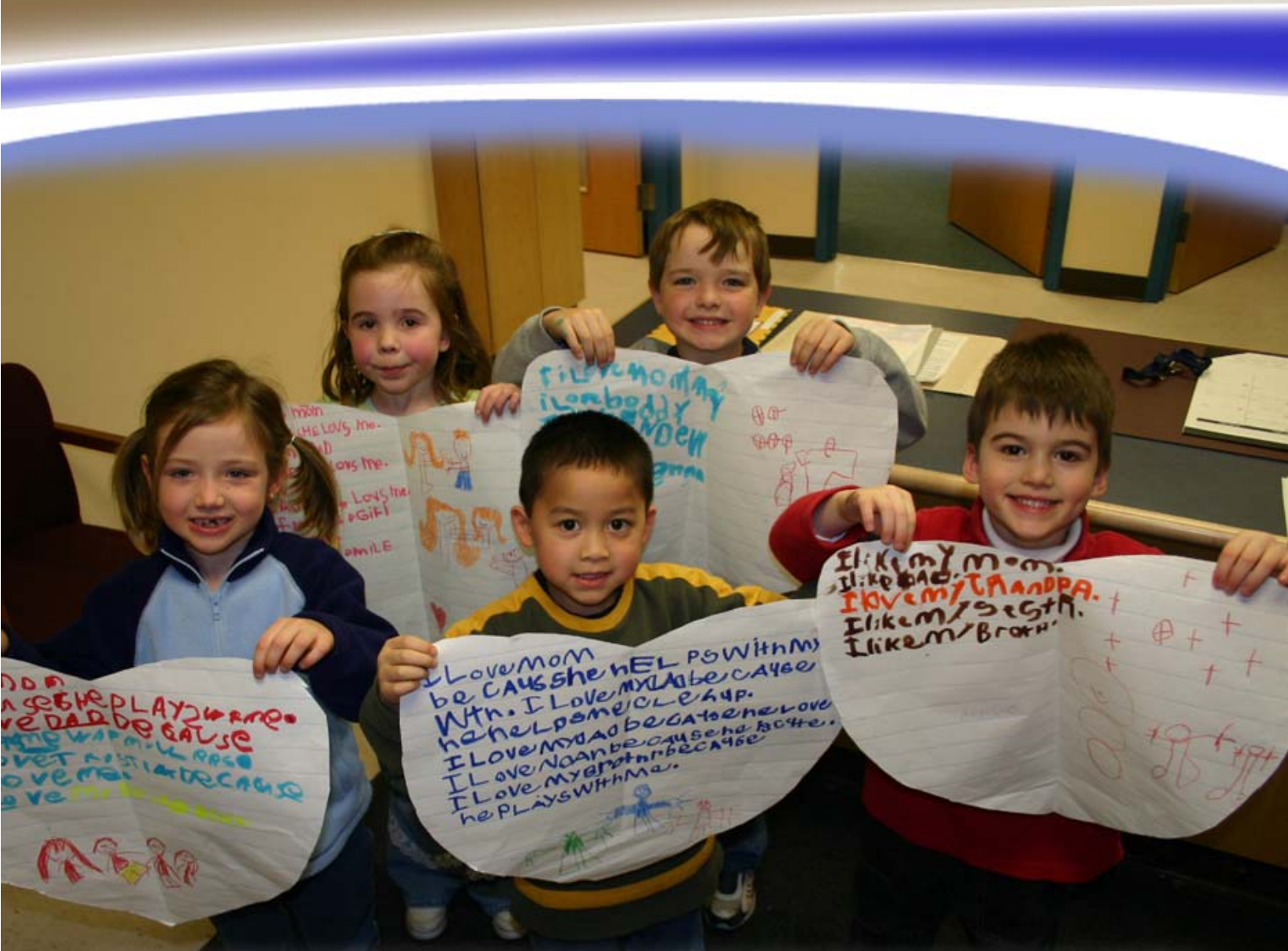




DIRECTOR'S ANNUAL REPORT 2004

A publication of the Halton Catholic District School Board, the **Director's Annual Report 2004** highlights the major initiatives achieved from September 1, 2003 to August 31, 2004, by each operational area.



