



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

**REGULAR BOARD MEETING**  
**Tuesday, May 24, 2011 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**A G E N D A**

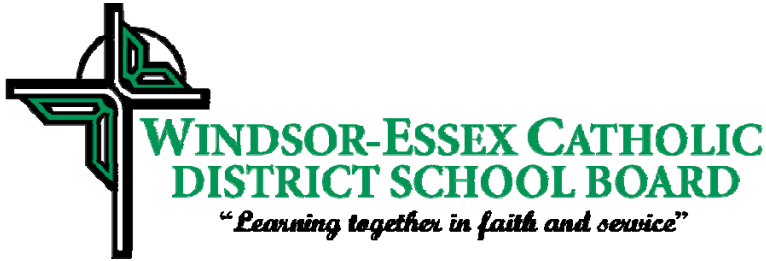
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|-----|--|--------|
| I   | In-Camera Meeting – 6:00 p.m.  | Page # |
| II  | Regular Meeting of the Board - 7:00 p.m.   |        |
|     |  |        |
| 1.  | Call To Order  |        |
| 2.  | Opening Prayer   |        |
| 3.  | Recording of Attendance  |        |
| 4.  | Approval of Agenda   |        |
| 5.  | Questions Pertaining to Agenda   |        |
| 6.  | Disclosure of Interest - <u>Pursuant to the Municipal Conflict of Interest Act.</u>  |        |
| 7.  | Presentations: <i>None</i>   |        |
| 8.  | Delegations:   |        |
| a.  | Delegation Regarding Items <u>Not</u> on the Agenda  | --     |
|     | <i>3:11.1 Any person(s) wishing to make a formal presentation to the Board shall make their intent known, in writing, to the Secretary at least one week prior to the regular meeting. They shall briefly explain in their petition the nature of their business. Discussion shall be limited to the petition and shall be not longer than ten (10) minutes. The time limit can be waived by the consent of the majority of the Board.</i> |        |
| b.  | Delegations Regarding Items <u>On</u> the Agenda   | --     |
|     | <i>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.</i>   |        |
| i)  | Maureen Plaquet and Frank Ieropoli, Windsor-Essex Catholic District School Board Employees to speak about the Learning Commons Specialists layoffs and Learning Commons Areas.   | --     |
| ii) | Bruce Dickie, CAW Local 2458 President to speak about the Windsor-Essex Catholic District School Board’s budget reductions.  | --     |

- iii) Theresa Coutinho and Heather McAuley, parents, to speak about Learning Commons Areas and its effects on the International Baccalaureate Program accreditation. --
  - iv) Michael Lajoie, Assumption College Catholic School student, to speak about recent board layoffs and Learning Commons Areas. --
  - v) Eric Renaud, taxpayer, to speak about the Learning Commons Areas and Trustee Conflict of Interest. --
  - vi) Shaun Steven, F. J. Brennan Catholic Secondary school student, to speak about Learning Commons Specialists and Secretarial layoffs and Learning Commons Areas. --
  - vii) Diane Westenberg, parent, to speak about Learning Commons Specialists and Secretarial layoffs. --
  - viii) Greg Farrah, Chair of the WECDSB High School Council, to speak about Learning Commons Areas specifically in secondary schools. --
  - ix) Paula Belanger, speaking on behalf of a number of parents regarding Learning Commons Areas. --
  - x) Dana Tonus, parent, to speak about Learning Commons Areas. --
  - xi) Mackenzie Colman and Laura Limarzi, Student Senate representatives, to speak about Learning Commons Areas. --
9. Action Items:
- a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, May 10, 2011 --
    - ii) Minutes of Regular Board Meeting, May 10, 2011 1-5
  - b. Items from the convened In-Camera meeting of May 24, 2011 --
10. Communications:
- a. External (Associations, OCSTA, Ministry): *None*
  - b. Internal (Reports from Administration):
    - i) Verbal Report: 21<sup>st</sup> Century Learning (C. Geml) --
    - ii) Report: Administrative Staff Report (J. Bumbacco) 6-7
    - iii) Report: Special Education Report for the Fiscal Year Ended August 31, 2010 (M. Iatonna) 8-11
    - iv) Report: 2010-11 School Budget Status Report (M. Iatonna) 12-15
    - v) Report: 2010-11 Budget Variance Report (M. Iatonna) *Handout*
11. Unfinished Business: *None*
12. New Business:
- a. Field Trips:
    - i) St. James Catholic Elementary School field trip to Camp Cedarwin June 14-15, 2011 (C. Geml) 16-21
    - ii) St. Maria Goretti Catholic Elementary School field trip to Cedar Point June 9, 2011 (C. Geml) 22-23
  - b. Report: Tender Approval – Holy Names Catholic Secondary School Cooling Tower Replacement (M. Iatonna) 24-25
  - c. Report: Board Policy Review (*approval in principle*) Amended Policy A:14 Promoting and Supporting Equity and Inclusion within a Catholic Community (C. Geml) 26-33

13. Committee Reports:
  - a. Report: High School Council Meeting of April 7, 2011 (C. Geml) 34-40
  - b. Report: Elementary School Council Umbrella Group Meeting of May 3, 2011 (C. Geml) 41-44
  - c. Report: Interim Parent Involvement Committee (PIC) – Notes from April 11, 2011 and Draft Terms of Reference (C. Geml) 45-68
  - d. Report: Special Education Advisory Committee (SEAC) Meeting of April 7, 2011 (C. Geml) 69-72
  
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. 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, June 14, 2011
  - **Monday**, June 27, 2011
  
20. Closing Prayer
  
21. Adjournment

**Fred Alexander**  
Board Chairperson

**Paul A. Picard**  
Director of Education & Secretary of the Board



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

**REGULAR BOARD MEETING**  
**Tuesday, May 10, 2011 at 7:00 p.m.**  
**Windsor Essex Catholic Education Centre**  
**John Paul II Boardroom**

**MINUTES**

**PRESENT**

**Trustees:**

F. Alexander, Chair	J. Macri
J. Courtney	B. Mastromattei
M. DiMenna, Vice-Chair	J. McMahan
F. Favot	L. Soulliere
B. Holland ( <i>participated electronically</i> )	
M. Colman, Student Trustee	
L. Limarzi, Student Trustee	
Rev. L. Brunet, Board Chaplain	

**Regrets:**

**Administration:**

P. Picard (Resource)	E. Byrne
J. Bumbacco	P. Murray
C. Geml	S. O'Hagan-Wong
M. Iatonna	J. Shea
P. Littlejohns	M. Seguin
	J. Ulicny

**Recorder:** B. Marshall

1. Call To Order - Chair Alexander called the meeting to order at 7:27 p.m.
2. Opening Prayer - Fr. Brunet opened the meeting with a prayer.
3. Recording of Attendance - All trustees present. Trustee Holland participated electronically.
4. Approval of Agenda - Chair Alexander noted that the Walk-On reports for agenda items 12b, 12c, and 12d are at trustee places and was previously provided to trustees electronically.

**ADDITIONS:**

- Item 12b Walk-On Report: Tender Approval – Catholic Central Secondary School Roof Replacement

- Item 12c Walk-On Report: Tender Approval – Holy Names Catholic Secondary School Window Replacement
- Item 12d Walk-On Report: Tender Approval – St. John the Baptist Catholic Elementary School HVAC Upgrades

**Moved by Trustee Favot and seconded by Trustee Soulliere that the May 10, 2011 Regular Board meeting agenda be approved as amended. *Carried***

5. Questions Pertaining to Agenda: *None*
6. Disclosure of Interest - Pursuant to the Municipal Conflict of Interest Act: *None*
7. Presentations:
  - a. Principal's Report on Student Achievement - St. James Catholic Elementary School

Principal Dan Laporte was present to provide an overview of the strategies and initiatives in place at the "new and improved" St. James Catholic Elementary School to support the transition and amalgamation of students from the recently closed St. Francis Catholic Elementary school.

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

9. Action Items:
  - a. Approval of Minutes
    - i) Minutes of In-Camera Meeting, April 26, 2011

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the Committee of the Whole Board In-Camera meeting of April 26, 2011 be adopted as distributed. *Carried***

- ii) Minutes of Regular Board Meeting, April 26, 2011

**Moved by Trustee McMahon and seconded by Trustee Macri that the minutes of the Regular Board meeting of April 26, 2011 be adopted as distributed. *Carried***

- b. Items from the convened In-Camera meeting of May 10, 2011

Vice Chair DiMenna reported that the Windsor-Essex Catholic District School Board convened a closed Committee of the Whole Board meeting on May 10, 2011 pursuant to the Education Act - Section 207, to consider specific personnel, real property matters, and other matters permitted or required to be kept private and confidential under the Freedom of Information and Protection of Privacy Act. Trustees Courtney, Favot, and Macri, 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 Soulliere that the recommendations and directions of the Committee of the Whole Board at its in-camera meeting of May 10, 2011 be approved. *Carried***

Vice Chair DiMenna made the following announcements:

from the May 10, 2011 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 May 10, 2011
- approval to proceed with an extension to a Parking Lease Agreement for Christ the King Catholic Elementary School, effective September 6, 2011 to June 30, 2012
- accepted the agreement between the Board and Maryvale Adolescent and Family Services

10. Communications:

- a. External (Associations, OCSTA, Ministry): *None*
- b. Internal (Reports from Administration):
  - i) Report: Administrative Staff Report

**Moved by Trustee McMahon and seconded by Trustee Soulliere that the Board receive the Administrative Staff Report on hiring, retirement and resignation of staff dated May 10, 2011 as information. *Carried***

11. Unfinished Business: *None*

12. New Business:

- a. Field Trips: *None*
- b. WALK-ON Report: Tender Approval – Catholic Central Secondary School Roof Replacement

**Moved by Trustee Courtney and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the partial roof replacement at Catholic Central Secondary School to Kingsville Roofing at the submitted bid amount of \$118,970.00 plus applicable taxes to be funded from the Good Places to Learn Stage 3 (GPL3) account 066-76-580803-6-000-0. *Carried***

- c. WALK-ON Report: Tender Approval – Holy Names Catholic Secondary School Window Replacement

**Moved by Trustee Macri and seconded by Trustee Mastromattei that the Board approve the award of tender and the issuance of a purchase order contract for window replacement at Holy Names Catholic Secondary School to Alliance General Contracting of Windsor Inc. at the submitted bid amount of \$268,194.00, plus applicable taxes to be funded from the Good Places to Learn Stage 3 (GPL3) account 069-76-580804-6-000-0. *Carried***

- d. WALK-ON Report: Tender Approval – St. John the Baptist Catholic Elementary School Heating Ventilating Air Conditioning (HVAC) Upgrades

**Moved by Trustee Soulliere and seconded by Trustee DiMenna that the Board approve the award of tender and the issuance of a purchase order contract for the HVAC upgrades at St. John the Baptist Catholic Elementary School to Haller Mechanical Contractors Inc. at the submitted bid amount of \$755,600.00 plus applicable taxes to be funded from the Good Places to Learn Stage 4 (GPL4) account 085-76-580848-6-000-0. *Carried***

13. Committee Reports: *None*
14. Notice of Motion: *None*
15. Remarks and Announcements:
- a. Chairperson Alexander congratulated student trustee Laura Limarzi for winning the provincial Optimist International public speaking contest.
  - b. Director of Education Picard provided comment on recent activities supporting the Board's strategic priorities namely;
 

***Catholic Faith Formation:*** Thanked staff and students for their dedication to the numerous activities during Catholic Education Week.

***Employee Development And Student Achievement Initiatives:*** Elementary Teachers Food and Beverage training for compliance is May 11<sup>th</sup> and applications are being accepted for the 2011 to 2013 Support Staff Leadership Program. More information is posted in the Official Board Memorandums folder located on FirstClass. We encourage staff to apply for this worthwhile program.

***Community Engagement and Partnerships:*** Rotary Club of Windsor thanked the staff at St. Michael's Alternative School Rhodes Campus for taking the time to share information and programs with the Australian Vocational Training Team; Attending, with trustee McMahon, religion consultant Betty Brush and principal Tish Hedderson, the Institute for Catholic Education Symposium this weekend acknowledging 25 years of full funding; and the Second Annual Mental Health Symposium will be held at the Caboto club May 14<sup>th</sup>.

***Celebrating Achievements:*** Congratulations to Maria DeRubeis for receiving the Ontario Association of Social Workers Distinguished Social Work Service Award; Congratulations to those students and educators who will be honoured at the Council for Exceptional Children Annual Spring Banquet; Congratulations to Harley G. who won the OECTA Young Author's contest; and during Lent, St. John the Evangelist collected \$1400 in coins for the Christian Children's Fund.

***Miscellaneous:*** Reminder this year's Elementary Day of Champions will be held May 19<sup>th</sup> at St. Thomas of Villanova and the Secondary Day of Champions will be held on June 9 at Cardinal Carter; Holy Names Catholic Secondary School 25<sup>th</sup> Reunion May 20<sup>th</sup>; and Catholic Central Secondary School 25<sup>th</sup> Reunion May 20<sup>th</sup> and 21<sup>st</sup>; and attended the Muskoka Woods Leadership Development camp.
  - c. Board Chaplain Brunet – no comment
16. Remarks/Questions by Trustees
- Trustee McMahon thanked elementary staff, secondary staff and secondary leadership students for their commitment to the Muskoka Woods Leadership camp.

Trustee Favot attended Ontario Catholic Schools Trustees' Association (OCSTA) conference this past weekend. As a new trustee, the experience was beneficial. Trustee Favot commented on the Fraser Institute report and reiterated the report misrepresents schools that are socio-economically challenged. He also mentioned he will be attending the Ontario Association for Mathematics Education conference this weekend.

Trustee DiMenna congratulated Cardinal Carter Catholic Secondary school participants in the Windsor Regional Science, Technology and Engineering Fair. Cardinal Carter was recognized with an Excellence in High School Participation Bursary. Trustee DiMenna also congratulated Queen of Peace Catholic Elementary students, staff and parents on the performance of the musical *Anastasia* and thanked Cardinal Carter technology team for their assistance.

Trustee Mastromattei attended the English as a Second Language (ESL) Spelling Bee at Catholic Central Secondary School. Two hundred and twenty (220) ESL students participated and Trustee Mastromattei was privileged to observe the ten finalists.

Trustee Courtney congratulated cast members of the St. Thomas of Villianova Catholic Secondary school performance of *Footloose*.

17. Pending Items
  - a. Deferred Report: Play Surface Material Standard – Rubber (*deferred from April 28, 2009*)
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, 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 May 10, 2011 adjourned at 8:05 p.m.

*Not Approved*

**Fred Alexander**  
Board Chairperson

**Paul A. Picard**  
Director of Education & Secretary of the Board





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 DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting Date:**  
 May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Jamie Bumbacco, Executive Superintendent of Human Resources  
 Patrick Murray, 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 May 24, 2011 for information.**

**SYNOPSIS:**

**BACKGROUND COMMENTS:**

**FINANCIAL IMPACT:**

**TIMELINES:**

**APPENDICES:**

- Administrative Staff Report dated May 24, 2011

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 18, 2011

May 24, 2011

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

	<b>Employee Name</b>	<b>Position</b>	<b>Date</b>
<b>HIRING</b>	Garreffa, Antonio	Mason Person	May 13, 2011
<b>RETIREMENT:</b>	Beneteau, Dave	Secondary Teacher	June 30, 2011
	MacNeil, Lillian	Elementary Teacher	June 30, 2011
<b>RESIGNATION:</b>	Lyons, Jessica	Unassigned	June 30, 2011



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**Meeting Date:**  
May 24, 2011

## BOARD REPORT

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

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
Cathy Geml, Associate Director of Education  
Mario Iatonna, Executive Superintendent of Business

**SUBJECT:** **SPECIAL EDUCATION REPORT FOR THE FISCAL YEAR  
ENDED AUGUST 31, 2010**

### RECOMMENDATION:

**That the Board receive the Special Education Budget Report for the fiscal year ended August 31, 2010 as information.**

### SYNOPSIS:

A financial report for the Special Education program is submitted to the Board each year after the Financial Statements are released.

### BACKGROUND COMMENTS:

The Special Education allocation for 2009-10 was \$25,679,153. A breakdown of the allocation as determined by the Ministry is provided in the attached Appendix A. Funding for High Needs students in 2009-10 continued to be flat-lined at the 2005-06 funding level with increases as a result of inflation (salary and benefit increases). 2009-10 also saw the introduction of the High Needs Measures of Variability (MOV) amount, to better reflect the variability of high needs students and boards' ability to respond to those needs.

