the board based on a full understanding of the schools and their relationship to the local communities. (To be included as Appendix B to the procedure)
- Improved clarity regarding the ARC's role in making accommodation recommendations to the board and the presentation of those recommendations in an Accommodation Report to the board.
- Other clarifications to better reflect policy intentions.

Results of Public Consultation Process: The draft policy and supporting procedure were forwarded to principals and vice principals, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to Bishop Daniels, union and association representatives, trustees, and posted to the Board's website.

Impact On Other Policies and Procedures: The draft amended policy is consistent with existing board policy and procedure.

Timetable For Implementing Policy and Procedure: The policy shall be implemented upon final approval.

Benefits of the Policy Proposals: The further development of a policy that reinforces the Board's commitment to providing schools and facilities for students, and for operating and maintaining schools as effectively and efficiently as possible to support student achievement and well-being.

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 forwarded to Principals and Vice-Principals and used to govern future accommodation review processes undertaken to determine the future of a school or group of schools.

FINANCIAL IMPACT: N/A

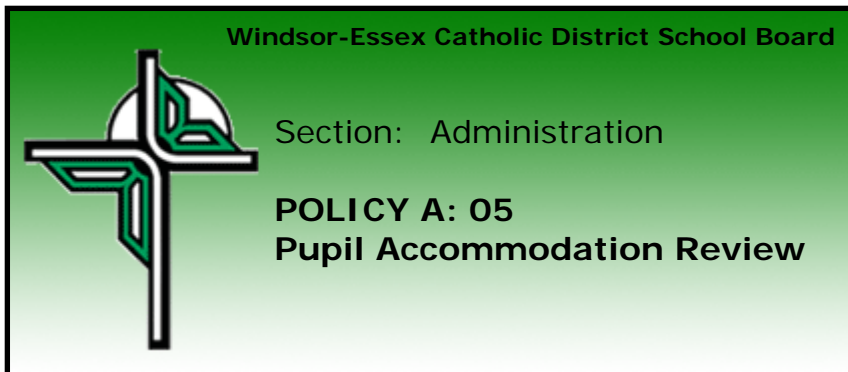
TIMELINES: The draft amended policy will be presented for final Board approval at the March 9, 2010 Regular Board Meeting.

APPENDICES:

- Draft Amended Policy A:05 Pupil Accommodation Review

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 16, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 16, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2010



NUMBER:	A: 05
EFFECTIVE:	June 25, 2007
AMENDED:	
RELATED POLICIES:	See References
REPEALS:	A: 05 School Closure
REVIEW DATE:	DRAFT

DRAFT

1.0 OBJECTIVE:

- 1.1 To implement the Pupil Accommodation Review Guidelines released by the Ministry of Education on October 31, 2006 and revised in June 2009, and to ensure that the planning and accommodation review process encourages public participation and open decision-making within the context of the teachings of the Catholic Faith.

2.0 GUIDING PRINCIPLES:

- 2.1 The Windsor-Essex Catholic District School Board is committed to achieving the greatest good for the greatest number of its students and their families. All planning decisions will be implemented in keeping with the Board's mission and will be mindful of the best and most prudent use of all of the resources available to the Board.
- 2.2 The Board is required to operate schools that are educationally advantageous and economically efficient. Various factors beyond the Board's control will impact on this commitment. These include declining, increasing and shifting populations, current funding and operational realities, changing educational objectives, and physical limitations.
- 2.3 To fulfill the Board's commitment to providing the highest quality educational programs and services, administration shall continuously monitor all factors and plan for pupil accommodations.
- 2.4 There may be occasion where the Board must consolidate school enrolments and accommodations by changing boundaries and adding or deleting pupil spaces in accordance with established Ministry procedures, regulations and guidelines. This may include constructing new schools or closing existing schools.

