



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING**  
**Tuesday, January 11, 2011 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 - Cardinal Carter Catholic Secondary School (C. Geml/L. Conte) --
    - b. Student Achievement K - 12 (C. Geml) --
  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 no longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.*
    - b. Delegations Regarding Items On the Agenda  
*3:11.2 Any person(s) wishing to appear before the Board and speak on an item appearing on the agenda of the Board Meeting has until NOON of the day of the Board meeting to make a request to the Secretary. They shall explain briefly the nature of their business. The discussion shall be limited to the item on the agenda and shall be no longer than ten (10) minutes.*

9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, December 14, 2010 --
    - ii) Minutes of Regular Board Meeting, December 14, 2010 1-7
  - b. Items from the convened In-camera meeting January 11, 2011 --
  
10. Communications:
  - a. External (Associations, OCSTA, Ministry)
  - b. Internal (Reports from Administration):
    - i) Report: Administrative Staff Report (J. Bumbacco) 8-9
    - ii) Deferred Report: FirstClass Student and Retired User Accounts Update (C. Geml) 10-11
    - iii) Report: Trustee Attendance July - December 2010 (P. Picard) 12-13
    - iv) Deferred Report: Legal Services Annual Report 2009-10 (M. Iatonna) 14-16
  
11. Unfinished Business: None
  
12. New Business:
  - a. Field Trips:
    - i) Report: Holy Names Catholic Secondary School - Field Trip to New York City, April 26-29, 2011 (C. Geml) 17-23
    - ii) Report: St. Anne Catholic Secondary School - Field Trip to Columbus, Ohio January 31 to February 2, 2011 (J. Bumbacco) 24-26
  - b. Report: Trustee Group Accident Insurance - 2011 (M. Iatonna) 27-28
  - c. Report: Ontario School Boards' Insurance Exchange (OSBIE) Insurance Premium - 2011 (M. Iatonna) 29-30
  
13. Committee Reports:
  - a. Report: Appointment of Rose Lamug, Alternate Representative Autism Ontario, Windsor Essex To Special Education Advisory Committee (SEAC) (C. Geml) 31-38
  
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.*

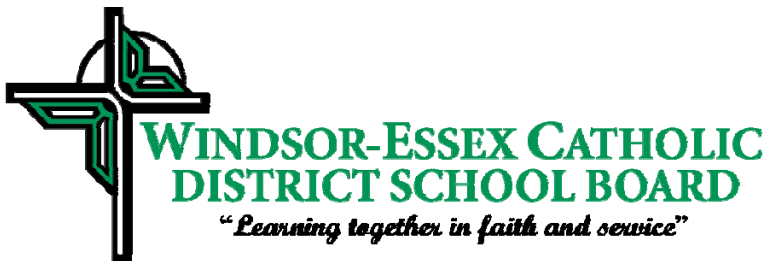
- Tuesday, January 25, 2011
- Tuesday, February 8, 2011
- Tuesday, February 22, 2011
- Tuesday, March 8, 2011
- Tuesday, March 29, 2011
- Tuesday, April 12, 2011
- Tuesday, April 26, 2011
- Tuesday, May 10, 2011
- Tuesday, May 24, 2011
- Tuesday, June 14, 2011
- **Monday**, June 27, 2011

20. Closing Prayer

21. Adjournment

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

***Paul A. Picard***  
*Director of Education & Secretary-Treasurer*



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 INTERIM DIRECTOR OF EDUCATION: Paul A. Picard

**REGULAR BOARD MEETING**  
**Tuesday, December 14, 2010 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:** F. Alexander, Chair J. Macri (*electronically*)  
 J. Courtney B. Mastromattei  
 M. DiMenna, Vice-Chair J. McMahon  
 F. Favot L. Soulliere  
 M. Colman, Student Trustee  
 L. Limarzi, Student Trustee  
 Rev. L. Brunet, Board Chaplain

**Regrets:** Trustee Holland

**Administration:** P. Picard (Resource) S. O'Hagan-Wong  
 J. Bumbacco J. Shea  
 C. Geml M. Seguin  
 M. Iatonna J. Ulicny  
 J. Braido  
 P. Littlejohns

**Recorder:** B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:44 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - Trustee Macri participated electronically and Trustee Holland sent her regrets due to a family funeral.
4. Approval of Agenda - Chair Alexander noted that the handout for item 10b (iv) Director's Annual Report to the Community is at trustee places.

**Moved by Trustee DiMenna and seconded by Trustee Favot that the December 14, 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. 2010-11 Vice Chair's Address - Mary DiMenna

Vice-Chair DiMenna briefly addressed her fellow trustees and members of the audience thanking her fellow trustees for their trust, faith and support and indicated she is looking forward to another year of working together to serve the Catholic education community of Windsor and Essex County.

## b. Student Mental Health - Social Work Delivery Model

Superintendent Geml, Consultant for Student Mental Health Mary-Lou Cortese and Social Worker Mary Ellen Bevan presented the Student Mental Health and Well Being initiative. The focus includes a broader approach for students and staff to recognize and cope with mental illness and in doing so decrease anxiety, stress, and build problem solving skills to carry through their lives.

8. Delegations: *None*a. Delegation Regarding Items Not on the Agendab. Delegations Regarding Items On the Agenda

## 9. Action Items:

## a. Approval of Minutes

## i) Minutes of In-Camera Meeting, November 23, 2010

**Moved by Trustee DiMenna and seconded by Trustee Favot that the minutes of the Committee of the Whole Board In-Camera meeting of November 23, 2010 be adopted as distributed. Carried**

## ii) Minutes of Regular Board Meeting, November 23, 2010

**Moved by Trustee Courtney and seconded by Trustee Soulliere that the minutes of the Regular Board meeting of November 23, 2010 be adopted as distributed. Carried**

## iii) Minutes of Organizational Meeting, December 7, 2010

**Moved by Trustee McMahon and seconded by Trustee Mastromattei that the minutes of the Regular Board meeting of December 7, 2010 be adopted as distributed. Carried**

## b. Items from the convened In-camera meeting December 14, 2010

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on December 14, 2010 pursuant to the Education Act - Section 207, to consider specific personnel, labour relations matters, potential litigation matters and other matters permitted or required to be kept private and confidential

under the Freedom of Information and Protection of Privacy Act.

**Moved by Trustee DiMenna and seconded by Trustee Favot that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of December 14, 2010 be approved. Carried**

Vice Chair DiMenna made the following announcements:

from the December 14, 2010 Committee of the Whole Board in-camera meeting

- receipt of the Administrative Staff Report on hiring, leave of absence, return from leave of absence, retirement and resignation of staff, dated December 14, 2010

10. Communications:

a. External (Associations, OCSTA, Ministry)

- i) Memorandum from Ontario Catholic School Trustees' Association (OCSTA) dated November 11, 2010 re: Catholic Education Week May 1-6, 2011

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board receive the Memorandum from Ontario Catholic School Trustees' Association (OCSTA) dated November 11, 2010 re: Catholic Education Week May 1-6, 2011 as information. Carried**

- ii) Memorandum Ontario Catholic School Trustees' Association (OCSTA) dated December 3, 2010 re: Bill 122 - Broader Public Sector Accountability Act, 2010

**Moved by Trustee DiMenna and seconded by Trustee McMahon that the Board receive the Memorandum Ontario Catholic School Trustees' Association (OCSTA) dated December 3, 2010 re: Bill 122 - Broader Public Sector Accountability Act, 2010 as information. Carried**

- iii) Letter from Leona Dombrosky, Minister of Education dated December 3, 2010 re: Grants for Student Needs (GSN) consultation for the 2011-12 School Year

**Moved by Trustee Soulliere and seconded by Trustee Favot that the Board receive the letter from Leona Dombrosky, Minister of Education dated December 3, 2010 re: Grants for Student Needs (GSN) consultation for the 2011-12 School Year as information. Carried**

b. Internal (Reports from Administration):

- i) Report: Administrative Staff Report

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated December 14, 2010 as information. Carried**

- ii) Report: Legal Services - November 2010

**Moved by Trustee Soulliere and seconded by Trustee McMahon that the Board receive the report Legal Services – November 2010 as information. Carried**

## iii) Verbal Report: Fiscal Year-End Financials

Superintendent Iatonna updated trustees on the status of the Year-End Financials. The Ministry recently extended the financial statements deadline to December 31, 2010. Administration is in the process of considering asking the Ministry for a further extension into January. If the Ministry does not grant the extension and if the December 31, 2010 deadline is not met, the Ministry may impose a penalty by reducing the Board's monthly transfer payments by 50% beginning in January until the submission of statements is complete.

## iv) Verbal Report: Director's Annual Report to the Community (Handout)

A copy of the Director's Annual Report to the Community - 2010 was distributed to trustees. The report will then be submitted to the Ministry's Regional office where it will be reviewed prior to the availability to the community in January.