### FINANCIAL IMPACT:

The Year-End Report attached in Appendix B, details the expenditures for the program for 2009-10. While the year-end actual expenditures of \$27,330,663 were less than the board approved budget by \$6,981 or 0.03%, they exceeded the allocation as provided by the Ministry by \$1,651,510. As such, the Board transferred \$688,075 of available Special Education deferred revenues to cover, in part, the shortfall. The remaining shortfall between the actual expenditures and Ministry allocation for Special Education was subsidized through other allocations provided to the Board by the Ministry in the General Grants for Student Needs (GSN).

**TIMELINES:**

N/A

**APPENDICES:**

- Appendix A – 2009-10 Special Education Allocation
- Appendix B – 2009-10 Special Education Year-End Report

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL	Review Date:	May 18, 2011
<input checked="" type="checkbox"/>	SUPERINTENDENT	Approval Date:	May 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 18, 2011

Windsor-Essex Catholic District School Board  
2009-10 Special Education Allocation

	Elementary	Secondary	Total
Total SEPPA	\$ 9,439,016	\$ 3,334,742	\$ 12,773,758
Special Education Equipment (SEA) amount	380,783	70,396	451,179
High Need - Measures of Variability amount			563,277
High Need - Enrolment based amount			11,593,939
Total High Needs Amount	4,420,806	7,736,410	12,157,216
Approved Special Incidence Portion (SIP)	108,000	189,000	297,000
Total Special Education Allocation	<u>\$ 14,348,605</u>	<u>\$ 11,330,548</u>	<u>\$ 25,679,153</u>

Windsor-Essex Catholic District School Board  
2009-10 Special Education  
Year-End Report

	<b>2009-10 Actual Allocation</b>	<b>2009-10 Revised Budget Estimates</b>	<b>2009-10 Actual Expenses</b>	<b>2009-10 Surplus/ (Deficit)</b>
	As calculated by the GSN funding formula.	As approved by the Board.		
<b>ELEMENTARY</b>				
Class Teachers	\$ 6,143,184	\$ 8,334,135	\$ 8,406,205	\$ (72,070)
Supply Teachers	169,127	396	231,430	(231,034)
Teacher Assistants	6,445,800	9,550,426	8,820,299	730,127
Textbooks/Supplies	365,860	130,017	500,635	(370,618)
Computers		5,000		5,000
Prof/Paraprof/Tech Library/Guidance	998,481	1,106,438	1,366,301	(259,863)
Staff Development	1,518		2,077	(2,077)
Co-ord & Consultants	224,635	310,494	307,386	3,108
<b>Total Elementary</b>	<b>\$ 14,348,605</b>	<b>\$ 19,436,906</b>	<b>\$ 19,634,333</b>	<b>\$ (197,427)</b>
<b>SECONDARY</b>				
Class Teachers	\$ 4,041,310	\$ 3,157,918	\$ 2,794,118	363,800
Supply Teachers	(387)	2,380	1,002	1,378
Teacher Assistants	5,729,283	3,832,615	3,852,107	(19,492)
Textbooks/Supplies	324,790	246,760	218,374	28,386
Computers				
Prof/Paraprof/Tech Library/Guidance	835,222	444,098	561,565	(117,467)
Staff Development	76,040		51,126	(51,126)
Co-ord & Consultants	324,290	216,967	218,038	(1,071)
<b>Total Secondary</b>	<b>\$ 11,330,548</b>	<b>\$ 7,900,738</b>	<b>\$ 7,696,330</b>	<b>\$ 204,408</b>
<b>GRAND TOTAL</b>	<b>\$ 25,679,153</b>	<b>\$ 27,337,644</b>	<b>\$ 27,330,663</b>	<b>\$ 6,981</b>



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CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard

**Meeting Date:**  
May 24, 2011

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Mario Iatonna, Executive Superintendent of Business  
**SUBJECT:** 2010-11 SCHOOL BUDGET STATUS REPORT

### RECOMMENDATION:

**That the Board receive the 2010-11 School Budget Status Report as information.**

### SYNOPSIS:

This report provides a status of individual school budgets as at April 1, 2011.

### BACKGROUND COMMENTS:

As part of overall Board budget reduction measures, the Board approved a reduction in school budget allotments for the 2007-08 and 2008-09 fiscal years. School budgets were further reduced in 2009-10. In 2010-11, school budgets were increased, in total, 36% over 2009-10 levels in an effort to restore the budgets to amounts that existed prior to the reduction measures.

Appendix A of the report includes the 2010-11 school budgets along with actual expenditures and variances as at April 1, 2011 for each school. With 70% of the school year elapsed at April 1, 2011, the schools have collectively spent 67% of their budgets as at the same point in time. If current spending patterns are projected on a straight-line basis to the end of the school year, the schools would, in total, project a small surplus at year-end.

It should be noted that Administration monitors the budget on an ongoing basis and as with any annual forecast, the variance projections will become more accurate as the year unfolds. Trustees should be cautioned that the actual percent of the budget committed at year-end may vary from expected results due to impacts from multiple factors including timing of transactions and unforeseen activity.

The results for certain schools are noteworthy. Holy Cross is showing a significant deficit, which is attributable to the future obligations pursuant to the track construction by the Town of LaSalle. A payment plan is in place for the school to reimburse the obligation over the

next few years. The school will continue to show a decreasing deficit until the final payment is made.

Similarly, St. Angela has experienced budget pressures over the last couple of years that have resulted in a deficit situation. Plans have been developed with the principal at this school to address the deficit over time.

**FINANCIAL IMPACT:**

Discussed throughout the report.

**TIMELINES:**

School budget status reports are provided periodically to the Board.

**APPENDICES:**

- Appendix A: 2010-11 In-Year School Budget Variance Report for the Period Ending April 1, 2011.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION	Approval Date:	May 18, 2011



## Windsor-Essex Catholic District School Board

## 2010-11 In-Year School Variance Report

For the Period Ending April 1, 2011

70% of the School Year Elapsed

Percent of the school year elapsed at:		April 1, 2010 =	70%		Appendix A
School	2010-11 Annual Gross Expenditure Budget	2010-11 Commitments (at April 1 <sup>st</sup> )	2010-11 YTD Actual at April 1 <sup>st</sup> (Excluding Commitments)	2010-11 YTD Variance (at April 1 <sup>st</sup> )	YTD % of Budget Expended (100%)
<b>ELEMENTARY SCHOOLS</b>					
Christ the King	\$30,818	\$586	\$18,669	\$11,563	62%
L.A. Desmarais	\$32,132	\$137	\$17,720	\$14,275	56%
Holy Cross	\$42,331	\$665	\$78,515	(\$36,850)	187%
Holy Name	\$42,106	\$8	\$18,295	\$23,803	43%
Immaculate Conception	\$25,462	\$453	\$13,747	\$11,262	56%
W. J. Langlois	\$19,745	\$670	\$8,651	\$10,424	47%
H.J. Lassaline	\$32,994	\$232	\$23,714	\$9,048	73%
Notre Dame	\$37,635	\$241	\$5,248	\$32,146	15%
Our Lady of Mount Carmel	\$46,494	\$2,978	\$18,282	\$25,234	46%
Our Lady of Lourdes	\$19,891	\$169	\$1,474	\$18,248	8%
Our Lady of Perpetual Help	\$33,172	\$345	\$12,833	\$19,994	40%
Our Lady of the Annunciation	\$14,494	\$172	\$7,117	\$7,205	50%
Queen of Peace	\$30,938	\$4,113	\$15,220	\$11,605	62%
Sacred Heart	\$43,092	\$743	\$12,000	\$30,349	30%
Stella Maris	\$25,440	\$353	\$20,629	\$4,458	82%
St. Alexander	\$23,168	\$44	\$10,352	\$12,771	45%
St. Angela	\$19,484	\$0	\$22,391	(\$2,907)	115%
St. Anne French Immersion	\$36,383	\$6,489	\$26,438	\$3,456	91%
St. Anthony	\$20,762	\$476	\$16,895	\$3,391	84%
St. Bernard - Windsor	\$23,446	\$15	\$9,577	\$13,854	41%
St. Bernard - Amherstburg	\$20,924	\$689	\$15,739	\$4,496	79%
St. Christopher	\$43,117	\$461	\$11,106	\$31,550	27%
St. Francis	\$0	\$0	\$0	\$0	
St. Gabriel	\$37,394	\$1,754	(\$118)	\$35,758	4%
St. Gregory	\$33,429	\$182	\$28,498	\$4,750	86%
St. James	\$26,648	\$46	\$22,700	\$3,902	85%
St. John	\$19,693	\$366	\$11,756	\$7,571	62%
St. John the Evangelist	\$17,955	\$2,094	\$13,896	\$1,965	89%

2010-11 In-Year School Variance Report  
 For the Period Ending April 1, 2011  
 70% of the School Year Elapsed

Percent of the school year elapsed at:		April 1, 2010 =	70%	Appendix A	
School	2010-11 Annual Gross Expenditure Budget	2010-11 Commitments (at April 1 <sup>st</sup> )	2010-11 YTD Actual at April 1 <sup>st</sup> (Excluding Commitments)	2010-11 YTD Variance (at April 1 <sup>st</sup> )	YTD % of Budget Expended (100%)
St. John de Brebeuf	\$36,270	\$1,298	\$13,082	\$21,890	40%
St. John the Baptist	\$37,222	\$577	\$27,382	\$9,262	75%
St. John Vianney	\$46,171	\$352	\$27,226	\$18,593	60%
St. Joseph	\$34,174	\$656	\$22,882	\$10,635	69%
St. Jules	\$26,762	\$1,046	\$13,255	\$12,461	53%
St. Louis	\$31,464	\$1,322	\$13,860	\$16,282	48%
St. Maria Goretti	\$24,859	\$456	\$14,611	\$9,792	61%
St. Mary	\$19,846	\$289	\$18,269	\$1,288	94%
St. Peter	\$35,815	\$399	\$27,949	\$7,467	79%
St. Pius X	\$46,969	\$3,148	\$30,441	\$13,380	72%
St. Rose	\$23,332	\$1,299	\$12,580	\$9,454	59%
St. Theresa	\$16,190	\$211	\$2,654	\$13,326	18%
St. William	\$47,280	\$41	\$30,849	\$16,390	65%
<b>Total Elementary Schools</b>	<b>\$1,225,501</b>	<b>\$35,575</b>	<b>\$716,382</b>	<b>\$473,544</b>	<b>61%</b>
<b>SECONDARY SCHOOLS</b>					
Assumption	\$95,997	\$9,661	\$71,285	\$15,051	84%
F. J. Brennan	\$101,601	\$4,111	\$50,325	\$47,164	54%
Catholic Central	\$113,895	\$411	\$65,052	\$48,433	57%
Cardinal Carter	\$110,617	\$8,760	\$54,957	\$46,900	58%
Holy Names	\$159,350	\$3,243	\$144,852	\$11,254	93%
St. Joseph	\$140,626	\$5,195	\$82,136	\$53,295	62%
St. Anne	\$181,727	\$3,127	\$133,825	\$44,774	75%
St. Thomas of Villanova	\$162,100	\$5,092	\$135,759	\$21,250	87%
St. Michael's Victoria Ave. Campus	\$54,790	\$680	\$16,784	\$37,325	32%
St. Michael's Adult & Continuing Ed Campus	\$0	\$0	\$20,251	(\$20,251)	
<b>Total Secondary Schools</b>	<b>\$1,120,703</b>	<b>\$40,281</b>	<b>\$775,228</b>	<b>\$305,194</b>	<b>73%</b>
<b>TOTAL ALL SCHOOLS</b>	<b>\$2,346,204</b>	<b>\$75,857</b>	<b>\$1,491,610</b>	<b>\$778,737</b>	<b>67%</b>



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

<b>Meeting Date:</b> May 24, 2011
--------------------------------------

## HANDOUT BOARD REPORT

**Public**       **In-Camera**   
**PRESENTED FOR:** Information       Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul Picard, Director of Education  
                               Mario Iatonna, Executive Superintendent of Business  
**SUBJECT:**                    **2010-11 BUDGET VARIANCE REPORT**

**RECOMMENDATION:**

**That the Board receive the 2010-11 Budget Variance Report as information.**

---

**SYNOPSIS:**

This report is being presented to provide information with respect to the status of the 2010-11 Board budget.

**BACKGROUND COMMENTS:**

The attached table provides a summary of the 2010-11 projected revenue and expense variances for the Board. Based on data as at February 28, 2011, the current year-end projection calls for a deficit of approximately (\$750,000). Administration monitors the budget on an ongoing basis and as with any annual forecast, the variance projections become more accurate as the end of the year approaches. Significant use of estimates, historical knowledge, and judgement is used in projecting budget vs. actual at year-end. Trustees should be cautioned that the actual year-end variance may vary materially from that currently projected due to multiple factors including timing of transactions and unforeseen activity.

**FINANCIAL IMPACT:**

Overall, the Board is projecting a year-end deficit of approximately (\$750,000) based on information available at this time. Impacts are noted in the attached table. Mitigating measures have been recommended by administration and approved by the Board for implementation to reduce the projected deficit.

**TIMELINES:**

Not applicable.

**APPENDICES:**

- 2010-11 Budget Variance Report.

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 24, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 24, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 24, 2011

**Windsor-Essex Catholic District School Board  
2010-11 Interim Financial Report  
For the Period Ending February 28, 2011**

**Summary of Financial Results**

(\$Thousands)	Budget	Forecast	In-Year Change	
			\$	%
<b>Revenue</b>				
Operating	219,954	220,088	134	0.1%
Capital	22,855	22,864	9	0.0%
Other	7,540	8,535	995	13.2%
<b>Total Revenue</b>	<b>250,349</b>	<b>251,487</b>	<b>1,139</b>	<b>0.5%</b>
<b>Expenses</b>				
Instruction	189,114	190,124	1,010	0.5%
Other Operating	18,364	18,264	(99)	-0.5%
Pupil Accommodation & Other	43,427	44,404	977	2.3%
<b>Total Expenses</b>	<b>250,905</b>	<b>252,793</b>	<b>1,888</b>	<b>0.8%</b>
<b>In-Year Surplus/(Deficit)</b>	<b>(556)</b>	<b>(1,306)</b>	<b>(750)</b>	<b>-</b>
Prior Year Accumulated Surplus Available	556	556	-	0.0%
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>(750)</b>	<b>(750)</b>	

Note: Forecast based on year-to-date actuals up to Feb 28.

**Changes in Revenue**

- Increase in revenue due primarily to slight change in enrolment, combined with additional EPOs and further salary recoveries not accounted for at budget development.

**Change in Expenses**

- The majority of the increase in expenditures is due to higher than planned classroom teacher and occasional costs, combined with an unanticipated increase in school operations and maintenance expenditures.

**Change in Surplus/Deficit**

- The projected in-year deficit exceeds the board's accumulated surplus for the preceding year.

**Risks & Recommendations**

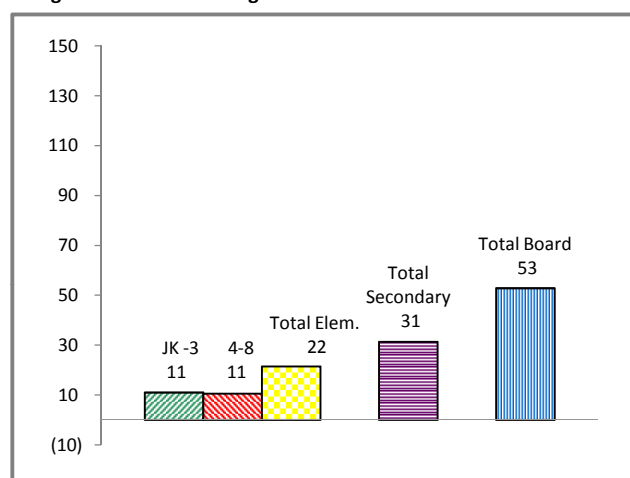
- An in-year spending freeze is in place to offset the cost pressures and reduce the in-year deficit. Other mitigating measures and steps have and will be implemented where possible in order to reduce the projected variance by year end.
- Administration will continue to closely monitor all variances and address any deficits as they arise.