3.0 SPECIFIC DIRECTIVES:

- 3.1 The Director shall put in place administrative procedures that implement the Pupil Accommodation Review Guidelines and that fulfill the objectives of this policy.
- 3.2 The following are not actions to which this Policy applies:
- a) Where a replacement school is to be rebuilt by the Board on the existing site, or rebuilt or acquired within the existing school attendance boundary as identified

POLICY A: O5 Pupil Accommodation Review

through the Board's existing policies; e.g., replacement of a rural school within its existing rural community.

- b) When a lease is terminated.
- c) When the Board is planning the relocation in any school year or over a number of school years of a grade or grades, or a program, where the enrolment constitutes less than 50% of the enrolment of the school. This calculation is based on the enrolment at the time of the relocation or the first phase of a relocation carried over a number of years.
- d) When the Board is repairing or renovating a school, and the school community must be temporarily relocated to ensure the safety of students during the renovations
- e) Where a facility has been serving as a holding school for a school community whose permanent school is over capacity and/or under construction or repair.

In these circumstances, the Board will consult with local school communities about proposed accommodation options for students in advance of any decision made by the Board.

- 3.3 The Board will engage in a long-term enrolment, staffing and capital planning process that will provide the context for accommodation review processes and decisions, and assist the Board in using its facilities and capital resources efficiently and effectively.
- 3.4 A copy of the Pupil Accommodation Review Guidelines, and the Ministry document entitled "Administrative Review of the Accommodation Review Process" along with this Policy will be posted on the Board's website and will be made available at the head office of the Board.

4.0 RESPONSIBILITY:

- 4.1 The Board is responsible for ensuring that all provisions of the Ministry's Pupil Accommodation Review Guidelines and the requirements contained within Board Policy and Procedure are followed when the Board conducts an Accommodation Review.
- 4.2 The Director is responsible for assisting the Board in the process of long-term accommodation planning, in order to monitor enrolment trends, school capacity, address provincial policy initiatives, and implement new capital projects accordingly. This planning should take into account opportunities for partnerships with other school boards, parishes and appropriate public organizations that are financially sustainable, safe for students and protect the values and objectives of the Board.
- 4.3 An Accommodation Review Committee (ARC) formed at the direction of the Board must follow the requirements set out in the Ministry's Pupil Accommodation Review Guidelines, Board Policy / Procedure, and its Terms of Reference when carrying out its mandate.

POLICY A: O5 Pupil Accommodation Review

5.0 REVIEW AND EVALUATION:

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff, and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2013 – 2014 policy review cycle.

6.0 REFERENCES:

Pupil Accommodation Review Guidelines, Ministry of Education, October 31, 2006 and revised June 26, 2009
Administrative Review of the Accommodation Review Process, Ministry of Education, dated October 31, 2006

Board Policy A: 22 School Boundary
Administrative Procedure PR A:05 Pupil Accommodation Review



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

Meeting Date:
 February 23, 2010

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
SUBJECT: **CANADA DAY DESIGNATION 2010**

RECOMMENDATION:

That the Board approve the designation of July 1, 2010 as Canada Day with the exception of CUPE Local 1358.1 which would be June 30, 2010.

SYNOPSIS: Canada Day is a statutory holiday that falls on Thursday this year. The collective agreement with CUPE Local 1358.1 outlines that their members are paid for the holiday on the last scheduled day of work in June.

BACKGROUND COMMENTS: By designating Wednesday, June 30, 2009 as a holiday for CUPE Local 1358.1, they are eligible to collect employment insurance benefits earlier during the summer months.

As other administrative and support staff work the first week of July, Thursday, July 1st would be designated the holiday.

FINANCIAL IMPACT:

TIMELINES: As described above.

APPENDICES:

- None.

REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	February 16, 2010
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	February 16, 2010
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2010



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

Meeting Date:
 February 23, 2010

BOARD REPORT

Public **In-Camera**

PRESENTED FOR: Information Approval

PRESENTED BY: High School Council Trustee Member – S. Porcellini

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

SUBJECT: HIGH SCHOOL COUNCIL MEETING OF JANUARY 14, 2010

RECOMMENDATION:

That the Board receive the report for the January 14, 2010 High School Council meeting as information.

