



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Wednesday, November 10, 2004 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

A G E N D A

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

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

- 9. Action Items
 - a. Approval of Minutes
 - i) Minutes of the Special In-Camera Meeting, October 19, 2004
 - ii) Minutes of the In-Camera Meeting, October 26, 2004
 - iii) Minutes of the Regular Meeting, October 26, 2004 1 - 5
 - b. Items From In-Camera Meeting of November 10, 2004
- 10. Communications
 - a. External (Associations, OCSTA, Ministry)
 - i) Memorandum from the Ministry of Education 6 – 14
Received October 21, 2004 re: School Vending Machines
 - ii) Memorandum from Ontario Catholic Schools Trustees' Association 15 – 21
dated October 21, 2004 re: 2005 AGM/Conference Resolution Process
 - iii) Letter from Dwight Duncan, M.P.P. 22 - 24
dated September 19, 2004 re: Special Education Funding
 - b. Internal (Reports from Administration)
 - i) Report: Administrative Staff Report (J. Berthiaume) 25 – 26
 - ii) Report: Campus Ministry Services – St. Michael's High School 27 – 29
(J. Ouellette)
 - iii) Report: High School Council Meeting Minutes (J. Berthiaume/J. Byrne) 30 - 32
- 11. Unfinished Business
- 12. New Business
 - a. Report: School Vending Machines (P. Marchini) *handout*
- 13. Committee Reports
 - a. Special Education Advisory Committee Minutes: August 26, 2004 and 33 - 39
September 26, 2004
- 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. Notice of Motion (deferred from September 28, 2004)
Trustee Courtney: “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at for St. Michael’s Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools.”

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)

- Tuesday, November 23 – 7:00 p.m.
- Tuesday, December 7 – 7:30 p.m. (Organizational Meeting – **NOTE: DATE/TIME**)
- Tuesday, December 14 – 7:00 p.m.
- Tuesday, January 11, 2005 - 7:00 p.m.
- Tuesday, January 25, 2005 - 7:00 p.m.
- Tuesday, February 8, 2005 - 7:00 p.m.

20. Closing Prayer

21. Adjournment

John Macri
Board Chairperson

Michael Moher
Director of Education & Secretary



Windsor-Essex Catholic District School Board

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Telephone (519) 253-2481 Fax: (519) 253-0620
Michael B. Moher, Director of Education John Macri, Board Chairperson

REGULAR BOARD MEETING Tuesday, October 26, 2004 Windsor Essex Catholic Education Centre 1325 California Avenue, Windsor

MINUTES

PRESENT:

Trustees:

F. Alexander	P. Keane
J. Courtney	J. Macri, Chair
M. DiMenna	S. Porcellini
B. Holland (arrived at 7:55 p.m.)	L. Soulliere
C. Janisse	
Natalie Deschamps, Student Trustee	
Emily Limarzi, Student Trustee (Alternate)	

Regrets:

Rev. L. Brunet, Director M. Moher

Administration:

J. Berthiaume (Resource)	T. Halford
J. Ouellette	P. Littlejohns
	T. Robins

Recorder:

D. Steffens

1. Call To Order - Chair Macri called the meeting to order at 7:27 p.m.
2. Opening Prayer – Chair Macri led the opening prayer.
3. Recording of Attendance –Trustee Holland arrived at 7:55 p.m. All other Trustees present at time of recording.
4. Approval of Agenda

Addition to agenda:

- Item 12 a (iii) – Field Trip Request: St. Anne Catholic High School - Ottawa

Moved by Trustee Keane and seconded by Trustee Soulliere that the October 26, 2004 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. Holy Names Catholic High School: Summer Programs

Jim Minello, Principal and Rose Jobin, Music Department Head were present to brief Trustees on the Holy Names Catholic High School Summer Music/Band Camp. This past summer, 76 grade 7 and 8 students participated in this successful program. Music students Brendan Friel, Melissa Boyer, Chris Caputo and Robert Carson shared their personal experiences as students who have learned from the program and are now participating as coaches and mentors.

8. Delegations

a. Delegation Regarding Items Not on the Agenda – None.

b. Delegations Regarding Items On the Agenda – None.

9. Action Items

a. Approval of Minutes

i) Minutes of the In-Camera Meeting, October 12, 2004

Moved by Trustee Keane and seconded by Trustee DiMenna that the minutes of the In-Camera meeting of October 12, 2004 be adopted as distributed. Carried.

ii) Minutes of the Regular Meeting, October 12, 2004

Moved by Trustee Soulliere and seconded by Trustee DiMenna that the minutes of the regular meeting of October 12, 2004 be adopted as distributed. Carried.

b. Items From In-Camera Meeting of October 26, 2004

Moved by Trustee Courtney and seconded by Trustee Soulliere that the recommendations and directions of the Committee of the Whole Board at its meeting of October 26, 2004 be approved. Carried.

10. Communications

a. External (Associations, OCSTA, Ministry)

i) Letter from St. Clair Catholic District School Board dated October 13, 2004 re: Special Education Funding

Moved by Trustee Keane and seconded by Trustee Courtney that the correspondence from St. Clair Catholic District School Board regarding Special Education Funding be received as information. Carried.

- ii) News Release from the Ministry of Education - dated October 20, 2004 re: Vending Machines in Elementary Schools
Moved by Trustee Keane and seconded by Trustee Courtney that the news release from the Ministry of Education regarding vending machines in elementary schools be received as information. Carried.

b. Internal (Reports from Administration)

- i) Report: Administrative Staff Report
Moved by Trustee DiMenna and seconded by Trustee Porcellini that the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated October 26, 2004 for information. Carried.

- ii) Report: Portable Inventory Report

Mr. Robins, Controller of Facilities Services provided an overview of the *Portable Summary Report*, which outlines the types of portables within the system and the estimated repair costs resulting from the annual summer inspection. There are currently 94 portables inventoried with a projected reduction to 89 in September 2005.

Mr. Robins indicated that the inventory of portables has been significantly reduced over the past two years due to elevated operating costs. Mr. Robins responded to trustee questions related to the age/condition of specific portables, the on-going maintenance program and other costs associated with keeping portables on-site. The *Portable Summary Report* will be shared with principals for additional input and included in the Capital Plan Review process.

Moved by Trustee Janisse and seconded by Trustee Courtney that the Board receive the *2004 Portable Inventory – Detailed Report* as information. Carried.

11. Unfinished Business

- a. Field Trip Request: St. John Vianney Catholic Elementary School – Ottawa (deferred from October 12, 2004)
Moved by Trustee Holland and seconded by Trustee Janisse that the Board approve the St. John Vianney Catholic Elementary School – Ottawa, Ontario Field Trip for February 15 - 17, 2005. Carried.

12. New Business

- a. Field Trip Requests
 - i) Catholic Central High School – Quebec City
Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the Catholic Central High School Trip to Quebec for December 9 – 12, 2004. Carried.

- ii) St. Joseph Catholic High School – United Nations, New York
Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Joseph Catholic High School – United Nations – New York field trip for March 10 to 13, 2005. Carried.
- iii) *Walk-On Agenda Item*: St. Anne Catholic High School - Ottawa
Moved by Trustee Alexander and seconded by Trustee Keane that the Board approve the St. Anne Catholic High School – Ottawa field trip for November 4 to 6, 2004. Carried.

13. Committee Reports – None.

14. Notice of Motion – None.

15. Remarks and Announcements

- a. Chairperson – No comments this evening.
- b. Director of Education – Mr. Berthiaume, Administrative Resource in Mr. Moher’s absence, reported on the contingency plan for the secondary literacy test in the event of inclement weather. Mr. Berthiaume reminded trustees of the Together in Faith event on December 3 and the Bishop-elect Daniel’s Ordination on November 9.
- c. Board Chaplain – Fr. Brunet sent his regrets.

16. Remarks/Questions by Trustees

Trustee Porcellini commented on the success of Catholic Central High School’s student recruitment and indicated that classroom space is at a premium.

Trustee Janisse commented on the Ministry of Education’s announcement regarding school vending machines and inquired into the status of the Vending Machine Board Report.

Trustee DiMenna provided a reminder of the St. John de Brebeuf Catholic Elementary School Rededication and Blessing on October 31.

Trustee Courtney commented on Minister Kennedy’s announcement mandatory physical education.

Trustee Alexander commended Teacher Annie Touma on the organization of the St. Joseph Catholic High School field trip to United Nations.

Trustee Holland reported on the recent Elementary School Council Chairs’ In-Service. Trustee Holland also reported, as Chair of the Stakeholder Focus Group, on the status of the elementary school uniform study, which was implemented by Board motion at the May 25 meeting. Trustee Holland indicated that the activities of the Focus Group will extend beyond the initial January 2005 date and will report back to the Board from time to time.

Trustee Soulliere commented on the paperless process of communicating with school community and requested the administration consider reinstating the previous practice for schools located in

areas that may not have high-speed internet access.

17. Pending Items

a. Notice of Motion (deferred from September 28, 2004)

Trustee Courtney: “At the next regular scheduled meeting of the Board, I shall move or cause to be moved that the board approve the immediate appointment of a campus minister at for St. Michael’s Alternate High School and its satellite campuses; in keeping with past and current practice of employing Campus Ministers in all our secondary schools.”

18. Continuation of In-Camera - Not required.

19. Future Board Meetings: (unless stated otherwise all meetings will be held at the Windsor Essex Catholic Education Centre - 1325 California Avenue, Windsor)

- **Wednesday, November 10 – 7:00 p.m. (NOTE: New Date)**
- Tuesday, November 23 – 7:00 p.m.
- Tuesday, December 7 – 7:30 p.m. (Organizational Meeting – **Note: Time.**)
- Tuesday, December 14 – 7:00 p.m.
- Tuesday, January 11, 2005 - 7:00 p.m.
- Tuesday, January 25, 2005 - 7:00 p.m.
- Tuesday, February 8, 2005 - 7:00 p.m.

20. Closing Prayer – Trustees closed the meeting with a prayer.

21. Adjournment - There being no further business, the Regular Meeting of the Board adjourned at 8:30 p.m. at the call of the Chair.

John Macri
Board Chairperson

Joseph Berthiaume
Acting Director of Education & Secretary

Ministry of Education

Minister

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MEMORANDUM TO: Chairs of School Boards

FROM: Gerard Kennedy
Minister of Education

RE: Healthy Foods and Beverages in Elementary School Vending
Machines Policy/Program Memorandum 135

Our government believes in the importance of making schools healthier places for students to learn. Schools have an important role to play in teaching students healthy eating habits and offering students nutritious foods and beverages from which they can choose. Children who eat healthily are more likely to be better prepared to learn. Research indicates that there is a clear link between good nutrition and student performance, and that healthy eating habits in childhood translate into good eating habits in adulthood.

This is why we asked the Dietitians of Canada, a credible voice on the subject of nutrition, to draw on their extensive work and research to develop recommended standards for foods and beverages in schools. I am pleased to provide you with a copy of the Reference Document that was developed by the Dietitians of Canada. This authoritative document is meant to be a source of reliable information and guidance for schools as they seek to instil healthy eating habits among children and youth by setting the right example.

As you know, I have encouraged all school boards to voluntarily get rid of junk food in vending machines in elementary schools by the start of the 2004/05 school year. I am pleased to note that a number of school boards have put new policies in place to ensure that no unhealthy beverages and food are sold in their elementary school vending machines. However, some boards have asked for more direction on what food and beverage items are recommended.