The Halton Catholic District School Board, in partnership with home and church, is dedicated to providing excellence in education by developing Faith-centred individuals able to contribute to society.

Believing In You . . . Believing In Us

DIRECTOR'S MESSAGE

I am very pleased to present the 2004 Director's Annual Report, which highlights the accomplishments, initiatives, and challenges undertaken by our Catholic school system during the 2003 - 2004 school year.

Our sustained efforts are driven by the overriding mission of Catholic education and the principles of our faith. Within that context, we are committed to continuing to focus on student success, the pursuit of staff excellence through staff development and responsible stewardship of the Board's financial resources.

I am delighted to report that a number of new Catholicity initiatives were implemented during this past school year to further articulate our distinctiveness as a Catholic school system, to assist in strengthening the faith formation of our staff and students and to promote and sustain the legacy of Catholic education in Halton.

Halton Catholic students (Grades 3, 6 and 9) continued to achieve performance results above the provincial average on the *EQAO* tests in reading, writing and mathematics. These results are indeed tangible evidence of our commitment to student success and measurable progress consistent with our system-wide school improvement plans.

Our Board completed the implementation of the remaining recommendations emanating from our Systemic Audit Report, which included recommendations for further refinements of our servant leadership model, communications with our stakeholder groups, and increased accountability measures.

The Board of Trustees approved a balanced budget for the 2003 - 2004 school year and allocated more funds directly into classroom expenditures, such as instructional services in the *Early Years*, Special Education, learning resources, staff development and *Students At Risk* initiatives. Notwithstanding the injection of additional funds from the government to mitigate the serious financial concerns encountered in the 2002 - 2003 school year, the funding of education, especially in terms of adequate benchmarks for staff compensation and capital costs for the construction of new schools, continued to present major challenges.

I am truly grateful for the collaborative efforts and support so clearly evident among all of our partners in Catholic education: trustees, staff, students, parents, school councils, parishes, and community members. Our concerted efforts will continue to ensure a quality Catholic education for our students.

For more detailed information on the major initiatives achieved during the 2003 - 2004 school year, please refer to the [2004 General Report of the Director of Education](#) on the Board's website.



Lou Piovesan
Director of Education

CATHOLICITY IN ACTION

During the 2003 - 2004 school year, the Halton Catholic District School Board continued with its commitment to deepening the understanding and experience of the *Catholic faith community* among our staff and students, as well as their families and our parish communities, particularly in response to the *2002 Institute for Catholic Education (I.C.E.) Symposium* call to "re-ignite the Spirit".

In *Catholic Education at the Crossroads*, Msgr. Dennis Murphy wrote, "... a Christian history at its deepest level reveals in the human experience the presence of the creating and saving activity of God". Our endeavours this year have grown out of an ever-deepening awareness that our human and communal experience as a learning community and our ability to communicate the story of that experience is what will sustain and nourish our growth.

Our Catholicity initiatives for this year have been many and varied. Of course, we must always be cautious about measuring "success" when it comes to matters of faith and spirituality. We have, however, tried this year to make concrete our response to Sr. Clare Fitzgerald's challenge to our Board community to "... provide opportunities for our students, staff, and Board partners to experience the Sacred". For more specific details about our Board's **Catholicity Initiatives during 2003 - 2004**, please refer to the [2004 General Report of the Director of Education](#) on our Board's website.



CELEBRATING SUCCESS

Our staff and students are dedicated to working together with home and church to achieve personal 'bests'. The Halton Catholic District School Board is very proud of its committed and caring students and staff, who bear daily witness to the teachings of Jesus and truly exemplify the Board's motto – "Sharing The Spirit". The 2003 – 2004 school year was a very fulfilling one, and listed below are only a few of the numerous examples of these successes.

Ferryl Alley (Assumption), **Cory Minkhorst** (Bishop Reding), **Ian Butcher** (Christ the King), **Eric Potter** (St. Ignatius of Loyola), **Michael Domin Mitar** (Notre Dame), **Katie McKenna** (St. Thomas Aquinas) and **Kevin Marcotte** (Holy Trinity) were recipients of the **Governor General's Bronze Medal** for having achieved the highest academic standing in an OAC program for the 2003 - 2004 academic year.