SYNOPSIS: The High School Council meets several times during each school year. In accordance with Board By-Laws, as a committee of the Board, all reports of High School Council meetings are to be received by the Board.

BACKGROUND COMMENTS: Every school in the Windsor-Essex Catholic School Board has a Catholic 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, the board has regional *High School Council*, that includes school council representation from all of the board’s secondary schools, provides an opportunity for secondary Catholic School Council 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, experiences and "best practices" followed at their schools.

FINANCIAL IMPACT: n/a

TIMELINES: High School Council meetings are tentatively scheduled for 7:00 p.m. on the second Thursday of each month during the school year with the exception of December and March. The last meeting occurred on February 11; for which the report will be presented to the Board following approval by the High School Council at its April meeting. The remaining meetings scheduled for the 2009-10 school year are as follows:

- April 8 – hosted by St. Thomas of Villanova Catholic Secondary School
- May 13 – hosted by St. Anne Catholic High School
- June 10 (TENTATIVE) – hosted by Cardinal Carter Catholic Secondary School

APPENDICES:

- High School Council Report of January 14, 2010

REPORT REVIEWED BY:

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	February 16, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	February 16, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	February 16, 2010

5. Joseph Berthiaume, Director of Education: This item was rescheduled to the February 11, 2010 agenda due to a scheduling conflict.
6. Presentation:

SAFE SCHOOLS INITIATIVE – BUILDING RELATIONSHIPS

Arlene Davis, Vice Principal Safe Schools and Thérèse Barichello, Academic Supervisor of Languages presented an update on the new legislation pertaining to safe schools and conducted a brief school climate survey. An overview of the Ministry of Education's "What Parents Need to Know" fact sheet was provided along with a brief description of activities that are occurring in the board's schools to comply with the new legislation. An overview of the Board's Building Relationships program, a safe schools initiative that has been implemented to enhance School Improvement Plans in support Faith Development and Student Achievement, was provided. Areas of focus include: Rachel's Challenge, Getting Along Digitally (a peer led safe schools project, including the Board Wiki website www.moourl.com/gad), Drugs and Alcohol Awareness (Board web resource: www.wecdsb.on.ca/parentscommunity-substance.asp), and A Framework for Understanding Poverty.

7. Business Arising from the November 12, 2009 Report: None.
8. Superintendent of Education's Report:

Superintendent Staudt provided a brief update on the following faith development and student achievement initiatives:

- a. *Ministry of Education's Equity and Inclusive Education Strategy* - A brief report was provided on some of the initiatives that the Ministry is funding with the implementation of its Equity and Inclusive Education Strategy. The initiative is based on the principles of acceptance and inclusion of all students, and complements the Board's faith development priorities. A detailed presentation of the Board's implementation strategies and policy development will be provided at a future meeting. Information on the *Equity and Inclusive Education Strategy* can be found at: <http://www.edu.gov.on.ca/eng/policyfunding/EquityQuickFacts.pdf>
- b. *Ministry of Education's Safe Schools Strategy and Mandatory Reporting Under Bill 157* - The Board is currently reviewing its policies concerning safe schools. School Council members were invited to participate in the consultation process by providing feedback on the draft policies that can be found on the board website at: www.catholicboard.ca
- c. *Secondary School Grade 9 Option Sheets* - Options sheets have been sent to elementary schools and high school open houses have been scheduled. The current retention rate from elementary to secondary is high, but the ultimate goal would be that every Catholic student remains in our system for their secondary education.
- d. *Parish / School Days* - Parish/School Days have been scheduled in February and March. More information will be provided to schools in the near future.
- e. *Senior Administration Organizational Structure Update* - The Board has reorganized the structure of its senior administration team to align portfolios to the K-12 learning strategy. As a result, Assistant Superintendent JoAnne Shea will now be providing direct administrative support to the High School Council. Additional information will be provided at the next meeting.