I am pleased to introduce a new policy, P/PM 135 Healthy Foods and Beverages in Elementary School Vending Machines. This policy articulates the government's expectations with respect to the availability of foods and beverages in elementary school vending machines. I believe that this policy will contribute to improving the conditions for children and youth to learn in schools.

This policy takes effect immediately. As part of this implementation, school boards will be required to report back to their district office about their progress in achieving the recommended standards in selecting food and beverages sold in elementary school vending machines by January 14, 2005.

I look forward to working with you further to improve the health of Ontario's students.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Kennedy', written over a horizontal line.

Gerard Kennedy
Minister of Education

/Attachment

Date of Issue: October 20, 2004

Effective: Until revoked
or modified

Subject: HEALTHY FOODS AND BEVERAGES IN ELEMENTARY SCHOOL
VENDING MACHINES

Application: Directors of Education
Supervisory Officers and Secretary-Treasurers of School Authorities
Principals of Elementary Schools

Introduction

The Ontario government is committed to supporting a healthy school environment. Good nutrition is essential for the proper growth and development of children, and is likely to have a beneficial effect on their learning ability. It also plays a significant role in the prevention of obesity and such chronic diseases as heart disease, diabetes, and cancer.

The purpose of this memorandum is to set out clear, recommended standards for school boards,¹ in response to request for direction, regarding the sale of foods and beverages through vending machines in elementary schools.² It is in the interests of Ontario children that they be encouraged to choose foods and beverages that are necessary for proper growth, and to develop healthy eating habits that can be maintained throughout their lives. School boards should ensure that any food and beverage items that are available for sale in their elementary schools are healthy and nutritious.

Role of School Boards Regarding Foods and Beverages in Vending Machines

Effective immediately, school boards should restrict the sale of all food and beverage items in elementary school vending machines to those that are healthy and nutritious, in accordance with the recommended standards set out in this memorandum. Boards should work with their vending-machine providers to achieve the recommended standards in elementary schools as soon as possible. Only foods and beverages that contribute to the nutritional well-being of students should be dispensed through school vending machines. Boards should review all current contracts with vending-machine providers, and ensure that all future contracts with vending-machine providers comply with the provisions in this memorandum.

1. In this document, *school board(s)* and *board(s)* refer to district school boards and school authorities.

2. *Elementary school(s)* refers to publicly funded schools that have students from Junior Kindergarten to Grade 8.

Required School Board Reports

In accordance with paragraph 27.1 of subsection 8(1) of the Education Act, school boards are required to report to their district office of the Ministry of Education on their progress in achieving the recommended standards in the selection of foods and beverages sold through vending machines in their elementary schools.

The form to be used for the report will be distributed to school boards shortly through their district office.

School boards are required to submit their completed report to the ministry through their district office no later than January 14, 2005. Boards are also required to make their report available to their school community through their school councils and to place it on their public website.

Rationale for Recommending Standards for Foods and Beverages

Having standards for foods and beverages sold in elementary school vending machines is an important first step in promoting a healthy school community. It helps ensure that healthy food and beverage choices are available for Ontario's students, and reinforces the messages delivered to children through *The Ontario Curriculum, Grades 1 to 8: Health and Physical Education, 1998*.

Given the amount of time that children spend in school, the school environment can profoundly influence students' attitudes, preferences, and behaviours. The school plays a critical role in helping students to learn about proper nutrition and to develop good eating habits, and thus offers an opportunity for children to be exposed to a variety of healthy foods and beverages. Since "well-nourished children ... are more likely to be better prepared to learn, be active, and maintain their health as adults",³ the development of good eating habits at a young age should be encouraged not only because it may have a beneficial effect on children's performance in school but also because it may help them maintain a healthy lifestyle as adults.

A recent report produced by Dietitians of Canada for the ministry, which accompanies this memorandum, expresses concern, however, about the trend towards poor eating habits. It draws upon various studies of children's eating patterns, and points out, for example, that the poor eating habits of many children (e.g., eating too much and eating nutritionally inadequate foods) have resulted in an increase in childhood obesity and type 2 diabetes, and that the combination of physical inactivity and poor eating habits in the pre-teen years has resulted in a dramatic increase in childhood obesity in Canada over the past twenty years.⁴ It also expresses concern that the poor eating behaviours established in childhood are likely to continue into adulthood, increasing the risk that people will develop such

3. Ontario Society of Nutrition Professionals in Public Health, School Nutrition Workgroup Steering Committee, *Call to Action: Creating a Healthy Eating Environment*, 2004, p.1; quoted in: Dietitians of Canada, "School Food and Nutrition Recommendations for Ontario Ministry of Education Regarding Snacks and Beverages Dispensed by Vending Machines" (Toronto: Dietitians of Canada, 2004), p.1.

4. Dietitians of Canada, "School Food and Nutrition Recommendations for Ontario Ministry of Education Regarding Snacks and Beverages Dispensed by Vending Machines", pp. 8–9.

serious diseases as cancer and cardiovascular disease. A study by the Heart and Stroke Foundation of Canada indicates that many children between the ages of nine and twelve already have lifestyle habits that could increase the risk of their developing cardiovascular disease, as adults, even in their thirties.⁵ Research also indicates that, since many children do not consume nutritionally balanced or adequate diets, they have low intakes of many of the foods recommended in the four food groups of *Canada's Food Guide to Healthy Eating*. In general, children in elementary school grades are consuming fewer servings of fruits, vegetables, and milk products than are required.

The availability of foods and beverages with a higher fat and/or sugar content, such as chips, chocolate bars, candy, and soft drinks, has been identified as a major challenge in promoting healthy eating habits among school-age children. Students who have not had breakfast and/or who have not taken a lunch to school may buy food from vending machines. As Dietitians of Canada concludes in its report, when nutritionally inadequate foods are available and promoted at school every day, even along with healthier foods, it becomes increasingly difficult for students to have a healthy diet. Studies show that it is more effective to offer only healthy foods and beverages so that students do not have to make choices between nutritious and nutritionally inadequate foods and beverages.

As the research suggests, these findings have implications for the overall health and well-being of Ontario's children. Elementary schools have an important role in helping students lead healthier lives.

Recommended Standards for Foods and Beverages

Dietitians of Canada has examined the nutritional content of foods and beverages currently available in elementary school vending machines across Ontario. Various foods and beverages are currently available in these vending machines, and the dietitians have found that some of these are nutritious, and are thus recommended for elementary school students, and that some are not.

Among the beverages currently available in elementary school vending machines, lower-fat and non-fat milk and 100 per cent fruit juice were recommended as healthy choices that provide good sources of essential nutrients. Water was also a recommended choice. Soft drinks, fruit drinks, and sport drinks were not recommended as healthy choices.

Among the foods that are currently available in elementary school vending machines, foods such as fruit and fruit cups were recommended as healthy choices that provide good nutrition. Foods such as chips, chocolate bars, candy, cakes, doughnuts, and pastries were not recommended as healthy choices, owing to their lack of nutritional value and/or high caloric value. It was also suggested that such foods as granola bars, crackers, cookies, popcorn, and pretzels might be considered appropriate, depending on their specific ingredients and nutritional value. It is strongly recommended that foods containing peanuts or other nuts not be made available in schools, since some students may have life-threatening allergies to nuts.

5. Heart and Stroke Foundation of Canada, "Report Card on Health – Tweens Could Be Headed for Trouble" (2002); cited in: Dietitians of Canada, "School Food and Nutrition Recommendations for Ontario Ministry of Education Regarding Snacks and Beverages Dispensed by Vending Machines", p. 9.

For more information on the Dietitians of Canada's review of the foods and beverages found in elementary school vending machines, please see the second report that accompanies this memorandum.⁶

In Appendix 1, charts are provided that outline the recommended standards for foods and beverages in elementary school vending machines. These recommendations are adapted from the Dietitians of Canada's second report mentioned above, and are consistent with the direction provided in *Canada's Food Guide to Healthy Eating*.

In Appendix 2, the criteria used by Dietitians of Canada to evaluate various foods and beverages are provided. Foods and beverages that meet these criteria are recommended for inclusion in elementary school vending machines. Boards are strongly encouraged to use these criteria in selecting foods and beverages for vending machines.

6. Dietitians of Canada, "Recommendations for School Food and Nutrition for Ontario Ministry of Education" (Toronto: Dietitians of Canada, 2004).

Appendix 1: Recommended Standards for Foods and Beverages Sold in Elementary School Vending Machines

Foods

Food Group	Criteria for Selection ⁷	Recommended Foods (Snacks) and Serving Sizes ⁸	Essential Nutrients Provided	Comments
Grain Products <i>Choose whole grain and enriched products more often.</i>	<ul style="list-style-type: none"> – low in saturated fat – source of fibre – source of B vitamins and iron – fat limit of 5 g 	<ul style="list-style-type: none"> – grain-based bars: 30 to 40 g – muffins: 55 g – snack breads: 55 g – cookies: 30 g – crackers: 20 g 	<ul style="list-style-type: none"> – complex carbohydrates (starch) – B vitamins – fibre 	<ul style="list-style-type: none"> – Foods high in saturated and trans fat⁹ increase the risk of coronary artery disease.
Vegetables and Fruit <i>Choose dark green and orange vegetables and fruit more often.</i>	<ul style="list-style-type: none"> – good source of vitamin C and/or vitamin A and/or folacin and/or fibre 	<ul style="list-style-type: none"> – fresh, whole fruit: 1 piece – canned fruit or 100% fruit sauces: 125 mL – fresh vegetables: 125 g (with a low-fat dip) – 100% dried fruit: 40 g 	<ul style="list-style-type: none"> – vitamin C – vitamin A – folacin – fibre 	<ul style="list-style-type: none"> – Fruits and vegetables provide needed nutrients. – If dried fruit is eaten as a snack, brushing of teeth should be encouraged. It is recommended that dried fruit be eaten as part of a meal.
Milk Products <i>Choose lower-fat milk products more often.</i>	<ul style="list-style-type: none"> – lower fat (<i>yogurt</i>: 2% or less M.F.; <i>cheese</i>: 20% or less M.F.) – source or good source of calcium 	<ul style="list-style-type: none"> – yogurt: 175 mL – cheese: 30–50 g – milk puddings: 125 mL 	<ul style="list-style-type: none"> – calcium – vitamin A 	
Meat and Alternatives <i>Choose leaner meats, poultry, and fish, as well as dried peas, beans, and lentils more often.</i>	<ul style="list-style-type: none"> – sodium: 480 mg or less – source of B vitamins – source of iron 	<ul style="list-style-type: none"> – ready-to-eat legumes (plain, uncoated): 30 g 	<ul style="list-style-type: none"> – protein – B vitamins 	<ul style="list-style-type: none"> – It is strongly recommended that foods containing peanuts or other nuts not be made available in schools, since some students may have life-threatening allergies to nuts.
Other Foods <i>Taste and enjoyment can also come from other foods and beverages that are not part of the four food groups.</i>	<ul style="list-style-type: none"> – low in fat and low in saturated fat – sodium: 480 mg or less – source of at least one vitamin or mineral 	<ul style="list-style-type: none"> – pretzels: 50 g – plain popcorn: 50 g – baked chips: 50 g 		

7. Criteria are based on the nutrient content claims in the Canadian Food Inspection Agency's *Guide to Food Labelling and Advertising* (Ottawa: Canadian Food Inspection Agency, 2003).

8. Serving sizes are based on information in *Canada's Food Guide to Healthy Eating* and the Dietary Reference Intakes given in the Canadian Food Inspection Agency's *Guide to Food Labelling and Advertising*.