**Summary of Enrolment**

ADE	Budget	Forecast	In-Year Change	
			#	%
<b>Elementary</b>				
JK -3	5,642	5,653	11	0.2%
4-8	8,353	8,364	11	0.1%
<b>Total Elementary</b>	<b>13,995</b>	<b>14,016</b>	<b>22</b>	<b>0.2%</b>
<b>Secondary &lt;21</b>				
Grade 9 to 12	8,427	8,458	31	0.4%
<b>Total Secondary</b>	<b>8,427</b>	<b>8,458</b>	<b>31</b>	<b>0.4%</b>
<b>Total</b>	<b>22,421</b>	<b>22,474</b>	<b>53</b>	<b>0.2%</b>

Note: Forecast based on October 31st and projected March 31st count date

**Changes in Enrolment: Budget v. Forecast**



**Highlights of Changes in Enrolment:**

- Total anticipated enrolment for all pupils under the age of 21 is 53 ADE more than what was projected in the budget.
- It should be noted that these projections are based on preliminary numbers. Final numbers will be confirmed through OnSIS.
- Excludes tuition paying VISA students.

**Note:**

OnSIS: Ontario School Information System



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

**Meeting Date:**  
 May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Cathy Geml, Associate Director of Education  
 Sharon O’Hagan-Wong, Superintendent of Education

**SUBJECT:** **FIELD TRIP: ST. JAMES CATHOLIC ELEMENTARY SCHOOL**  
 - CAMP CEDARWIN- TUESDAY, JUNE 14 – WEDNESDAY, JUNE 15, 2011

**RECOMMENDATION:**

**That the Board approve the St. James Catholic Elementary School field trip to Camp Cedarwin scheduled for Tuesday, June 14 - Wednesday June 15, 2011.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks board approval for approximately 34 elementary students to experience the Scouting Camp Program.

**BACKGROUND COMMENTS:** This trip is a culminating curriculum activity in relation to environmental student, nature activities, science structure building and language-journal writing.

**FINANCIAL IMPACT:** Cost per student is approximately \$70.00.

**TIMELINES:** Tuesday, June 14 – Wednesday, June 15, 2011

**APPENDICES:**

- Request for approval of Field Trip – Form A
- Itinerary

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: May 18, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: May 18, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: May 18, 2011



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

Monday, May 09, 2011 2:00:11 PM

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

Send

▼ Subject: Field Trip/Excursion Approval Form

From: Sharon O'Hagan-Wong

To: **Terri Maitre**

Dan Laporte

Teacher: Amy Williams - Erin McMahon

School: St. James

Destination Name: Camp Cedarwin

Name of Carrier: Pearson

Mode of Transportation: school bus

Travel Company Involved:

Departure Date: Tue, Jun 14, 2011



Return Date: Wed, Jun 15, 2011



Time of Departure from School: 9:30 am

Approximate Time of Return to School: 2:00 pm

Number of Male Students: 18

Number of Female Students: 16

Total Cost Per Student: \$50.00

Personal Cost Per Student: \$20.00

Grade of Students: 7

Number of Supervisors: Male: 2 Female: 2

Purpose of Trip/Excursion: Leadership building in preparation for grade 8

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

Religion - prayer service, PE - low organized Games, Environmental Studies - nature activities, Science - structure building, Language - journal writing

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

Menu planning, journal writing, team building

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

Journal writing, religion activities, leadership activities

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

Date Submitted: Fri, May 06, 2011



Teacher: Amy Williams

Approval Date: Fri, May 06, 2011



Principal: Dan Laporte

Approval Date:



Superintendent:

Approval Date:



Trustee (per SO):

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

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

**St. James Camp Cedarwin Leadership Trip – June 14-15, 2011**

Rational: The rational of the camp is to have the students develop their leadership skills in a Muskoka type atmosphere. The Grade 7 students will be completing activities that will enhance the leadership skills that they are currently developing at school. The goal is for the students to increase their self esteem and increase their self-worth in a team setting environment.

**Day 1**

Departure: 9:00 am (From St. James)

Arrival: 10:00am (To Cedarwin Camping grounds)

Students will unpack the bus and place their belongings into their predetermined quarters. There is a boy's wing and a girl's wing. The students will set up their room and be prepared to meet outside at the fire pit to hear the rules of the camp by 10:30am

10:30am Orientation at the Fire Pit

Students will be directed of the boundaries of the area and the rules and expectations of the 2 day period will be relayed. (This will be done as well before hand at school)

10:45 am-11:15 am Who Am I?

Students will complete a religious based activity where they will get to learn more about their peers in a question period. Students will be paired together and will receive a sheet of questions that will develop discussions and allow the students to get to know each other better. The goal of this Icebreaker activity is for the students to open up and become more relaxed with their peers.

(Led by Mr. Adams)

11:15 am-11:45 am LUNCH

Students will be able to eat their lunch (that they brought from home) within the predetermined boundaries. Once the students have completed their lunches, sports equipment will be provided for students to participate in athletic activities.



**12:00pm-1:00pm                      TEAM SETTING**

The students will assemble into their team settings. There will be 6 teams of approximately 5 students for each team. The groups will then be instructed that they will be creating a name for their tribes. The groups will then form a home base and given materials that will assist them in devising their strategy ( tarps, rope, hammers, bristle board, construction paper and other necessary materials). The goal for this endeavour is to create spirit and closeness amongst each of the students. It will be emphasized that it doesn't matter who wins but that we are all active and having fun. (Led by Mr. Adams)

**1:00pm-1:45pm                      1ST ROTATION**

ACTIVITY A                      Leadership Activity with Miss McMahon (2 groups)  
Team 1 and 2

ACTIVITY B                      Leadership Activity with Mrs. Williams (2 groups)  
Team 3 and 4

ACTIVITY C                      Leadership Activity with Mr. Adams (2 groups)  
Team 5 and 6

**1:45pm-2:30pm                      2ND ROTATION**

ACTIVITY A                      Leadership Activity with Miss McMahon (2 groups)  
Team 5 and 6

ACTIVITY B                      Leadership Activity with Mrs. Williams (2 groups)  
Team 1 and 2

ACTIVITY C                      Leadership Activity with Mr. Adams (2 groups)  
Team 3 and 4

**2:30pm-3:15pm                      3RD ROTATION**

ACTIVITY A                      Leadership Activity with Miss McMahon (2 groups)  
Team 1 and 2

ACTIVITY B                      Leadership Activity with Mrs. Williams (2 groups)  
Team 3 and 4

ACTIVITY C                      Leadership Activity with Mr. Adams (2 groups)  
Team 5 and 6

**3:15pm-3:45pm                      SNACK****3:45 pm-4:30                      TRIBAL CHALLENGE****4:30pm-5:30pm                      DINNER**

The students will eat their supper and cleanup their areas. (The boys and girls eat their dinner in separate wings). The dinner will be prepared beforehand by the students. Students will also make subs for their lunches tomorrow.

**5:30pm-6:15pm****STAFF ROTATION #1**

ACTIVITY A

Leadership Activity with TBA (2 groups)  
Team 1 and 2

ACTIVITY B

Leadership Activity with TBA (2 groups)  
Team 3 and 4

ACTIVITY C

Leadership Activity with TBA (2 groups)  
Team 5 and 6**6:15pm-7:00pm****STAFF ROTATION #2**

ACTIVITY A

Leadership Activity with TBA (2 groups)  
Team 5 and 6

ACTIVITY B

Leadership Activity with TBA (2 groups)  
Team 1 and 2

ACTIVITY C

Leadership Activity with TBA (2 groups)  
Team 3 and 4**7:00pm-7:45pm****STAFF ROTATION**

ACTIVITY A

Leadership Activity with TBA (2 groups)  
Team 3 and 4

ACTIVITY B

Leadership Activity with TBA (2 groups)  
Team 5 and 6

ACTIVITY C

Leadership Activity with TBA (2 groups)  
Team 1 and 2**7:45pm****BREAK****8:00pm-8:15pm****Liturgy of the Word****8:15- 9:45pm****Low Organized Game/Fire/Movie****9:45-10:10****Snack/Journal**

The students will have to complete sections of their camping book. They will have to write a personal reflection of the day. During this period of time, students will also be able to take showers, clean-up and prepare for bed.

**10:45pm-11:00pm****Quiet Reading**

Quiet Reading in their bunks.

**11:00pm**

Lights out

**DAY 2**

**7:30pm**

**WAKEUP**

**8:00am-9:00am**

**BREAKFAST**

**9:00am-10:00pm**

**Low Organized Games**

The students will play low organized games.  
Students will be called in to clean their rooms also at this time.

**10:00am-12:00pm**

**High Organized Games**

The students will be organized in completing teamwork type games that emphasize working together and full participation.

**12:00pm-1:00pm**

**Lunch**

**1:00pm-1:30pm**

**Loading Bus**

**1:30-2:15 pm**

**Leave by Bus and arrive at school.**



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

**Meeting Date:**  
 May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul Picard, Director of Education  
 Cathy Geml, Associate Director of Education  
 John Ulicny, Superintendent of Education

**SUBJECT:** **ST. MARIA GORETTI SCHOOL**  
**- Field Trip to Cedar Point**

**RECOMMENDATION:**

**That the Board approve the St. Maria Goretti School field trip to Cedar Point on Thursday, June 9, 2011.**

**SYNOPSIS:** In accordance with Board Policy SC:04 Field Trips, this report seeks Board approval for 36 grade 8 students to travel to Cedar Point as their end of year school trip.

**BACKGROUND COMMENTS:** This trip is meant to promote leadership and healthy active living. The grade 8 students have participated in leadership activities throughout the year and this field trip is the culminating activity for the graduating class. This field trip request is in compliance with the Field Trip policy.

**FINANCIAL IMPACT:** Approximately \$30 US per student.

**TIMELINES:** Thursday, June 9, 2011

**APPENDIX:**

- Request for Approval of Field Trip - Form A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 18, 2011

54



Windsor-Essex Catholic District School Board Field Trip Approval Form

Friday, May 13, 2011 2:18:43 PM

SC:04 Form A 2008 v.1

Send

Subject: Field Trip/Excursion Approval Form
To: H R Forms

From: Colleen Arfiero
Heidi Sersen

Teacher: Dan McMahon School: St. Maria Goretti School
Destination Name: Cedar Point Name of Carrier: First Student
Mode of Transportation: bus Travel Company Involved: First Student
Departure Date: Thu, Jun 09, 2011 Return Date: Thu, Jun 09, 2011
Time of Departure from School: 8:00 a.m. Approximate Time of Return to School: 8:00 p.m.
Number of Male Students: 16 Number of Female Students: 20
Total Cost Per Student: \$30.00 U.S. Personal Cost Per Student: \$30.00
Grade of Students: 8 Number of Supervisors: Male: 2 Female: 7

Purpose of Trip/Excursion: Gr. 8 end of year trip

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

Leadership, Health and Active Living. Grade 8 students participated in leadership activities throughout the year and this field trip is the culminating activity for the graduating class.

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

Leadership activities with the school that involved running games day, HALT leaders, and volunteering in a variety of roles within the school community.

Follow-up Activities Planned: Maximum 200 characters.

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

Date Submitted: Fri, May 13, 2011
Approval Date: Fri, May 13, 2011
Approval Date:
Approval Date:
Teacher: Dan McMahon
Principal: C. Arfiero
Superintendent:
Trustee (per SO):

MAY 17 2011

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: Paul A. Picard

**Meeting Date:**  
May 24, 2011

## BOARD REPORT

**Public**  **In-Camera**   
**PRESENTED FOR:** Information  Approval   
**PRESENTED BY:** Senior Administration  
**SUBMITTED BY:** Paul A. Picard, Director of Education  
 Mario Iatonna, Executive Superintendent of Business  
**SUBJECT:** **TENDER APPROVAL – HOLY NAMES CATHOLIC SECONDARY  
 SCHOOL COOLING TOWER REPLACEMENT**

### RECOMMENDATION:

**That the Board approve the award of tender and the issuance of a purchase order contract for a cooling tower replacement at Holy Names Catholic Secondary School to Haller Mechanical Contractors Inc. at the submitted bid amount of \$128,000.00 plus applicable taxes to be funded from the 2010-11 School Renewal Budget account 137-72-580804-6-000-0.**

### SYNOPSIS:

At its meeting held March 29, 2011, the Board approved an amount of \$110,000 for the cooling tower replacement including the replacement of "Y" strainers and VFD pumps/motors at Holy Names Catholic Secondary School to be funded from the 2010-11 School Renewal Budget. A tender was called for accordingly.

This report is submitted to the Board with the results of the tender and a recommendation for the issuance of a purchase order contract.

### BACKGROUND COMMENTS:

A tender opening was held at the Catholic Education Centre on May 16, 2011 with Mario Iatonna, Shannon Ficon, Marc Pare, Paulette Littlejohns and representatives from the bidders in attendance. No other individuals attended the opening.

A total of three (3) bids were received. These bids are summarized as follows:

<b>NO.</b>	<b>TENDERER</b>	<b>BID AMOUNT (excl. taxes)</b>
1.	Haller Mechanical Contractors Inc. 1537 McDougall Street Windsor, ON N8X 3M9	<b>\$128,000.00</b>
2.	Fahrhall Mechanical Contractors Ltd. 3822 Sandwich Street Windsor, ON N9C 1C1	\$133,125.00
3.	ProTrades Mechanical Inc. 5163 Walker Road Windsor, ON N9A 6J3	\$147,400.00

The bid submissions were reviewed and were found to be in order. The lowest bidder meeting specifications is Haller Mechanical Contractors Inc. with a bid amount of \$128,000.00 excluding taxes.

**FINANCIAL IMPACT:**

The \$128,000 low bid exceeds the \$110,000 original Board approved budget amount. The difference will be funded from savings achieved in recent tender awards for other projects. A revised list of School Renewal projects reflecting these changes will be provided to the Board in the future. The costs for this project will be funded from the 2010-11 School Renewal Budget, account number 137-72-580804-6-000-0.

**TIMELINES:**

Haller Mechanical Contractors Inc. undertakes to complete the work in 14 weeks after receipt of purchase order.

**APPENDICES:**

- N/A

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL:	Review Date: May 18, 2011
<input checked="" type="checkbox"/> EXECUTIVE SUPERINTENDENT:	Approval Date: May 18, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: May 18, 2011



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

**Meeting Date:**  
May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
Cathy Geml, Associate Director of Education  
Michael Seguin, Superintendent of Education  
Colleen Norris, Manager of Human Resources & Policy Development

**SUBJECT:** **POLICY DEVELOPMENT AND REVIEW:**  
– **AMENDED POLICY A:14 PROMOTING AND SUPPORTING EQUITY AND INCLUSION WITHIN A CATHOLIC COMMUNITY**

### RECOMMENDATION:

**That the Board approve, in principle, Draft Amended Board Policy A:14 Promoting and Supporting Equity and Inclusion Within a Catholic Community.**

---

**SYNOPSIS:** Draft Policy *A:14 Promoting and Supporting Equity and Inclusion Within a Catholic Community* amends existing Board Policy *A:14 Promoting and Supporting Equity and Inclusion Within a Catholic Community*, 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:**

Catholic schools are known as places that embrace inclusivity, equity and the acceptance of all people. Compassion, care and service to the most vulnerable in our communities are vital and important tenets of our Catholic faith.

The proposed amendment for the creation of social justice clubs, directed and over seen by a Catholic School Board leader (designated Vice Principal), is recommended as a means of providing students a structure that allows them to actively assist in the implementation of the principles of equity and inclusive education embraced within Board Policy A:14.



**Results of Public Consultation Process:** The draft policy and supporting procedure were forwarded to principals and vice principals on March 10, with a request to forward to school council chairs and staff for their suggestions and comments. The drafts were also forwarded to the local Diocese, union and association representatives, trustees, and posted to the Board's website.

The original draft amended policy was revised by the Policy Working Subcommittee after consideration of feedback received from a group of parents in the community. The amendments to the draft policy are indicated by underline in the attachment.

**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 policy reinforces the Board's commitment to an equitable, inclusive education system where factors such as race, gender, and socio-economic status do not prevent students from achieving successful outcomes. The development of the secondary social justice clubs is proposed as one means of implementing these principles in the lives of the Board's secondary students.