## 11. Unfinished Business: None

## 12. New Business:

## a. Field Trips:

- i) Report: Assumption Catholic Secondary School - Field Trip to Quebec City, February 2-5, 2011

**Moved by Trustee Favot and seconded by Trustee DiMenna that the Board approve the Assumption Secondary School field trip to Quebec City February 2-5, 2011.**

*Carried*

## b. Report: Tender - Janitorial Supplies 2010-11

**Moved by Trustee Soulliere and seconded by Trustee Mastromattei that the Board approve the award of tender and the issuance of purchase order contracts for Janitorial Supplies to International Supply Systems Inc., Champion Products, Holland Cleaning Solutions Ltd., Merchants Paper Company Ltd., Swish Maintenance Ltd., Checker Industrial Ltd., and Staples Advantage as a charge to Plant Operation Supplies accounts 000-40-340000-1-000, 000-40-340000-4-000, 000-40-340000-5-000 and 000-44-340000-6-000. Carried**

## c. Report: Ontario Association of Parents in Catholic Education (OAPCE) 2011 Annual Membership Fees

**Moved by Trustee McMahon and seconded by Trustee Soulliere that the Board approve payment of the Ontario Association of Parents in Catholic Education (OAPCE) 2011 annual membership fees for 40 elementary school councils and 8 secondary school councils in the amount of \$68.00 per school (\$3,264.00 total) to be charged to the Membership Fees account (000-33-701000-6-000-0). Carried**

## 13. Committee Reports:

## a. Report: Elementary School Council - Umbrella Group Meeting of October 19, 2010

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board receive the report of the October 19, 2010, Elementary School Council – Umbrella Group meeting as information. Carried**

b. Verbal Report: City and Schools Liaison Committee Meeting of November 30, 2010

Superintendent Iatonna updated trustees on the recent City and Schools Liaison Committee meeting. Three main items were discussed:

- a draft a protocol with respect to a site plan control process for the installation of new school portables
- proposed changes to the Ontario Building code with respect to fire hose cabinets in the buildings
- a new requirement to treat new school bus bays as encroachments on public rights-of-way

14. Notice of Motion - *None*

15. Remarks and Announcements:

- a. Chairperson Alexander commented on the Catholic School Council Commissioning Ceremony held December 9<sup>th</sup> and thanked Fr. Brunet, trustees who attended, Religion Consultant Betty Brush, and Food and Services Teacher Diane Nehmetallah and her students. Chair Alexander also thanked the afternoon shift custodians at the Catholic Education Centre, Delia Rossi and Tony Girimonte and extended to trustees, administration and staff a blessed and peaceful Christmas.
- b. Interim Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
- Catholic Faith Formation:* Advent Masses are occurring at schools across the system; Secondary Student Leaders gathered December 9<sup>th</sup> for their Faith Development Day and thanked Fr. Brunet, Betty Brush Religion Consultant and Assistant Superintendent Seguin. The day provided student leaders the opportunity to meet one another, to learn more about their responsibilities as Catholic student leaders and to share best practices.
- Employee Development and Student Achievement Initiatives:* Director Picard along with Superintendents have been making school visits and commended everyone for their hard work and dedication to our students; Mentoring for newly appointed school leaders occurred yesterday; On November 30<sup>th</sup> Occasional teachers received Epi-Pen training; Assistant Superintendent Ulicny submitted to the Ministry for funds four Specialist High Skills Major initiatives.
- Community Engagement and Partnerships:* Last week, both Cardinal Carter and St. Anne Catholic Secondary schools hosted Citizenship Ceremonies to welcome new Canadians.
- Miscellaneous:* Welcomed new trustees and wish everyone a Holy and happy Christmas and all the best in the New Year.
- c. Board Chaplain thanked Chair Alexander for recognizing the role of the priests, wished everyone a blessed and peaceful Christmas and may we always remember *Jesus is the reason for the season.*

16. Remarks/Questions by Trustees



Trustee McMahon thank former Trustees Janisse, Keane and Porcellini for their years of service and what an honour it is to represent parents. He thanked teachers Tom and Lisa Adams for their involvement in the recent Volleyball tournament hosted at the University of Windsor.

Trustee Soulliere wished everyone a Merry Christmas.

Trustee Favot also attended the Catholic School Council Commissioning Ceremony and commented on the evening and the guest speaker, Chris D'Souza. He also wished everyone a Merry Christmas.

Trustee DiMenna was not in attendance at the November 23<sup>rd</sup> meeting and therefore would like to thank former trustees Janisse, Keane and Porcellini for their years of service. She also wished all a Merry Christmas and take the time to enjoy the season.

Trustee Mastromattei thanked former trustee Porcellini, the board for their welcoming and is looking forward to working with trustees.

Trustee Macri wished all a Merry Christmas from Florida.

Trustee Courtney attended the 7<sup>th</sup> annual Message in a Bottle at St. Joseph Catholic Elementary School and wished everyone a Happy Christmas and hoped filled new year.

Student Trustee Colman commented on the student Faith Development Day and is grateful to all those involved, especially guest speaker Chris D'Souza. He also wished everyone a very Merry and peaceful Christmas and Happy New Year.

Student Trustee Limarzi formally welcomed new trustees, commented on the Faith Development Day and their activities throughout the day. She wished everyone a Merry Christmas and a safe and happy holiday.

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*)
- c. Deferred Report: FirstClass Student and Retired Employee User Accounts (*deferred from November 23, 2010*)
- d. Deferred Report: Legal Services Annual Report 2009-10 Fiscal Year (*deferred from November 23, 2010*)

18. Continuation of In-Camera, if required. - *Not required.*

19. Future Board Meetings: *Unless stated otherwise, all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor with the In-Camera Session beginning at 6:00 p.m. and the Public Session beginning at 7:00 p.m.*

- Tuesday, January 11, 2011
- Tuesday, January 25, 2011
- Tuesday, February 8, 2011
- Tuesday, February 22, 2011

- Tuesday, March 8, 2011
- Tuesday, March 29, 2011
- Tuesday, April 12, 2011
- Tuesday, April 26, 2011
- Tuesday, May 10, 2011
- Tuesday, May 24, 2011
- Tuesday, June 14, 2011
- **Monday**, June 27, 2011

20. Closing Prayer – Fr. Brunet closed the meeting with a prayer.
21. Adjournment - There being no further business, the Regular Board meeting of December 14, 2010 adjourned at 8:58 p.m.

*Not Approved*

**Fred Alexander**  
*Board Chairperson*

**Paul A. Picard**  
*Interim Director of Education & Secretary-Treasurer*



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting Date:**  
January 11, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Jamie Bumbacco, Superintendent of Human Resources  
 Patrick Murray, Assistant Superintendent, Human Resources  
 Colleen 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 January 11, 2011 for information.

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated January 11, 2011

**REPORT REVIEWED BY:**

<input type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 2011

January 11, 2011

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

	<b>Employee Name</b>	<b>Position</b>	<b>Date</b>
<b>HIRING</b>	Dawson, Carol	Educational Assistant	December 13, 2010
	Eid, Jolenna	Educational Assistant	December 13, 2010
	Gelinas-Dion, Shannon	Educational Assistant	December 13, 2010
	Hayes, Andrea	Educational Assistant	December 13, 2010
	LeBoeuf, Diane	Educational Assistant	December 13, 2010
	LeClerc, Rachelle	Educational Assistant	December 13, 2010
	Manery, Monique	Educational Assistant	December 13, 2010
	Pella, Nancy	Educational Assistant	December 13, 2010
	Silva, Paula	Educational Assistant	December 13, 2010
	Swiatoschik, Susan	Manager of Accounting	January 3, 2011
<b>RETIREMENT:</b>			
<b>RESIGNATION:</b>	Daly, Beth	Elementary Teacher	December 1, 2010
	Millar, Jillian	Elementary Teacher	December 1, 2010
	Orlando, Diana	Elementary Teacher	December 1, 2010
	Piruzza, Phil	Elementary Teacher	December 1, 2010
	Rufo, Margaret	Elementary Teacher	December 1, 2010
	Samaan, Loraine	Early Childhood Educator	January 7, 2011
	Tobin, Carole	Elementary Teacher	December 1, 2010



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Paul A. Picard

## DEFERRED BOARD REPORT

**Meeting Date:**  
January 11, 2011

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul Picard, Director of Education  
 Cathy Geml, Superintendent of Student Achievement K-12  
 John Ulicny, Assistant Superintendent of Education  
**SUBJECT:** **FirstClass Student and Retired Employee User Accounts**

**RECOMMENDATION:**

**That the Board receive as information an update on FirstClass user accounts for students and retired employees.**

**SYNOPSIS:**

This report is being submitted to the Board as information with respect to FirstClass user account changes for students and retired employees effective March 31, 2011.

**BACKGROUND COMMENTS:**

Our current licensing agreement for FirstClass expires on June 30, 2011. Removing student and retired employee user accounts provides the Board with more flexibility to negotiate a new FirstClass agreement.

Windsor-Essex Catholic District School Board students have not adopted FirstClass as their primary e-mail provider and there is currently no one in place to support student and retired e-mail accounts. Beginning with the 2010-2011 school year, no new student e-mail accounts will be created. Current student e-mail accounts will be discontinued as of March 31, 2011. Students who have teachers using FirstClass Ed will maintain e-mail accounts until June 30, 2011.

There are a number of free e-mail providers that retired employees can access. All retired employee accounts will be discontinued as of March 31, 2011. Beginning with the 2010-2011 school year, employees who retire between September 1<sup>st</sup> and June 30<sup>th</sup> will have their accounts closed on August 31<sup>st</sup>. Employees who retire during the months of July and August will have their accounts closed on December 1<sup>st</sup>. These dates allow a transitional period for retired employees to migrate to a new e-mail provider.