9. Trans fat is created when an unsaturated fat is processed or hydrogenated. Trans fat raises LDL (bad) cholesterol and lowers HDL (good) cholesterol. Trans fat is found in many crackers, cookies, and commercially baked products.

Beverages

Food Group	Criteria for Selection¹⁰	Recommended Beverages and Serving Sizes¹¹	Essential Nutrients Provided	Comments
Milk and Milk Products <i>Choose lower-fat milk products more often.</i>	<ul style="list-style-type: none"> – lower-fat or non-fat (2% M.F. or less) – good or excellent source of calcium – excellent source of vitamin D 	<ul style="list-style-type: none"> – milk – flavoured milk – yogurt-based drinks – calcium-fortified soy beverages – 250 mL for all 	<ul style="list-style-type: none"> – calcium – vitamin D 	<ul style="list-style-type: none"> – Serving size should be 250 mL, consistent with <i>Canada's Food Guide to Healthy Eating</i>. – There is an increased need for calcium prior to puberty: 3 to 4 servings per day.¹²
Vegetables and Fruit <i>Choose dark green and orange vegetables and fruit more often.</i>	<ul style="list-style-type: none"> – good source of vitamin C and/or vitamin A and/or folacin 	<ul style="list-style-type: none"> – 100% fruit juice – vegetable juice – 125–250 mL for all 	<ul style="list-style-type: none"> – vitamin C and/or vitamin A and/or folacin 	<ul style="list-style-type: none"> – Serving size should be limited to 250 mL, which is equal to 2 servings of fruit or vegetables, or 125 mL, which is equal to 1 serving.
Other		<ul style="list-style-type: none"> – water 		<ul style="list-style-type: none"> – Plain water is a healthy beverage choice, and is the preferred fluid for proper hydration.

10. Criteria are based on nutrient content claims in the Canadian Food Inspection Agency's *Guide to Food Labelling and Advertising* (Ottawa: Canadian Food Inspection Agency, 2003).

11. Serving sizes are based on information in *Canada's Food Guide to Healthy Eating* and the Dietary Reference Intakes given in the Canadian Food Inspection Agency's *Guide to Food Labelling and Advertising*.

12. *Canada's Food Guide to Healthy Eating – Focus on Children Six to Twelve Years, Background for Educators and Communicators* (Ottawa: Public Works and Government Services Canada, 1997), p.12.

Appendix 2: Criteria for Evaluating the Nutritional Value of Foods and Beverages

Fat

- *low fat* – 3 g or less
- *low in saturated fat* – 2 g or less of saturated fatty acids and trans fatty acids combined, and 15% or less energy from saturated fatty acids plus trans fatty acids

Calcium

- *source of calcium* – 5% or more of the recommended daily intake¹³ (55 mg or more of calcium)
- *good source of calcium* – 15% or more of the recommended daily intake (165 mg or more of calcium)
- *excellent source of calcium* – 25% or more of the recommended daily intake (275 mg or more of calcium)

Vitamins and Minerals

- *good source of vitamin C* – 30% or more of the recommended daily intake (18 mg or more)
- *good source of vitamin A* – 15% or more of the recommended daily intake (150 RE or more)
- *good source of folacin* – 15% or more of the recommended daily intake (33 mcg or more)
- *source of B vitamins* – 5% or more of the recommended daily intake of thiamine (0.07 mg or more), riboflavin (0.08 mg or more), niacin (1.15 NE or more), vitamin B6 (0.09 mg or more)
- *excellent source of vitamin D* – 25% or more of the recommended daily intake (1.25 mcg)
- *source of iron* – 5% or more of the recommended daily intake (0.7 mg or more)

Fibre

- *source of fibre* – 2 g or more
- *good source of fibre* – 4 g or more

Sodium

480 mg or less sodium¹⁴

13. “Recommended daily intake” means the same as “daily value”, which is the term often used on food labels.

14. Recommendation is based on the heart health claim in: Canadian Food Inspection Agency, *Guide to Food Labelling and Advertising* (2003), Table 8-1, Summary Table of Diet-Related Health Claims.



Ontario Catholic School
Trustees' Association

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Website: www.ocsta.on.ca

President: Paul C. Whitehead

Vice-President: Bernard Murray

Executive Director: John Stunt

October 21, 2004

MEMO TO: Chairpersons and Directors of Education
All Catholic District School Boards and School Authorities

FROM: Margaret Binns, Office Administrator

RE: **2005 AGM/Conference Resolutions**

The 2005 OCSTA Annual General Meeting will once again offer an opportunity for delegates to consider and vote on all resolutions received from our members.

The resolution process provides member boards with the opportunity to bring important issues, which have provincial implications, to the attention of all trustees in the province.

The processing of member board resolutions is a fundamental responsibility of the Association.

Attached please find guidelines to assist you in the preparation of your resolution(s).

Guidelines for Preparing Resolutions

To improve the effectiveness of the resolution process, we ask boards to review the following guidelines.

Resolutions are your opportunity to address problems, solutions or concerns, which affect Catholic education in Ontario. A resolution approved by the membership at the Annual General Meeting calls for priority action by OCSTA and the commitment of OCSTA resources to address the particular issue outlined in the resolution.

A. Criteria for Submitting a Resolution

A resolution should:

- a. Address an area of concern for the province's Catholic school boards.
- b. Concern a matter which requires attention or action.
- c. Be written in language appropriate for province-wide consideration (language contained in resolutions is often incorporated into subsequent communications to the government or other relevant parties).
- d. Be accompanied by substantiated rationale.

B. Steps in Preparing a Resolution

1. Identify the concern. Be sure the concern is a matter of **province-wide** scope.
2. Research and gather sufficient supporting background materials to substantiate the resolution. If the concern has been presented/dealt with in a previous resolution, review the outcome of that process to assess what changes in approach/additional information might be useful.
3. Write the resolution in the following proposed format taking care to ensure that:
 - a. Each "*Whereas*" is accompanied by adequate background material.
 - b. The "*Therefore Be it Resolved*" directs OCSTA to take specific action.

C. Writing A Resolution

Structure

The resolution should be assigned a succinct title that identifies the problem or issue (or its proposed solution). There should be two parts to the resolution: a preamble followed by a resolving clause (or clauses).

1. Preamble

The preamble is a brief statement of background or rationale coming before the resolving clause(s).

The purpose of the preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood.

Each clause in a preamble is written as a separate paragraph, beginning with the word "WHEREAS".

2. Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the “WHEREAS” clause(s) in the preamble. If more than one action is being recommended, the “Therefore Be It Resolved” portion should be divided into a), b), c), etc.

3. Submission Statement

Please include the following information in the submission statement.

[Mover’s Name]
[Secunder’s Name]
[Board Name]
[Topic]
[Date]

D. Submission Deadline Date

The deadline date for receipt of resolutions in the OCSTA office is **January 14, 2005**. We encourage boards to submit their resolutions by email to Pam DeNobrega at pdenobrega@ocsta.on.ca.

E. Regulations

See the enclosed attachment for current regulations regarding submission and presentation of resolutions at the AGM.

These guidelines (and the enclosed template) have been provided as a reference that we hope you will find useful in preparing effective resolutions for your Association and Catholic education in Ontario.

Thank you.

TEMPLATE

The following example is provided for your reference. Please **do not use** tables, text boxes or any type of graphic. The type of font to be used in this document is **Times New Roman 11pt**.

MOVED BY: Mover's Name **RESOLUTION #:**
SECONDED BY: Seconder's Name **BOARD NAME:**
TOPIC: Funding-Special Education **DATE:**

WHEREAS: the Ministry of Education has recognized the importance of Early Literacy & early intervention in the realization of student achievement; and

WHEREAS: the support of speech and language development in young children is critical to their development of literacy skills; and

WHEREAS: the provision of speech and language interventions in children over the age of four years of age is the reality of school boards that have implemented JK and SK; and

WHEREAS: the provision of speech and language interventions for children in Junior and Senior Kindergarten is not funded by the Ministry of Education.

THEREFORE BE IT RESOLVED THAT:

OCSTA petition the Ministry of Education to provide direct additional funding for speech and language interventions for students in Junior and Senior Kindergarten as opposed to relying on other Ministries to provide such services.

If you have any question regarding this template please contact **Pam DeNobrega either by telephone (416) 932-9460 ext. 34 or by email pdenobrega@ocsta.on.ca**.

EXPLANATION OF COMMITTEE RECOMMENDATIONS & RESOLUTIONS SESSIONS PROCEDURES

Resolutions Sessions will be conducted using “**Robert’s Rules of Order**” and the provisions of the OCSTA Constitution. The chairperson of the session will ensure compliance with their rules.

Explanation of Committee Recommendations

The Conference Committee will study the resolutions and offer recommendations on the best way to meet their intent. The recommendations and their implications are:

- i. **Approve**
The direction given in the “therefore be it resolved” section of the resolution will be carried out.
- ii. **Approve and refer to the committee for appropriate implementation.**
The resolution will be forwarded to the designated committee for implementation.
- iii. **Receive and refer to the committee for study.**
The resolution will be forwarded to the designated committee for study. Following the study and receipt of the committee’s recommendation, the Board of Directors will determine whether or not the resolution will be implemented.
- iv. **Not approve**
No action will be taken.
- v. **No action required**
The intent of the resolution has been met. No further action will be taken.
- vi. **No recommendation**
The committee is not making any recommendation with respect to the resolution.

Resolution Session Procedures

Delegates wishing to speak to a resolution must go to one of the floor microphones and state their name and the name of the board they represent.

The mover of a resolution will have the opportunity to be the first and last to speak to that resolution. Other trustees may speak **once** to a resolution.

The chairperson may declare a motion out of order giving the reasons for doing so. The chairperson’s decision may be challenged by a majority vote of those voting delegates present **at the session** when the vote is called.

Voting will be by a show of hands. Delegates carrying proxies must have and show proper identification - ie: proxy badge. Ballots will be provided in the event that a recorded vote is called for.

Note Re Quorum: *A quorum for the transaction of business at any general meeting of Members shall consist of not fewer than forty (40) individuals entitled to vote, present in person.*

Grouped Resolutions

- a. the chair of the session will ask for a mover and seconder to approve the **grouping** of various related resolutions.
- b. the chair of the session will ask for movers and seconders for the committee recommendation for each group.
- c. delegates will vote on the committee recommendation for each group.

Delegates may request that any resolution(s) be removed from a “group” to be handled individually. These will be addressed when the group from which they have been removed has been dealt with.

Resolutions Handled Individually

These will include resolutions removed from the groups, resolutions for which the committee has not made any recommendation and resolutions from the floor.

A. RESOLUTIONS WITH COMMITTEE RECOMMENDATIONS

1. The chair of the session will announce the resolution number and the name of the sponsoring board:
 - the chair will call for the sponsoring board to move and second **the committee recommendation;**
 - delegates will speak to the committee recommendation;
 - delegates will vote on the committee recommendation.
2. If the sponsoring board does not move the committee recommendation from the floor:
 - the chair will call for the sponsoring board to move their **original resolution;**
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
3. In the absence of the sponsoring board to move the original resolution, the resolution will be withdrawn.

B. RESOLUTIONS WITHOUT COMMITTEE RECOMMENDATIONS

1. These resolutions will be handled as follows:
 - the chair will call for the sponsoring board to move their **original resolution**;
 - delegates will speak to the resolution;
 - delegates will vote on the resolution.
2. In the absence of the sponsoring board to move the original resolution, the resolution will be withdrawn.

C. AMENDMENTS FROM THE FLOOR

Amendments made on the floor relate to the “therefore be it resolved” section of the resolution and **must be written out** and handed to the chairperson. The chairperson will consider the amendment and, if necessary, discuss it with the parliamentarian or others to ensure that it is clearly understood.