**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, School Councils, and posted to the Board's public webpage.

**FINANCIAL IMPACT:** N/A


**TIMELINES:** The draft amended policy will be presented for final Board approval at the May 24, 2011 Regular Board Meeting.

**APPENDICES:**

- Draft Amended Policy A:14 Promoting and Supporting Equity and Inclusion Within a Catholic Community

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 18, 2011



**Windsor-Essex Catholic District School Board**

Section: Administration

**POLICY A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community**

<b>NUMBER:</b>	A: 14
<b>EFFECTIVE:</b>	Nov. 9, 1999
<b>AMENDED:</b>	March 8, 2005 Sept. 28, 2010
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2013 - 2014

**DRAFT as at May 13/11**

## **1.0 OBJECTIVE:**

- 1.1 To issue a policy statement articulating the Board's vision and commitment to the equity and inclusive education strategy.
- 1.2 To guide the actions of the Board and its schools, in honouring its commitments to equity and inclusive education policy development, implementation, monitoring and reporting in a manner consistent with the unique Catholic nature of our schools.

## **2.0 GENERAL GUIDING PRINCIPLES:**

- 2.1 The Windsor-Essex Catholic District School Board (the "Board") recognizes that all people are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church's teachings, it is the policy of the Board to provide, within its denominational Constitutionally protected rights, in all its operations an educational environment which continues to supports and enables diversity within its Catholic community.
- 2.2 The Board recognizes that cultural discrimination is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code. The Board recognizes that the school system gives pre-eminence to the tenets of the Catholic faith, congruent with the protection afforded in the Ontario *Human Rights Code*, the *Constitution Act, 1982* and confirmed in the *Canadian Charter of Rights and Freedoms*.
- 2.3 The Board and its staff are committed to the elimination of discrimination some forms of which are outlined in Ontario's Equity and Inclusive Education Strategy (the "Strategy") and the Ontario Ministry of Education (the "Ministry") Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the *Constitution Act, 1982* and as recognized at section 19 of the Ontario *Human Rights Code* (the "Code".)

## **3.0 SPECIFIC DIRECTIVES**

- 3.1 Board and school administration will maintain and develop procedures, processes, programs and guidelines that will comply with the principles and directives of this policy as well as the directives and requirements of the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Education Act, PPM 119 and the Equity and Inclusive Education Strategy.

**POLICY A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community  
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**4.0 BOARD POLICIES, PROGRAMS, PROCEDURES AND PRACTICES****4.1 GUIDING PRINCIPLES:**

- i. The Board is committed to serving staff, students, and families in its diverse Catholic community by continuing to incorporate the principles of equity and inclusive education into all aspects of its policies, programs, procedures, and practices that are consistent with Catholic denominational rights.
- ii. The Board will endeavour to identify and remove discriminatory biases and systemic barriers that may limit the opportunities of individuals from diverse communities for employment, mentoring, retention, promotion, and succession planning in all board and school positions. This will assist in developing a workforce that is capable of understanding and responding to the experiences of the diverse communities within the Board's jurisdiction.

**5.0 SHARED AND COMMITTED LEADERSHIP****5.1 GUIDING PRINCIPLES:**

- i. The Board shall continue to strive to provide leadership that is committed to identifying and removing discriminatory biases and systemic barriers to learning.
- ii. In accordance with the Ministry's Ontario Leadership Strategy, effective Board and school leaders will continue to encourage and promote a collaborative approach to all dimensions of equity and inclusive education, which involves the participation of students, parents, the Catholic community, unions, colleges and universities, service organizations and other community partners.

**5.2 SPECIFIC DIRECTIVES:**

The Board will identify a Board equity and inclusive education contact to liaise with the Ministry of Education and other Boards in order to share challenges, promising practices, and resources.

**6.0 SCHOOL-COMMUNITY RELATIONSHIPS****6.1 GUIDING PRINCIPLES:**

- i. The Board is committed to establishing and maintaining partnerships with all members of our diverse Catholic community so that the perspectives and experiences of all students, families, and employees are recognized.

**POLICY A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community  
DRAFT**

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**7.0 INCLUSIVE CURRICULUM AND ASSESSMENT PRACTICES****7.1 GUIDING PRINCIPLES:**

- i. The Board is committed to implementing an inclusive curriculum based on Catholic teaching and values, to reviewing resources, instruction, assessment and evaluation practices in order to identify and address discriminatory biases so that each student may maximize her or his learning potential.
- ii. Schools shall provide students and staff with authentic and relevant opportunities to learn about diverse histories, cultures, and perspectives. Students should be able to see themselves represented in the curriculum, programs, and culture of the school in a manner consistent with Catholic teaching and values.

**8.0 RELIGIOUS ACCOMMODATION****8.1 GUIDING PRINCIPLES:**

- i. The Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviour based on religion.
- ii. Within the framework of gospel values, traditions, and the Board's denominational rights, the Board will attempt to provide reasonable accommodation for students' and staffs' religious beliefs and practices, while also protecting its denominational rights as a Catholic school system.

**8.2 SPECIFIC DIRECTIVES:**

- i. The Board will prepare a religious accommodation guideline in keeping with the Code, and consistent with its denominational rights, which prohibits discrimination on the grounds of creed, and other Code protected grounds, and provides a duty to accommodate within the parameters of the board's denominational rights.

**9.0 SCHOOL CLIMATE AND THE PREVENTION OF DISCRIMINATION AND HARASSMENT****9.1 GUIDING PRINCIPLES:**

- i. The Board is committed to the principle that every person within the school community is entitled to a respectful, positive and Christ-centred school climate and learning environment, free from all forms of discrimination and harassment.

**POLICY A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community  
DRAFT**

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- ii. The Board recognizes that a safe and welcoming environment is most conducive to learning. The Board will therefore seek to foster a Christ-centred, positive school climate, free from discriminatory or harassing behaviour. The Board acknowledges that a Christ-centered, positive school climate is one where all members of the school community feel safe, welcomed, and accepted. The principles of equity and inclusive education support positive student behaviour.

**9.2 SPECIFIC DIRECTIVES:**

- i. The Board will put procedures in place that will enable students and staff to report incidents of discrimination and harassment safely and that will also enable the Board to respond in a timely manner.
- ii. Schools will incorporate questions on equity and inclusive education in their school climate surveys.
- iii. The principal of each secondary school shall designate a vice-principal to establish and oversee a Social Justice / Equity Club. The purpose of the club is to:
  - A. establish an inclusive structure that allows students to become actively involved in social justice issues
  - B. within the context of a diverse student population, provide opportunities for students to be supported through direct involvement in club activities conducted within the broader context of the teaching of the Catholic Church and within a safe and nurturing environment.
  - C. as part of the Principal's report to the School Advisory Council, the principal or designate shall provide on a semi-annual basis to the School Advisory Council, updates regarding the activities of the Social Justice/Equity Club.

**10.0 PROFESSIONAL LEARNING**

**10.1 GUIDING PRINCIPLES:**

- i. The Board is committed to providing the school community, including students, with opportunities for faith formation so that they may acquire the knowledge, skills, attitudes and behaviours needed to identify and eliminate discriminatory biases and systemic barriers under the *Code*.

**11.0 ACCOUNTABILITY AND TRANSPARENCY**

**11.1 GUIDING PRINCIPLES:**

- i. The Board is committed to assessing and monitoring its progress in implementing

**POLICY A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community  
DRAFT**

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The Equity and Inclusive Education Strategy; to embedding the principles of Equity and Inclusive Education into all Board policies, programs, guidelines and practices; and to communicating these results to the community.

**11.2 SPECIFIC DIRECTIVES:**

- i. The Board will:
  - A. Actively communicate the equity and inclusive education policy to students, teachers, parents, staff, school councils, community partners, and volunteers and post it on the Board's website.
  - B. Engage Board and school teams in school improvement planning that considers the Board's equity and inclusive education policy. The plans should focus on identifying and removing barriers to student learning in order to reduce gaps in achievement and provide a respectful and responsible school climate.
- ii. The Director of Education's annual report will inform the ministry about the Board's progress in implementing its equity and inclusive education policy.

**12.0 RESPONSIBILITY:**

- 12.1 The Director of Education/designate is responsible for assisting the Board in the process of integrating equity and inclusive education concepts into the review and development of Board policies.
- 12.2 The Director of Education shall identify a Board equity and inclusive education contact to liaise with the Ministry of Education and other Boards in order to share challenges, promising practices, and resources.
- 12.3 School administration is responsible for ensuring the requirements of this policy are implemented in the schools in a manner consistent with the tenets of the Catholic faith.

**13.0 REVIEW AND EVALUATION:**

- 13.1 The effectiveness of this policy and implementation of the Strategy will be monitored on an on-going basis.
- 13.2 The policy shall be reviewed in 2013 - 2014, or earlier if required.

**14.0 REFERENCES:**

Ministry of Education, Ontario, Reach Every Student: Energizing Ontario Education (Toronto: Ministry of Education, Ontario, 2008), p. 8.  
Ministry of Education, Ontario's Equity and Inclusive Education Strategy

**POLICY A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community  
DRAFT**

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Ministry of Education, Policy / Program Memorandum 119, Developing and Implementing Equity and Inclusive Education Policies in Ontario Schools, dated June 24, 2009

Other Ministry of Education Policy/Program Memoranda include, No. 108, "Opening or Closing Exercises in Public Elementary and Secondary Schools", January 12, 1989; No. 112, "Education About Religion in the Public Elementary and Secondary Schools", December 6, 1990; No. 127, "The Secondary School Literacy Graduation Requirement", October 13, 2004; No. 128, "The Provincial Code of Conduct and School Board Codes of Conduct", October 4, 2007; No. 144, "Bullying Prevention and Intervention", October 4, 2007; and No. 145, "Progressive Discipline and Promoting Positive Student Behaviour", October 4, 2007.

Ministry of Education, Ontario, Antiracism and Ethnocultural Equity in School Boards: Guidelines for Policy Development and Implementation (Toronto: Ministry of Education, Ontario, 1993), p. 7.

Ontario *Human Rights Code*

Canadian Charter of Rights and Freedom

Section 93 of the Constitution Act, 1867 gives the provinces the exclusive right to govern education, subject to the preservation of denominational education rights.

Ontario Education Act

Ontario Regulation 181/98, "Identification and Placement of Exceptional Pupils", requires school boards to consider placement of students with special education needs into regular classrooms before considering alternative placements.

Ontario Regulation 472/07, "Suspension and Expulsion of Pupils", identifies mitigating factors and other factors that must be taken into account in individual cases.



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

**Meeting Date:**  
May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** High School Council Trustee Representative – F. Favot

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

**SUBJECT:** **HIGH SCHOOL COUNCIL MEETING OF APRIL 7, 2011**

### RECOMMENDATION:

**That the Board receive the report for the April 7, 2011 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 a regional *High School Council* that includes school council representation from all of the board's secondary schools and 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" implemented 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 May 5; for which the report will be presented to the Board following approval by the High School Council at its next meeting. Upcoming meetings are scheduled as follows:

- June 9, 2011 - Hosted by Assumption College Catholic High School

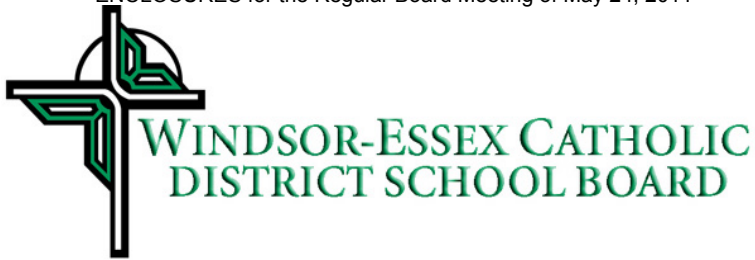
### APPENDICES:



- High School Council Report of April 7, 2011

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 9, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 9, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 9, 2011



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

## HIGH SCHOOL COUNCIL MEETING

### REPORT

Thursday, April 7, 2011 at 7:00 p.m.

Host: St. Thomas of Villanova Catholic Secondary School

#### HIGH SCHOOL COUNCIL MEMBERS PRESENT:

##### Catholic School Council Parent Representatives:

Assumption College: Regrets	Holy Names: S. Zorzit
Cardinal Carter: M. Garganta; D. Thachuk	St. Anne: A. M. Silva
Catholic Central: J. Bennett	St. Joseph's: G. Antogiovanni
F. J. Brennan: Regrets	St. Thomas of Villanova: G. Farrah (Chair); H. Sharpe; G. Wigfield

##### Community Representative:

Regrets

##### Board of Trustees Representative:

F. Favot

##### Student Trustee Representative:

L. Limarzi, M. Colman

#### ADMINISTRATIVE RESOURCE PRESENT:

##### Superintendent of Education:

J. Shea

##### School Administrator Representative(s):

P. Hickson, Principal - St. Thomas of Villanova HS

##### Recording Secretary:

D. Steffens

1. Call To Order and Opening Prayer - Chair Farrah called the meeting to order at 7:10 p.m. J. Shea led the group in prayer.
2. Introduction of Members and Roll Call - S. Boglitch and C. McCarthy-Romanick sent regrets.
3. Approval of Agenda

Moved by: S. Zorzit                      Seconded by: J. Bennett

**THAT the agenda be approved as distributed. Carried.**

4. Presentation:
  - a) **Discovering Your Possibilities (DYP) Secondary Leadership Experience Project** - Superintendent J. Shea provided an overview of the Discovering Your Possibilities (DYP) Secondary Leadership Experience Project, a partnership project with Windsor Police Services, that was introduced this year for students from four secondary schools. The experience, which was held from March 23 to 25 in Orillia through the Youth Leadership Camps Canada program, provided approximately 120 students an opportunity to develop life skills such as leadership, resiliency, communication, environmental and self-awareness, cooperation, self-confidence, self-esteem and effective decision-making through physical challenges, recreation and team-building activities.

## 5. Approval of and Business Arising from the February 10, 2011 Report

Discussion on action items:

- Superintendent Shea provided an update on the Board's review process for Board Policy SC:04 Field Trips. The High School Council's request for representation on the Policy Review Sub-Committee was brought forward to Executive Council. The Council confirmed R. Dunn will be their representative. Sub-Committee meetings have been scheduled on April 19 and May 17<sup>th</sup>, 6:00 to 7:30 p.m. In the event R. Dunn is unavailable, G. Antogiovanni volunteered to take part on the Board's Field Trip Policy Working Subcommittee.

Moved by: J. Bennett

Seconded by: S. Zorzit

**THAT the Report of February 10, 2011 be approved as distributed.** *Carried.*

## 6. New Business:

a) **Review of High School Council Terms of Reference dated October 14, 2004** -

Members reviewed the draft amended terms of reference. Proposed amendments included reference to updated membership, elected officers and student trustee representatives. Following discussion, a revised draft will be prepared and provided to High School Members so that they can obtain feedback from their respective School Councils prior to further discussion at the May 5 meeting.

7. **Superintendent of Education's Report** - Superintendent Shea provided a brief update on the following faith development and student achievement initiatives:

- 2011 - 2012 Budget Schedule** - A copy of the board's proposed budget schedule including steps for soliciting input from school councils, committees and the general public was provided. The proposed dates are tentative and subject to change.
- Draft Board Policies Vetted for Public Consultation** - The following draft amended Board Policies are currently posted to the Board's public website for consultation and feedback from the school community:
  - ST:11 Student Health Support (including medication administration at school)
  - ST:11A Anaphylaxis Policy
  - A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community
- Ministry of Education's Second Annual Parent Involvement Committee Symposium** - This year's Ministry's PIC Symposium will be held on April 8 and 9<sup>th</sup> in Toronto. Interim PIC members B. Robinet and C. McCarthy-Romanick will be attending.
- Special Funding to Engage Parents in Promoting a Positive School Climate** - The Ministry of Education is providing all school boards with one-time funding to engage parents in supporting a positive school climate. The board's allotment is \$6,337. The purpose of the funding is for boards/schools to engage parents in finding ways to promote and improve a positive school climate. The board has invited input from the Interim Parent Involvement Committee (PIC) in planning how the funding will be utilized. Boards will be expected to report back on how this funding was spent, including the number of schools that participated and the types of activities that were supported with the funds.
- Parent Engagement Resource Documents from the Council of Ontario Directors of Education (CODE)** (*documents previously received at the school level*) - A copy of both the Planning Parent Engagement Booklet and Parent Tool Kit Resources was circulated. They are also available on-line at: [www.ontariodirectors.ca](http://www.ontariodirectors.ca) The resource documents, commissioned through the Ministry of Education and developed through broad consultation

with parents, parent involvement committees and educators across the province, are designed to support the role parents have in contributing to their children's learning at home and at school.