**FINANCIAL IMPACT:**

There is potential for cost savings to be realized through a restructured FirstClass agreement with fewer user accounts.

**TIMELINES:**

Information pertaining to these changes will be posted via FirstClass by way of an official Board Numbered Memorandum to be released on January 12<sup>th</sup> and through the FirstClass administrator pop up account to FirstClass Staff Room and Hot News on January 12<sup>th</sup>.

**APPENDICES:**

None

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	December 13, 2010
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	December 13, 2010
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	December 13, 2010



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting Date:**  
 January 11, 2011

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul Picard, Director of Education  
**SUBJECT:** **TRUSTEE ATTENDANCE – AUGUST TO DECEMBER 2010**

**RECOMMENDATION:**

**That the Board receive the report *Trustee Attendance – August to December 2010* as information.**

**SYNOPSIS:** In accordance with the Board motion of December 16, 2003, this report provides a summary of trustee and student trustee attendance at regularly scheduled board meetings during the months of August to December 2010.

**BACKGROUND COMMENTS:** Nine regularly scheduled Board meetings were held during the period of August to December 2010. As this was an election year, the report also includes the newly elected members’ attendance at the December 7<sup>th</sup> Organizational Meeting and the first meeting of the 2010-2014 term held December 14<sup>th</sup>.

The chart provided below summarizes attendance during the reporting period.

Trustee	Meetings Attended
Fred Alexander	9
Joan Courtney	8
Mary DiMenna	8
Barbara Holland	7
Chris Janisse	8
Patrick Keane	9
John Macri	8
Shannon Porcellini	9
Lisa Soulliere	9
*Frank Favot	2
*Bernie Mastromattei	2
*Jim McMahan	2

Student Trustee 2008 - 2009	Meetings Attended
Mackenzie Colman	9
Laura Limarzi	9

**FINANCIAL IMPACT:** Not applicable.

**TIMELINES:** The report on trustee attendance for the period of August to December 2010 will be submitted to the Board at its January 11, 2011 meeting.

**APPENDICES:**

- None

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date:

Approval Date:

Approval Date: January 3, 2011





1325 California Avenue  
 Windsor, ON N9B 3Y6  
**CHAIRPERSON:** Fred Alexander  
**DIRECTOR OF EDUCATION:** Paul A. Picard

**Meeting Date:**  
 January 11, 2011

## DEFERRED BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **LEGAL SERVICES ANNUAL REPORT – 2009-10**

**RECOMMENDATION:**

**That the Board receive the Legal Services Annual Report 2009-10 as information.**

**SYNOPSIS:**

This annual report is provided to present a cumulative summary of 2009-10 legal fees.

**BACKGROUND COMMENTS:**

Legal services are presently provided to the Board by Shibley Righton LLP under an agreement which expired March 31, 2008. At the Board meeting of January 15, 2008, a two (2) year extension was approved with an expiration of March 31, 2010. At the Board meeting of November 10, 2009, the Board approved a further one (1) year extension with an expiration of March 31, 2011.

**FINANCIAL IMPACT:**

The 2009-10 legal fees continue to show a decrease compared to past years. The 2009-10 breakdown compiled based on invoices received from Shibley Righton LLP is as follows:

Real Estate and Property Matters	\$ 56.00
Labour (incl. Contract Administration and Arbitration)	90,696.39
Litigation (inc. OLRB Hearings, Spec Ed., Human Rights & Safe Schools)	8,769.50
Contract Negotiations	0.00
Other Misc. (On-going Legal Advice and Consultation)	<u>232,102.00</u>

**TOTAL** **\$ 331,623.89**

The above fees do not include disbursements, HST or other taxes.

A summary listing of historical legal expenditures compiled based on invoices received from Shibley Righton LLP is provided as follows:

<u>Year</u>	<u>Total Annual Fees</u>
2001-02	\$ 547,614.97
2002-03	\$ 553,146.60
2003-04	\$ 615,667.54
2004-05	\$ 466,950.22
2005-06	\$ 612,863.45
2006-07	\$ 624,749.61
2007-08	\$ 440,301.50
2008-09	\$ 338,070.00
2009-10	\$ 331,623.89

Note: The above fees do not include disbursements, HST or other taxes.  
A graphical representation of historical fees is attached.

**TIMELINES:**

The next Annual Report is to be submitted in the fall of 2011.

**APPENDICES:**

Legal Fee Summary 2001-10

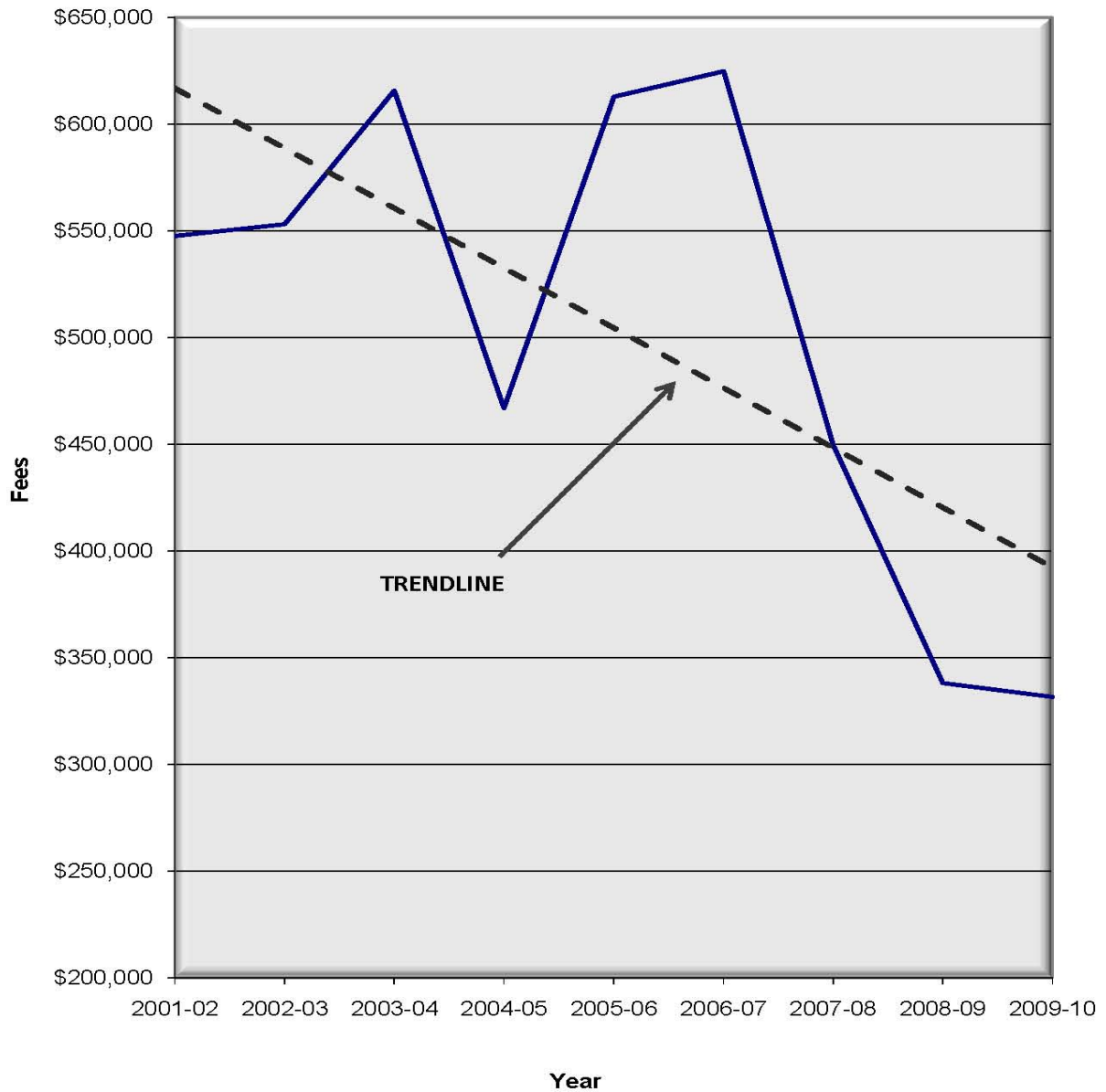
**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: _____
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 6, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: January 6, 2011

Appendix A

**Windsor-Essex Catholic District School Board  
Legal Fee Summary  
2010-10**

**(Based on invoices received from Shibley Righton LLP, not including disbursements, HST or other taxes.)**





1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting Date:**  
 January 11, 2011

## BOARD REPORT

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

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Cathy Geml, Superintendent of Student Achievement K – 12  
 Emelda Byrne, Assistant Superintendent of Education

**SUBJECT:** **HOLY NAMES CATHOLIC HIGH SCHOOL**  
 Field Trip to New York City re: English, Drama and Business Workshops  
 – Tuesday, April 26, 2011 to Friday, April 29, 2011

**RECOMMENDATION:**

That the Board approve the Holy Names Catholic High Schools’ Field Trip to New York City from **Tuesday, April 26, 2011 to Friday, April 29, 2011.**

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**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 30 students in Grades 11 - 12 in the English, Drama and Business to attend workshops and visit attractions in each of these 3 areas.