Jacqueline Herman, currently the Principal at St. Francis of Assisi School, was honoured with the **South African Women for Women (SAWW) Award in Education 2004**.

Tom Boleska, now a Notre Dame Secondary School graduate, was named to the **Canadian Junior National Baseball Team**. A right handed pitcher, Tom began studying Physical Education in September 2004 at Miami University in Oxford, Ohio on a baseball scholarship.

Canadian Martyrs Elementary School was recognized as the #1 School in Canada for the 2003 – 2004 school year in the **Thinkgreen Cartridge Collection Program**. The school raised over \$1,000 and was awarded an additional \$1,500 from **Thinkgreen** to put towards the needs of the school.

The Halton Catholic District School Board celebrates the successes of all of its students and staff. For information on these and many other achievements during 2003 – 2004, please refer to the **2004 General Report of the Director of Education** on our Board's website.



HUMAN RESOURCES SERVICES

During the 2003 - 2004 school year, Human Resources (HR) Services continued to respond to new legislative demands, while striving to better service the needs of our school system. The Board employs approximately 3,046 staff members, consisting of 1,696 teachers and 1,350 support staff.

Since January 2003, the **Human Resources Information System (HRIS)** has been an ongoing project, with Phase I now near completion. Human Resources Services and Payroll Services have collaborated with *iSYS/Ceridian* in the development of an integrated HR/Payroll system (*iSYS*Works*) that once completed, will be marketed to all Ontario school boards.

The introduction of *StaffNet* - the new Board employee intranet site – has enhanced our ability to communicate information to our staff about benefits, current collective agreements and job opportunities within our Board. We continue to embrace new technology that will improve our efficiency and service delivery. Other HR initiatives implemented during this period include the enhancement of **Health and Safety** programs and training, the **Teacher Mentorship Program**, the **Wellness** program for Board staff, and the ongoing coordination of the **Employee Assistance Program (EAP)** through a Steering Committee made up of representatives from all employee groups.

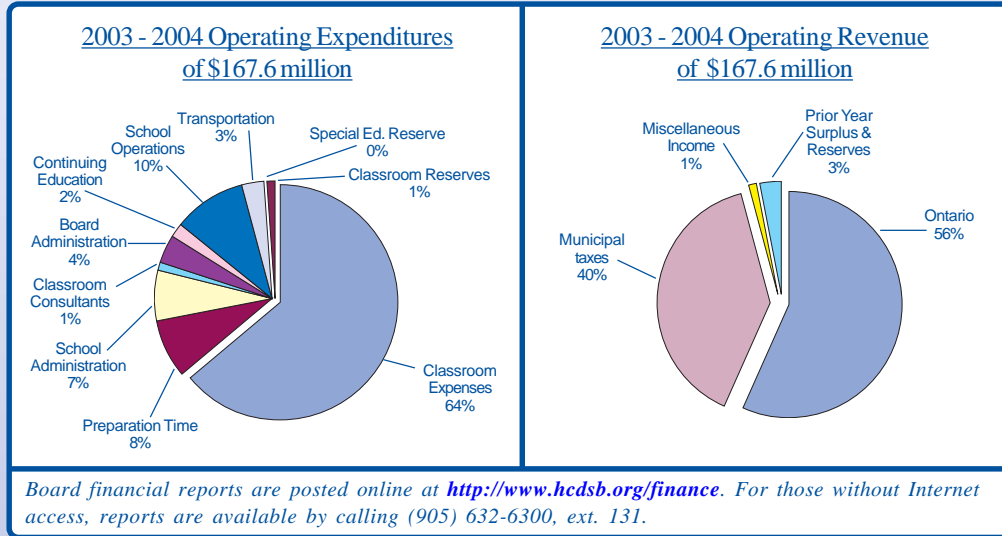
The active recruitment of qualified staff continues to be a priority, through university presentations, job fairs, newspapers, parish bulletins, school newsletters and the Board's website at <http://www.hcdsb.org/employee>. For the 2004 - 2005 school year, Human Resources Services recruited 185 permanent new staff as a result of continued growth, resignations and retirements.