- f) **Focus on Youth Summer Program** - The Windsor-Essex Catholic District School Board is pleased to offer Focus on Youth summer programs for children and youth. Focus on Youth is a partnership between the Ontario Ministry of Education, schools boards and local not-for-profit community agencies. The objective of Focus of Youth is to enhance high quality summer program opportunities for children and youth in Windsor-Essex by offering free use of school space for organized not-for-profit community-based programs and by providing employment opportunities and leadership activities for our secondary school students. Secondary (at least 16 years old) school students will be hired to assist the community service camps at one of the board's school sites. Student application forms will be made available on line commencing Monday April 18th. Focus on Youth programming will run from July 11th to August 19th. Additional information as well as student applications will be available on the Board's website at: [www.catholicboard.ca](http://www.catholicboard.ca)
- g) **Interim Parent Involvement Committee** - Verbal Update - The first meeting of the Interim Parent Involvement Committee was held on February 24. Committee members elected their chair and developed a plan toward developing Terms of Reference for the permanent Parent Involvement Committee that will be in place by November 15, 2011. A second meeting was held on March 24 where members conducted an initial review of the draft Terms of Reference. The next Interim PIC meeting is April 11.
- h) **The Ontario Association of Parents in Catholic Education(OAPCE) 2011 AGM and Conference** - Members received a handout from the OAPCE providing an overview of events and workshops planned for its annual conference and AGM. Members were invited to email G. Farrah if they are interested in attending by Monday.
- i) **Revision to the Community Involvement Graduation Requirement** - The Ministry of Education recently announced they are amending the community involvement graduation requirement. Effective July 1, 2011 students will be able to start accumulating community hours in the summer before they enter grade 9. Additional information will be provided to schools regarding the implementation process later this spring.
- j) **E-mail Accounts for School Council Chairs** - As part of a pilot initiative to enhance communication with and for School Council Chairs, the board has developed a generic email account for each of its School Council Chairs. The pilot includes access to the board's BBS FirstClass system where Chairs will be able to access a read-only folder that provides information to support school council activities.
- k) **Ministry Guidelines for Fees for Learning Materials and Activities** - The Ministry of Education recently released Guidelines for Fees for Learning Materials and Activities. The guidelines establish a province-wide standard that provides a foundation for each school board to develop or amend their own policy. The Board has begun a policy development process for the establishment of a new policy. The draft policy is expected to be distributed for public consultation prior to the end of the school year.
- l) **Ontario Association for Mathematics (OAME) 2011 Annual Conference Update** – A program was provided to members that outlined parent focussed workshops offered at the May 12 and 13 (OAME) 2011 Annual Conference. More information is available at on the OAME website at: [www.oame2011.ca](http://www.oame2011.ca)

- m) **April 8<sup>th</sup> Secondary Professional Development Day** – An overview of the professional development sessions was provided. The sessions will address the Professional Learning Cycle, differentiated instruction strategies as well as continuing the dialogue on Growing Success to support teachers in curriculum delivery and assessment, including the use of SMART Goals. SMART Goals are goals that are Specific, Measurable, Attainable, Realistic and Time bound.
8. **Board of Trustees Report** - Trustee Favot, provided highlights from recent Board meetings, including a presentation by Dr. Cortese on mental health and brain-health issues; a report on student achievement; eLearning; and, Homework Help on math for grades 7 to 10.
9. **Student Senate Report and Students Helping Students Update** - Student Trustees Limarzi and Colman, provided comment on the following:

**Student Senate Report:** The Student Senate recently completed the process of electing N. Tavares and J. Najem as the 2011-12 Student Trustee designates. The Student Senate is currently working on a board-wide student-led fundraising campaign to be held during Catholic Education Week.

**Students Helping Students Update:** The Students Helping Students Committee met on April 7 to review requests for financial assistance. Almost all the requests were approved. The Committee will be following up on a couple of requests related to the purchase cost of uniforms. Monies are still available and the proceeds from two additional school fund raisers are expected prior to the end of this school year. The Students Helping Students Committee asked the Student Trustees to obtain feedback from the High School Council as to the possibility of expanding the program to include requests for assistance from elementary students in need. By consensus, the High School Council indicated that they would provide support and provide advice should a separate committee be organized for the elementary panel. However, at this time, they believe the Students Helping Students Committee should remain focused on their original mandate of assisting secondary students.

**Inaugural Ontario Catholic Student Leadership Conference** - Eleven student leaders from the Board recently attended the inaugural Ontario Catholic Student Leadership Conference that was held in Niagara Falls. Approximately 400 students from across the province attended the Conference to talk about their visions for the future of Catholic education. Students formed groups to discuss various themes related to Catholic leadership and the challenges facing Catholic education. The conference culminated with a report outlining an action plan for the next ten years that will be presented to Catholic school boards for comment before it is publicly released.

10. **Chairperson Report/Comments Comments** - Chair Farrah reported that the board received special funding from the Regional Equity and Inclusive Education Network that was used to organize a special presentation featuring motivational speaker Robert Pio Hajjar, Founder of IDEAL-WAY.ca, a new charity for intellectually disabled persons. The parent engagement presentation was open to all members of the school community and was held the evening of Wednesday, March 23 at Holy Names Catholic High School.
11. **Round Table Discussion and Comments** - Each individual was invited to provide an update on activities occurring at their respective schools, including faith development activities, updates on fundraising initiatives, the status of their School Advisory Council membership, community involvement activities, and sports events.

Members were invited to arrive early for the June 9 meeting that will be hosted by Assumption College Catholic High School to take advantage of attending the school's Pasta Fundraiser that will be held that evening.

## a. Specific Topics Raised:

**Draft Amended Board Policy A: 14 Promoting and Supporting Equity & Inclusion Within a Catholic Community:** Guest parent D. Thachuk provided comment on his concerns related to the proposed amendment to Board policy A: 14 and asked School Council Chairs to advise their parent community to review the draft document from a Catholic faith perspective and provide their comments to the board. It was noted that the policy is in relation to the provincial equity and inclusive education policy introduced in 2009. Subsequently, the Board's policy was developed using a template that was vetted through a taskforce that included the Institute for Catholic Education, Ontario Catholic Schools Trustees' Association and the Assembly of Catholic Bishops of Ontario to ensure the recognition of the distinctiveness of Catholic schools. J. Shea indicated that parent input is a valuable part of the Board's policy development process and that members of the school community are encouraged to take part in the board's public consultation process for all draft policies. Specific feedback can be forwarded to C. Norris, Manager of Human Resources and Policy Development.

**The Newcomer Reception Centre:** J. Bennett inquired into the status of the Board's Newcomer Reception Centre located on Ottawa Street, Windsor. **ACTION: Trustee Favot will follow-up and report back at the next meeting.**

## 12. Future Meetings/Important Dates:

- **Sunday, May 1 to Friday, May 6** *Catholic Education Week*
- **Thursday, May 5 (note new date)** Host: M. Garganta, Cardinal Carter
- **Friday/Saturday, May 13 - 14** *OAPCE AGM & Conference (Burlington)*
- **Thursday, June 9** Host: S. Boglitch, Assumption College

## 13. Closing Prayer and Adjournment - The meeting adjourned at 9:55 p.m.



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

**Meeting Date:**  
 May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** J. Courtney, Trustee Representative

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

**SUBJECT:** **ELEMENTARY SCHOOL COUNCIL UMBRELLA GROUP**

**RECOMMENDATION:**

**That the Board receive the report of the May 3, 2011, Elementary School Council – Umbrella Group meeting as information.**

**SYNOPSIS:** The Elementary School Council – Umbrella Group has scheduled meetings throughout the school year. All reports of the Elementary School Council – Umbrella Group are to be received by the Board.

**BACKGROUND COMMENTS:** Every elementary school in the Windsor-Essex Catholic School Board has a school council as per Board Policy SC:01 – Catholic School Councils. In addition, an Elementary School Council - Umbrella Group, that includes school council representation from each of the Board’s elementary schools, members of senior administration and Board Trustees, meets to discuss matters of regional concern or interest in an open forum format. These meetings offer an opportunity to bring forth Board program initiatives from various departments, “best practices” systems in schools, a sharing of solutions, etc.

**FINANCIAL IMPACT:** N/A

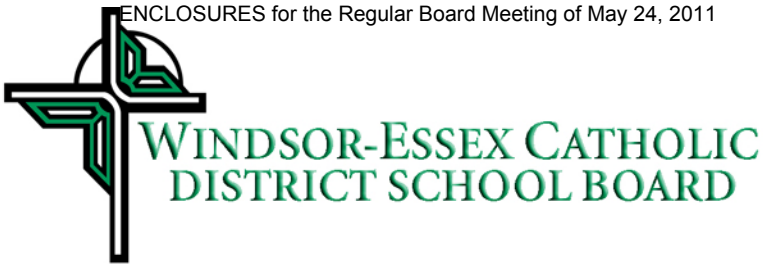
**TIMELINES:** The next Elementary School Council – Umbrella Group meeting will be scheduled for early in the new school year.

**APPENDICES:**

- Elementary School Council – Umbrella Group of May 3, 2011

**REPORT REVIEWED BY:**

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



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard  
Telephone: (519) 253-2481 FAX: (519) 253-8397

## ELEMENTARY SCHOOL COUNCIL UMBRELLA GROUP

### NOTES FROM THE MAY 3, 2011 MEETING

The Elementary School Council Umbrella Group met on May 3, 2011 at the Catholic Education Centre in the John Paul II Boardroom, beginning at 7:00 p.m.

#### Present from the Elementary School Councils:

R. Drouillard	L. A. Desmarais	K. Osbourne	Sacred Heart
D. Tonus	Holy Cross	L.B. Medved; C. Teall	St. Anne French Immersion
A. Brink	Immaculate Conception	H. McGuire-Rainone	St. James
L. Briden	H. J. Lassaline	B. Robinet	St. John the Baptist
S. Bolger	Notre Dame	J. Szymanski-Dyck; J. Adragna	St. Louis

**Board of Trustees:** J. Courtney

**Administrative Resource:** E. Byrne, Superintendent of Education

**Guest Presenters:** M. Seguin, Superintendent of Education

**Recording Secretary:** D. Steffens

1. Call To Order and Opening Prayer - The meeting with a prayer at 7:08 p.m.
2. Opening Remarks and Introductions
3. Presentation:
  - a) **Faith Formation and Equity and Inclusive Education Implementation Up-Date:** Superintendent M. Seguin was present to provide an overview of the Board's Faith Formation initiatives and an update on the status of the Board's Equity and Inclusive Education Implementation Plan.

**Update on Faith Based Activities:** A handout was distributed that provided a broad overview of the faith based activities happening in the board's schools and at the system level. Specific topics included faith formation and professional development for staff, faith formation opportunities for students including the Eucharistic Adoration traditions, leadership programs, community partnerships and communications, faith retreats for staff and students, and other system initiatives. An overview of the board's Friends and Advocates of Catholic Education (FACE) Committee was provided including the distinctive "brand" of the values and culture of Catholic education and key messages with respect to the challenges facing Catholic education, including issues of fairness, distinctiveness, access, preferential hiring, availability of funding in other Provinces, financial savings. Copies of the information that was provided on the FACE Committee will be provided to School Advisory Council Chairs and can also be obtained from principals.

**Update on the Board's Equity and Inclusive Education Implementation Plan:** A handout was distributed providing an update on the activities supporting the Board's Equity and Inclusive Education Implementation Plan, including the Board policy, in-service and presentations promoting and supporting equity and inclusion within a Catholic community. M. Seguin reported that Board Policy A14: *Promoting*

*"Learning together in faith and service"*



*and Supporting Equity & Inclusion Within a Catholic Community* currently under review with respect to the implementation of social justice/equity clubs in secondary schools. The intent of the proposed amendment is enhance the school climate of inclusiveness for all, where were everybody feels safe and welcome in our schools.

4. Other Board Updates/Initiatives - E. Byrne provided a brief overview of the following:
- a) **Interim Parent Involvement Committee (PIC) Update** – Interim PIC members A. Brink and B. Robinet were present to provide an overview of the Interim PIC activities. On behalf of the Interim PIC, they sought input on possible uses of a Ministry Parent Engagement Funding re positive school climate (\$6,337). The Ministry of Education is providing this one time funding to all school boards to engage parents in supporting a positive school climate. The board has invited input from the Interim Parent Involvement Committee (PIC) in planning how the funding will be utilized.
  - b) **2011-12 Parents Reaching Out (PRO) Grants for Schools** - All schools received notification of the Ministry of Education's 2011-12 PRO grant application process on April 13. Those present were reminded that the deadline for submission is May 13, and that copies of both the application and declaration form should be provided to D. Steffens at the Catholic Education Centre. **ACTION: E. Byrne will contact the Ministry of Education's Parent Engagement Office to relay concerns about the short timelines in developing and submitting applications for the funding.**
  - c) **Full-Day Kindergarten 2011-12 School Year** - An additional four schools will be operating the Ministry's full-day early learning program beginning in September 2011. They include: Queen of Peace Catholic Elementary School; St. Bernard Catholic Elementary - Amherstburg; St. John Catholic Elementary School; and St. John the Baptist Catholic Elementary School. These schools are in addition to the seven schools already operating the Ministry's full-day early learning program and the three schools where the board has chosen to offer full-day kindergarten programs.
  - d) **Revision to the Community Involvement Graduation Requirement** - The Ministry of Education recently announced they are amending the community involvement graduation requirement. Effective July 1, 2011 students will be able to start accumulating community service hours in the summer before they enter grade 9.
  - e) **Focus on Youth Summer Program** - The Windsor-Essex Catholic District School Board is pleased to offer Focus on Youth summer programs for children and youth. Focus on Youth is a partnership between the Ontario Ministry of Education, schools boards and local not-for-profit community agencies. The objective of Focus of Youth is to enhance high quality summer program opportunities for children and youth in Windsor-Essex by offering free use of school space for organized not-for-profit community-based programs and by providing employment opportunities and leadership activities for our secondary school students. Focus on Youth programming will run from July 11th to August 19th. Additional information as well as student applications will be available on the Board's website at: [www.catholicboard.ca](http://www.catholicboard.ca)
  - f) **E-mail Accounts for School Council Chairs** - As part of a pilot initiative to enhance communication with and for School Council Chairs, the board has developed a generic email account for each of its School Council. The pilot includes access to the board's BBS FirstClass system where Chairs will be able to access a read-only folder that provides information to support school council activities.
5. Roundtable Discussion / Questions
- **Issue: Operating Budget Reduction Plan** - Discussion occurred regarding the Board's plans to address the shortfall of operating revenues resulting from a significant decline in enrolment, as related to the positions of Learning Commons Specialists. E. Byrne related the plans and rationale related to moving learning materials traditionally located in the Learning Commons Centre to classrooms. Parental concerns raised included the possibility of decreased student accessibility to learning resources if the materials are dispersed to individual classrooms, the value of Learning Commons Centre to the overall learning experience, the perception that a message is being sent to students that literacy is not that important and controls in place to track the inventory of resources. A specific concern was raised where a particular school's Learning Commons Centre had been Blessed and dedicated to the memory of a student. In that case, the SAC Chair was referred back to the school principal to address ways to honour the student's memory within the school community.

- **Issue: Playground Equipment and Play Surface Material** - A question was raised as to the status of the report to the board concerning administrations recommendations for playground equipment and play surface material and the expectation of an opportunity for the school community to provide input prior to a Board decision. E. Byrne reported that the report was deferred at the Board level and if, in the meantime there are any school specific concerns, the school administrators should be contacting Facilities Services.
  - **Issue: Physical Education** – Discussion occurred on the requirements of the physical education curriculum and implementation of the daily physical activity component of the Healthy Schools Program. School Council members present were advised to contact their school principal with concerns they may have about implementation in their school.
  - **Issue: Meeting Frequency** – A suggestion was brought forward to schedule four meetings for the coming school year: two meetings in fall and two in spring, in order to allow additional opportunity for School Council Chairs to network, share ideas on best practices and discuss mutual concerns.
6. Adjournment – The meeting ended at 9:10 p.m.