- the chair will **read** the amendment;
- delegates will speak to the amendment;
- delegates will vote on the amendment;
- delegates will vote on the resolution as amended.

If the amendment is defeated:

- delegates will be asked to speak to the original resolution;
- delegates will vote on the original resolution.

D. RESOLUTIONS PRESENTED FROM THE FLOOR

After resolutions presented by the committee have been dealt with, other resolutions may be presented from the floor. The following rules apply:

- 2/3 of the voting delegates present at the session must consent to consider the resolution;
- sufficient copies of the resolution (and background material) must be provided for all those present at the resolutions session;
- these resolutions will be handled as outlined above.

The provincial office will distribute, in the delegate kits, resolutions to be presented from the floor provided a minimum of 225 copies of each resolution (and background material, if applicable) are received in the Provincial Office by **Monday, April 4, 2005**.



Dwight Duncan, M.P.P.

Windsor - St. Clair

SEP 19 2004

John Macri
Chair
Windsor Essex Catholic District School Board
385 Cameron Avenue
Windsor, Ontario
N9B 1Y8

RECEIVED
OCT 25 2004

Dear Mr. Macri:

Thank you for forwarding me a copy of your letter written to the Honourable Gerard Kennedy, Minister of Education regarding your concerns with funding for special education.

I have noted your concern that special consideration be given to your unique situation as you intended to use the special education funds held in reserve to meet the needs of each family as they emerged to establish special classes and programs in each family and create options for students and parents. Please rest assured that I have written to the Honourable Gerard Kennedy on your behalf. I will be pleased to contact you immediately with Minister Kennedy's response.

In the meantime, if you should have any further comments or concerns, please do not hesitate to contact my office.

Sincerely,

Hon. Dwight Duncan, MPP
Windsor-St. Clair

DD/bh

faxed to Macri
cc: trustee



Dwight Duncan, M.P.P.

Windsor - St Clair

SEP 19 2004

The Honourable Gerard Kennedy
Minister of Education
22nd Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

Dear Minister:

I am writing to you on behalf of Mr. John Macri, Chair and Ms. Lisa Soulliere, Chairperson of the Special Education Advisory Committee, Windsor-Essex Catholic District School Board, who contacted my office concerning the funding levels for Special Education for the 2003/04 and 2004/05 school years.

Mr. Macri and Ms. Soulliere wrote to you on August 16th, 2004 concerning a situation facing their board. Enclosed please find a copy of this correspondence.

Please note that Mr. Macri and Ms. Soulliere express concern over funding for special education, and state that the Board was placed in a deficit situation since amalgamation in 1998, so sought the advice of an external expert panel to conduct an extensive review of Special Education and provide a long-range plan to meet special needs. The panel report was presented to the Board in September 2003 along with implementation of plans, which would take place over a two –three year period.

Mr. Macri and Ms. Soulliere further state that as the proposed changes would affect delivery models, collective agreements and construction of renovation projects, which were ongoing, the funding necessary for the plan was placed in the reserve fund for special education to be used at various stages of implementation. As a result support teams are assigned to each family of schools with the intent of developing, implementing, assessing and monitoring programming for special needs students within the family.

Mr. Macri and Ms. Soulliere state they intended to use the special education funds to meet the needs of each family as they emerged, which would include establishment of special classes and programs in each family, and create options for students and parents.

/2



Dwight Duncan, M.P.P.

Windsor - St. Clair

Page 2

Mr. Macri and Ms. Soulliere express concern that their prudence and foresight have put the Board into a position to lose the \$2.5 million in revenues, which they were depending upon to meet the needs of their students.

I respectfully request that you give every due consideration to the concerns of the Windsor-Essex Catholic School Board based upon their merits, and I look forward to your written response. Thank you for your consideration to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Dwight Duncan", with a long horizontal flourish extending to the right.

Hon. Dwight Duncan, MPP
Windsor-St. Clair

DD/bh



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
Nov. 10, 2004

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
J. Berthiaume, Superintendent of Education
P. Littlejohns, Manager of Human Resources
J. Byrne, Supervisor of Human Resources, Academic

SUBJECT: **ADMINISTRATIVE STAFF REPORT**

RECOMMENDATION:

That the Board receive the *Administrative Staff Report* on hiring, retirement and resignation of staff dated November 10, 2004 for information.

BACKGROUND:

FINANCIAL:

COMMENTS:

TIMELINES:

APPENDICES:

- Administrative Staff Report dated November 10, 2004

November 10, 2004

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

HIRING:	Employee Name	Position	Location	Date	Reason
	Christina Albini	Elementary Teacher	ICS/ St. Francis	November 1, 2004	
	Jennifer Breault	Occasional Teacher	Supply	November 2, 2004	
	Celeste Courneya	Occasional Teacher	Supply	November 1, 2004	
	Kim Gebrail	Social Worker	Learning Support Services	October 18, 2004	
	Christine Grace	Learn. Commons Spec.	St. Mary	November 1, 2004	
	Kelly Greff	Elementary Teacher	Holy Cross (.5)	November 1, 2004	
	Michael Lamoureux	Elementary Teacher	St. John Vianney/ St. Pius	November 1,2004	
	Vicki Leung	Learn. Commons Spec.	Holy Names Secondary	October 25, 2004	
	Michelle Levasseur	Occasional Teacher	Supply	November 1,2004	
	Matthew McLeod	Elementary Teacher	Queen of Peace (.5)	November 1, 2004	
	Terry Miller	Secondary Teacher	St. Michael's (Essex)	November 1,2004	
	Karina Piroli	Occasional Teacher	Supply	November 1,2004	
	Veronica Tremblay	Learn. Commons Spec.	St. Anne Secondary	October 25, 2004	
RETIREMENT:	Sandy D'Amico	Secondary Teacher	F. J. Brennan	December 31, 2004	
	Ricky Ducharme	Custodian	St. Thomas of Villanova	December 31, 2004	
	Len Meloche	Custodian	St. Thomas of Villanova	December 31, 2004	
	Joanne Moscatello	Educational Assistant	St. Thomas of Villanova	December 31, 2004	
RESIGNATION:	Cara Ainsworth	Educational Assistant	On MLOA	September 1, 2004	Personal - Family
	Michael Lamoureux	Educational Assistant	On LOA - Occasional Teacher	October 28, 2004	Hired as Perm. Teacher



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
November 10, 2004

Public **In-Camera**
PRESENTED FOR: Information Approval
PRESENTED BY: Senior Administration
SUBMITTED BY: Michael B. Moher, Director of Education
Janet M. Ouellette, Superintendent of Education
SUBJECT: **CAMPUS MINISTRY SERVICES**
ST. MICHAEL'S HIGH SCHOOL

RECOMMENDATION:

That the Board accept the report *Campus Ministry Services – St. Michael's High School* as information.

BACKGROUND:

All of the Windsor-Essex Catholic District School Board's secondary schools have at least one Campus Ministers assigned to the school. At the request of the Board, the issue of the provision of this service to St. Michael's High School programs was pursued with the administration and staffs of the three sites – Essex, Victoria and St. Clair College.

Appendix A is a report from the principal of the school regarding what is presently occurring with regard to the provision of faith-based services at the three sites. Because of the unique nature of the programs and the special relationships which are established with the staff in the alternate programs for adolescents (Victoria and Essex), it is recommended that the schools continue to develop their own programs. Assistance will be provided, upon the request of the principal, for funding and/or supply teachers to assist in planning special events.

With regard to the Adult program at St. Clair College, a pilot program is being proposed. A teacher who has had experience with the program and the clientele and who has background and experience in parish work and counseling would be hired on a hourly basis to be available for faith-based consultation for both staff and adult students. This pilot would be conducted during the January to June teaching periods.

FINANCIAL:

The proposed pilot would be for 3 half days per week, 9:30 - 12:00, at \$38.00 per hour, for the up-coming blocks of January - March and March to June. This is the same hourly rate as is presently paid to the teachers in the program. The cost to provide this service for this time period would be approximately \$22,800.

COMMENTS:

The principal and staff of the adult program will be required to keep statistics on the numbers of students accessing the service, the types of services provided and the impact on both staff and students of having this service available.

TIMELINES:

Pilot program in place January to June 2005

APPENDICES:

- Appendix A: Principal's Report

Appendix 1

PRINCIPAL'S REPORT FAITH-BASED SERVICES – ST. MICHAELS' HIGH SCHOOL

VICTORIA SITE

Eucharistic liturgies are celebrated for Advent and Holy Thursday. Paraliturgies are held for Thanksgiving, Remembrance Day, Christmas and Easter. These services are primarily to explain the traditions and values of the Catholic Church which are connected with each holiday. As well, these services offer a chance to reflect through prayer on those traditions and values.

These services are typically quite successful. Students are attentive, respectful and well behaved. The Thanksgiving, Christmas and Easter celebrations conclude with students and staff sharing a meal together. The staff have also offered packages of personal essentials at Christmas to students in great financial need.

P.A. prayers have weekly thematic units and are done by student volunteers. The teachers note that in trying to develop religious activities for students, they have a high level of interest in spirituality and morality but typically have a strong dislike of organized religions. As a result, activities focus on the spiritual and moral elements while showing the Catholic viewpoint without appearing to push the Church into students. Finding the best balance is a concern. The teachers believe that a campus minister would not be very active because of the religious make-up and interests of students.

ESSEX SITE

Since the new site is close to Holy Name Church and Father Larry Brunet has already visited, there are plans to organize both a Christmas and Easter mass, along with individual class masses. Father will also be invited to visit individual classes on a regular basis. Arrangements will be made to bring in guest speakers and have student/staff meals attached to masses.

ST CLAIR SITE – ADULT

There has been some attempt to visibly identify the program as Catholic but this is difficult since both students and staff attend both full and part time and there is no central opening exercise or shared time. However, the adult students, especially new immigrants, are often very open to learning about faith and religious customs. These are also often people who have overcome personal difficulties and challenges to come back to school and show a great deal of interest in exploring their own faith lives. The staff would also benefit from some opportunities for faith formation and team building as a Catholic community

**Ron Donaldson, Principal
St. Michael's High School**



Windsor-Essex Catholic District School Board

385 Cameron Avenue, Windsor, Ontario N9B 1Y8
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
November 10, 2004

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Joseph Berthiaume, Superintendent of Education

SUBJECT: **MINUTES OF THE HIGH SCHOOL COUNCIL MEETING**
- June 3, 2004

RECOMMENDATION:

That the Board receive the minutes of the High School Council dated June 3, 2004, as information.

BACKGROUND:

All minutes of the High School Council are to be received by the Board.

FINANCIAL: None.

COMMENTS:

It was decided, by general consensus, that following meetings, the recording secretary would prepare a report and forward it to the Co-Chairs. If they agreed with the information contained in the report, it would be forwarded to the Board as information and the minutes would be approved by the Council at their next meeting.

Because of the length of time between meetings, there may be information contained in the report that would be received by Trustees after the fact, however, minutes are not posted to the board's website until they are formally approved by the High School Council.

TIMELINES:

APPENDICES:

- Report of June 3, 2004 meeting is attached.



WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOLBOARD

HIGH SCHOOL COUNCIL MEETING

June 3, 2004

~St. Clair College~

7:00 P.M.