At the Halton Catholic District School Board, we value the vital role that our staff, in partnership with home and church, plays in the successful development of our students – our future. For detailed information on the **Human Resources Services initiatives for 2003 – 2004**, please refer to the **2004 General Report of the Director of Education** on our Board's website.

BUSINESS SERVICES

The Business Services department, which includes Accounting, Information Technology, Payroll, Planning and Assessment, Purchasing and Student Transportation Services, provides the administrative support necessary for the delivery of program and manages the Board's financial processes and systems.

For the 2003 - 2004 school year, the Board of Trustees approved a balanced budget in June, 2003, which allowed for an increase in classroom spending and in the area of Special Education. In January, 2004, the revised budget estimates were presented to the Board of Trustees as a result of updated enrolment counts. The following pie charts reflect the Board's 2003 - 2004 operating revenue and expenditures, as per the revised estimates.



During 2003 - 2004, Business Services, in collaboration with *Kimputer EVolutions*, began the implementation of the *School Banking Program*, a software product which has been designed specifically for the purpose of accounting for *School Generated Funds*. The Board approved the appointment of *KPMG LLP* as the Board's external auditors for a five year period effective July 1, 2004, and selected *Deloitte & Touche LLP* as the Board's consultants for GST/PST and other related tax reviews.

Other initiatives included the ongoing development of *iSYS*Works*, a new integrated HR/Payroll system, purchasing policy and procedure updates, and the implementation of a revised financial reporting system as prescribed by the *Public Sector Accounting Board (PSAB)*.

Information Technology Services implemented the *Trillium Student Administration System* for all schools, as well as the Board's new electronic information management system - *StaffNet*, which will facilitate more effective communication within all departments and schools. *StaffNet* was a collaborative effort with Communications Services.

In addition, the Board approved its *Long Term Accommodation Plan (LTAP)* in principle on June 1, 2004, and the *Education Development Charges (EDC) By-Law* was adopted on June 9, 2004 and came into effect on June 14, 2004. The Board was also involved in two school boundary review committees, and continued to actively participate on the *Ministry of Education Student Transportation Funding Technical Committee* and in municipal planning for new development areas.

For details on the **Business Services initiatives for 2003 - 2004**, please refer to the [2004 General Report of the Director of Education](#) on our Board's website.

FACILITY MANAGEMENT SERVICES

... more than just "bricks and mortar" for our students and staff...

In 2003 - 2004 Facility Management Services managed and operated 46 facilities comprised of a total floor area of approximately 265,000 square metres (over 2.8 million square feet) and 110 hectares (272 acres) of property. The major initiatives during the past school year included:

- the construction of the new \$8.8 million Guardian Angels Catholic Elementary School in Milton with a 596 pupil ministry rated capacity;
- the review and assessment of all school playgrounds and playfields, and the preparation of a priority list of asphalt and turf playfield facility needs;
- the implementation of a playground improvement program, including asphalt playground enlargements, site drainage improvements, turf restoration and other playground enhancements; and
- the September 2003 launch of *Blue Box Recycling in Schools Program* in partnership with the *Region of Halton*. This new recycling program mimics the same message and symbols of the *Halton Region Residential Curb Side Recycling Collection Program* in order to educate students at school, while reinforcing recycling at home.

The Board is very proud of the committed and dedicated Facility Management Services custodians, maintenance and supervisory staff who consistently strive for excellence to provide cost effective facility services to enhance the learning environment for students and staff.