**The next meeting will be held in the fall of the new school year. Date to be determined.**



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

**Meeting Date:**

May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** Senior Administration

**SUBMITTED BY:** Paul A. Picard, Director of Education  
Cathy Geml, Associate Director of Education  
JoAnne Shea, Superintendent of Education  
Emelda Byrne, Superintendent of Education

**SUBJECT:** **INTERIM PARENT INVOLVEMENT COMMITTEE**  
**- UPDATE ON ACTIVITIES**  
**- DRAFT TERMS OF REFERENCE**

### RECOMMENDATION:

**That the Board receive the update on the activities of the Interim Parent Involvement Committee; and**

**That the Board approve the draft Terms of Reference for the Windsor Essex Catholic Schools Parent Involvement Committee as presented.**

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**SYNOPSIS:** This report is intended to provide an update to the Windsor-Essex Catholic District School Board of Trustees on the activities of the Interim Parent Involvement Committee (PIC) that was established by the Board at its Regular Board meeting of January 25, 2011. At this time, the Interim Parent Involvement Committee is recommending the Board approve the draft Terms of Reference for the permanent committee that will be established in later than November 15, 2011 pursuant to *Ontario Regulation 612/00 School Councils and Parent Involvement Committees*.

**BACKGROUND COMMENTS:** Following the Board of Trustees directive of January 25, 2011, the following individual's were appointed to the Interim Parent Involvement Committee:

- Two secondary parents: C. McCarthy-Romanick; G. Farrah
- Two elementary parents: A. Brink (K. Millette); B. Robinet
- The director of education designate(s): E. Byrne; J. Shea
- One trustee member: F. Favot
- One Diocesan representative: Rev. D. Adam

The Interim PIC held its initial meeting on February 24, 2011, where its mandate was reviewed and a Chair was elected. **The primary purpose of the Interim PIC is to consult with the school community, study provincial best practices and develop a draft Terms of Reference (by-laws governing the conduct of the PIC's affairs) that comply with the requirements of the amended regulation prior to the transition to a permanent PIC in the fall of 2011.**

Amendments to Regulation 612/00, while providing for some flexibility to suit local needs provides specific direction on the purpose of the PIC and provides for their composition, mandate and function. Accordingly, the draft Terms of Reference (see attachment) developed by the Interim PIC address over a series of four meeting address: the PIC's purpose, mandate, role, responsibilities, membership composition, appointment/election procedures, terms of office, officers, remuneration considerations, meetings, voting entitlements, etc.

At this time, it is recommended the Board of Trustees approve the draft Terms of Reference as presented.

The Interim PIC committee also provided input in to the following funding provided through the Ministry of Education:

- 2011 - 12 Regional Parent Reaching Out Grant Application
- Parent Engagement Funding (one time funding of \$6,337) intended to engage parents in finding ways to promote and improve school climate

Two Interim PIC members attended the second annual Ministry Parent Involvement Committee Symposium entitled "Parents - Partnerships in Action" on April 8 and 9, in Toronto.

**FINANCIAL IMPACT:** N/A

**TIMELINES:**

- The Interim PIC intends to proceed with the process of establishing the membership of the 2011-12 Windsor Essex Catholic Schools Parent Involvement Committee during June and July. It is anticipated that the permanent PIC will be in place for the start of the new school year.

**APPENDICES:**

- Notes – April 11, 2011
- Draft Terms of Reference for the Windsor Essex Catholic Schools Parent Involvement Committee
- Appendix A – Membership Interest Form
- Appendix B – Families of Schools
- Board Webpage Info/Links
- Ministry of Education Fact Sheet: Parent Involvement Committees

**REPORT REVIEWED BY:**

<input checked="" type="checkbox"/>	EXECUTIVE COUNCIL:	Review Date:	May 18, 2011
<input checked="" type="checkbox"/>	EXECUTIVE SUPERINTENDENT:	Approval Date:	May 18, 2011
<input checked="" type="checkbox"/>	DIRECTOR OF EDUCATION:	Approval Date:	May 18, 2011



## 6. Action Items:

- a) Second Review of Draft Terms of Reference - An amended *draft* Terms of Reference and draft Membership Interest Form pursuant to discussion at the March 24 meeting was received. Members discussed the draft revisions and made further amendments. The PIC members will conduct a final review of revisions at the next meeting. Following that meeting, the draft Terms of Reference will be provided to Executive Council for review prior to being presented for Board of Trustees approval at its May 26 Regular Board meeting.

Members discussed a tentative recruitment process and timelines for establishing membership for the 2011-12 Parent Involvement Committee. Tentative timelines: June 6 or June 7 communicate information to parents, response deadline by June 20<sup>th</sup>, Membership Selection Sub-Committee to possibly meet in early July to conduct the discernment process. Further discussion on the specifics of this year's membership selection process to occur at the May 12 meeting.

## 7. Information Items:

- a) Verbal Report from Attendees of the April 8 - 9, 2011 Provincial Parent Involvement Committee Symposium - Chair B. Robinet and C. McCarthy-Robinet provided a verbal report on the activities and workshops they attended at the recent Provincial Parent Involvement Committee Symposium held in Toronto.
- b) Follow-Up Discussion re Funding to engage parents in promoting a positive school climate (Ministry correspondence received at the March 24, 2001 Interim PIC meeting) - Discussion occurred with respect to possible uses of the one-time funding of approximately \$6,330, to be used by the Board to engage parents in promoting a positive school climate. In planning, the board will seek input from its PIC and Safe Schools Team for possible ideas and activities in the use of the funds. Several possibilities were discussed, including the purchase of resources for each school, a workshop pertaining to safe use of social media, bullying, or cyber-bullying. Input will be sought at the upcoming High School Council and Elementary School Council Umbrella meeting. Further discussion will occur at the May 12 Interim PIC meeting.
- c) Ministry Guidelines for Fees for Learning Materials and Activities - Superintendent Shea reported that the Ministry of Education recently released Guidelines for Fees for Learning Materials and Activities. The guidelines establish a province-wide standard that provides a foundation for each school board to develop or amend their own policy. It was noted that this Board's current practices are consistent with the guidelines. The Board has begun a policy development process for the establishment of a new policy. The draft policy is expected to be distributed for public consultation prior to the end of the school year.

## 8. Correspondence:

- a) Correspondence from the Ministry of Education dated March 30, 2011 re Revision to the Community Involvement Graduation Requirement - Superintendent Shea reported the Ministry recently announced they are amending the community involvement graduation requirement. Effective July 1, 2011, students will be able to start accumulating community involvement activity hours in the summer before they enter grade 9. Additional information will be provided to Board's and schools regarding the implementation process later this spring.
- b) Correspondence from the Ontario Association of Parents in Catholic Education re 2011 AGM and Conference May 13 and 14, 2011 - Members received information from the OAPCE providing an overview of events and workshops planned for their annual conference and AGM. The information will be distributed to school councils and principals for their information.

- c) ADDITION TO AGENDA (handout): London District Catholic District School Board and Thames Valley District School Board Joint Parent Engagement Conference – Members received a copy of this year’s program for the above noted conference “From Rhetoric to Reality – Making Progress Together.” The agenda will be distributed to all school councils and principals for their information.
- d) ADDITION TO AGENDA (handout): Correspondence from the Ministry of Education dated April 7, 2011 re Parents Reaching Out Grants 2011 - 12 - Members received a copy of the above stated correspondence. Discussion occurred with respect to the timelines for the submission of an application for a “regional” parent engagement activity. The grant submission date is May 13. Discussion occurred around several ideas for the development of a Regional PRO Grant. Members agreed by consensus that planning will be initiated to submit an application with a focus on financial literacy for parents re pathways for saving for Post Secondary Education. Chair Robinet will take the lead on drafting the application. Feedback will be sought at the upcoming High School Council and Elementary School Council Umbrella Group meeting, prior further discussion at the May 12 Interim PIC meeting.
- e) ADDITION TO AGENDA (handout - previously distributed electronically to members): Correspondence from the Ministry of Education received April 7, 2011 re draft resource document *Making a Difference: A Practical Handbook for Parent Involvement Committee Members* - Members received a copy of the above stated correspondence. Members were encouraged to read the document and provide their feedback to the Ministry on the feedback form provided.
9. Next Meeting Date(s): (All meetings begin at 7:00 p.m. at the Catholic Education Centre)
- Thursday, May 12
  - Thursday, June 2
10. Closing Prayer and Adjournment - The meeting adjourned at 10:04 p.m. with a closing prayer led by Fr. Adam.

**DRAFT AS AT MAY 12, 2011**  
**WINDSOR ESSEX CATHOLIC SCHOOLS**  
**PARENTAL INVOLVEMENT COMMITTEE**  
**DRAFT TERMS OF REFERENCE (BY-LAWS)**

## **PREAMBLE**

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The Parent Involvement Committee of the Windsor-Essex Catholic District School Board is established under subsection 33 of Ontario Regulation 612/00 *School Councils and Parent Involvement Committees* made under the *Education Act*. The Parent Involvement Committee (PIC) is a parent-led committee that is advisory in nature and governed by Ontario Regulation 612/00 *School Councils and Parent Involvement Committees* made under the *Education Act*, and the policies and regulations of the Windsor-Essex Catholic District School Board.

Members of the Parent Involvement Committee (PIC) are valued partners of the Windsor-Essex Catholic District School Board. The PIC will champion and demonstrate a commitment to parental engagement at home, school and parish, contribute to effective meetings, participate in sub-committee work, represent the broad parent interest with respect to all PIC work and deliberations, and provide input/feedback and raise issues as a representative of a Board Committee.

## **1.0 MANDATE**

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- 1.1 The purpose of the PIC is to support, encourage and enhance parent engagement at the board level in order to improve student faith formation, achievement and well-being.

## **2.0 PURPOSE**

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- 2.1 The PIC shall achieve its purpose by:

- providing information and advice on parent engagement to the board
- communicating with and supporting school councils of the board;
- promoting collaborative partnerships between home, school and parish; and
- undertaking activities to help parents of students of the board support their children's learning at home and at school.

- 2.2 The PIC shall:

- a. develop strategies and initiatives that the board and the Director of Education could use to effectively communicate with parents and to effectively engage parents in improving student faith formation, achievement and well-being;
- b. advise the board and the Director of Education on ways to use the strategies and initiatives referred to in 2.2 (a) above;



- c. communicate information from the Ministry to school councils of schools of the board and to parents of students of the board;
- d. work with school councils and, through the Director of Education, with employees of the board to,
  - i. share effective practices to help engage parents, especially parents who may find engagement challenging, in their children's learning,
  - ii. identify and reduce barriers to parent engagement,
  - iii. help ensure that schools of the board create a welcoming environment for parents of its students, and
  - iv. develop skills and acquire knowledge that will assist the PIC and school councils with their work; and,
- e. participate in the promotion, application and implementation of grant applications and projects funded under the Ministry of Education Parents Reaching Out (PRO) Programs and offer advice in the use of other types of parent involvement funds provided by the Ministry of Education.

### 2.3 Consultation:

- a. **Consultation by Board:** The board may solicit and take into consideration the advice of the PIC with regard to matters that relate to student faith formation, achievement and well-being. The board shall inform the PIC of its response to advice provided to it by the committee.
- b. **Consultation by Ministry:** The Ministry may solicit and take into consideration the advice of the PIC with regard to student achievement and well-being.
- c. **Consultation by Parent Involvement Committee:** The PIC involvement may solicit and take into consideration the advice of parents of students enrolled in schools of the board with regard to matters under consideration by the committee.

## 3.0 MEMBERSHIP

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### 3.1 GENERAL MEMBERSHIP:

- It is expected that the membership of the PIC shall reflect the diversity of the Windsor Essex Catholic school community. The objective is to create a balanced membership from each family of schools reflecting an elementary / secondary balance, with consideration of ethnic / cultural / socio-economic background.
- A majority of PIC parent members as well as the Chair and Vice-Chair shall have Catholic School Trustee qualifications.

#### Catholic School Trustee Qualifications:

- is a Canadian citizen
- is Roman Catholic
- is at least 18 years old,

- is a separate school board supporter and qualifies as a separate school elector for the English-language district school board
- Parent members shall constitute the majority of the PIC.
  - i. a person is qualified to be appointed or elected as a parent member if she/he is a parent or guardian of a child who is enrolled in a school of the board.
  - ii. a parent member may be an employee of the board and shall at his or her first PIC meeting, inform the committee of his or her employment with the board.
- Community representatives shall not be members or employees of the board. Preference may be given to community representatives who are not parents/guardians of a child enrolled in a school of the board.
- One- and two-year terms run from September 1 to August 31. A member of the PIC may serve for more than one term by utilizing the appropriate appointment and discernment process outline in Section 4, but no parent member shall serve more than two consecutive terms.

### 3.2 **VOTING MEMBERSHIP:**

- a. The voting membership of the PIC will consist of the following:
  - Ten parent members who shall serve a one- or two-year term (to ensure continuity the PIC shall strive to have four (4) two-year term parent representatives at all times)
    - one parent representative from each Family of Schools (8 total parent representatives: 5 elementary and 3 secondary)
    - one parent of a student(s) who is an English language learner
    - one parent of a student(s) with special needs
  - Three community representatives who shall serve a one-year term
    - One Diocesan representative
    - One representative from the local post-secondary community
    - One representative from the community “at large”, with consideration given to a representative from the “newcomer” community
- b. Alternate Parent Members: Three parents will be appointed to serve a one-year term as “alternate” members when needed to replace parents when an absence is unavoidable (the alternate parent members will be selected “at large” and must hold the qualifications to be a Catholic school trustee.) When called upon, an alternate member will advise the Chair of his or her status at the beginning of each meeting in order to have voting privileges.

### 3.3 NON-VOTING MEMBERSHIP:

- a. The Board shall appoint the following to the PIC:
  - the Director of Education (once appointed the Director of Education may delegate any or all of his powers to a Supervisory Officer under subsection 46 (1), O. Reg. 612/00)
  - one Trustee, appointed by authority of the WECDSB Operating By-Laws (once appointed the trustee may delegate to another trustee under subsection 46 (2), O. Reg. 612/00). The term of office shall be determined by the board.
- b. One-year term appointments of additional non-voting members will include:
  - one Superintendent of Education (in addition to the Director's delegate, if applicable) to ensure a balance of perspective for student achievement K-12
  - one Vice-Principal, preferably the Vice-Principal of Safe Schools, appointed through the Director of Education or superintendent designate
- c. An appointment to the PIC under 3.3 (b) above, is of no effect unless the person agrees to the appointment.

## **4.0 MEMBERSHIP DISCERNMENT AND APPOINTMENT PROCESS**

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### **Parent Members, Alternate Parent Members, and "At large" Community Representative**

Parent members, "alternate" parent members and the "at large" community representative will be appointed to the PIC utilizing an "invitation of interest" and discernment process.

- 4.1 Prior to the end of February each year, the PIC will review its membership needs and strike a Membership Sub-Committee that shall include the Chair, Vice-Chair, the Director of Education or superintendent designate and one community representative elected by the voting PIC members.
- 4.2 The Membership Sub-Committee will process an "invitation of interest" (Appendix A) and discernment process for additional members as determined by the PIC. Following the "invitation of interest" process The Membership Sub-Committee will also be responsible for recruiting those members where membership gaps continue to exist.
- 4.3 The "invitation of interest" for membership positions will be communicated in a variety of methods, which may include, but are not limited to:
  - a. advertisements in school, school council, or parish newsletters
  - b. advertisements in local newspapers with general circulation in the geographical jurisdiction of the board
  - c. advertisements on radio or television stations that broadcast in the geographical jurisdiction of the board
  - d. notices in schools and parishes
  - e. notices on the board's website and on the websites of the board's schools
  - f. Synervoice messages.

4.4 The Membership Sub-Committee will review the “invitation of interest” forms through a discernment process and provide their recommendations to the PIC prior to last meeting in May of each year.

**4.5 Discernment Process: Gifts, Qualities and Experience of Members**

The discernment process for parent members, alternative parent members as delineated in Section 3.2(a) and (b) above, and the “at large” community member, shall consider the gifts, qualities and experience the individual has to enhance the PIC’s efforts in promoting effective parent involvement, enabling parents to play a stronger role in supporting student faith formation, achievement and well-being. Gifts, qualities and experience to be considered include, but are not limited to:

- a “students first” attitude and a strong commitment to Catholic education
- parish/community involvement;
- volunteer experience (school and community);
- interest in working with parents and staff to support School Councils and parent development;
- diversity of ethnicity and/or language;
- advocacy skills (e.g., cultural, racial, poverty, physical and intellectual abilities);
- facilitation skills related to group dynamics;
- a respect for self, others and the environment.