REPORT

PRESENT

Parent Representatives

Assumption	Frank Favot
F. J. Brennan	Cathy Bellis
Catholic Central	Sandra Couvillon, Heather Walsh-Gagnon
Holy Names	Mary Bocian
St. Anne	Rick Macdonald
St. Thomas of Villanova	Mary Sagat
Supervisor	Jim Byrne
Recording Secretary	Jo-Anne McCaffrey

ALSO PRESENT

Presenter	Roger Faubert, Manager, Community & Public Relations, St. Clair College
Alternate Student Trustee	Sarah Favot

<u>REGRETS</u>	St. Joseph's Trustees	Catherine Schmidt Patrick Keane, Shannon Porcellini
----------------	-----------------------	--

Frank Favot called the meeting to order and led the opening prayer.

Roger Faubert presented a short video on the program that is being offered at St. Clair College and then took the committee members on a tour of the FCEM (Ford Centre for Excellence in Manufacturing).

ADDITIONS TO AGENDA ~ none

APPROVAL OF MINUTES:

Moved by: Mary Sagat

Seconded by: Heather Walsh-Gagnon

THAT the minutes of April 15, 2004 be approved. Carried.

BUSINESS ARISING FROM THE MINUTES

- Chioma - Jim Byrne spoke with a principal in Toronto who said that she was very well received by the students, perhaps not quite as well by staff. The impetus would be on the school council, in cooperation with the school principal, to make arrangements for Chioma to come to this area.

SEAC REPORT - no report

POLICY REVIEW

- There are approximately four other policies –i.e. Fund Raising that will require more time and input. Changes to these policies will be drafted and then forwarded to stakeholders for input. It is hoped that the suggested amendments will be made by the Policy Committee, DRAFTS forwarded to stakeholders by no later than June for their input, and the policies put in place for September 2004.
- Board Policies have a 'Policy Review Date' however, on occasion, they come up for review at an earlier date. Policies are developed on an as-needed basis, as well.

MINUTES OF WECSSAA MEETINGS ~ no report.

CHAIRPERSON'S REPORT

- F. Favot has been asked to sit on an EQAO review group. He has attended a couple of meetings. Kelly Power has done a fantastic job.
- The Grades 3,6 & 9 Literacy Tests: Our Board is doing very well, we are holding our own. The areas that need improvement have been identified and additional monies have been received from the ministry.
- Assumption Crossover: met at 5:00 p.m. today with engineers and consultants from the City of Windsor and the Engineering Firm that is designing the crossover. An environmental assessment needs to be done and stakeholders need to be consulted before it can proceed. It should be completed by June 2005.
- F. Favot said that chairing the Committee this past year has been a most rewarding experience. There is a sense of family within the group that allows everyone to speak freely at meetings and to share in each other's troubles and successes.

SUPERVISOR'S REPORT (Jim Byrne)

Supervisor Byrne reported

- The Student Senate Conference was held at the Cleary on Tuesday, April 27th and was a great success. Using feedback from an evaluation sheet distributed at the conference, a report has been produced and information will be used in preparing next year's conference.
- The student trustee for next year is Natalie Deschamps from Holy Names High School and the alternate student trustee is Emily Limarzi from Assumption College High School.
- While at the conference in Ottawa, the student trustees learned that the Ottawa, London and Waterloo boards have 2 trustees –one from Grade 11 and one from Grade 12 – one male and one female. The Grade 12 student serves for the one year, the Grade 11 student remains as part of the board during the consecutive year and a new Grade 11 student is selected allowing for continuity. The caliber of student leadership is exceptional and the students bring many practical ideas to the board for consideration.
- Exams begin on June 16th at all of our high schools with the exception of Assumption. Students at Assumption are finished school on June 11th.
- Timetabling and staffing is underway for approximately 570 teachers. There have been 9 retirements so far in the secondary panel.
- Just completed a round of strategic hiring. 8 teachers were interviewed, 5 were offered positions and 3 accepted.
- Expect to hire 15 additional teachers in the elementary panel.

NEW BUSINESS

- Rick Macdonald suggested bringing the Elementary and Secondary School Council Umbrella Groups together to form one large Council.
- Mary Sagat, Cathy Schmidt and Rick Macdonald will come together and devise wording for a policy that would see a space designated in every school for the School Council to store material and hopefully have room to work.
- Due to a leak in the roof at Catholic Central, the school play was moved to Brennan. The play was a wonderful success. Sandy Couvillon thanked Cathy Bellis and administration at F. J. Brennan for their support.
- Heather Walsh-Gagnon reported on a drug awareness forum for parents. Presentations were very effective. Approximately 100 parents attended.

The next meeting is scheduled for September 16, 2004 at Assumption College School.



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6
Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

HANDOUT BOARD REPORT

Meeting Date:
November 10, 2004

PRESENTED FOR: Public In-Camera
Information Approval

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Peter Marchini, Superintendent of Business
Claude Marier, Manager of Purchasing and Administrative Services

SUBJECT: SCHOOL VENDING MACHINES REPORT

RECOMMENDATION:

That a Request for Quote on vending machines be issued the week of November 15, 2004.

BACKGROUND:

Following the Ministry of Education guideline on "creating a healthy school nutrition environment", the Purchasing Department will undergo a Request for Quote on vending machines for all Board schools.

FINANCIAL:

Currently all secondary schools and twenty-nine elementary schools operate with beverage vending machines. These machines operate through a variety of verbal or written agreements and written contracts. The percent of sales returned to the school also varies. Return of sales at elementary schools is generally less than \$2000 annually however secondary school returns are on average closer to \$10,000 - \$15,000.

The Request for Quote should secure the board a higher rate of return and increase revenues at both the elementary and secondary level.

Revenues will be forwarded to the Boards' central office and distributed to schools on a pro-rata basis in a similar fashion to the Cafeteria Services Contract.

COMMENTS:

Healthy Foods and Beverages in Elementary School Vending Machines Policy Memorandum No. 135 issued by the Ministry of Education on October 20, 2004 set out clear recommended standards for school boards regarding the sale of foods and beverages through vending machines in elementary schools.

In accordance with paragraph 27.1 of subsection 8(1) of the Education Act, school boards are required to report to their district office of the Ministry of Education on their progress in achieving the recommended standards in the selection of foods and beverages sold through vending machines in their elementary schools.

The form to be used for the report will be distributed to school boards in the near future. A completed report must be filed with the Ministry of Education by January 14, 2005. This report must also be distributed to the school community, school council and the general public through the Boards' website.

Dietitians of Canada have recommended that elementary school vending machines contain lower-fat and non-fat milk and 100 percent fruit juice. These products provide a good source of essential nutrients.

A copy of the Dietitians of Canada Recommended Standards for Foods and Beverages Sold in Elementary School Vending Machines will accompany the boards Request for Quote and only those vendors that are able to supply these products within the Boards elementary schools will be considered. (see Appendix B)

At the secondary school level the vending machines may contain water, fruit juice products or soft drinks.

Once the Request for Quote has been received a committee of the board including Principals (elementary and secondary) and board administration will review all submissions, provide recommendations and forward a final report to the Board for approval.

TIMELINES:

- November 9, 2004 report re: Request for Quote
- November 12, 2004 release of Request for Quote
- December 3, 2004 closing of Request for Quote
- January 11, 2005 report to Board

APPENDICES:

- Appendix A - Terms and Conditions of School Vending Machine Request for Quote (2 Pages)
- Appendix B - Recommended Standards for Foods and Beverages Sold in Elementary School Vending Machines (1 Page)
- Appendix C – Complete Request for Quotation Package (15 Pages)
- Appendix D – List of Companies Invited to Bid (2 Pages)

Appendix A

<p style="text-align: center;">TERMS AND CONDITIONS OF SCHOOL VENDING MACHINE REQUESTS FOR QUOTATION:</p>
--

R.F.Q. RELEASE AND CLOSING DATES:

- The R.F.Q. will be released to all bidders the week of November 12, 2004.
- The R.F.Q. closing date will be December 3, 2004.

NUMBER OF SCHOOLS INVOLVED IN THE R.F.Q.:

- All 42 Elementary and 9 Secondary school locations will be cited in the bid requests.

TERMS OF CONTRACT:

(Elementary Schools)

- Carbonated beverages will not be allowed in the R.F.Q. (In elementary schools).
- Snack machines will also not be allowed unless the Board decides to add this commodity at a later date. (In elementary schools)
- A committee made up of School Principals(Elementary & Secondary) and Board Administration will review results of the R.F.Q.
- A final recommendation for contract will be brought to the Board for approval prior to the issuance of any Purchase Order Contract.
- A 3 to 5 year contract will be considered and all elementary schools will be immediately included under the contract.
- The number of vending machines allowed in each location and the location where these machines are to be located within the building will and must remain at the discretion of the Board.
- Brand name advertising anywhere within the Boards property will not be allowed. (Unless written permission is awarded).
- The only exception to "Brand Name" advertising would be identification on the front or sides of the vending machine itself.

(Secondary Schools)

- All of the above mentioned terms apply to the Secondary Schools.
- In addition to these terms soft drinks and other vending snack items can be made available from vending machines at these sites.
- Seven secondary sites will be covered under the contract upon approval of the R.F.Q. and the two remaining sites will be included under the contract at a later date pending the following:

Direction from the Board to acquire release from their existing contracts, and or direction and advice from legal counsel.

These two remaining contracts are:

St. Anne High School – 5 year agreement expires January 20, 2006.

Catholic Central High School – 5 year agreement expires January 1, 2007.

REVENUE DISTRIBUTION:

- All revenues from vending machine sales will be payable to the Board and will be distributed to all schools on a pro-rata basis. This same revenue distribution system was used for cafeteria revenues at the secondary level.

PRODUCT DESCRIPTION:

- Only 100% juice products and milk product vending will be considered appropriate with the Ministry's "Creating a Healthy School Nutrition Environment" report.
- Portion size and pricing of the products dispensed must be clearly identified in the R.F.Q. Uniform product pricing throughout our schools will be closely monitored and maintained.
- No variances from portion size and or pricing will be allowed without written permission from the Board.
- Any and all snack vending must comply with the "Policy/Program Memorandum No. 135."

Appendix B

Recommended Standards for Foods and Beverages Sold in Elementary School Vending Machines

Beverages

Food Group	Criteria for Selection¹⁰	Recommended Beverages and Serving Sizes¹¹	Essential Nutrients Provided	Comments
Milk and Milk Products <i>Choose lower-fat milk products more often.</i>	<ul style="list-style-type: none"> - lower-fat or non-fat (2% M.F. or less) - good or excellent source of calcium - excellent source of vitamin D 	<ul style="list-style-type: none"> - milk - flavoured milk - yogurt-based drinks - calcium-fortified soy beverages - 250 mL for all 	<ul style="list-style-type: none"> - calcium - vitamin D 	<ul style="list-style-type: none"> - Serving size should be 250 mL, consistent with <i>Canada's Food Guide to Healthy Eating</i>. - There is an increased need for calcium prior to puberty: 3 to 4 servings per day.¹²
Vegetables and Fruit <i>Choose dark green and orange vegetables and fruit more often.</i>	<ul style="list-style-type: none"> - good source of vitamin C and/or vitamin A and/or folacin 	<ul style="list-style-type: none"> - 100% fruit juice - vegetable juice - 125–250 mL for all 	<ul style="list-style-type: none"> - vitamin C and/or vitamin A and/or folacin 	<ul style="list-style-type: none"> - Serving size should be limited to 250 mL, which is equal to 2 servings of fruit or vegetables, or 125 mL, which is equal to 1 serving.
Other		<ul style="list-style-type: none"> - water 		<ul style="list-style-type: none"> - Plain water is a healthy beverage choice, and is the preferred fluid for proper hydration.



Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 1Y8

Tel: (519) 253-2481

Fax: (519) 253-8397

BEVERAGE VENDING REQUEST FOR QUOTATION

Issue Date: November 8, 2004

Issued By: The Windsor-Essex Catholic District School Board

Request for Quotation Number: 435

Return Date: December 3, 2004

INTRODUCTION

The Windsor-Essex Catholic District School Board (hereafter referred to as the WECDSB) invites interested parties to submit sealed submissions in response to this Request for Quotation for Vending Services. The Windsor-Essex Catholic District School Board operates 42 elementary and 9 secondary schools. The WECDSB is comprised of all catholic schools within Essex County.

PURPOSE

The objective of this contract will be to offer beverage vendors the right to provide vending services within specified schools within the WECDSB. The WECDSB has a market for such services of approximately 26,000 students, 2,500 employees and community use of facilities.

TERMS & CONDITIONS OF THIS RFQ

RETURN LOCATION

Sealed Quotations must be returned to:

**Mr. Claude Marier
Manager of Purchasing & Administrative Services
Windsor-Essex Catholic District School Board,
1325 California Avenue
Windsor, Ontario,
N9B 3Y6**

Sealed tenders clearly marked "**BEVERAGE VENDING**" will be received by the Purchasing Department, 1325 California Ave., Windsor, Ontario, N9B 3Y6, in the envelope provided until **Friday, December 3, 2004 at 1400 hr.**

IMPORTANT DATES

ISSUE DATE: November 12, 2004

RETURN DATE AND TIME: December 3, 2004, 1400 hr.

QUESTIONS/REGISTRATION/ADDENDA

All questions pertaining to this Quotation should be addressed to: Claude Marier, by Fax (519) 253-8397 no later than November 22, 2004. After this date no further inquiries, concerns or questions may be submitted. All questions pertaining to this Request for Quotation must be submitted in writing.

Should questions raised by a bidder necessitate an addendum to this Request for Quotation, each registered bidder will receive the addendum by facsimile.

PRESENTATION/INTERVIEW/DEMONSTRATION

Qualified bidders may be required to make a presentation / attend an interview at its own expense or arrange a visit for the evaluation committee to an existing installed location that matches the requirements of the Quotation. No bid alterations will be allowed. Notification will be given to qualified bidders as to time and place.

GENERAL CONDITIONS

Any response submitted to the Quotation is IRREVOCABLE for 120 days.

A bidder who has already submitted a bid may submit an addendum in writing and signed by the bidder at any time up to the official closing time. (No facsimiles shall be accepted). The last submission shall supercede and invalidate all previous submissions by that bidder as it applies to this Quotation. Addenda **must** be submitted to the Manager of Purchasing in the same manner and within the same time constraints as the Quotation submission.

A bidder may withdraw the bid at any time up to the official closing time by letter bearing his/her signature and seal as it is in the submission. Withdrawal requests received after the closing date shall not be permitted. Submission withdrawals must be submitted to the Manager of Purchasing in the same manner and within the same time constraints as the Quotation submission.

The issuance of this call for Quotation shall not constitute any obligation on the part of the WECDSB to any firm or individual who submits a Quotation.

The WECDSB reserves the right to withdraw the award of the contract to a successful bidder(s) within 30 days of the award if in the opinion of the WECDSB the successful bidder(s) is unable or unwilling to enter into a form of contract satisfactory to the WECDSB. The WECDSB shall be entitled to do so without any liability being incurred by the WECDSB to the bidder. The WECDSB shall be at liberty to award the contract to the bidder who scored the next highest score in the evaluation process.

The WECDSB reserves the right to decline any or all Quotation submissions, or to cancel the Quotation call in whole or in part at any time prior to making an award, for any reason, or no reason, without liability being incurred by the WECDSB to any bidder for any expense, cost, loss or damage incurred or suffered by the bidder as a result of such withdrawal.

All costs associated with the preparation of the Quotation will be solely the responsibility of the bidder.

The successful bidder(s) shall not at any time subcontract any portion of its contract with the WECDSB nor shall it assign the contract without the written permission of the WECDSB. The successful bidder(s) shall not, at any time, change subcontractors approved by the WECDSB without written permission of the WECDSB.

The successful bidder(s) will reimburse the WECDSB for any damages through negligence or willful acts of any of the successful bidder(s) employees or contracted staff..

The successful bidder(s) and their employees shall not be considered WECDSB employees and shall not represent themselves as an agent of the WECDSB nor be eligible for any of the benefits provided to WECDSB employees.

The acceptance of the Quotation by the successful bidder and the award of the contract contemplated by this Request for Quotation is subject to approval of the Board of Trustees.

Bidders must comply with all legal requirements of all levels of government.

QUALITY

Equipment must be new, in good condition, fit for the purpose for which they are being acquired and free from defects. The decision of the WECDSB pertaining to items being rejected is final.

Any material, equipment, service or work ordered, which in the opinion of the WECDSB, does not completely fulfill the specifications, must be removed and/or completed at the expense of the successful bidder(s) and be replaced immediately with the material, equipment, services or work that fulfills the specifications or sample quality.

The successful bidder(s) will carry out all work to the satisfaction of the WECDSB. All trade work to be performed by appropriately certified staff.

CANCELLATION OF CONTRACT / LOSS OF SERVICE

The WECDSB reserves the right to terminate this contract with 30 days written notice if, in its opinion, the successful bidder(s) fails to meet the terms and conditions of the contract. Notwithstanding the termination of the contract, the successful bidder(s) shall remain responsible for its obligations under this contract up to the date of termination. The WECDSB reserves the right to commence an action in a court of competent jurisdiction against the successful bidder(s) for damages that result from the breach of the terms and conditions of the contract, by the successful bidder(s).

The successful bidder(s) shall be responsible for ensuring continuous delivery of the goods and services in the event of a labour disruption by either, the successful bidder(s), the WECDSB's staff or third party interruptions.

In the event that the successful bidder(s) becomes insolvent, and/or the successful bidder(s) is unable or unwilling to provide the contracted service for a period of more than 30 consecutive days during the period of the contract, the WECDSB shall have the right to replace the successful bidder(s) with another service provider suitable to the WECDSB in addition to all of its other rights pursuant to the term of this Quotation.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Bidders agree that all documentation and information contained in any Quotation submissions and any addendum that becomes the property of the WECDSB shall be subject to disclosure pursuant to an application pursuant to a Municipal Freedom of Information and Protection of Privacy Act request for disclosure. Notwithstanding that a Quotation submission or an addendum may contain a trade secret of the bidder, intellectual property right of the bidder, or scientific, technical, commercial, pricing or other financial or labour relations information or any other similar secret. A bidder specifically consents to the disclosure of any and all information contained in their Quotation or any addendum pursuant to a request for disclosure pursuant to a Municipal Freedom of Information and Protection of Privacy Act and such consent shall be considered a consent given pursuant to Subsection 10(2) of the said Act. Notwithstanding the aforesaid, the bidder assigns all right, title and interest that it has in the Quotation, and any addendum to WECDSB, including the right to copy and/or publish the same as the WECDSB sees fit, notwithstanding that no request for disclosure is made pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

All bidders agree not to disclose any information provided by the WECDSB in this Request for Quotation to any third party without the written consent of the WECDSB

HEALTH, SAFETY REGULATIONS

All equipment requiring approval (Hydro One, C.S.A., ULC, etc.) shall be completely assembled and shall bear label showing approval of assembly prior to delivery. The WECDSB shall not accept any equipment that has not been inspected and approved. If not so approved, the WECDSB reserves the right to invoice the successful bidder(s) for the cost of certification/replacement. Every person who supplies any machine, device, tool, equipment or service to the WECDSB shall ensure that the machine, device, tool, equipment or service complies with the *Occupational Health and Safety Act* and Regulations of Industrial Establishments. The "*Burden of Proof*" rests with the supplier.

The Occupational Health and Safety Act describes the responsibilities of an employer. The WECDSB requires contractors maintain procedures, training and enforcement so that the responsibilities are carried out at our workplace. The contract shall abide by and strictly adhere to the regulations and conditions set out and laid down by the most current versions of the Occupational Health and Safety Act, 1990, Chapter 0-1. Their workers must be trained in WHIMS in accordance with Occupational Health and Safety Act Regulations. They must adhere to all of the WECDSB's Health and Safety Policy, Procedures and Guidelines and Municipal Bylaws.

WORKPLACE SAFETY AND INSURANCE BOARD

The successful bidder(s) must ensure that all work performed to meet the obligations of this Quotation is covered by the Workplace Safety & Insurance Board.

The successful bidder(s) shall furnish a Certificate of Clearance from the Workplace Safety & Insurance Board as evidence that he has made all returns and paid all necessary assessments as required or levied by the Workplace Safety & Insurance Board. The Certification is to be furnished prior to commencement of work. The successful bidder(s) further agrees to maintain that good standing throughout the contract period. It is therefore the responsibility of the Contractor to ensure that the Workplace Safety & Insurance Board Certificate is updated every sixty (60) days.

COMMERCIAL LIABILITY INSURANCE

Each bidder shall show proof with the submission of this bid, and annually thereafter for the term of the contract, that upon the award of this contract that it will be covered by Commercial Liability Insurance with coverage limits of **\$2,000,000** (2 Million) per occurrence for liability arising at law for damages caused by reason of bodily injury (including death) or damage to property by employees or subcontractors. If the bidder does not presently have **\$2,000,000** (2 Million) per occurrence of Commercial Liability Insurance coverage, the bidder should provide a written assurance from his insurer or agent on the insurer or agent's letterhead that liability insurance limits will be increased to **\$2,000,000** (2 Million) per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. This liability policy will contain coverage for:

- Personal Injury & Property Damage
- Non-Owned Automobile Liability
- Owners and Contractors Protective Coverage
- Contractual Liability

Upon an award to the successful bidder(s) by the WECDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the WECDSB of the above-mentioned coverage to protect the WECDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract.

The successful bidder(s) agrees to indemnify, hold harmless and defend the WECDSB from and against any and all liability for loss, damage and expense, which the WECDSB may suffer or for which the WECDSB may be held liable by reason or injury (including death) or damage to any property arising out of negligent or wilful acts on the part of the successful bidder(s) or any of its representatives or employees or subcontractors in the execution of the work performed or from defects in the equipment supplied.

MOTOR VEHICLE LIABILITY INSURANCE (Must be included if the Bidders vehicles will be on any WECDSB Property.)

Each bidder shall show proof with the submission of this bid, and annually thereafter for the term of the contract, that upon the award of this contract that it will be covered by Automotive Liability Insurance with coverage limits of **\$2,000,000** (2 Million) per occurrence for liability arising at law for damages caused by reason of bodily injury (including death) or damage to property by employees or subcontractors. If the bidder does not presently have **\$2,000,000** (2 Million) per occurrence of Automobile Liability Insurance Coverage, the bidder should provide a written assurance from his insurer or agent on the insurer or agent's letterhead that liability insurance limits will be increased to **\$2,000,000** (2 Million) per occurrence from the commencement of the contract and annually thereafter for the term of the contract, should the contract be awarded to the bidder. This liability policy will contain the following coverage:

Third Party Liability coverage in the form of policy known as OAP-1.

Upon an award to the successful bidder(s) by the WECDSB, the successful bidder(s) shall be required to submit certification in a form satisfactory to the WECDSB of the above-mentioned coverage to protect the WECDSB against claims for property damage and personal injuries, including accidental death, caused by the successful bidder(s) or its employees or subcontractors during the performance of its obligations under the contract by way of the ownership or operation of a motor vehicle.