**BACKGROUND COMMENTS:** This field trip is in relation to the students’ choir and concert band classes from Grades 11 – 12.

**FINANCIAL IMPACT:** Approximately \$1152 per student

**TIMELINES:** Tuesday, April 26, 2011 to Friday, April 29, 2011

**APPENDICES:**

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

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	January 3, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 3, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 3, 2011

History Fold **Celeste DiPonio**

Tuesday, December 07, 2010 3:39:23 PM

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

Page 1 of 2



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

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

▼ Subject: Field Trip/Excursion Approval Form

From: **Celeste DiPonio**

To: **Beth Marshall**  
Emelda Byrne

**Kevin Hamlin**  
**Daniella Czudner**

Teacher: Daniella Czudner, MaryJo Grado, ... School: Holy Names Catholic High School

Destination Name: New York City Name of Carrier: Spirit

Mode of Transportation: airplane Travel Company Involved: Great Adventure Tours

Departure Date: Tue, Apr 26, 2011  Return Date: Fri, Apr 29, 2011

Time of Departure from School: 4:50am Approximate Time of Return to School: 9pm

Number of Male Students: 15 Number of Female Students: 15

Total Cost Per Student: 1152.00 Personal Cost Per Student: 1152.00

Grade of Students: 11, 12 Number of Supervisors: Male: 1 Female: 2

Purpose of Trip/Excursion: to bring literature, drama and the business world to life

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

supplements several areas of senior English, Drama and Business Curriculum. Students will attending workshops and visit fully functionally attractions in each of these 3 areas.

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

read The Catcher in the Rye, study perspective, elements of drama, NYSE overview

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

write a critique/review of play, photo essay, student led workshops to peers

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

Noon Mass at St. Patrick's Cathedral on Friday, April 29th before our flight home

Date Submitted: Tue, Nov 30, 2010  Teacher: Daniella Czudner

Approval Date: Tue, Nov 30, 2010  Principal: Kevin Hamlin

Approval Date: Tue, Dec 07, 2010  Superintendent: Emelda Byrne

Approval Date:  Trustee (per SO):

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

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



**GREAT ADVENTURE TOURS**

PH: 519-727-3661 or 800-638-3945

FX: 519-727-6988

[Linda@greatadventuretours.com](mailto:Linda@greatadventuretours.com)

October 6, 2010  
 Holy Names High School  
 Via Email- Daniella\_czudner@wecdsb.on.ca

Attn: Ms Daniella Czudner

**Quote: SQ6096**

**New York City April 26-29, 2011**

**Tuesday April 26, 2011**

- 4:50 am Meet your local school **bus for transfer** from Holy Names High School to Detroit Metro Airport
- 7:20 am Group Departs On **morning flight** To New York City
- 9:00 am Group arrives at **LaGuardia Airport New York**
- 9:45 am Group is **transferred by motorcoach** from the airport to Manhattan Hotel
- 10:45 am Arrive at the **Hampton Inn- Time Square North**  
 (851 Eighth Avenue @ 51st Street Phone:-212-581-4100)  
 Each member of the Group will receive a **7 Day Metro Pass** to be used during the duration of the trip
- Noon Lunch at your own expense at Variety Café located at 48 West 48<sup>th</sup> Street next to Rockefeller Centre- good selection of food- hot foods, pizza, salads, sandwiches, hibatchi, sushi etc..
- 1:30 pm` **Top of the Rock-**  
*It's an experience in history and scenery that culminates with the best views of New York City from the newly renovated 70-story summit of 30 Rockefeller Plaza*  
**THIS IS WHERE YOU WILL BE MEETING YOUR GUIDE**
- 2:30 pm **Lower Manhattan Tour-** *Tribeca, Chinatown, Little Italy , Battery Park, Wall Street, Trinity Church, World Trade Center site, St Paul's Chapel*  
 Board the **Staten Island Ferry**- this is a great opportunity to view the Statue of Liberty and Ellis Island  
 Tour will end in Little Italy
- 5:30 pm Dinner in the heart of New York's Little Italy
- Return to Hotel
- Security 11pm – 6am-**

8:00 am **Breakfast** at hotel

10:00 am **DRAMA- Broadway Classroom**

***Business of the Business Option 1:***

*Taught by a leading New York City career coach or Casting Director, this session will give students the business skills for a successful career in theatre. The group will learn about audition procedures, agent submissions, head shots and resumes. The coach will also help students set personal goals and will select a few lucky students to experience a “cold” reading in a positive environment. (90 minute session)*

***Option 2:*** *Group will be taken through the steps of how a Broadway show is put into production. Starting from scratch up until final casting and opening night the group will learn the process of putting a show up on Broadway. Group will take on certain roles in theatre and present a scene with all the theatrical aspects (actor, director, set designer, costumer, choreographer, etc). This is a hands-on workshop learning about the process of getting a show up on Broadway. (90 minute session)*

***Musical Theatre Song and Movement*** - *This session is taught by Broadway performers from the show the group is seeing. Sheet music will be provided to the group, who will then work with a cast member and a pianist. The workshop recreates a true Broadway rehearsal with the students learning the choreography, staging, and music directly from the Broadway production they are seeing. (90 minute session)*

***Acting Audition*** - *The Acting Audition workshop gives students the knowledge of how important first impressions are when entering the audition room for the first time. This workshop will focus on the monologue, cold readings and stage presence. The session kicks-off with an interactive group activity, and then works on specific material focusing on making choices while in an audition situation. (90 minute workshop)*

***Making a Scene*** - *Come prepared with a scene of your choice, or we’ll provide a script for your group. Professional actors or teaching artists will advise you on acting choices, vocal techniques and character development designed to encourage bold and creative acting choices. Working from a scripted scene, the focus in this workshop is on interpreting and bringing text to life in truthful, imaginative and specific ways. (90 minute session)*

***Improvisation/Theatre Sports*** - *Students are actively participating during this fast-paced and fun session. After short warm-up session, students engage in improvisational exercises designed to heighten focus, creativity, quick thinking and sensitivity to others. (90 minute session)*

***Musical Theatre Song and Movement*** - *This session is taught by Broadway performers from the show the group is seeing. Sheet music will be provided to the group, who will then work with a cast member and a pianist. The workshop recreates a true Broadway rehearsal with the students learning the choreography, staging, and music directly from the Broadway production they are seeing. (90 minute session)*

***Up Close and Personal*** - *In this intimate one hour session, participants will have the opportunity to sit down and talk to a Broadway performer they will later see onstage in a Broadway show. This will include personal success stories, career moments, and insight into life as a performer. This workshop includes a private performance from the artist just for the group. (60 minute session)*

***Stage Combat*** - *This workshop gets students on their feet to learn the secrets of simulated combat. Trained professionals take your students behind the scenes to discover how fights and combat are choreographed on stage. In this thrilling workshop, safety and collaboration are the focus of the session. Participants actively enjoy simulated combat during the entire class, and safely walk away learning some valuable techniques. (90 minute session)*

**Stage Makeup** - Through demonstrations applied to volunteers, your group will learn the basics of makeup application and effects-rendering from a professional makeup artist. This lecture-based class will show your group the correct technique of makeup application and give a bit of the history on why makeup is applied during live theatre. (90 minute session)

**Costume Design** - Our Broadway costumer will take your group from design and draping to execution of the simplest shirts to elaborate stagewear. You'll see the actual sketches and finished costume photos. (90 minute session)

**Stage Door Chat** - Arrange a private meet and greet with a performer from the show you are attending. Get your playbills autographed, pose for photos, or get a personal show preview with a Q&A. We'll work with you to find the perfect spot in your itinerary-- perhaps an appearance at the state door, or on the coach, or during a scheduled meal. (20 minute session)

10:00 am **ENGLISH – The Strand Book Store-18 Miles of Books...and Then Some** In 1927, Ben Bass opened Strand Book Store on Fourth Avenue, home of New York's legendary Book Row. Named after the famous publishing street in London, the Strand was one of 48 bookstores on Book Row, which started in the 1890's and ran from Union Square to Astor Place. Today, the Strand is the sole survivor. More than thirty years later, the Bass family now owns the building at Broadway and 12th Street. They also operate the Kiosks in Central Park. In the early 1990s,

10:00 am **Business**-Tour of Behind-the-scenes tour at Macy's • Go behind the scenes at Macy's flagship store, which ranks as the second-most visited attraction in New York City after the Empire State Building. First founded in 1858, Macy's relocated to its current Herald Square location in 1902. With the completion of its 7th Avenue addition 22 years later, Macy's earned its title as the "World's Largest Store." The store also gave birth to the annual Macy's Thanksgiving Day Parade, which endures today as an American tradition, featuring gigantic balloon characters and celebrity performances. **During your tour, you'll learn about the strategic selling techniques that have made Macy's such a lasting success.** You'll also have free time to explore the store on your own

Change at the hotel and depart for Yankee Stadium

1:10 pm **Yankees vs Chicago White Sox Game (schedule TBA)**- - lunch will be at your own expense at the stadium