4.6 Annually, at its meeting in May, the PIC shall review the Membership Sub-Committee’s recommendations and make the necessary appointments, by motion, for the next school year.

**Appointment Process for Diocesan and Post-Secondary Community Representatives:**

- 4.7 The annual appointment process for Diocesan and Post-Secondary Community representatives shall be coordinated by the Director of Education or superintendent designate prior to the PIC May meeting. In as much as possible, the Diocesan and Post-Secondary Community representatives will possess the gifts, qualities and experience articulated under Section 4.5.
- 4.8 The Diocesan representative is to be appointed through the Diocesan Office in consultation with the Director of Education or superintendent designate.
- 4.9 Post Secondary Representative to be appointed through the Office of the Dean / President, preferably alternating representation between the local college and university faculty, in consultation with the Director of Education or superintendent designate.

## 5.0 VACANCIES - DURING A MEMBERS APPOINTED TERM

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- 5.1 In the event that an individual appointed to the PIC under subsection 3.2 (a) above vacates his or her position during their appointed term, the PIC shall appoint, by motion, another individual to the position for the remainder of the term. In the case of a replacement parent member, the PIC shall appoint a parent from its three alternate parent members.
- 5.2 In the event that an individual appointed to the PIC under subsections 3.3 (a) above vacates his or her position during their appointed term, the Board **shall** appoint another individual to the position.
- 5.3 In the event that an individual appointed to the PIC under subsections 3.3 (b) above vacates his or her position during their appointed term on the PIC, the board **may** appoint another individual to the position.
- 5.4 A vacancy in the membership of the PIC does not prevent the committee from exercising its authority.

## 6.0 OFFICERS

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- 6.1 The PIC shall have the following officers:
- a. **Chair** - only parent members with a two-year term and who have Catholic School Trustee qualifications are eligible to be elected to the position of Chair.
- i. The Chair shall be elected by a nomination or acclamation process for a two-year term **by the voting members of the PIC** at the first meeting of the committee in each school year that there is a vacancy in the office of Chair.
  - ii. An individual may not serve more than two consecutive terms as Chair of the PIC.
  - iii. An individual who has served one term or two consecutive terms as Chair may be re-elected as Chair of the PIC provided at least one two-year term has elapsed since his or her last term as Chair.
- b. **Vice-Chair** - only parent members who have Catholic School Trustee qualifications are eligible to be elected to the position of Vice-Chair.
- i. The Vice-Chair shall be elected by a nomination or acclamation process for a one-year term **by the voting members of the PIC** at the first meeting of the committee in each school year.
  - ii. An individual may not serve more than two consecutive terms as Vice-Chair of the PIC.
  - iii. An individual who has served two consecutive terms as Vice-Chair may be elected to the position of Chair for one term.
  - iv. An individual who has served two consecutive terms as Vice-Chair may be re-elected as vice-chair provided at least one one-year term has elapsed since his or her last term as Vice-Chair.

- c. **Secretary** - The position of secretary shall be held by the Director of Education or superintendent delegate. An employee of the board will be provided to record the minutes of the PIC meetings.

6.2 Officer vacancies shall be filled at the first meeting in which the vacancy occurs in accordance with the procedures set out in section 6.1 above.

## 7.0 DUTIES

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7.1 The Chair shall:

- a. act as spokesperson for the committee in communicating with the Director of Education, the board, and the Ministry of Education
- b. plan the agenda in collaboration with the Director of Education or superintendent delegate.
- c. chair the PIC meetings
- d. be diligent in ensuring that any views presented in the capacity of PIC Chair represent fairly the position of the PIC
- e. communicate regularly with Catholic School Councils
- f. liaise with Parental Involvement Committees from other school boards to keep informed about local and provincial issues related to parental engagement.

7.2 The Vice-Chair shall:

- a. assist the Chair in the discharge of his/her duties and perform such other duties as may be required by the PIC
- b. in the absence of the Chair or in the event of the Chair's inability to serve, assume the duties of Chair

7.3 The Secretary shall ensure that:

- a. notice of each meeting is provided to all members of the PIC at least five days before the meeting by delivering a notice to each member by e-mail or regular mail and by posting a notice on the board's website
- b. minutes of all PIC meetings and records of all of its financial transactions are recorded and retained in accordance with the policies of the board
- c. minutes are posted on the board's website for a minimum of four years and distributed electronically to the Chair of each school council of the board
- d. the logistics and arrangements are made for meeting facilities that the board considers necessary for the proper functioning of the committee
- e. a current list of PIC members, including contact information, is maintained

7.4 All members of the PIC shall:

- a. demonstrate a firm commitment to Catholic education and support, in action and words, the Philosophy and Goals of the board.
- b. champion and demonstrate a commitment to parental engagement

- c. contribute to productive meetings
- d. participate in sub-committee work
- e. represent the broad parent perspective with respect to all PIC work and deliberations
- f. provide input/feedback and raise issues as a representative of a Board Committee.

## 8.0 MEETINGS

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- 8.1 **General:** A “meeting”, in respect of a parent involvement committee, does not include a training session or other event where the council or the committee does not discuss or decide matters that it has authority to decide.
- 8.2 A meeting of the PIC cannot be held unless,
- a. there is a quorum in attendance. A quorum is fifty percent (50%) +1 of members, but at all times the majority of those present must be parent members. When a parent member absence will affect a quorum, the Chair will contact an “alternate” parent member to attend the meeting to ensure a quorum is present. An alternate member will advise the Chair of his or her status at the beginning of each meeting in order to have voting privileges.
  - b. the Director of Education, or the person designated under subsection 46 (1) of O. Reg. 612/00 is present; and
  - c. the trustee who sits on the committee, or the person designated under 46 (2) of O. Reg. 612/00 is present.
- 8.3 The PIC shall meet at least four (4) times per year between September and June. Meetings will normally be scheduled the last Thursday of September, November, February and May and begin at 6:30 p.m.
- 8.4 Notice of each meeting shall be provided to all members of the PIC at least five days before the meeting by delivering a notice to each member by e-mail or regular mail and by posting a notice on the board’s website.
- 8.5 PIC meetings will be held at the Catholic Education Centre in a location that is open and accessible to the public and where reasonable efforts have been made to enable members to participate fully in meetings of the PIC by electronic means.
- 8.6 **PIC MEMBER ATTENDANCE:** The expectation is that PIC members will endeavor to attend meetings. A member who participates in the meeting through electronic means shall be deemed to be present. When absent, regrets should be made to the Chair within 48 hours of the meeting so that arrangements can be made for attendance by an “alternate” parent member if required.
- 8.7 The modern edition of “Robert’s Rules of Order” shall govern all procedural matters not specifically referenced in this Terms of Reference.
- 8.8 Additional employees of the board, as determined on a needed basis, may be invited to attend, participate and resource meetings of the PIC in a non-voting capacity.

## **9.0 SUB-COMMITTEES**

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- 9.1 The PIC may establish subcommittees to make recommendations to the PIC.
- 9.2 A subcommittee of the PIC must include at least one PIC parent member.
- 9.3 A subcommittee may include persons who are not members of the PIC.
- 9.4 Subsections 8.4 to 8.8 above apply, with necessary modifications, to PIC subcommittees.

## **10.0 MEETING AGENDA**

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- 10.1 All meetings will open and close with prayer.
- 10.2 The Chair will plan the agenda in collaboration with the Director of Education or delegate.
- 10.3 A PIC member may request an agenda item be included on the agenda no less than fourteen (14) days prior to a meeting date.
- 10.4 Agendas may be distributed electronically to each PIC member no less than two days prior to the meeting.
- 10.5 The format of the agenda shall include:
  - a. Opening Prayer and Call to Order
  - b. Recording of Attendance
  - c. Approval of Agenda
  - d. Disclosure of Interest
  - e. Approval of Minutes
  - f. Presentations / Delegations
  - g. Action Items
  - h. Updates/Reports (only placed on agenda as available)
    - a. Parent Engagement Strategies
    - b. Student Achievement Initiatives
    - c. Faith Formation and Student Well-Being Initiatives
    - d. Finance Report
  - i. Correspondence
  - j. Chair's Report
  - k. Next Meeting Date(s)
  - l. Closing Prayer and Adjournment



## 11.0 DECISION-MAKING AND VOTING

---

- 11.1 Wherever possible, decisions will be reached through discussion and consensus. Consensus is a decision-making process, where members seek to understand other points of view and collaborate to reach common ground.
- 11.2 When the PIC votes on a matter, only parent members and community representatives are entitled to vote.
- 11.3 The Chair, unless an interest as required by the Municipal Conflict of Interest Act has been declared, may vote on all questions which he or she is entitled to vote at any time.
- 11.4 In the event of a tie, the motion is defeated.

## 12.0 CODE OF ETHICS/GUIDING PRINCIPLES

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- 12.1 Members of the PIC will embrace the objectives and guiding principles of *Board Policy A:14 Promoting and Supporting Equity & Inclusion Within a Catholic Community* by recognizing individual's views and beliefs, engaging in a collaborative process, providing an inclusive, welcoming environment, publicly supporting group decisions, encouraging and fostering healthy relationships, communicating ideas positively, and trusting the intentions and integrity of others.
- 12.2 Members of the PIC have a duty to make decisions consistent with Ministry and Board policy and procedures and in the best interest of students.
- 12.3 Members will comply with the requirements of relevant legislation and regulations, including the **Municipal Conflict of Interest Act**. Members will not act in order to gain financial or other material benefit personally.

A PIC member shall disclose interest at the beginning of each meeting if an item on the agenda presents a conflict of interest for that member. Should an issue or agenda item arise during a meeting where a PIC member is in a conflict of interest situation, he or she shall disclose interest immediately and shall not discuss or vote on any such resolution relating to the matter.

- 12.4 Members will respect the privacy of all individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). When meeting, **members shall not be allowed** to discuss specific parents, students, school/board trustees, personnel or other council members.

### **13.0 INTERNAL CONFLICT RESOLUTION PROCESS**

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- 13.1 In the event of a conflict between members, the Chair or designate will make every effort to resolve the dispute by negotiation.
- 13.2 Should an internal dispute arise that cannot be resolved by the members of the PIC amongst themselves, the Chair will advise the Director of Education. The Director of Education, in consultation with the Chair, will determine which approach will be utilized in an attempt to resolve the conflict.

### **14.0 REIMBURSEMENT OF EXPENSES INCURRED AS MEMBERS OF COMMITTEE**

---

- 14.1 A person shall not receive any remuneration for serving as a member of the PIC. (This does not preclude payment of an honorarium under section 191 of the *Education Act* that takes into account the attendance of a board member at a parent involvement committee meeting.)
- 14.2 PIC members may seek reimbursement for reasonable out of pocket expenses incurred as a member of the PIC in accordance with Board policy and procedures. Approved reimbursements will be funded from Ministry funding provided for the purposes of enhancing parent engagement.
- 14.3 PIC members attendance at conferences shall be preapproved by the Chair and reimbursement of expenses provided in accordance with Board policy and procedures.

### **15.0 REPORTING**

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- 15.1 The PIC shall formally submit a copy of all approved meeting minutes to the Windsor-Essex Catholic District School Board through a report that will be placed on a public board meeting.
- 15.2 The PIC shall annually, following its May meeting, submit a written summary of the committee's activities to the Chair of the Board and to the Director of Education. The summary of activities shall include a report on how funding, if any, provided under the *Education Act* for parent involvement described in section 2.1, and subsections in section 2.1, and 2.2 (a) and (d) above were spent.
- 15.3 The Director of Education shall provide the summary of activities to the school councils and post the summary of activities on the board's website.

**16.0 TERMS OF REFERENCE REVIEW**

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- 16.1 The PIC Terms of Reference will be reviewed on an annual basis in February.
- 16.2 Notice of a review of the PIC's Terms of Reference must be provided to members of the PIC at least five (5) days prior to the review meeting.
- 16.3 Two-thirds of the voting PIC membership is required to change the Terms of Reference.
- 16.4 As a Board committee, the Terms of Reference must be received and approved by the Board of Trustees.

Passed this day of: \_\_\_\_\_ 2011

Signature: \_\_\_\_\_  
(Chair of Windsor Essex Catholic Schools' Interim Parent Involvement Committee)

Windsor Essex Catholic Schools' Interim Parent Involvement Committee  
Voting Members' Signatures



# WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

(APPENDIX "A")

## WINDSOR ESSEX CATHOLIC SCHOOLS PARENT INVOLVEMENT COMMITTEE

### MEMBERSHIP INTEREST FORM

(Please print.)

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

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

City/Town: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Your child(ren) currently attend(s):

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_

School: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Are you responding as a (please check all that apply): (see Appendix B for a list of the Families of Schools)

- Parent/Guardian of a student in elementary school
- Parent/Guardian of a student in secondary school
- Parent/Guardian from Assumption Family of Schools
- Parent/Guardian from F. J. Brennan Family of Schools
- Parent/Guardian from Cardinal Carter Family of Schools
- Parent/Guardian from Catholic Central Family of Schools
- Parent/Guardian from Holy Names Family of Schools
- Parent/Guardian from St. Anne Family of Schools
- Parent/Guardian from St. Joseph's Family of Schools
- Parent/Guardian from St. Thomas of Villanova Family of Schools
- Parent/Guardian of a student attending St. Michael's Alternate High School Program
- Parent/Guardian of a student who is an English language learner
- Parent/Guardian of a student with special needs
- Community Representative *(Eligibility: Need not be a parent, but must be a Catholic ratepayer who is eligible to elect a Catholic school trustee. Consideration may be given to a representative from the "newcomer" community. Cannot be an employee of the Windsor-Essex Catholic District School Board.)*

**Authorization for the collection of this information is contained within the Education Act and its regulations. The purpose is to seek information from individuals who are interested in participating as a member of the Windsor Essex Catholic Schools Parent Involvement Committee (PIC) or as a participant on a PIC focus group or sub-committee. Users of this information may be PIC members or administrative members of the Windsor-Essex Catholic DSB. This form will be kept for a minimum period of one school year and then shredded. Contact person concerning this collection is the Associate Director of Education.**

Would you prefer to be a Committee member for a term of:  one (1) year and/or  two (2) years

Are you an employee of the Windsor-Essex Catholic District School Board?  Yes  No

We value the participation of parents in our community. If we are unable to accommodate your request to be selected for the PIC, would you consider participating:

as an "alternate" member serving a one-year term?  Yes  No  
 on focus groups or sub-committees working on related issues?  Yes  No

Briefly describe your gifts, qualities and experience that would support your participation on the Windsor Essex Catholic School Parent Involvement Committee:

GIFTS / QUALITIES / EXPERIENCE:	BRIEFLY DESCRIBE:
Commitment to Catholic education	
Parish Community Involvement	
School Community Involvement	
School Council Experience and/or Membership	
Diversity of Ethnicity and/or Language	
Advocacy Skills, e.g., cultural, racial, poverty, physical and/or intellectual abilities	
Facilitation skills and collaborative qualities related to group dynamics	
Beliefs on parent engagement in their child's faith development, student achievement and well-being	
Additional comments if desired	

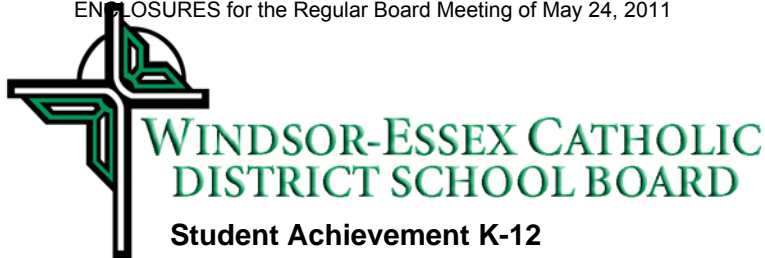
Please direct any enquiries to Bernie Robinet, Interim PIC Chair at [picchair2011@wecdsb.on.ca](mailto:picchair2011@wecdsb.on.ca), or by telephone at: (519) 965-6610. **Applications are due on or before June 15, 2011. Return by:**

Mail to: Bernie Robinet, Chair - Interim PIC, C/O Windsor-Essex Catholic District School Board, 1325 California Avenue, Windsor, ON N9B 3Y6

Fax to: (519) 253-0620 E-mail to: [picchair2011@wecdsb.on.ca](mailto:picchair2011@wecdsb.on.ca)

Membership Interest Forms will be reviewed by members of the PIC Membership Sub-Committee and successful candidates will be contacted by the end of June. Applicants who have indicated they would serve as an "alternate" member or on focus groups / sub-committees will also be contacted.