The successful bidder(s) agrees to indemnify, hold harmless, and defend, the WECDSB from and against any and all liability for loss, damage and expense, which the WECDSB may suffer or for which the WECDSB may be held liable by reason of injury (including death) or damage to any property arising out of negligence on the part of the successful bidder(s) or any of its representatives or employees by way of the ownership or operation of a motor vehicle.

CRIMINAL BACKGROUND CHECKS

The bidder shall agree that if it becomes the recommended successful bidder(s), pursuant to this Request for Quotation, subject to approval of the WECDSB, that it shall comply with Ontario Regulation 521/01, made under the Education Act, in relation to the Collection of Personal Information. The recommended successful bidder(s) agrees to provide, at the bidder's expense, the criminal background checks of all employees and of all employees of all subcontractor(s) hired by the successful bidder(s) who may regularly come into direct contact with pupils. This agreement shall be enforced prior to any attendance by the recommended successful bidder(s) or its subcontractors at a school site of the WECDSB who may regularly come into direct contact with pupils during the duration of the contract and until the expiry of this contract.

The successful bidder(s) shall further agree to provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each of the above employees of the successful bidder(s), whether employed by the successful bidder(s) at the time of the Response and of each employee of all subcontractor personnel, whether employed by the contractor at the time of the response to the Request for Quotation or becoming employed at a later time, by January 1st each year during the term of the agreement contemplated by this Request for Quotation.

The successful bidder(s) shall further agree that in the event that the terms of the agreement contemplated by the Request for Quotation in the future becomes applicable to a school site other than those contemplated by the Request for Quotation, that the successful bidder(s) shall provide, at the bidder's expense, an Offence Declaration as defined by the said Regulation for each employee of the successful bidder(s) and for each employee of all subcontractor personnel, whether employed by the contractor at the time of the Response to the Request for Quotation prior to any attendance by the successful bidder(s) at the said school site.

It is deemed to be a breach of the contract for the service provider to allow anyone who has not provided a criminal background check or Offence Declaration as required by the contract and the contract can be terminated for just cause.

RFQ AWARD

EVALUATION PROCESS

An evaluation committee will be established to evaluate proposals.

All proposals will first be evaluated on their compliance with the requirements of terms and conditions of this Request for Quotation.

All compliant proposals will be evaluated by a WECDSB evaluation committee included but not limited to the vendors:

- Ability to meet the terms and conditions of this proposal
- Ability to deliver and service the requirements when and where required
- Financial offer (rebate) including but not limited to the method of compensation
- Financial standing and stability of the vendor
- Implementation
- References of current and former customers
- Freedom from potential legal liabilities which would have an impact on the ability of the bidder to complete the agreement.

Compliant bidders may be requested to make a presentation of their proposal for clarification only. No alteration of your submission will be permitted. Notification will be given to qualified bidders as to the time and place. The presentation shall be at the expense of the bidder.

AWARD AND NOTIFICATION OF CONTRACT

The results of this Request for Quotation will be available from Mr. Claude Marier, 60 days after proposal closing.

The successful bidder(s) will be notified by telephone.

PRICING/TAXES/DELIVERY/PAYMENT

PRICING

All charges must be included in the cost of the items. Prices quoted must be for goods and services exactly as specified and in Canadian Funds, unless otherwise indicated.

DELIVERY & ORDERING

Delivery for all items within this RFQ will be directly to our Schools,

The successful bidder(s) bears the risk of loss with respect to equipment until delivery and/or installation is complete.

The successful bidder(s) bears the cost of repairs to the site and to hardware with respect to damage caused from shipping or installation.

The successful bidder(s) will remove all packaging and shipping debris from WECDSB premises at no cost to the WECDSB.

VENDING SPECIFICATIONS

RESPONSE INSTRUCTIONS

The WECDSB is soliciting vendors for the provision of vending services in the following areas:

Cold Beverage Vending

Milk Beverage Vending

The vendor(s) are invited to respond to one or all of the above sections. Vendors are required to complete the appropriate **bid submission form**.

CONTRACT DURATION

This RFQ shall be effective for the 2005 school year; additionally, it shall be renewable on an annual basis for up to four (4) one year school terms, if mutually agreed upon by the WECDSB and the selected Vendor(s).

IMPLEMENTATION

Successful Vendor(s) will be obligated to deliver and install all equipment and product for the anticipated operational requirement of March 1st, 2005.

EQUIPMENT AND ELECTRICAL

It will be the successful vendor(s) responsibility to work with each site administrator and a facility services representative on placement of equipment within each site. Restrictions due to physical layout, lack of electrical service etc. may impact the placement of those machines. Additional electrical hook-ups that may be requested must be in agreement with site administrator and a facility services representative and will be at the vendor(s) expense.

Equipment will be installed as per the Ontario School Board Insurance Exchange recommendations and the Ontario Ministry of Education Guidelines.

All vending machine maintenance, including parts replacement, preventative maintenance, and regular cleaning, will be provided at no charge to the WECDSB.

Equipment should be "new" and equipped with electronic coin changers and internal non-re-settable meters.

Installation /removal/relocation/movement of vending equipment will be mutually agreed upon by the WECDSB and the successful vendor(s) and will be performed at no charge to the WECDSB.

The WECDSB reserves the right to install lock boxes where machines are plugged in, or to hard wire the machines directly to a power source, and to pass a nominal fee on to the vendor(s) for the cost of such services (the WECDSB shall invoke this right only if an issue develops with machines being unplugged, or under similar such circumstances)

PRODUCT / SERVICE

Replenishment of product shall occur up to 5 days per week (Monday- Friday), as sales warrant and be coordinated with School operating hours.

Response to service calls shall occur within 24 hours of the call for service Monday through Friday.

Service personnel shall be uniformed and carry a photo ID bearing the company Logo.

HEALTHY CHOICES

With respect to beverages sold in Elementary Schools, the WECDSB has a preference for products such as: 100% juices (vegetable or fruit), water or milk products.

With respect to beverages sold in Secondary Schools and other WECDSB facilities the WECDSB has a preference for 100% juices (vegetable or fruit), water, other non-carbonated beverages, milk and, carbonated beverages (diet and non-diet).

PRICE/STRUCTURE/INCENTIVES/MARKETING

VENDING RIGHTS

The WECDSB retains sole discretion over the products to be selected for sale. WECDSB site administrators will determine with the vendor and have final approval on the placement and display of items within the vending machines on a school by school basis.

The WECDSB retains sole discretion over vending machine location on WECDSB property.

All cafeterias within WECDSB secondary schools maintain the right to sell beverages and snacks as per existing food service contracts, from the servery during the hours of operation of the cafeterias.

The WECDSB may determine that certain products may not be offered at some locations. Carbonated beverages may not be made available at elementary schools.

Vendor(s) will be financially responsible for product loss, monetary loss, non-sale spoilage due to product expiry dates, and damages caused by power failure or any other circumstances beyond the direct control of the WECDSB.

COMMISSIONS, REPORTING, and CHEQUE PAYMENT

Commission rates should be based on a percentage of **total gross sales** by each product or product category, at the proposed vending price. The proposal must project annual growth and sales volume based on the proposed product mix and pricing strategy.

The successful vendor (s) agrees to provide the WECDSB with a copy of a monthly revenue and commission report covering the activity of each machine in an aggregate report, by school facility location. Information provided should include: location, machine, product, units sold, total gross sales, WECDSB commissions (\$). This copy is to be forwarded to the Board office Attention Purchasing. Reports should be in an excel spreadsheet format. The WECDSB shall receive such reports for the monthly period, **no later than 15 calendar days** after the first day of the new month.

The successful vendor (s) agrees to provide the WECDSB with cheques made out to the Windsor-Essex Catholic District School Board in the amount shown on the monthly revenue and commission report and forwarded to the attention of the Manager of Purchasing. The WECDSB shall receive such cheques for the monthly period, **no later than 15 calendar days** after the first day of the new month.

COLD BEVERAGE VENDING

The WECDSB is seeking proposals from vending companies for the right to market cold beverages from vending machines in participating schools and facilities as outlined below.

Product categories to be covered by the RFQ include the following:

Elementary Product Categories	High School and Other Facility Categories
Juices (100% vegetable and or fruit)	Juices (vegetable or fruit)
Water	Water
Milk	Sports Drinks
	Carbonated Beverages (Diet and Non-Diet)
	Non-Carbonated Beverages
	Other

Vendors responding to Cold Beverage Vending must complete the bid form enclosed.

MILK VENDING

The WECDSB is seeking proposals from vending companies for the right to market milk beverages from vending machines in participating schools and facilities within the district as outlined above. This is in conjunction with proposals for cold beverage vending, and snack beverage vending.

Product categories to be covered by the RFQ include but not limited to the following:

Regular Milk

1%

2%

Claude Marier
Manager of Purchasing &
Administrative Services

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

BEVERAGE VENDING REQUEST FOR QUOTE

COLD BEVERAGE BID FORM

Vender Response Information Cold Beverage Vending

COLD BEVERAGES	CONTAINER SIZE (ML)	CONSUMER PRICE \$/UNIT	WECDSB COMMISSION (%)	VENDING EQUIPMENT KW CONSUMPTION	ADDITIONAL INCENTIVES OFFERED
Carbonated Beverages (List Brand Names)					
Non-Carbonated Beverages (List Brand Names)					
Water (List Brand Names)					
Sports Drinks (List Brand Names)					
100% Juices (List Brand Names)					
Other (List Brand Names)					

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

BEVERAGE VENDING REQUEST FOR QUOTE

MILK BEVERAGE BID FORM

Vender Response Information Milk Beverage Vending

MILK BEVERAGES	CONTAINER SIZE (ML)	CONSUMER PRICE \$/UNIT	WECDSB COMMISSION (%)	VENDING EQUIPMENT KW CONSUMPTION	ADDITIONAL INCENTIVES OFFERED
Flavoured Milk (List Brand Names)					
Regular Milk (List Brand Names)					
1% Milk (List Brand Names)					
2% Milk (List Brand Names)					
Other (List Brand Names)					

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD
1325 California Avenue
Windsor, Ontario N9B 3Y6
Ph. (519) 253-2481 Fax (519) 253-8397

TERMS AND CONDITIONS SIGNATURE PAGE

I hereby acknowledge that I have read, understand, the forgoing pages of Contract Terms and Conditions. **This page must be signed below and returned with your submission for your bid to be accepted.**

Submitted by:

Company: _____
(Please Print)

Address: _____

E-Mail: _____

Phone: _____ **Fax:** _____

Date: _____

Signature: _____

(Please Print)