6:00 pm **Dinner** in Time Squares –

**SECOND BROADWAY SHOW (choose from Mama Mia, The Adams Family, Phantom of the Opera, Merchant of Venice)**

Return to Hotel  
**Security 11pm – 6 am**



8:00 am **Breakfast** at the hotel

9:30 am **English - “Catcher In The Rye Tour”**- Local Tour Guide

10:00 am **“Broadway Classroom”- Drama- SECOND CLASS**

***Quick Wits**- This introduction to the art of improvisation uses topical issues to build tools in flexibility, concentration, and spontaneity, while strengthening confidence and encouraging a sense of frolic, fun, and humor. 90 minutes*

***Wanted: Experienced Actor**- A casting director discusses being seen, how to market the working actor, and what it takes to get the job. Topics have included headshots and resumes. Past teachers include Robyn Knoll (casting director of over 50 films and HBO's The Sopranos) and Kim Moarefi (The Cosby Show). 60 minutes*

***Let's Get Technical**- A Broadway stage manager or set designer discusses the technical execution of a director's vision and the collaborative process of lighting and designing a set for a production. 60 minutes*

10:00 am **BUSINESS- 2011 NFL DRAFT**- experience first hand “sports management” at it’s best as you see the 2011NFL draft

**Lunch at your own expense**

1:30 pm **NBC Studio Tour**- *Since 1933, NBC has offered this historic tour that takes you behind-the-scenes of NBC's New York operations. An NBC Page will be your ambassador to the world of the Peacock network. The tour gives you the opportunity to visit some of the most famous studios including: Dateline NBC, NBC Nightly News, NBC Sports, Late Night with Conan O'Brien, The Rosie O'Donnell Show, and Saturday Night Live. Tours are conducted in a working facility that might give you the opportunity to catch a glimpse of a show in pre-production or cross paths with a famous NBC personality.*

2:00 pm **Business Students** will have a **guided campus tour of** New York University (NYU)-  
AFTERNOON

Return to the hotel and change for dinner & show

5:45 pm Dinner at **Carmines Time Square**- NYC’s Legendary Family Style Italian Restaurant

8:00 pm Evening performance of the **Broadway Smash Musical “Wicked”**  
*Based on Gregory Maguire's acclaimed novel, the spellbinding WICKED transports audiences to a fantasy world of wizards and witches to tell the incredible untold story of the Witches of Oz and how one came to be called 'good' and the other 'wicked'. Experience this unforgettable, award-winning musical and discover you've not been told the whole story about the land of Oz...*

**Or The Broadway Hit “Billy Elliott:”**- *The one name on everybody’s lips is BILLY. BILLY ELLIOT THE MUSICAL is the new show that has captured Broadway’s heart and received the best reviews for any musical in years. Called “EXTRAORDINARILY UPLIFTING” by Time Out New York and “INTOXICATING” by The New York Times, BILLY ELLIOT is a joyous, exciting and feel-good celebration of one boy following his heart and making his dreams come true.*

*Based on the critically acclaimed feature film, BILLY ELLIOT is brought to life by the movie’s original creative team – director Stephen Daldry, choreographer Peter Darling and writer Lee Hall – along with music legend Elton John, who has written what the New York Post calls “HIS BEST SCORE YET!” Come discover for yourself the next great Broadway musical, BILLY ELLIOT.*

Return to Hotel

**Security 11pm – 6 am**

**Breakfast at hotel**

- 7:00 am **CBS Early Show-** (studios at 59th and 5<sup>th</sup>) . meet the cast of the Popular morning show and be part of the audience. Group will appear on air – time to be advised  
A Short studio tour to follow
- 9:00 am **Opening Bell of Nasdaq** (The NASDAQ Stock Market)
- 12:00 pm **St. Patricks Cathedral** – Noon Mass
- 1:30 pm Return to hotel
- 2:00 pm Transfer Group is transferred by motorcoach to the airport
- 4:45 pm Group departs on **evening** to Detroit
- 6:44 pm Group arrives at Detroit Metropolitan Airport
- 7:00 pm Meet your local school bus for transfers from Detroit Metro Airport to Holy Names High School  
  
End of service

**Price per person based on occupancy level, minimum 40 paid people:**

<b>Single:</b>	<b>Double</b>	<b>Triple</b>	<b>Quad</b>
<b>\$1971.00</b>	<b>\$1358.00</b>	<b>\$1154.00</b>	<b>\$1052.00</b>

**Price includes:**

- Roundtrip transfers (school bus) between Holy Names HS and Detroit Metro airport
- Roundtrip airfare from Detroit to New York City
- Roundtrip cost for 1 checked bag per person
- Use of motorcoach as indicated in New York City (airport transfers, )
- 3 nights hotel accommodations
- Security guard nightly (11pm-7am)
- 7 Day Metro Card
- 3 breakfasts
- 3 dinners
- Ticket to the Broadway Musical WICKED or Billy Elliott
- Ticket to a second Broadway Show (to be determined)
- 1 ticket to a New York Yankee baseball game (subject to schedule availability)
- Attraction admissions as outlined on itinerary
- 2 City Tours – “Catcher In The Rye” & New York City Tour
- Service of a local tour guide (as outlined on itinerary)
- All meal gratuities
- All taxes
- 

**\*\*\* Price includes 4 complimentary packages (based on 1 Triple & 1 single room) for 40 paying passengers \*\*\*\*\***

**All prices are subject to availability until receipt of signed contract**



1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting Date:**  
 January 11, 2011

**BOARD REPORT**

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
 Jamie Bumbacco, Superintendent of Education

**SUBJECT:** **ST. ANNE CATHOLIC SECONDARY SCHOOL –  
 - Field Trip Columbus, Ohio, January 31 to February 2, 2011**

**RECOMMENDATION:**

**That the Board approve the St. Anne Catholic Secondary School’s field trip to Columbus, Ohio, January 31 to February 2, 2011.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for approximately 29 secondary students to travel to Columbus, Ohio to tour the Nationwide Arena and to play hockey.

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

**FINANCIAL IMPACT:** \$200.00 per student

**TIMELINES:** January 31 to February 2, 2011

**APPENDICES:**

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

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: January 3, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 3, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: January 3, 2011



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

January 3, 2011 1:17:01 PM

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

▼ Subject: Field Trip/Excursion Approval Form  
To: **Beth Marshall**

From: **Dino Quenneville**  
 **Simone Lira**  
 **Jim Minello**  
 **Sue Patterson**

Teacher: Mr. Steve Burke School: Ste. Anne Catholic High School  
Destination Name: Columbus, Ohio Name of Carrier: Badder  
Mode of Transportation: coach Travel Company Involved: N/A  
Departure Date: Jan 31, 2011  Return Date: Feb 2, 2011   
Time of Departure from School: 2:00 p.m. Approximate Time of Return to School: 3:00 a.m.  
Number of Male Students: 25 Number of Female Students: 4  
Total Cost Per Student: \$200 Personal Cost Per Student: \$200  
Grade of Students: 9 - 12 Number of Supervisors: Male: 1 Female: 1

Purpose of Trip/Excursion: Extension of high school hockey programs through a real life situation

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

Students will witness how the on- and off-ice skills they are acquiring in their course apply to an actual NHL operation. Team unity will be nurtured during an exhibition game vs. Columbus High.

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

Preparation by the hockey teams for this excursion has been on-going throughout their season. The Hockey Canada class prepared by studying leadership, fitness training techniques and goal setting.

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

Players/students will be encouraged to develop their interest in hockey and to promote team unity based on the skills acquired throughout this experience.

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

Date Submitted: Dec 16, 2010	<input type="checkbox"/>	Teacher: Mr. Steve Burke
Approval Date: Dec 16, 2010	<input type="checkbox"/>	Principal: Jim Minello
Approval Date: Jan 3, 2011	<input type="checkbox"/>	Superintendent: Pat Murray
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.

## Itinerary for the Field Trip to Columbus, Ohio – Jan. 31 to Feb. 2, 2011

Monday Jan 31st

2:00 Depart fro Columbus

7:00 Play a local high school team (Dublin Scioto)

10:00 back to hotel

11:00 lights out

Tuesday Feb 1st

8:00 to 8:30 Wake up call

9:00 breakfast

10:00 - 12:00 Tour of Nationwide Arena ( Bob Boughner), Watch pregame skate for Chicago and Columbus.

12:00 Lunch

1:00 check out of hotel

1:00 - 4:00 Play a local high school team (Dublin Jerome).

4:30 - dinner

6:00 -arrive at Nationwide Arena to watch warmups

7:00 -10:30 watch Columbus play Chicago

11:00 depart for St Anne

Jim I hope this is good ..

STEVE BURKE

Hockey Skills Canada

519 727 8908

ext 7061

St Anne



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

## BOARD REPORT

**Meeting Date:**  
January 11, 2011

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
Mario Iatonna, Superintendent of Business  
Jamie Bumbacco, Superintendent of Human Resources

**SUBJECT:** TRUSTEE GROUP ACCIDENT INSURANCE 2011

**RECOMMENDATION:**

**That the Board approve payment in the amount of \$305.88, including PST, to Ontario School Boards' Insurance Exchange for Trustee Group Accident Insurance, including Student Trustees, for the period January 1, 2011 to November 1, 2011.**

**SYNOPSIS:**

The Board provides accident insurance for all Trustees, including Student Trustees, and it is now time to renew the coverage for 2011.