The Windsor Essex Catholic Schools Parent Involvement Committee is an advisory body whose primary purpose is to support, encourage and enhance parent involvement at the board level to support student faith formation, achievement and well-being. For additional information on the role of the Parent Involvement Committee you are encouraged to visit the board's website at: [www.catholicboard.ca](http://www.catholicboard.ca)



1325 California Avenue  
Windsor, ON N9B 3Y6  
CHAIRPERSON: Fred Alexander  
DIRECTOR OF EDUCATION: Paul A. Picard  
Telephone: (519) 253-2481 FAX: (519) 253-0620

## Families of Schools

## APPENDIX "B"

<p><b>Assumption Secondary</b> St. John St. James</p>	<p><b>Holy Names Secondary</b> Christ the King Notre Dame Our Lady of Mt. Carmel St. Christopher St. Gabriel</p>
<p><b>F. J. Brennan Secondary</b> Our Lady of Lourdes St. John Vianney St. Jules St. Maria Goretti St. Rose</p>	<p><b>St. Anne Secondary</b> St. Gregory St. John the Baptist St. John the Evangelist St. Peter St. Pius X St. William</p>
<p><b>Cardinal Carter Secondary</b> Holy Names Our Lady of the Annunciation Queen of Peace St. John de Brebeuf St. Louis</p>	<p><b>St. Joseph's Secondary</b> L. A. Desmarais W. J. Langlois H. J. Lassaline St. Alexander St. Anne French Immersion</p>
<p><b>Catholic Central Secondary</b> Immaculate Conception Our Lady of Perpetual Help St. Angela St. Bernard</p>	<p><b>St. Thomas of Villanova Secondary</b> Holy Cross Sacred Heart Stella Maris St. Anthony St. Bernard (Amherstburg) St. Joseph St. Mary St. Theresa</p>
<p><b>St. Michael's Alternate High School</b> Victoria Campus &amp; Essex County Campus <b>St. Michael's Adult Learning</b> – Rhodes Campus</p>	

## **BOARD WEBPAGE INFO/LINKS**

### **WINDSOR ESSEX CATHOLIC SCHOOLS PARENT INVOLVEMENT COMMITTEE (PIC)**

The Windsor Essex Catholic Schools Parent Involvement Committee is established by the Windsor-Essex Catholic District School Board in accordance with Ontario Regulation 612/00 School Councils and Parent Involvement Committees made under the *Education Act*. The Parent Involvement Committee (PIC) is a parent-led committee that is advisory in nature and governed by Ontario Regulation 612/00 School Councils and Parent Involvement Committees made under the Education Act, and the policies and regulations of the Windsor-Essex Catholic District School Board.

Members of the Parent Involvement Committee (PIC) are valued partners of the Windsor-Essex Catholic District School Board. The PIC will champion and demonstrate a commitment to parental engagement at home, school and parish, contribute to effective meetings, participate in sub-committee work, represent the broad parent interest with respect to all PIC work and deliberations, and provide input/feedback and raise issues as a representative of a Board Committee.

The purpose of the Windsor Essex Catholic Schools PIC is to:

- support, encourage and enhance parent engagement at the board level in order to improve student faith formation, achievement and well-being.

The Windsor Essex Catholic Schools PIC is beginning the discernment process for the 2011 - 2012 PIC membership positions:

- Ten parent members who shall serve a one- or two-year term (to ensure continuity the PIC shall strive to have four (4) two-year term parent representatives at all times)
  - one parent representative from each Family of Schools (8 total parent representatives: 5 elementary and 3 secondary)
  - one parent of a student(s) who is an English language learner
  - one parent of a student(s) with special needs
- Three community representatives who shall serve a one-year term
  - One Diocesan representative
  - One representative from the local post-secondary community
  - One representative from the community “at large”, with consideration given to a representative from the “newcomer” community
- Alternate Parent Members: Three parents will be appointed to serve a one-year term as “alternate” members when needed to replace parents when an absence is unavoidable (the alternate parent members will be selected “at large” and must hold the qualifications to be a Catholic school trustee.) When

called upon, an alternate member will advise the Chair of his or her status at the beginning of each meeting in order to have voting privileges.

Individuals may express their interest in participating on the PIC by submitting a "Membership Interest Form" to the attention of Bernie Robinet, Interim PIC Chair at picchair2011@wecdsb.on.ca

To learn more about the membership process please refer to the **(DRAFT) Terms of Reference for the Windsor Essex Catholic Schools Parent Involvement Committee**

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### **Members of the 2011 Interim Parent Involvement Committee**

- Fr. Dwayne Adam, School Community Member; Pastor - St. Clements / St. Joseph Parishes
- Greg Farrah, Parent Member - St. Thomas of Villanova Catholic Secondary School
- Frank Favot, School Board Trustee Member
- Christine McCarthy-Romanick, Parent Member - St. Anne Catholic Secondary School
- Angela Brink, Parent Member – Immaculate Conception School
- Bernie Robinet, Parent Member - St. John the Baptist Catholic School
- JoAnne Shea, Superintendent of Education - Student Achievement K – 12
- Emelda Byrne, Superintendent of Education - Student Achievement K - 12

### **Meetings**

Meetings of the PIC are open to the public. Members of the school community, including parents, students, Catholic School Advisory Council members, supervisory officers, trustees, principals, vice-principals, staff and other stakeholders are welcome to attend meetings. All meetings begin at 6:30 p.m. in the John Paul II Boardroom, at the Windsor Essex Catholic Education Centre, 1325 California Avenue, Windsor.

<b>Date (Tentative)</b>	<b>Agenda</b>	<b>Minutes</b>
September 29, 2011		
November 24, 2011		
February 23, 2012		
May 31, 2012		

### **Parent Engagement Resources**

#### **Faith Development and Student Achievement Reference Documents**

- Foundations of Faith and Learning - System Priorities 2009 - 2014 (WECDSB)
- Our Journey to Holiness (WECDSB)
- Ontario Catholic School Graduate Expectations (Institute for Catholic Education)



### **Ontario Ministry of Education Resources**

- Parents in Partnership: A Parent Engagement Policy for Ontario Schools
  - Fact Sheet Parent Engagement
- School Councils - A Guide for Members
- Ontario Regulation 612/00 School Councils and Parent Involvement Committees
  - Fact Sheet Parent Involvement Committees
- Ministry of Education - Parent Engagement Online Resources
  - <http://www.edu.gov.on.ca/eng/parents/involvement/>
- Ministry of Education - Parents Reaching Out Grants
  - <http://www.edu.gov.on.ca/eng/parents/reaching.html>

### **External Links**

- Ontario Association of Parents in Catholic Education (OAPCE)
  - <http://www.oapce.on.ca/>

# Parent Involvement Committees

## Supporting Parent Engagement in Ontario School Boards and Schools

**All boards in Ontario are required to have a Parent Involvement Committee by February 2011. This fact sheet answers commonly asked questions about Parent Involvement Committees in Ontario.**



### Parent Involvement Committees:

- enhance parent involvement to support student achievement and well-being at the regional level
- provide a direct link between parents and the director of education and trustees.

### What is a Parent Involvement Committee?

A Parent Involvement Committee (PIC) is an important advisory body to school boards. A PIC is a formal structure and a key vehicle at the board level that enhances parent involvement and supports student achievement and well-being.

### What do Parent Involvement Committees do?

The purpose of Parent Involvement Committees is to support, encourage and enhance meaningful parent involvement at the board level to improve student achievement and well-being. The Parent Involvement Committee (PIC) acts as an advisory body to the local school board, and provides an important link between parents and the board's director of education and trustees. Parent Involvement Committees build parent engagement by:

- providing information and advice to the district school board on parent engagement and communicating with parents
- developing strategies and initiatives the board could use to engage more parents to support their children's learning at home and at school
- sharing information with, and supporting the work of, school councils.

Each PIC decides how best to achieve these goals depending on the unique needs of its board and community, its organization, and the members of the committee. Funding of \$5,000 plus \$0.17 per student is provided to each school board to support its collaborative work with its Parent Involvement Committee. This allocation is intended to fund activities undertaken by the PIC to support parent engagement at home, at school and through the PIC's work with school councils.

### Who can sit on a Parent Involvement Committee?

The PIC is a parent-led committee. The chair and co-chair(s) are parents and the majority of members are parents. The director and a trustee are also members of the PIC to provide a direct link to the board. The PIC may appoint up to three community members. PICs decide whether to include other members, such as principals, teachers and support staff to suit local needs. Parent members serve for a term of one or two years and must be the

parent or guardian of a pupil enrolled in a school of the board that established the PIC.

### May I attend meetings?

PICs meet at least four times a year. Meetings are open to the public, and are held in a location accessible to the public. Those who wish to observe, and learn first-hand about the operation of the PIC are welcome to attend meetings. Notices of when and where meetings are to be held, as well as minutes of past meetings are posted on the board's website.

### How do PICs differ from school councils?

School councils are school-based structures. PICs focus on things that affect more than one school and link parents with the school board's director of education and trustees. The PIC provides advice to the board on parent engagement, communicates with and supports school councils, and undertakes activities to help parents in the board support their children's learning at home and at school.

PICs actively support school councils by enhancing their role in fostering parent engagement, building capacity and sharing information.

### Is the work of PICs guided by education policy?

Yes. Like all education partners, PICs play an important role in fulfilling the vision and goals of Ontario's parent engagement policy to support student achievement. *Parents in Partnership: A Parent Engagement Policy for Ontario Schools*, can be found [on the ministry website](#). PICs are also guided by [Ontario Regulation 612/00, as amended](#).

### How do PICs help the education system?

The positive results of a genuine partnership between parents and schools include improved student achievement, reduced absenteeism, better behaviour and increased confidence among parents in their children's schooling. The Ministry of Education, district school boards and schools benefit not only from the important work parents do to support their children's learning, but also by seeking and considering parent perspectives at the provincial, regional and local levels.

### Where can I learn more?

Visit the ministry website to learn more about Parent Involvement Committees and [parent engagement](#) in Ontario schools and school boards.



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

**Meeting Date:**  
May 24, 2011

## BOARD REPORT

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

**PRESENTED FOR:** Information  Approval

**PRESENTED BY:** SEAC Committee – Trustee Members

**SUBMITTED BY:** Paul A. Picard, Director of Education  
Cathy Geml, Associate Director of Education Student Achievement K-12

**SUBJECT:** **SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)**  
**Meeting of Thursday, April 7, 2011**

### RECOMMENDATION:

**That the Board receive the Minutes of the Thursday, April 7, 2011  
Special Education Advisory Committee meeting as information.**

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

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

**FINANCIAL IMPACT:** N/A

**TIMELINES:** The next SEAC meeting occurred on Wednesday, May 11, 2011 at the Catholic Education Centre. Minutes of the Wednesday, May 11, 2011 meeting will be provided following approval by SEAC.

### APPENDICES:

- Special Education Advisory Committee Minutes of Thursday, April 7, 2011

### REPORT REVIEWED BY:

<input checked="" type="checkbox"/> EXECUTIVE COUNCIL	Review Date: May 18, 2011
<input checked="" type="checkbox"/> SUPERINTENDENT	Approval Date: May 18, 2011
<input checked="" type="checkbox"/> DIRECTOR OF EDUCATION:	Approval Date: May 18, 2011



1325 California Ave., Windsor, ON N9B 3Y6  
 Phone: (519) 253-2481 Fax: (519) 253-0620

**SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**  
**Thursday, April 7, 2011– 6:00 P.M.**  
**Windsor Essex Catholic Education Centre**  
**1325 California Avenue, Windsor**

**MINUTES**

Present:	Lisa Soulliere	Trustee
	Mary DiMenna	Trustee
	Rita Raniwsky	Principal
	Paula Nantais	Down Syndrome Parents
	Mary-Anne Mouawad	Learning Disabilities Association (Chair)
	Cas Graham-Stuart	Autism Ontario Windsor-Essex (Vice Chair)
	Rose Lamug	Autism Ontario Windsor-Essex
	Anne Fantini	Community Living (alternate)
	Laura Limarzi	Student Trustee
	Cathy Geml	Associate Director of Education (ex-officio)
	Terri Maitre	Recording Secretary

1. Call to order – Mary-Anne Mouawad
2. Opening Prayer
3. Welcome Introductions – MaryAnne Mouawad (Chair) welcomed student Trustee, Laura Limarzi to the meeting.
4. Recording of Attendance
  - Regrets from Melanie Allen
  - Regrets from Mary Ferguson
  - Regrets from Sonia Sovran
5. Approval of Agenda - April 7, 2011  
**Motion by Mary DiMenna and seconded by Lisa Soulliere that the Agenda be approved as printed and circulated. Carried**
6. Agenda Questions from Observers - None
7. Disclosure of Pecuniary Interest - None
8. Approval of Minutes –February 17, 2011  
**Motion by Cas Graham-Stuart and seconded by Mary DiMenna that the Minutes be approved as printed and circulated. Carried**
9. Business Arising - None

10. Information Items:
- a) IEP flyer, information forwarded to the SEAC members.
  - b) VOICE workshop for hearing impaired children - information presented to SEAC. Opportunity to attend the May workshop being held at the Best Western Hotel, Guelph Ontario.
  - c) Autism Ontario research project is taking the opportunity to invite parents to participate in two research projects that focus on the experiences of parents of children with developmental delays and disabilities.
  - d) CNIB – flyer - 2011 Teen Pre-employment Program.
  - e) CNIB – flyer - College University Preparation Program.
  - f) CNIB – flyer - Summer camp.
  - g) Letter from Ministry of Education to SEAC Chairs – informing SEAC members of available links to access information.
  - h) We R Kids-Mental Health Workshop being held May 14, 2011 – An invitation was extended to SEAC members.
  - i) Information packages regarding the Parents Mental Health Symposium to be held in Toronto will be forwarded to SEAC members.

11. Report from Chair - None

12. Report from Trustees

- At the regular Board meeting session of March 29, 2011 Trustees received a presentation on Student Achievement K-12 Homework Help. Superintendent John Ulicny and e-Learning consultant Joe Sisco presented Learning in an On-line environment. Students from the Windsor-Essex Catholic District School Board have access to Homework Help, an interactive online resource assisting grade 7 to 10 students in math. This presentation was very informative and the online help in Math is being used extensively by students in the system.

Trustees received the following information items:

- 2009-2010 Annual Report on Trustee expenses – available on website to view.
- Employee purchasing card use 2009-2010.

The Board approved the following items of business:

- 2010-20121 School Renewal Program
- 2009-2010 Fiscal Year-End Financial Statements

13. Report from Associate Director of Education

- a) Letter from Trillium Lakelands to K. Wynne, Minister of Transportation regarding safety harnesses.  
-A request to change the seat belt regulations for children requiring the use of Special Education busses was raised.

During SEAC discussions, SEAC member Trustee Lisa Soulliere made the following motion:

**Motion by Lisa Soulliere, that the committee, resolve into In-camera to discuss a matter of confidentiality regarding Glengarda Family Services, seconded by Mary DiMenna. Carried**

At 6:15 p.m. SEAC regular meeting resolved into In-cameral with all members in attendance. Associate Director Geml brought forward concerns regarding Glengarda.

**Motion by Lisa Soulliere to return to the regular meeting at 6:20 p.m. seconded by Mary DiMenna. All members remained in attendance. Carried**

- b) Windsor Star article regarding students with Autism. The Board will respond to the article.
- c) Executive Superintendent M. Iatona will be attending the next SEAC meeting to be held May 11, 2011 where he will provide information on Special Education funding.

14. New Business - None

15. Association Reports - None

**Motion by Mary DiMenna and seconded by Lisa Soulliere that all reports (from Chair, Trustees, Associated Director of Education and Associations) be accepted. Carried**

16. Closing Prayer – MaryAnne Mouawad

17. The meeting adjourned at 6:35 p.m. The next meeting will be held on Wednesday, May11, 2011.