SPECIAL EDUCATION SERVICES

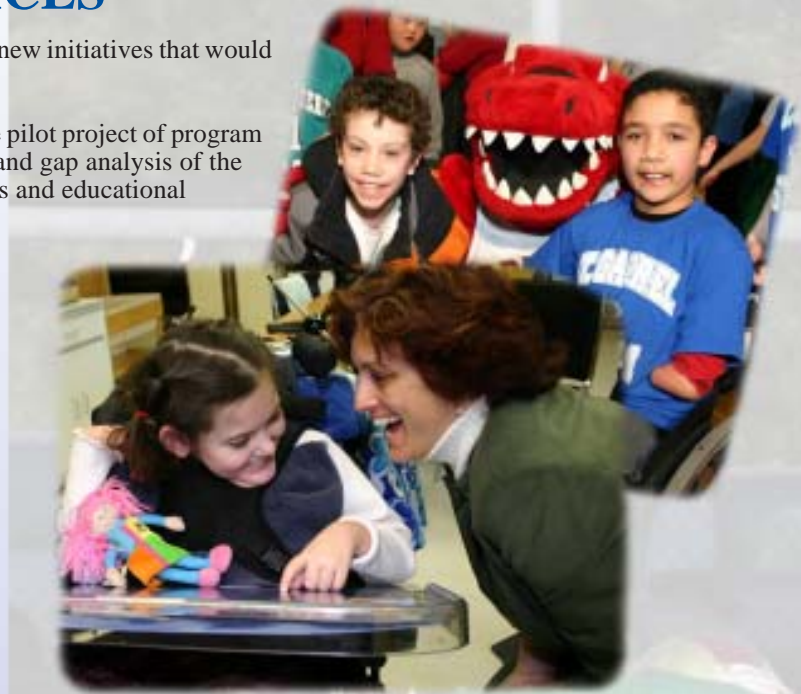
Special Education Services was very active in 2003 - 2004 addressing new initiatives that would enhance services for more than 1,500 students.

Early in the academic year, the Board was selected to participate in the pilot project of program standards for students with Autism Spectrum Disorder. The findings and gap analysis of the study indicated a need for additional training for school staff, teachers and educational assistants working with these students.

The Board also completed a review of standards for our Gifted students, which followed the same process and practices of the Autism study. The final analysis and recommendations indicated that the Board was meeting all standards for this group of students, but that an additional itinerant teacher designated for secondary school students would be helpful. This new position was created for September, 2004.

Special Education Services staff worked diligently in the fall of 2003 to prepare the submission of 134 new intensive support claims. Although the Board received 100% approval for these claims as in past years, the monies expected to support these students in 2003 - 2004 was not received.

Finally, Special Education Services celebrated our inclusion model, having the full range of exceptional students participating in a great number of school and Board events. Notably, the Board expanded its Special Olympics events with additional track and field competitions, basketball, and an increased participation in the cross country meets.



CURRICULUM SERVICES

Curriculum Services provides teachers, administrators, parents and other support staff with the tools, knowledge and resources required to integrate a balanced, faith-oriented education for our students in the context of a Catholic learning community.

During 2003 - 2004, Curriculum Services launched a number of new initiatives that included providing greater access to curriculum support materials through the Board's new employee intranet site, *StaffNet*. Through this site, teachers have a variety of curriculum supports and resources readily available to assist them in implementing programs, assessment and reporting, in collaboration with colleagues. Exciting new programs and supports were put into place, and the continued implementation of the *Ministry of Education's Early Reading Strategy, Early Math Strategy, TIPS* and *Student Success* initiatives were highlighted. Great strides were made in the area of Technological Studies and the *Technological Education Renewal Initiative (TERI)* funding provided additional support. Two new *Ontario Youth Apprenticeship Program (OYAP)* initiatives were introduced and our students participated in a number of exciting opportunities that included the *Halton Engineering Challenge, Careers Unlimited, The Real Game, Halton Skills Competition* and the *Bay Area Science and Engineering Fair (BASEF)*, among many others.

Last spring, groups of grade 2 and grade 8 teachers worked together with parish priests to review and revise our guidelines on sacramental preparation. Pastoral Animators attended workshops, Chaplains

and Religion Department Heads gathered regularly to discuss 'faith in action' and our students continued to participate in *Faith Through Art - A Celebration of Faith*.

Students continued to enjoy various athletic activities and Mother Teresa Catholic Elementary School was selected as one of nine provincial pilot sites for the *Ontario Physical and Health Education Association (OPHEA) Living School* initiative. Music units were developed and distributed, and a variety of kits to further support our arts program were made available through the Educational Resource Centre. All elementary schools had library software upgraded to *Spectrum5* and 2003 - 2004 saw the formation of our Board's first Staff Choir.