9. Board of Trustees Report:

- a. Trustee Porcellini, provided comment on the following:
 - School Budgets: Administration is reviewing the Board's current financial status and the hope is, at some point, to have school budgets reinstated to their full amount.
 - Kindergarten Programs:
 - Full Day Early Learning (Ministry of Education Initiative): The full day early learning sites were approved by the Ministry of Education on January 12.

- Full Day Alternate Kindergarten Programs will be at the Board's remaining schools (with the exception of St. Mary French Immersion Kindergarten which is full day every day)
- City of Windsor Electoral Ward Boundaries: Trustees approved the distribution of trustees to align with the new electoral ward boundaries for the City of Windsor.
- Transportation Consortium: Trustees received an update on the Transportation Consortium at the January 12 Board meeting. **ACTION:** The electronic presentation will be provided to Chair Farrah to share with the members of the High School Council.
- French Immersion Advisory Committee met in December and subsequently made a recommendation that was approved by the Board to develop a five-year plan for exploring options for expanding the French Immersion program.
- Erie St. Clair Community Care Access Centre: The Erie St. Clair Community Care Access Centre (CCAC), is currently undertaking in a review of their Strategic Plan and delivery model and potential service cuts will affect the board's families and students. The CCAC will be seeking public consultation during August 2010. Due to the inability to reach parents during the month of August, administration has asked the Ontario Ministry of Health and Long-Term Care for an extension for parental feedback.

10. Student Senate Report:

- a. Student Trustee Wolinski, provided comment on the following: the Grade 11 Faith Development Retreats held on January 14 and 15, the next Student Senate meeting will be held on January 19, Student Trustees will be attending the Ontario Student Trustee Association's English Catholic Board Council in Ottawa in February, and the status of the Student Helping Students program.

11. Chairperson's Report/Comments: No report this evening.

12. New Business/Other Comments:

- a. J. Bennett, Chair - Catholic Central School Council, provided comment on the following:
 - Extended thanks for the generous donations from several other high schools, allowing Catholic Central to provide 1,000 students, teachers and volunteers Christmas dinner on December 18th, and gifts to the many needy families.
 - A Christmas party was held for English Language Learners on November 27th.
 - Benefit dinners that have been held for a student who attends the school, resulted in over \$30,000.00 for the family.
 - The school musical "Pippin" will take place on February 19, 20, 26 and 27, 2010
 - The Grade 8 Open House will be held on February 24th for all feeder schools.
 - The school will be hosting a series of three Triple P (Power of Positive Parenting) seminars on March 30, 2010 - Raising Responsible Teenagers; April 13, 2010 - Raising Competent Teenagers; and, April 27, 2010 - Getting Teenagers Connected. Anyone is welcome to attend, but pre-registration is required.
 - The school's annual Bursary Gala and Silent Auction will be held on May 20th. The organizing committee is seeking donations of any kind for fundraising purposes.
- b. P. Hickson, Vice-Principal - Catholic Central High School, provided comment on the following activities at Catholic Central in support of student achievement:
 - Implementation of a Professional Learning Community with professional development embedded into the school day
 - A new Grade Nine initiative has a group of teachers exploring transitioning activities for students coming from elementary schools
 - In September 2010, Catholic Central will be implementing an Extracurricular Standards Committee, where academic, attendance and behaviour benchmarks will be set for students wishing to participate in extracurricular activities.