METRO WINDSOR VENDING SERVICES
2825 COUNTY RD. 42
WINDSOR, ON
N9A 6P8

ANDREW DOUGLAS HOLDINGS
4325 COUNTY RD. 42, UNIT 10
WINDSOR, ON
N9A 6J3

SMITH VENDING
12578 HORWOOD CRES.
WINDSOR, ON
N8N 4T6

PEPSI BOTTLING GROUP
333 GOSFIELD TOWNLINE W.
ESSEX, ON
N8M 2X5

ARAMARK CANADA LTD.
800 ISLINGTON AVENUE
TORONTO, ON
M8Z 6A1

BINGEMANS INC.
1380 VICTORIA ST. NORTH
KITCHENER, ON
N2B 3E2

C& D SERVICES
1667 MILESTONE ROAD
LONDON, ON
N5X 2G1

CANTEEN OF CANADA LIMITED
1111 FRANKLIN BLVD., UNIT 10
CAMBRIDGE, ON
N1R 8B5

COMPACT VENDING SERVICES
130 MEADOWRIDGE ROAD
LONDON, ON
N6H 5N6

CREATIVE CHEF CATERING
132 NEWBOLD COURT
LONDON, ON
N6E 1Z7

LASALLE VENDING
243 KENWOOD
LASALLE, ON
N9J 1R7

SCHILCO VENDING & SUPPLIES LTD.
1944 2ND CONCESSION
WOODSLEE, ON
N8S 1M1

WILL-VEND COMPANY
2810 ACADEMY DRIVE
WINDSOR, ON
N9E 2H1

ALTERNATIVE BEVERAGE COMPANY
609 MILL STREET
WOODSTOCK, ON
N4S 7V6

ARRO VENDING & DISTRIBUTORS
100 BATHURST DRIVE
WATERLOO, ON
N2V 1V6

BROWN'S FINE FOOD SERVICES
844 DIVISION STREET
KINGSTON, ON
K7K 4C3

CANADA CATERING
5 SOUTHVALE DRIVE
TORONTO, ON
M4G 1G2

COCA-COLA BOTTLING LTD.
950 GREEN VALLEY RD., BOX 5095
LONDON, ON
N6N 1E3

CONFERENCE CUP
492 SOVEREIGN ROAD
LONDON, ON
N6M 1B2

ELITE VENDING
14 TOOHEY LANE
LONDON, ON
N6G 4Y2

**FRANK SHANNON VENDING
324 GRANGE OVER PLACE
LONDON, ON
N6G 4K5**

**GLENN R. MACDONALD VENDING
91 CONDOR COURT
LONDON, ON
N5W 5Z8**

**KANE'S DISTRIBUTING LTD.
115 DIEPPE
ST. CATHARINES, ON
L2M 7N6**

**LEWISFOODS INC.
1 - 16 HARLOWE ROAD
HAMILTON, ON
L8W 3R6**

**LONDON VENDING SERVICE LIMITED
1010 HARGRIEVE ROAD
LONDON, ON
N6E 1P5**

**NUTRITIONAL MANAGEMENT SERVICES
2361 MAIN STREET
LONDON, ON
N6P 1A7**

**RED CARPET FOOD SERVICES
343 SOVEREIGN ROAD
LONDON, ON
N6M 1A6**

**TRS (1993) LTD.
1057 PARKINSON ROAD
WOODSTOCK, ON
N4S 7W3**

**GATORADE CANADA
3227 KING ST. EAST, APT. 503
KITCHENER, ON
N2A 3Z9**

**K.T. VENDING
628 WALLACE STREET
LONDON, ON
N9Y 3R7**

**L & M VENDING
R. R. 2
TILLSONBURG, ON
N4G 4G7**

**LONDON REFRESHMENT SERVICE
929 DALKEITH AVE.
LONDON, ON
N5X 1S3**

**NATIONWIDE GOURMETS OF CANADA INC.
4105 BLAKIE ROAD
LONDON, ON
N6L 1P6**

**P & M FOOD SERVICES INC.
224 MERLIN CRESCENT
LONDON, ON
N5W 5A5**

**SAPUTO MILK DIVISION
1310 STEELES AVE., EAST
BRAMPTON, ON
L6T 1A2**

**COMPASS GROUP - CHARTWELLS
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Windsor-Essex Catholic District School Board

1325 California Avenue, Windsor, Ontario N9B 3Y6

Telephone (519) 253-2481 Fax: (519) 253-0620

Michael B. Moher, Director of Education

John Macri, Board Chairperson

BOARD REPORT

Meeting Date:
November 10, 2004

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

PRESENTED BY: Senior Administration

SUBMITTED BY: Michael B. Moher, Director of Education
Janet Ouellette, Superintendent

SUBJECT: **SPECIAL EDUCATION ADVISORY COMMITTEE MEETING**

RECOMMENDATION:

That the Board receive the Minutes of the August 26, 2004, and the September 23, 2004 Special Education Advisory Committee meetings.

BACKGROUND:

All Minutes of the Special Education Advisory Committee meetings are to be received by the Board.

FINANCIAL:

n/a

COMMENTS:

n/a

TIMELINES:

Meeting dates: August 26, 2004 and September 23, 2004

APPENDICES:

- Minutes of August 26, 2004 SEAC meeting
- Minutes of September 23, 2004 SEAC meeting

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SPECIAL EDUCATION ADVISORY COMMITTEE

Minutes of a meeting of the Special Education Advisory Committee, Thursday, August 26, 2004, 7:00 p.m., in Committee Room "E", Civic and Education Centre, Essex.

Present:	Lisa Soulliere	Trustee Member (Chair)
	Gerry Gignac	Learning Disabilities Association (Vice-Chair)
	Mary DiMenna	Trustee Member
	Michelle Friesen	Integration Action for Inclusion
	Michelle Mastellotto	Down Syndrome Parent Association
	Jennifer Jaco-McKay	Association for Bright Children
	Janet Ouellette	Superintendent
	Cathy Geml	Principals' Association/Supervisor

The Chair called the meeting to order and the SEAC prayer was read together. Regrets were noted from M. Nouvion, J. Wysman, D. Rollier and S. Slogan.

Approval of Agenda:

Motion by M. Friesen and M. Mastellotto that the Agenda be approved as printed and circulated. CARRIED.

There was no disclosure of pecuniary interest.

Budget Discussion:

Peter Marchini, Superintendent of Business, explained the budget documents to the SEAC members. J. Ouellette distributed copies of a letter from the Board to the Minister of Education concerning the Ministry's recall of the Board's reserves.

A lengthy discussion was held on the grant allocation, and on the 2004-05 draft budget. The amount of the surplus from the previous year (2003-04) was questioned, as well as where the surplus funds were spent. Staffing changes were noted due to the retirement of a Psychologist and the resignation of a Social Worker.

Discussion was held on the level of service and method of providing service to students with special needs.

The motions from the June SEAC meeting will be presented to the Board on August 30, 2004.

**On motion by M. Mastellotto and M. DiMenna, the meeting adjourned at
9:00 p.m. CARRIED.**

**NEXT MEETING
BOARD OFFICE
1325 California Ave.**

**SEPTEMBER 23, 2004
6:30 P.M.**

Patricia Hickmott
Recording Secretary

E&OE/psh/M06seac/04/09/03



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SPECIAL EDUCATION ADVISORY COMMITTEE

Minutes of a meeting of the Special Education Advisory Committee, Thursday, September 23, 2004, 6:30 p.m.

Present:	Lisa Soulliere	Trustee Member (Chair)
	Gerry Gignac	Learning Disabilities Association (Vice-Chair)
	Mary DiMenna	Trustee Member
	Michelle Friesen	Integration Action for Inclusion
	Michelle Mastellotto	Down Syndrome Parent Association
	Deborah Rollier	WCLSS/CLEC
	Jane Wysman	Member-at-large, High School Council
	Janet Ouellette	Superintendent
	Cathy Geml	Principals' Association/Supervisor

The meeting began with a Sacred Supper, led by Margaret Palmer-McCann, Adult Faith Animator.

Following dinner, the Chair called the meeting to order in the Board Room. Regrets were noted from J. Jaco-McKay and M. Nouvion.

Approval of Agenda:

Motion by D. Rollier and G. Gignac that the Agenda be approved as printed and circulated. CARRIED.

There was no disclosure of pecuniary interest.

J. Ouellette reported that each student in secondary programs has an individual program and timetable specific to his or her needs, and that there is no way to adequately provide course information in writing. Other secondary department heads could attend a meeting to speak about programs in their schools and how they are implemented. Also the Subject Council chair could attend to respond to questions of a general nature. Definitions of all essential course codes have been developed to make them more unified.

Approval of Minutes:

Motion by G. Gignac and D. Rollier that the Minutes of June 17, 2004 be approved as printed and circulated. CARRIED.

The Minutes of the meeting held August 26, 2004 will be dealt with at the October 28, 2004 meeting.

Business Arising:

Lunchtime supervision: L. Soulliere reported that the motion from SEAC was received as information by the Board.

I.B. Program: The motion was received by the Board as information.

Additional staff: There was no discussion at the Board meeting except around the loss of funding. The Board received information on the pre-claw back plan proposal to hire additional staff. At the end of September the Board will be left with one person in Psychological Services. Administration is investigating the options for provision of service this year.

The remaining motions from June 17th will go to the Board on October 12th, and will be reported on at the October SEAC meeting.

Information Items:

School Support Program – Autism Spectrum Disorder:

J. Ouellette and C. Geml met with the Ministry, which is looking for direction from the Board on how assistance can be provided in the areas of servicing students, staff development, and programming.

Making Citizenship Real, is a two-day conference hosted by the Windsor-Essex Family Network.

Motion by M. DiMenna and J. Wysman that the information items be received. CARRIED.

Report from Chair:

Discussion was held on the content of a draft letter to the Minister from SEAC re. accessing effectiveness and equity fund.

Motion by M. Mastellotto and G. Gignac that the suggested changes be made to the letter, then forwarded to the Minister of Education. CARRIED.

Opposed: M. Friesen.

It was noted that 40 boards of 65 were affected by the Ministry's claw back of funds, and that 25 of those boards were significantly affected.

Copies of a letter that appeared in the Kingsville Reporter from MPP Essex Bruce Crozier were distributed. The response to this letter may be available at the next SEAC meeting.

Future SEAC meetings will include a presentation at each meeting. There will be a ten-minute time period for an association presentation, followed by ten minutes for questions. A format for association presentations will be included with the next agenda. Community members and Special Education Coordinators will be asked to do presentations as well.

Report from Trustees:

SEAC motions from the June 17th meeting not directly affecting the 2004-05 budget will be presented to the Board at the October 12, 2004 meeting. Discussion was held on the process for presenting SEAC recommendations to the Board. Recommendations from SEAC are taken to the Board as part of the SEAC Minutes, following SEAC's approval of the Minutes.

Report from Superintendent/Supervisor:

J. Ouellette reported a good start to the school year. The new Special Education Coordinators have made many visits to schools, providing assistance with programming for students. They are also providing input to administration on placement of available staff.

Family of Schools meetings begin next week, at which time administration will get a clearer picture of individual school situations and staffing needs. Several challenging situations are being dealt with, but all elementary students have been placed. Programming is still being worked out for one or two secondary students.

A workshop on September 30th will provide valuable information to teachers of students with hearing challenges.

J. Ouellette provided copies of an article that appeared in the New York Times on September 12th about integrating a kindergarten student with cerebral palsy into a Manhattan school.

Information was distributed regarding the workshop titled, "Getting Comfortable with Sexuality Education," sponsored by the Down Syndrome Parent Association. The Board is confident that the workshop content will not be offensive to Catholic parents.

New Business:

Cathy Shanahan, Executive Director of Family Respite Services, will be the community guest speaker at the October SEAC meeting, and Pam Skillings, Principal of Children's Rehabilitation Centre, will speak at the November meeting.

Association representatives are asked to choose a month at the October meeting for their Association's presentation to SEAC.

The October Agenda will include discussion on the role of SEAC members and the value of SEAC within the Board. M. Friesen was asked to provide a memo so that members could effectively prepare for the discussion.

On motion by M. Mastellotto and M. DiMenna, the meeting adjourned at 9:10 p.m. CARRIED.

**NEXT MEETING
CATHOLIC EDUCATION CENTRE (Board office)**

**OCTOBER 28, 2004
7:00 P.M.**

Patricia Hickmott
Recording Secretary

/psh/M06seac/10/15/2004
E&OE