**BACKGROUND COMMENTS:**

In 2010, the Board's Trustee Group Accident Insurance Policy was with Industrial Alliance Pacific Insurance and Financial Services Inc. Upon review, it is being recommended that the 2011 insurance be obtained from Ontario School Boards' Insurance Exchange (OSBIE). The policy provides coverage for an injury sustained while performing the duties of a Trustee away from the Trustee's residence or place of regular employment and while traveling on business for the Board. A summary of coverage is provided in Appendix A.

**FINANCIAL IMPLICATIONS:**

The premium of \$305.88, including PST, for the period from January 1, 2011 to November 1, 2011 is lower than the \$570.24 annual premium (\$475.20 pro-rated for 10 months equivalent to the OSBIE proposal) paid to Pacific Insurance for each of the years from 2007 to 2010. Adjustments to coverages have been made from the prior year as identified in Appendix A. The student trustee benefits and coverages have been increased from the prior year to match the elected trustee amounts in all cases.

Sufficient funds are being provided in the 2010-11 revised budget estimates to cover the cost of the 2011 insurance premiums from January 1 to August 31, 2011. Sufficient funds will be provided in the 2011-12 budget estimates to cover the balance of the premiums from September 1 to November 1, 2011.

**TIMELINES:**

The renewal covers the 10 month period from January 1, 2011 to November 1, 2011.

**APPENDICES:**

Appendix A - Breakdown of Insurance Coverage for Both Elected and Student Trustees

**REPORT REVIEWED BY:**

EXECUTIVE COUNCIL

Review Date: \_\_\_\_\_

SUPERINTENDENT

Approval Date: January 6, 2011

DIRECTOR OF EDUCATION:

Approval Date: January 6, 2011

**APPENDIX A  
BREAKDOWN OF INSURANCE COVERAGE  
FOR BOTH ELECTED AND STUDENT TRUSTEES<sup>1</sup>**

Type of Coverage	Maximum Benefit
Accidental Death and Dismemberment <sup>2</sup>	\$200,000
Loss of Use of Two or More Limbs <sup>2</sup>	\$400,000
Weekly Accident Indemnity – Disability <sup>2</sup>	\$500 per week
Repatriation (for funeral)	\$15,000
Family Transportation	\$15,000
Rehabilitation	\$15,000
Spousal Occupational Training	\$15,000
Home Alteration & Vehicle Modification <sup>2</sup>	\$20,000
Daycare (for dependent children)	\$5,000 per year
Seat Belt <sup>3</sup>	\$25,000
Special Education <sup>4</sup>	\$5,000 per year
In-Hospital Confinement <sup>2</sup>	\$2,500
Identification Benefit <sup>3</sup>	\$15,000
Bereavement Benefit <sup>4</sup>	\$1,000

- Notes:**
1. Coverages and dollar amounts are provided for information only. Additional coverages as well as limitations and exclusions to coverages are provided in the actual policy.
  2. Dollar amounts reflect enhanced benefits from the prior year.
  3. Added benefits from the prior year coverage.
  4. Decreased benefits from the prior year coverage.
  5. Benefits that were previously included separately but are now covered under other categories include funeral expense (\$5,000 maximum) and accident reimbursement – medical (\$5,000 maximum).



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

## BOARD REPORT

**Meeting Date:**  
January 11, 2011

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
Mario latonna, Superintendent of Business  
Jamie Bumbacco, Superintendent of Human Resources

**SUBJECT: ONTARIO SCHOOL BOARDS' INSURANCE EXCHANGE  
(OSBIE) INSURANCE PREMIUM - 2011**

**RECOMMENDATION:**

**That the Board approve payment in the amount of \$656,621.84, including PST as applicable, for the Ontario School Boards' Insurance Exchange Insurance Premium for the year 2011.**

**SYNOPSIS:**

The Board has historically purchased insurance from the Ontario School Boards' Insurance Exchange (OSBIE) on an annual basis and it is now time to renew the Board's coverage for 2011.

**BACKGROUND COMMENTS:**

The Board's insurance policy with OSBIE is due for renewal on January 1, 2011.

**FINANCIAL IMPLICATIONS:**

The premium for 2011 is \$656,621.84, including PST as applicable, noting that PST is not charged on fleet automobile or on non-owned automobile liability premiums. This reflects an increase of \$20,088.64 (3.2%) over 2010. For comparison purposes, the increase in the prior year from 2009 to 2010 was 11.2%.

The increase in 2011 is due primarily to the experience of the Board with respect to liability claims. In addition, there is an increase in the automobile insurance portion due to the greater exposure resultant from the purchase of a new vehicle for the Facilities Services Department.



The breakdown of the premium by type of coverage with a comparison to the prior year is as follows:

**Breakdown of Insurance Premiums  
By Type of Coverage**

Type of Coverage and Account	Limit of Coverage	Deductible	2010 Premium (incl. PST)	2011 Premium (incl. PST)	Percent Change
<b>Liability</b> Acct. No. 0-000-41-672000-6-000-0 School Maintenance - Liability Insurance	\$24,000,000	N/A	\$418,677	\$439,551	+5.0
<b>Property</b> Acct. No. 0-000-41-671000-6-000-0 School Maintenance - Property Insurance	Unlimited	\$10,000	174,177	172,356	-1.0
<b>Fleet<sup>1</sup></b> Acct. No. 0-000-41-673000-6-000-0 School Maintenance - Vehicle Insurance	\$20,000,000 For 3 <sup>rd</sup> Party Liability	\$500	25,264	26,390	+4.5
<b>Non-Owned Automobile<sup>1</sup></b> Acct. No. 0-000-41-672000-6-000-0 School Maintenance - Liability Insurance	\$24,000,000 For Non-Owned Auto Liability				
<b>Crime</b> Acct. No. 0-000-32-672000-6-000-0 Director & Supervisory Officer - Liability Insur.	\$500,000	\$500	12,918	12,827	-0.7
<b>Boiler &amp; Machinery</b> Acct. No. 0-000-41-671000-6-000-0 School Maintenance - Property Insurance	Unlimited	\$5,000	5,497	5,497	0.0
<b>Total</b>	---	---	<b>\$636,533</b>	<b>\$656,621</b>	<b>+3.2</b>

<sup>1</sup> No PST on fleet and non-owned automobile premiums.

Sufficient funds are being provided in the 2010-11 revised budget estimates to cover the cost of the 2011 insurance premiums from January 1 to August 31, 2011. Sufficient funds will be provided in the 2011-12 budget estimates to cover the balance of the 2011 premiums from September 1 to December 31, 2011.

**TIMELINES:**

The renewal is due on January 1, 2011 and provides coverage for one year up to December 31, 2011.

**APPENDICES:**

N/A

**REPORT REVIEWED BY:**

- EXECUTIVE COUNCIL
- SUPERINTENDENT
- DIRECTOR OF EDUCATION:

Review Date: \_\_\_\_\_  
 Approval Date: January 6, 2011  
 Approval Date: January 6, 2011



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

## WALK-ON BOARD REPORT

**Meeting Date:**  
January 11, 2011

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul Picard, Director of Education  
 Mario latonna, Superintendent of Business  
**SUBJECT:** **2011 TEMPORARY BORROWING RESOLUTION  
 – ANNUAL EXPENDITURES**

**RECOMMENDATION:**

**That the Board approve the 2011 Temporary Borrowing Resolution (deemed to be read three times) authorizing the Board to borrow up to \$55,300,000 to meet, until current revenues are collected, the current expenditures of the Board for 2011.**

**SYNOPSIS:**

A Temporary Borrowing Resolution is approved annually authorizing a limit that the Board may borrow to finance the calendar year’s expenditures.

**BACKGROUND COMMENTS:**

Short-term loans are required, in part, to bridge finance the Board’s capital expenditures that will ultimately be debentured. The Board presently has \$19,200,000 of capital expenditures that are not permanently financed. In 2011, the Board will incur additional capital expenses for Good Places to Learn (GPL) projects estimated at \$4,600,000, and additional capital expenses for Capital Priority (CP) projects estimated at \$600,000. The interest on the Board’s capital program for 2011 is estimated to be \$900,000 pending issuance of a debenture.

Short-term loans are also required to finance operations when expenses exceed revenues. This situation typically occurs at the end of every calendar quarter due to the time lag in receiving the tax levy payments from municipalities. The 2011 expected maximum exceedence has been established at \$30,000,000.

Therefore, the 2011 combined cash requirements are estimated to be \$55,300,000 broken down as follows:

	<u>2011</u>
Capital Expenditures – Previous, Not Permanently Financed	\$19,200,000
Capital Expenditures – 2011 Additional GPL	4,600,000
Capital Expenditure – 2011 Additional CP	600,000
Annual Interest on Capital Expenditures	900,000
Tax Levies and Ministry Transfers	<u>30,000,000</u>
Temporary Borrowing	<u>\$55,300,000</u>

**FINANCIAL IMPACT:**

As noted in Background Comments section.

**TIMELINES:**

The Temporary Borrowing Resolution - Annual Expenditures is approved annually.