New texts and learning materials were purchased and distributed, while our Research and Development Services helped us better understand the use of data in improving student learning and overall school improvement planning. Curriculum Services has been active in supporting and enhancing programs in our schools, and building capacity to continue to build a sustainable Catholic learning community. For more information about all of our **Curriculum initiatives for the 2003 - 2004 school year**, as well as **Research and Development Services**, please refer to the [2004 General Report of the Director of Education](#) on our Board's website.

ACHIEVING HIGH ACADEMIC STANDARDS

The results released by the *Education Quality and Accountability Office (EQAO)* of the province-wide testing of *Grades 3 and 6 (Reading, Writing and Mathematics)*, and the *Ontario Secondary School Literacy Test (OSSLT)*, indicated that our students continued to outperform the provincial results, while the results released by the *EQAO* of the province-wide testing of *Grade 9 (Mathematics)*, demonstrated continued improvement in both the academic and applied mathematics program.

The assessment results are a clear indication that our staff has embraced the demands of the new curriculum. We commend our staff on working collaboratively to share “best practices” and initiatives with each other when integrating assessment principles into the classroom instruction. The results further validate the ongoing commitment of all Board stakeholders who strive to help students develop to their fullest potential in meeting our mission of Catholic education.

For more information on the **EQAO province-wide testing results for the 2003 – 2004 school year**, please visit our Board’s website at <http://www.hcdsb.org/eqao>.

SCHOOL SERVICES

The main function of School Services is to provide support to all schools within our Board, as well as Continuing Education Services. School Superintendents are available to assist, advise, supervise, guide and monitor school operations, as the department’s primary function is the supervision of schools. The department collaborates directly with school administration on school improvement planning, monitoring system objectives and local school initiatives. During 2003 – 2004, these initiatives included Catholicity, literacy, numeracy and bullying prevention initiatives. The implementation of these programs provided improved learning opportunities for students and a safer learning environment. School Services works collaboratively with various departments to ensure continued quality education is delivered to our students, and the department is responsible for the development, review and implementation of the Halton Catholic District School Board operational policies and procedures. Over the past year Trustees have approved significant policy initiatives and revisions to existing policies pertaining to an employee code of conduct, the use of video surveillance, pupil representation on the Board (Student Trustees), school accommodation, consolidation and closure and child abuse.

As well, School Services acts as a resource to Catholic School Council Chairs, Trustees and parents. The department works to strengthen the relationships of our Catholic School Councils with administration, parents and parishes. Catholic School Councils continue to be a source of advice to our local schools, as well as to the Board on a number of issues including the Selection Criteria for Principals, Board Policies, the School Year Calendar and Curriculum Initiatives. For details on **School and Continuing Education Services for 2003 – 2004**, please refer to the **2004 General Report of the Director of Education** on our Board’s website.



BOARD ADMINISTRATION

Lou Piovesan

Director of Education
& Secretary of the Board

Giacomo Corbacio

Superintendent of Facilities
& Management Services

Elaine Hine

Superintendent of Education,
Curriculum Services

Paul McMahon

Superintendent of Business
Services & Treasurer

John Fauteux

Superintendent of Special
Education Services

Joseph O’Hara

Executive Officer
Human Resources Services

Rick MacDonald

Superintendent of Education, School Services
(North Halton Family of Elementary Schools & School Councils)

Larry Clifford

Assistant Superintendent of Education
(Oakville Family of Elementary Schools)

Gary Mahoney

Assistant Superintendent of Education
(Burlington Family of Elementary Schools
& Board Policies & Procedures)

Leta Yarema

Assistant Superintendent of Education
(Family of Secondary Schools & Continuing Education Services)

Under the *Education Act*, this report must be submitted annually to the *Ministry of Education*. For electronic and print-friendly versions please visit our Board website at:

<http://www.hcdsb.org/directorsdesk>.

For those without Internet access, please contact your local Catholic school or the Board’s Communications Services Department at (905) 632-6314, ext. 106 to obtain a copy.

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