- c. C. Perich, Campus Minister - Catholic Central High School, reiterated the school's appreciation to all those in the system and community who give so generously in terms of helping needy students at the school and commented specifically on the recent generosity of St. Alphonse Catholic Women's League.
- d. S. Boglitch, Vice Chair - Assumption College School Council, provided comment on the following:
- The annual Assumption College Christmas can drive collected over 32,000 cans for those in need in our community
 - The Catholic School Council held a successful fund-raising Christmas dinner
- e. A. M. Silva, Treasurer - St. Anne High School Council, provided comment on the following:
- St. Anne hosted grade 8 students from feeder schools in November and December to assist in the transitioning to grade 9; last night's Grade 8 Open House went well.
 - The music department is fundraising for a trip to New York
 - The school participated in a can drive for the Essex Food Bank
 - MADD presentation was made to students
- f. G. Farrah, Chair - St. Thomas of Villanova School Council, provided comment on the following:
- A specific student who was selected to represent St. Thomas of Villanova as one of the Olympic Torch Bearers on December 23 in LaSalle
 - Communicating with the Community Initiative: The school website contains a weekly calendar where all events at Villanova are posted.
 - Grade 12 art students completed outstanding sculptures for the Town of Amherstburg's River Light's Festival.
 - Junior and Senior football teams, coaches, parents and staff members attended a pasta fundraiser to support a family whose child was injured.
 - In November and December, each homeroom adopted a family for Christmas. In total, the students collected over 6,000 food cans and donated over \$5,000 in presents for needy families.
 - The annual C-DAT Dodge Ball Tournament raised over \$4,600 to support local charities.
 - The 2009-10 focus at St. Thomas of Villanova is respect: respect for self, respect for others, respect for all adults in our building and respect for God.
- g. S. Zorzit, Chair - Holy Names School Council, provided comment on the following:
- Two specific students who were selected as Olympic Torch Bearers; and, the school's Festival Choir was asked to perform during the Olympic Torch ceremony in Windsor
 - Drama is rehearsing for "Fame the Musical" that will be presented in February
 - Grade 8 Open House was held last night and well attended
 - A feeder school basketball tournament will be hosted at the school on February 18
 - Barbara Hall, from the Human Rights Commission will be speaking to students
 - "Day of Promise," students of promise are visiting Joe Louis Arena on January 14
- h. J. Bachmeier, Community Representative, provided comment on the following:
- Expressed appreciation to schools who are doing social justice work for the needy in our local community
 - Noted that the Final Ontario Hockey League (OHL) Trade Deadline is the second week of January, which is two weeks prior to high school exams for students who are involved in the program. The timing of the trade deadline can negatively impact student achievement as they are required to immediately move to another Ontario community. Consensus was reached that the Board of Trustees be asked to support a request to the OHL to consider moving the current trade deadline to coincide with the end of the first semester. **ACTION:** Trustee Porcellini and Student Trustee Wolinski will bring the matter to the attention of their respective colleagues and ask for their support in approaching the OHL to consider a request to adjust the trade deadline in the academic interest of secondary students who participate in their program.

- i. M. McDonald and J. Mendez, Co-Chairs Our Lady of Perpetual Help School Council, provided comment on the following:
- School held can drive in support of the St. Vincent de Paul Society
 - Successful Poinsettia fundraiser
 - School has been selected as one of the sites for the Ministry's Full Day Early Learning program
 - Our Lady of Perpetual Help students participated in Catholic Central's Christmas Concert

ROUNDTABLE DISCUSSION ITEMS:

Student's Uniform Dress Code - Discussion occurred on the student uniform Dress Code. Various ideas were discussed with respect to enforcing the dress code, possible alterations to the uniform design, and ways of instilling a sense of pride in student attire.

High School Council Communications - ACTION: A list of High School Council Members and their email addresses will be provided to all members in order to facilitate communication.

13. Future Meetings:

- Thursday, February 11, 2010 Host: F. J. Brennan High School
- Thursday, April 8, 2010 Host: St. Thomas of Villanova Secondary School
- Thursday, May 13, 2010 Host: St. Anne High School
- Thursday, June 10, 2010 Host: Cardinal Carter Secondary School

14. Adjournment - The meeting adjourned at 9:07 p.m.

Moved by: J. Bachmeier Seconded by: S. Boglitch

THAT the meeting be adjourned. CARRIED.