**APPENDICES:**

- 2011 Temporary Borrowing Resolution – Annual Expenditures

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date:	January 10, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date:	January 10, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date:	January 10, 2011

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2011 TEMPORARY BORROWING RESOLUTION – ANNUAL EXPENDITURES**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 11th day of January 2011.

ON MOTION it was resolved as follows:

WHEREAS the Windsor-Essex Catholic District School Board (the “Board”) considers it necessary to borrow the amount of up to \$55,300,000 to meet, until current revenues are collected, the current expenditures of the Board for 2011.

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

THEREFORE, BE IT RESOLVED THAT:

1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow from time-to-time by way of Promissory Note a sum or sums not exceeding the aggregate \$55,300,000 to meet the current expenditures of the Board until the current revenues have been received and to give on behalf of the Board a Promissory note or notes under the corporate seal of the Board signed by the Chairperson or Vice-Chairperson of the Board and the Secretary-Treasurer for the monies borrowed hereunder;

Provided, however, that the interest and any other charges connected therewith do not exceed the interest that would be payable at the prime lending rate on the date of borrowing of banks listed in Schedule 1 to the Bank Act plus 100 basis points.

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

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which resolution remains in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 11<sup>th</sup> day of January 2011.

\_\_\_\_\_  
Chairperson, F. Alexander

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Secretary-Treasurer, P. Picard

\_\_\_\_\_  
Witness



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

**WALK-ON  
BOARD REPORT**

**Meeting Date:**  
January 11, 2011

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
Mario latonna, Superintendent of Business

**SUBJECT:** **2011 TEMPORARY BORROWING RESOLUTION  
– PERMANENT IMPROVEMENTS**

**RECOMMENDATION:**

**That the Board approve the 2011 Temporary Borrowing Resolution – Permanent Improvements (deemed to be read three times) authorizing the Board to borrow \$17,200,000 to bridge finance the permanent improvements as detailed in Schedule A of the Resolution.**

**SYNOPSIS:**

A Temporary Borrowing Resolution authorizing the Board to borrow money pursuant to the provisions of Section 247 of the Education Act to finance capital expenditures is required by the Board's banker, the Canadian Imperial Bank of Commerce.

**BACKGROUND COMMENTS:**

On January 11, 2011, the Board is expected to approve a Temporary Borrowing Resolution for \$55,300,000 as a line of credit to finance the Board's expenditures for the calendar year 2011. A separate resolution is required to segregate the capital portion of the borrowing.

In order to bridge finance its unfinanced capital expenditures, the Board borrowed \$45,000,000 in 2007, \$48,000,000 in 2008, \$49,000,000 in 2009 and \$49,000,000 in 2010 for this purpose. The bridge financing requirements for 2011 are detailed in Schedule A of the Resolution which represents the total costs of permanent improvements made by the Board.

**FINANCIAL IMPACT:**

Bridge financing in the amount of \$17,200,000 will be required in 2011 until debentures are issued to permanently finance the capital expenditures.

**TIMELINES:**

The Temporary Borrowing Resolution - Permanent Improvements is approved annually.

**APPENDICES:**

- 2011 Temporary Borrowing Resolution – Permanent Improvements
- Schedule A - New Pupil Places Expenditures

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	January 10, 2011
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	January 10, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	January 10, 2011

**WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD  
2011 TEMPORARY BORROWING RESOLUTION – PERMANENT IMPROVEMENTS**

RESOLUTION duly passed by the Windsor-Essex Catholic District School Board at the meeting duly called on the 11<sup>th</sup> day of January 2011.

ON MOTION it was resolved as follows:

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

AND WHEREAS:

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

THEREFORE, BE IT RESOLVED THAT:

- 1. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized on behalf of the Board to borrow \$17,200,000 for permanent improvements in accordance with the Act, plus interest at a rate to be agreed upon from time to time with CIBC.
- 2. The Chairperson, Vice-Chairperson or Secretary-Treasurer of the Board are hereby authorized for and on behalf of the Board to execute and deliver all such other documents and to do such other acts and things as may be necessary to give full effect to the Resolution.

WE HEREBY CERTIFY that the foregoing is a true and complete copy of a Resolution passed at a meeting of the Board duly called and held as aforesaid, which Resolution remain in full force and effect unamended on the date hereof.

AS WITNESS, the Corporate Seal of this Board this 11<sup>th</sup> day of January 2011.

\_\_\_\_\_  
Chairperson, F. Alexander

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Secretary-Treasurer, P. Picard

\_\_\_\_\_  
Witness

**SCHEDULE A**  
**WINDSOR ESSEX CATHOLIC DISTRICT SCHOOL BOARD**  
**NEW PUPIL PLACE EXPENDITURE REPORT**  
 DATE: August 31, 2010

PROJECT	EXPENDITURES TO DATE										TOTAL EXPENDITURES	TOTAL PREVIOUSLY FINANCED	TOTAL NOT PREVIOUSLY FINANCED	
	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10				
Assumption	\$ 116,964	\$ 123,380	\$ 1,264,372	\$ 11,133,103	\$ 3,528,416	\$ 60,933	\$ 8,145	\$ -	\$ (125,725)	\$ -	\$ 16,109,588	\$ 14,803,943	\$ 1,305,645	
F.J. Brennan	225,893	2,273,821	8,208,273	2,691,868	89,550						13,489,405	13,489,405	-	
St. Anne			11,703	339,215	607,405	13,649,571	20,440,461	279,841	2,976		35,331,172	29,448,595	5,882,577	
St. Anne Site					2,517,822		109,600				2,627,422	-	2,627,422	
St. Joseph				28,997	665,475	32,401,417	6,752,762	37,000	17,145		39,902,796	39,802,527	100,269	
St. Joseph Site					4,470,403		194,596				4,664,999	-	4,664,999	
St. Thomas of Villanova		234,864	3,919,607	169,219	12,631	-					4,336,321	4,580,900	(244,579)	
Holy Cross	4,491,248	4,497,717	147,806	39,833	9,719	(6,073)					9,180,250	8,966,025	214,225	
Holy Cross Addition				61,789	732,864	32,362					827,015	1,030,000	(202,985)	
St. Anthony				-	4,944,961	1,350,485					6,295,446	6,295,446	-	
St. Christopher				923,679	3,386,026	760,281					5,069,986	5,336,416	(266,430)	
Holy Name Essex		1,016,527	7,177,513	132,543	4,651						8,331,234	8,476,510	(145,276)	
Holy Name Essex Site		507,051					22,072				529,123	-	529,123	
ICS	42,891	24,757	7,500								75,148	101,887	(26,739)	
H.J. Lassaline			177,043	2,629,323	(813,137)	2,959					1,996,188	2,788,475	(792,287)	
Notre Dame	34,844	1,627,983	1,792,000								3,454,827	3,462,259	(7,432)	
OLMC		40,641	1,416,335	3,350,538	86,190	72,013	1,100,211				6,065,927	6,124,080	(58,153)	
St. John	195,284	460,846	93,306	-		-					749,436	662,263	87,173	
St. John de Brebeuf			7,374	5,669,669	2,090,690	(38,112)					7,729,621	7,851,873	(122,252)	
St. John de Brebeuf Site			230,711				10,043				240,754	-	240,754	
St. John Vianney	35,999	3,563,884	1,114,328	18,517							4,732,728	4,714,899	17,829	
St. Rose	94,449	822,362	363,886	2,127							1,282,824	1,283,848	(1,024)	
St. William		577,986	1,806,468	33,494							2,417,948	2,417,948	-	
Administration		363,297	(698)	111,313	742,937	47,042	108,825				1,372,716	-	1,372,716	
St Michael Rhodes Drive						329,929	403,166				733,095	-	733,095	
<b>TOTALS</b>	<b>\$ 5,237,572</b>	<b>\$ 16,135,116</b>	<b>\$ 27,737,526</b>	<b>\$ 27,335,227</b>	<b>\$ 23,076,603</b>	<b>\$ 48,662,807</b>	<b>\$ 29,149,881</b>	<b>\$ 316,841</b>	<b>\$ (105,604)</b>	<b>\$ -</b>	<b>\$ 177,545,969</b>	<b>\$ 161,637,299</b>	<b>\$ 15,908,670</b>	
											<b>Good Places to Learn Stage 3</b>	<b>\$ 2,829,580</b>	<b>\$ 2,511,032</b>	<b>\$ 318,548</b>
											<b>Good Places to Learn Stage 4</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
											<b>Capital Priorities - St. Anne French Immersion Portables</b>	<b>\$ 900,000</b>	<b>\$ 864,520</b>	<b>\$ 35,480</b>
											<b>Capital Priorities - St. James Classroom Additions</b>	<b>\$ 862,887</b>	<b>\$ -</b>	<b>\$ 862,887</b>
											<b>TOTAL (ALL PROGRAMS)</b>			<b>\$ 17,125,585</b>

Note: Certain prior period balances have been recalculated to reflect reclassifications and adjustments identified in the current year.





1325 California Avenue  
 Windsor, ON N9B 3Y6  
 CHAIRPERSON: Fred Alexander  
 DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting:**  
 January 11, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Cathy Geml, Superintendent of Education

**SUBJECT:** **APPOINTMENT OF ROSE LAMUG, ALTERNATE REPRESENTATIVE AUTISM ONTARIO, WINDSOR ESSEX TO SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**

**RECOMMENDATION:**

**That the Board approve the appointment of Rose Lamug, alternate representative, Autism Ontario, Windsor Essex to the Special Education Advisory Committee (SEAC) for the balance of the four-year term, December 1, 2010 to November 30, 2014.**

**SYNOPSIS:** The Autism Ontario organization has notified the Board that they have nominated Rose Lamug to serve as the Autism Ontario, Windsor Essex alternate representative on the Board’s Special Education Advisory Committee (Appendix “A”). The Board of Trustees approves appointments to the committee.

**BACKGROUND COMMENTS:** Subsection 57.1(1) of the Education Act requires every school board to establish a Special Education Advisory Committee (SEAC). The composition and duties of SEAC are set out in *Ontario Regulation 464/97 Special Education Advisory Committee* (Appendix “B”).

In order to be nominated or appointed to a special education advisory committee, a person must be a Canadian citizen, at least 18 years old, qualified to vote for members of that board, and be a resident in its area of jurisdiction. Employees of a school board are not eligible for membership on the SEAC of the board that employs them.

Ms. Lamug meets the required conditions for this appointment.

**FINANCIAL IMPACT:** No financial implications.

**TIMELINES:** SEAC members are appointed by the school board for the same term of office as the elected members of the board. Therefore, Ms. Lamug's appointment will be effective immediately upon Board approval for the balance of the current four-year term which ends November 30, 2014.

**APPENDICES:**

- Appendix A: Letter from Autism Ontario Windsor Essex dated December 7, 2010
- Appendix B: Ontario Regulation 464/97 Special Education Advisory Committees

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: January 3, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: January 3, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: January 3, 2011



1168 Drouillard Road,  
Windsor, ON N8Y 2R1  
Phone: (519) 250-1893  
Fax: (519) 250-4957  
[autismwindsor@gmail.com](mailto:autismwindsor@gmail.com)

December 7, 2010

Windsor-Essex Catholic District School Board  
1325 California Ave.,  
Windsor, ON N9B 3Y6

Attention: Terri Maitre

This letter is to inform you that we would like to appoint Rose Lamug to be our Alternate S.E.A.C. Representative for the Catholic Board.

Mrs. Lamug is qualified to vote for members of the Windsor-Essex District School Board and is a resident of the Board's jurisdiction.

If you require any further information you can contact me at 519-253-2481 x 1232

Bill Spadafora, Co-President,  
Autism Ontario Windsor Essex Chapter

## **SPECIAL EDUCATION ADVISORY COMMITTEES**

(O. Reg. 464/97)

1. In this Regulation,

“local association” means an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.

2. (1) Every district school board shall establish a special education advisory committee that shall consist of,

- (a) subject to subsections (2) and (3), one representative from each of the local associations that operates locally within the area of jurisdiction of the board, as nominated by the local association and appointed by the board;
- (b) one alternate for each representative appointed under clause (a), as nominated by the local association and appointed by the board;
- (c) Such number of members from among the board's own members as it determined under subsection (4), as appointed by the board;
- (d) where the number of members appointed under clause (c) is less than three, one alternate, as appointed by the board from among its own members, for each member appointed under clause (c);
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4; and
- (f) one or more additional members appointed under subsection (5).

(2) The board shall not appoint more than 12 representatives under clause (1) (a).

(3) Where there are more than 12 local associations within the area of jurisdiction of the board, the board shall select the 12 local associations that shall be represented.

(4) The number to be appointed by the board under clause (1) (c) shall be the lesser of,

- (a) three; and
- (b) 25 per cent of the total number of members of the board, rounded down to the nearest whole number.

(5) For the purposes of clause (1) (f), the board may appoint one or more additional members who are neither representatives of a local association nor members of the board or another committee of the board.

3. (1) Every school authority, other than a board established under section 68 of the Act, shall establish a special education advisory committee that shall consist of,

- (a) two representatives from the local associations that operate locally within the area of jurisdiction of the board, as nominated by the local associations and appointed by the board.
- (b) one alternate for each representative appointed under clause (a), as nominated by the local associations and appointed by the board;
- (c) one member from among the board's own members, as appointed by the board;
- (d) one alternate, as appointed by the board from among its own members, for the member appointed under clause (c); and
- (e) one or two persons to represent the interests of Indian pupils, as provided by section 4.

(2) Where no local association or associations have been established, instead of the members and alternates required by clauses (1) (a) and (b), the board shall appoint two members and two alternates who are not members of the board.

4. (1) Where a board has one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include one person appointed to represent the interests of Indian pupils.

(2) Where a board has more than one member appointed in accordance with a regulation made under section 188 of the Act, the special education advisory committee shall include two persons appointed to represent the interests of Indian pupils.

(3) One alternate shall be appointed for each person appointed in accordance with subsection (1) or (2).

(4) The representatives and alternates shall be nominated by the councils of the bands with which the board has entered into agreements under section 188 of the Act.

(5) The board shall appoint the persons nominated under subsection (4).

5. (1) A person is not qualified to be nominated or appointed under section 2 or 3 to a special education advisory committee of a board unless the person is qualified to vote for members of that board and is resident in its area of jurisdiction.

(2) Subsection (1) does not apply in respect of persons appointed under section 4.

(3) A person is not qualified to be nominated or appointed under section 2, 3 or 4 if the person is employed by the board.

6. Subject to section 7, each of the persons appointed to a special education advisory committee of a board shall hold office during the term of office of the members of the board and until a new board is organized.

7. (1) A member of a special education advisory committee vacates his or her seat if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee, or

(c) ceases to hold the qualifications to be appointed to the committee.

(2) An alternate for a member of a special education advisory committee vacates his or her position if he or she,

(a) is convicted of an indictable offence;

(b) absents himself or herself without being authorized by resolution entered in the minutes from three consecutive regular meetings of the committee in respect of which the alternate received a notice under subsection 9 (9); or

(c) ceases to hold the qualifications to be appointed as an alternate.

(3) Where a seat or position becomes vacant under this section, section 8 applies with respect to filling the vacancy.

(4) Despite subsection (3), where a member of the committee or an alternate for a member of a committee is convicted of an indictable offence, the vacancy or position shall not be filled until the time for taking any appeal that may be taken from the conviction has elapsed, or until the final determination of any appeal so taken, and in the event of the quashing of the conviction the seat or position shall be deemed not to have been vacated.

8. (1) If a seat or position on a special education advisory committee becomes vacant, the board that appointed the person whose seat or position has become vacant shall appoint a qualified person to fill the vacancy for the remainder of the term of the person whose seat or position has become vacant.

(2) The nomination requirements of sections 2, 3 and 4 apply with respect to appointments under this section.

(3) Where a seat of a member of the committee is vacant and has not yet been filled, the alternate for the member, if there is an alternate, shall act in the member's place for all purposes of this Regulation.

9. (1) A majority of the members of a special education advisory committee is a quorum, and a vote of a majority of the members present at a meeting is necessary to bind the committee.

(2) Every member present at a meeting, or his or her alternate when attending the meeting in his or her place, is entitled to one vote.

(3) The members of the committee shall, at their first meeting, elect one of their members as chair and one of the members as vice-chair.

(4) The vice-chair shall assist the chair and shall act for the chair at meetings in his or her absence.

(5) The chair or, in the absence of the chair, the vice-chair, shall preside at meetings.

(6) If at any meeting the chair and vice-chair are not present, the members present may elect a chair for that meeting.

(7) The chair may vote with the other members of the committee and any motion on which there is an equality of votes is lost.

(8) The committee shall meet at least 10 times in each school year.

(9) Where a member for whom an alternate has been appointed cannot attend a meeting of the committee, the member shall so notify the alternate.

(10) Where an alternate receives a notice under subsection (9), he or she shall attend the meeting and act at the meeting in the member's place.

10. (1) The board shall make available to its special education advisory committee the personnel and facilities that the board considers necessary for the proper functioning of the committee, including the personnel and facilities that the board considers necessary to permit the use of electronic means for the holding of meetings of the committee in accordance with the regulations made under section 208.1 of the Act.

(2) Within a reasonable time after a special education advisory committee is appointed, the board shall provide the members of the committee and their alternates with information and orientation respecting,

- (a) the role of the committee and of the board in relation to special education; and
- (b) Ministry and board policies relating to special education.

11. (1) A special education advisory committee of a board may make commendations to the board in respect of any matter affecting the establishment,

development and delivery of special education programs and services for exceptional pupils of the board.

(2) Before making a decision on a recommendation of the committee, the board shall provide an opportunity for the committee to be heard before the board and before any other committee of the board to which the recommendation is referred.

12. (1) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual review, under Regulation 306 of the Revised Regulations of Ontario, 1990, of its special education plan.

(2) The board shall ensure that its special education advisory committee is provided with the opportunity to participate in the board's annual budget process under section 231 of the Act, as that process relates to special education.

(3) The board shall ensure that its special education advisory committee is provided with the opportunity to review the financial statements of the board, prepared under section 252 of the Act, as those statements relate to special education.

13. This Regulation comes into force on the day section 31 of the *Education Quality Improvement Act, 1997* comes into force.

[Note: Section 31 of the *Education Quality Improvement Act, 1997*, came into force on January 1, 1998.]